



City of Banning Emergency Operations Plan Part 2 – Supporting Documents





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SECTION 1: EOC ORGANIZATION AND GENERAL RESPONSIBILITIES

1.1 EOC Concept of Operations

During an emergency in the City of Banning, operations are coordinated from the City's Emergency Operations Center (EOC). The EOC is the location that centralizes the collection and dissemination of information about the emergency and makes policy-level decisions about response priorities and the allocation of resources.

The following functions are performed in the City of Banning EOC:

- ☐ Analysis, evaluation, reporting, and assessment of all data pertaining to emergency operations.
- ☐ Coordinating emergency response operations.
- ☐ Receiving warning information from a variety of Government and private sources and issuing alerts and warnings to the public as required.
- ☐ Serving as the central point for providing emergency information and instructions to the public.
- ☐ Coordinating the operational and logistical support of City resources committed to the emergency.
- ☐ Maintaining contact and coordination with other local government EOCs and Riverside County EOC.
- ☐ Collecting information from, and disseminating information to other jurisdictions, State agencies, military, and Federal agencies.

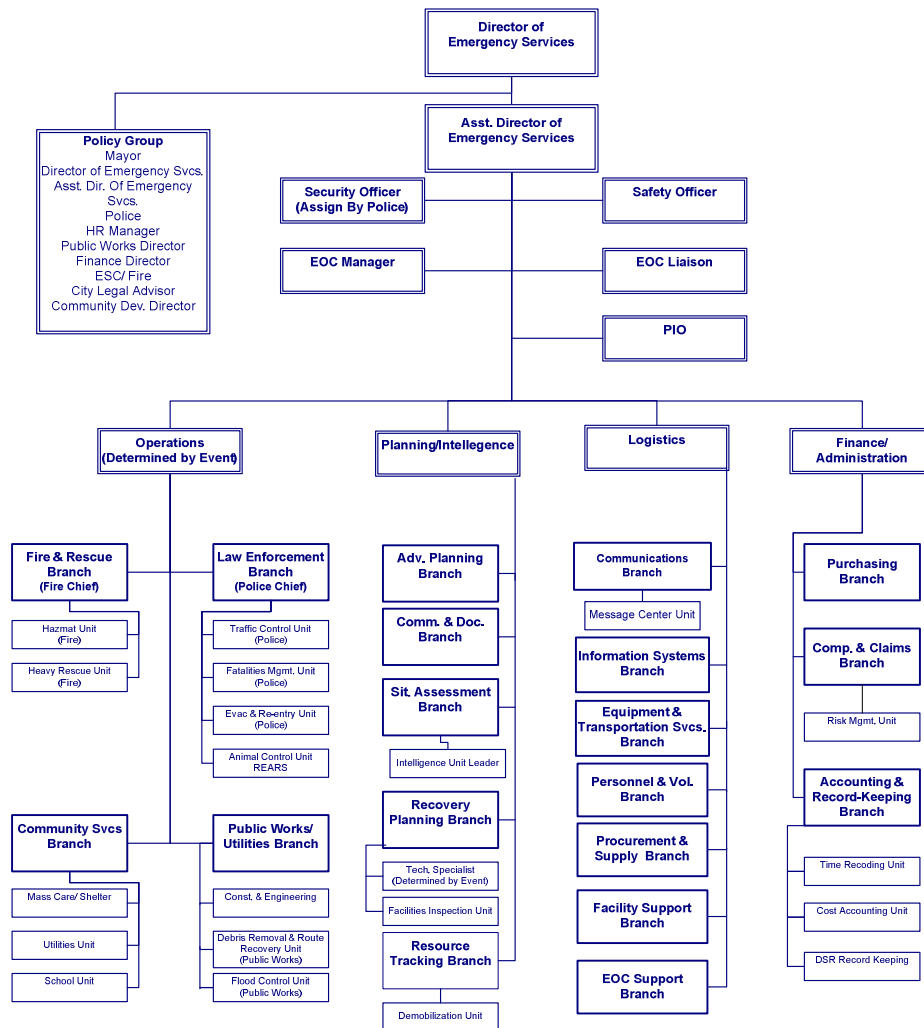
1.2 EOC Location

The EOC is located at the Police Department at 128 E. Ramsey St. The alternate EOC is located at Banning City Yard at 176 E. Lincoln St. The City ESC is responsible for maintaining operations of each emergency facility ensuring it is always in a ready state of operation.



EOC Organizational Structure

Figure 1-1 below depicts the City of Banning EOC organizational structure.





1.3 Generic Responsibilities and Checklists

The following sub-sections contain checklists that may be used by all positions in the EOC. Position-specific checklists are contained in the following sections describing the responsibilities for the individual positions.

1.3.1 EOC Activation

The following activities must be performed by each EOC staff member upon activation of the EOC.

- ☐ Receive assignment and briefing from your immediate superior as designated by the attached EOC organization chart.
- ☐ Determine your personal operating location and set up as necessary.
- ☐ Report to the Director of Emergency Services, EOC Manager, your Section Chief, or your Branch Director as appropriate.
- ☐ Review this checklist and your specific position checklists.
- ☐ Put on your position identifier (vest or name tag).
- ☐ Open and maintain an Activity Log by documenting all actions and decisions. Turn Activity Log(s) into the Planning and Intelligence Chief when completed and/or at the end of shift.

1.3.2 Shift Start-up

Each EOC staff member at the start of each shift must perform the following activities:

- ☐ Sign into the EOC on the EOC logbook.
- ☐ Put on your position identified (vest or name tag).
- ☐ Report to your Section Chief or Branch Director for any updates or assignments.
- ☐ Review relevant reports to get an updated assessment of the situation as it applies to your staff position.
- ☐ If applicable, receive a debriefing from the staff member that you are relieving.

1.3.3 Ongoing Activities

All EOC members should perform the following activities as part of their normal operations:

- ☐ Participate in all applicable Section and Branch meetings.

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- ☐ Obtain copies of all EOC Action Plans.
- ☐ Document all actions and decisions on an activity log.
- ☐ Maintain all required records and documentation to support the After-Action Report and the history of the incident:
 - ☐ Messages received
 - ☐ Actions taken
 - ☐ Decision justification and documentation
 - ☐ Requests filled
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ Work with your Supervisor and Section Chief if you require additional staffing for your function.
- ☐ Request additional resources as needed (computer, phone lines, fax, printer, etc.) through the appropriate Section Unit.
- ☐ Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to the appropriate Section Chief or Director of Emergency Services.
- ☐ Participate in a Critical Incident Stress Debriefing session when conducted.

1.3.4 Shift Completion

Each EOC staff member upon completion of their shift must perform the following activities:

- ☐ Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping and Accounting/Record-Keeping Branch of the Finance and Administration Section.
- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Thoroughly brief your relief on the current situation for your position. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Leave forwarding phone number where you can be reached.

1.3.5 Demobilization

The following activities must be performed by each EOC staff member upon notice that the EOC or his section of the EOC is being demobilized.

- ☐ Ensure that all required forms and reports are completed prior to your release and departure.

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- ☐ Close out your activity logs and ensure that all relevant status boards are current.
- ☐ Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Provide input to the After-Action Report as directed by your supervisor.
- ☐ Ensure staff cleans up work areas and returns facility to normal.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Participate in a Critical Incident Stress Debriefing session and also ensure that all staff and volunteers attend one.



SECTION 2: MANAGEMENT SECTION

2.1 *Management Section Overview*

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. Staff positions in the management Section include the following:

- **Director of Emergency Services.** Responsible for overall management of the Emergency Operation Center's emergency management organization and has the authority for the commitment of personnel and equipment for any emergency in the incorporated area of the City as well as authorizing the commitment of resources to be provided outside of the City as requested by the Operational Area.
- **Assistant Director of Emergency Services.** Works with the Director of Emergency Services and is responsible to insure the City's EOC is capable of being activated at all times and acts as Director of Emergency Services in their absence.
- **EOC Liaison Officer.** Serves as the initial point-of-contact for outside agencies and jurisdictions. Responsible for representing the City and its response to the emergency to outside groups and agencies. Mutual Aid personnel report to the Liaison Officer for their assignments.
- **Security Officer.** Responsible for controlling personnel access to and from the EOC and other facilities as determined and in accordance with policies established by the Director of Emergency Services. Responsible to check-in staff and register personnel assigned to the EOC.
- **EOC Manager.** Responsible for the City's EOC (physical set-up) and serves as an aide to the Director of Emergency Services. This position may serve as the City's Liaison to the Operational Area once it is established. Coordinates functional areas in the City's EOC in the identification of resources and/or response activities. Provides information on emergency management issues to the Director of Emergency Services.
- **Safety Officer.** Advisor to the Director of Emergency Services. Monitors all aspects of the emergency organization to ensure the safety of all personnel involved with response activities. Responsible for correcting unsafe operations and for working with all sections to protect the safety of all emergency workers in the field and EOC.

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- **Public Information Officer.** Serves as the point of contact for the media and other organizations seeking information on the emergency. Responsible for developing and managing public information and media relations. Assists in developing emergency public information, news releases, and announcements. Plans and conducts news media briefings and assists with public relations and rumor control. Coordinates with the County EOC for the establishment of a Joint Information Center (JIC) as needed.

The Management Section is headed by the Director of Emergency Services or their designee. This Section establishes policies and makes decisions governing response priorities.



2.2 Management Section Position Checklists

2.2.1 Director of Emergency Services

You report to: The City Council

You supervise: The Assistant Director of Emergency Services, EOC Liaison Officer, Security Officer, EOC Manager, Safety Officer, PIO, Operations Chief, Planning and Intelligence Chief, Logistics Chief, and Finance and Administration Chief

Position Overview

The Director of Emergency Services is responsible for overall management of the Emergency Operation Center and the City's emergency management organization.

Responsibilities

- ☐ Approves all news releases, action plans, and public information releases.
- ☐ Coordinates with the Policy/Management Group and the City Council in the development of emergency policies and keeps them apprised of the situation.
- ☐ Ensures that contact has been established with the Operational Area (OA).

Initial Actions

- ☐ Upon notification of an emergency event in or near the City, or at the request of the Operational Area, ensures that the City's EOC is activated at the appropriate level.
- ☐ Upon arrival in the EOC, receive briefing from the EOC Manager or Emergency Management Program Staff.
- ☐ Direct the EOC Manager to activate Management Staff and Section Staff, as needed. These positions may include: Deputy Director of Emergency Services, EOC Liaison Officer, Security Officer, Safety Officer, Public Information Officer (PIO), Operations Chief and Staff, Planning and Intelligence Chief and Staff, Logistics Chief and Staff, and the Finance and Administration Chief and Staff.
- ☐ Inform the City Council (via the Mayor) of the situation, emergency conditions, and response actions being taken or considered.
- ☐ Set objectives with the Section Chiefs and Management Group and provide recommendations to the Policy Group.

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Intermediate Actions

- ☐ Conduct routine briefings with the Management Staff and Sections Chiefs to discuss status updates and available options. Topics to be considered are:
 - Command and coordination issues
 - Situation reporting problems/accuracy
 - Transportation issues, i.e., closed or dangerous routes, etc.
 - Possible search and rescue - heavy or light
 - Medical issues
 - Rumor control and public information
 - Emergency logistical support/mutual aid
 - Utility disruptions (including communication difficulties)
 - Evacuation possibilities
 - Personnel shortages
 - Liability Issues
- ☐ Set objectives and assign the Planning and Intelligence Chief to develop the Action Plan; approve the plan before dissemination to all EOC staff and if appropriate to field command posts.
- ☐ Direct the EOC Manager to develop a 24 hour staffing plan with each Section Chief and to work with Logistics to ensure the EOC has food, water, adequate sleeping facilities, trash removal services, etc.
- ☐ Consider the need to proclaim a LOCAL EMERGENCY; have the City Attorney, if available, draft the proclamation. If the City Attorney is not available, utilize one of the pre-scripted proclamations.
- ☐ Monitor staffing and resource requirements; direct staff to request additional materials/services through the Operational Area.
- ☐ Request representatives from appropriate County and State agencies, Special Districts and/or private volunteer organizations to send a representative to the City EOC to assist in coordination of their efforts and the City's.
- ☐ If requested, send a City Liaison to the Operational Area EOC for coordination.
- ☐ Approve all news releases; establish parameters in which the PIO may develop information for releases; and arrange for the City Manager to be the City's spokesperson for all news conferences.

Extended Actions

- ☐ Discuss recovery/re-entry needs with the Section Chiefs.

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- ☐ Ensure that the Finance and Administration Chief is tracking all costs associated with the emergency and is beginning the process to request State and Federal reimbursement.
- ☐ Develop a demobilization plan with all Section Chiefs.
- ☐ Ensure that all City EOC staff and volunteers participate in a Critical Incident Stress Debriefing session prior to leaving. Schedule a follow up Critical Incident Stress Debriefing(s) for all City staff, especially field and EOC responders.
- ☐ Coordinate with the Policy Group and Operations Section Chief if there are expected visits from political officials to view the disaster site.
- ☐ Direct staff to take actions to restore normal City operations as soon as practicable.

Demobilization

- ☐ Authorize demobilization of sections as necessary. Authorize Section Chiefs to demobilize branches, or units when they are no longer required.
- ☐ Notify Riverside County Operational Area, adjacent facilities, and other EOCs as necessary of planned time for EOC deactivation.
- ☐ Ensure that any open action items not yet completed will be taken care of after EOC deactivation.
- ☐ Confirm with Section Chiefs that all required forms or reports are completed prior to EOC deactivation.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- ☐ Proclaim termination of the emergency and proceed with recovery operations.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



2.2.2 Assistant Director of Emergency Services

You report to: The Director of Emergency Services

You supervise: EOC Liaison, EOC Manager, PIO, Safety Officer, and Security Officer.

Position Overview

The Assistant Director of Emergency Services is responsible for overall management of the EOC when delegated by the Director of Emergency Services or in his absence; works with the Policy/Management Group; works with PIO; works with Section Chiefs to develop a demobilization plan when appropriate; works with EOC Manager to ensure a 24-hour staffing is developed.

Responsibilities

- ☐ Functions as Director of Emergency Services when delegated or in the absence of the Director of Emergency Services.
- ☐ Coordinates with the Policy/Management Group and the City Council for scheduled visits to local disaster sites as appropriate.
- ☐ Maintain open line of communication with PIO.
- ☐ Ensure demobilization plan is developed.
- ☐ Ensure appropriate 24-hour EOC staffing.

Initial Actions

- ☐ Upon notification of an emergency, order activation of the City's EOC if not already activated.
- ☐ Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- ☐ Review your specific position checklists.
- ☐ Report to your work area and put on your position identifier and start activity log.
- ☐ Determine your personal operating location and set up as necessary
- ☐ Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)

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- ☐ Make frequent notes to capture information specifically related to major aspects of the event.
- ☐ Inform the Mayor/City Council/City Manager of the event, emergency conditions, and response actions taken or considered.

Intermediate Actions

- ☐ Participate in all applicable Section and Branch meetings and EOC briefings.
- ☐ Obtain copies of all APs.
- ☐ Maintain all required records and documentation to support the After-Action Report and the history of the event:
 - Messages received
 - Actions taken
 - Decision justification and documentation
 - Requests filled
 - APs as disseminated
- ☐ Refer all contacts with the media to the PIO.
- ☐ Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- ☐ Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- ☐ Function/operate in a safe manner during your shift.
- ☐ Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- ☐ Ensure coordination with the OA and field command posts and brief Director of Emergency Services on field status.
- ☐ Set objectives with the Section Chiefs and recommendations from the Policy/Management Group and keep Director of Emergency Services apprised.
- ☐ Coordinate with PIO any planned news releases, on-camera interviews, and need for emergency public broadcasts for the public.
- ☐ Ensure EOC Manager has developed sufficient 24-hour EOC staffing.

Extended Actions

- ☐ Discuss recovery/re-entry needs with the Director of Emergency Services of Emergency Services and Section Chiefs.
- ☐ Document all actions and decisions on activity log.

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- ☐ Ensure that reporting staff and volunteers participate in a Critical Event Stress Debriefing session prior to leaving EOC.
- ☐ Request all reporting staff to provide their activity logs to the Planning & Intelligence Section Chief at the end of each shift/on a routine basis.
- ☐ Follow-up with the Policy/Management Group on any scheduled visits or requests from political officials to view the disaster site(s).

Shift Completion

- ☐ Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- ☐ Authorize demobilization of reporting staff as directed by Director of Emergency Services of Emergency Services.
- ☐ Ensure that any open actions will be completed after EOC deactivation.
- ☐ Proclaim termination of the emergency and proceed with recovery operations
- ☐ Deactivate the EOC and close out logs when emergency event no longer requires activation.
- ☐ Ensure that all required forms and reports are completed prior to your release and departure.
- ☐ Close out your activity logs and ensure that all relevant status boards are current.
- ☐ Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.

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- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.
- ☐ Provide input to the After-Action Report as directed by your EOC supervisor.
- ☐ Provide all activity logs to the Planning and Intelligence Chief upon departure.
- ☐ Ensure your EOC work location is in a ready status and return facility to normal.
- ☐ Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



2.2.3 EOC Liaison Officer

POSITION TITLE: EOC Liaison Officer

You report to: Director of Emergency Services

You supervise: N/A

Position Overview

The Liaison Officer serves as the initial point-of-contact for outside agencies and jurisdictions. Also responsible for representing the City and its response to the emergency to outside groups and agencies. EOC Mutual Aid personnel report to the EOC Liaison Officer for their assignments.

Responsibilities

- ☐ Represent the City and its response to the emergency to outside groups and agencies.
- ☐ Provide assignments to EOC Mutual Aid personnel.

Initial Actions

- ☐ Receive assignment and briefing from the Director of Emergency Services.
- ☐ Establish a work area with other Support Staff members.
- ☐ Develop a telephone list of important numbers of outside agencies and levels of government. Ensure that outside agencies have your phone number.
- ☐ Establish communications links with the Operational Area (if needed), appropriate special districts, and the American Red Cross. Become familiar with EOC communications other than the telephone, e.g., radio, fax, and e-mail.
- ☐ Inform the Director of Emergency Services of any substantial changes in the situation with adjoining jurisdictions. Provide this information to all Section Chiefs.
- ☐ Coordinate with the PIO and rumor control staff to keep current.

Intermediate Actions

- ☐ Participate in all Section Chief and Support Staff briefings.
- ☐ Keep the Director of Emergency Services updated on activities and the situation in surrounding communities, as appropriate.

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- ☐ Obtain a periodic status update from the Operational Area regarding the situation and resources. Provide this information to all Section Chiefs and the Director of Emergency Services.
- ☐ Coordinate with the PIO to obtain copies of all news releases.

Extended Actions

- ☐ Obtain copies of all EOC Action Plans.
- ☐ Continue communication with other jurisdictions, primarily the Operational Area during the demobilization period.
- ☐ Participate in a Critical Incident Stress Debriefing session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization

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2.2.4 EOC Manager

POSITION TITLE: EOC Manager

You report to: Director of Emergency Services

You supervise: N/A

Position Overview

Responsible for the City's EOC (physical set-up) and serves as an aide to the Director of Emergency Services and Deputy Director. This position may serve as the City's Liaison to the Operational Area once it is established.

Responsibilities

- ☐ Provide guidance, supervision, and management of the EOC working environment and associated systems.
- ☐ Ensure information and communication support is in place and functioning.
- ☐ Manage the administrative function of operating an EOC and arrange for staffing of the EOC.
- ☐ Coordinate functional areas in the EOC in the identification of resources and/or response activities.
- ☐ Provide information on emergency management issues to the Director of Emergency Services.
- ☐ Working with the Security Officer, establish a system to credential all media representatives before allowing them into the Media Center.

Initial Actions

- ☐ Receive briefing from the Director of Emergency Services.
- ☐ Survey the EOC to assure that:
 - Telephones have been properly hooked up.
 - Radio Room is operational and staffed (if needed)
 - Security for the EOC has been established.
 - All persons in the EOC are either wearing their position identification vest or a badge issued upon entering the EOC.
 - All sections have located their operational kits and have proper materials to begin to work.

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- All sections and areas in and around the EOC are identified by appropriate signs.
 - Media Center has an operational TV set and a portable battery operated radio; security has been set up and all reporters have been issued proper press passes and telephones for County and media use.
 - Evaluate the EOC systems for adequacy (water, ventilation, sanitation, electrical, fuel, etc.).
 - Internal lines of communication are understood by all EOC staff.
 - Internal maps and EOC phone lists have been distributed.
- ☐ If not already done, begin or continue to notify designated EOC staff to report.

Intermediate Actions

- ☐ Keep the Director of Emergency Services informed of all activities and update the situation as it evolves.
- ☐ Participate in all briefings conducted by the Director of Emergency Services.
- ☐ Assist the Advanced Planning Branch Director in the distribution of the Emergency Action Plan.
- ☐ Coordinate with the Logistics Chief to ensure that the EOC has food, water, sleeping facilities, rest areas, and trash removal services.
- ☐ Monitor the EOC staff and assist any section or area which may be having difficulty in carrying out their assigned function.
- ☐ Develop an EOC staffing plan with each Section Chief and the Director of Emergency Services.
- ☐ Assure that those designated to work in the EOC for second shift or day two, etc., are notified.
- ☐ Assist the Liaison Officer with coordination with the Operational Area and/or other agencies.
- ☐ Ensure that all necessary supplies (fax paper, copier paper, etc.) are available or have been requested through the Logistics Section.

Extended Actions

- ☐ Continue to monitor the flow of activity in the EOC, identify any issues in efficiency, and work with the appropriate staff to rectify the situation.
- ☐ Assist in coordination of demobilization activities.
- ☐ Continue to assist the public information function until no longer necessary.

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- ☐ Assure that the Liaison Officer has notified all governmental agencies and private volunteer agencies of the demobilization of the City's EOC.
- ☐ Assure that any follow-up activity or reports are assigned and being handled by the appropriate department and/or agency.
- ☐ Participate in a Critical Incident Stress Debriefing session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



2.2.5 Public Information Officer (PIO)

POSITION TITLE: Public Information Officer (PIO)

You report to: Director of Emergency Services

You supervise: N/A

Position Overview

The PIO is specially trained to serve as the point of contact for the media and other organizations seeking information on the emergency response. The mission of this position is to inform the public, provide briefing materials to government officials, and manage the influx of media personnel.

Responsibilities

- ☐ Develop and manage public information and media relations.
- ☐ Assist in development of emergency public information, news releases, and announcements.
- ☐ Plan and conduct news media briefings and assisting with public relations.
- ☐ Ensure that all media information is cleared from one point and that it is as accurate as possible.
- ☐ Prevent conflicting reports from reaching the media and help to diffuse rumors.

Immediate Actions

- ☐ Receive assignment and briefing from the EOC staff.
- ☐ Activate the Emergency Public Information staff to assist with rumor control, field PIO, administrative support, and media/volunteer control.
- ☐ Establish a Media Center in the EOC. Assure that there are enough telephones, a television set, desks, and any other supplies or equipment which may be needed. Maintain Media Center status boards and update as appropriate.
- ☐ Prepare to monitor activities with the following topics needed to be covered for the public:
 - What to do (and why).
 - What NOT to do (and why).

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- Information (for parents) on status and actions of schools (if in session).
 - Closed, hazardous, contaminated, congested areas to avoid.
 - Curfews.
 - Road, bridge, freeway overpass, and dam conditions; alternate routes to take.
 - Evacuation – routes, instructions (including what to do if vehicle breaks down), arrangements for persons without transportation.
 - Location of mass care, medical, coroner, public safety facilities, food, and safe water.
 - Information/Instructions for families of missing persons (who to contact, etc.).
 - Status of hospitals.
 - First aid information.
 - Emergency phone numbers (otherwise, people should not use the phone); stress to out of area media that people should **not** telephone into the area. Lines must be kept open for emergency calls.
 - Instructions, precautions about utility use, sanitation, how to turn off utilities.
 - Essential services available – hospitals, medical centers, grocery stores, banks, pharmacies, etc.
 - Weather hazards (if appropriate).
 - Channels, Radio Frequencies to monitor for disaster information updates.
- ☐ Determine special needs populations (visual or hearing impaired; non-English speaking; elderly, etc.) and develop appropriate material for dissemination. Contact foreign language newspapers and/or radio/TV stations to broadcast alert and warning information to the special population groups.
 - ☐ Release general survival/self-help information, as appropriate.
 - ☐ Establish media and public hotlines (Rumor Control) and publish telephone number(s). Develop scripts for PIO/Rumor Control staff answering phones.
 - ☐ Respond to media/public calls. Record telephone messages for media and public hot lines and update as the situation changes. Release hotline telephone numbers to the public.
 - ☐ Request additional Emergency Public Information (EPI) staff from the Operational Area and/or arrange to use temporary hires, if necessary.
 - ☐ Establish contact with the on-scene PIO to assure that there is a Media Control Point near the incident.

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- ☐ Coordinate EPI and information releases with the OA PIO and other affected jurisdictions' PIOs as necessary and as time allows.
- ☐ Determine the status of local media outlets and telephone service.
- ☐ Gather information on the emergency situation and response actions; maintain EPI status boards and maps; monitor EOC status boards and resolve conflicts.
- ☐ Monitor commercial television and radio for information and rumor control.
- ☐ Review pre-scripted, general information for accuracy and appropriateness to situation.

Intermediate Actions

- ☐ Establish contact with Emergency Alert System (EAS) stations and place on stand-by.
- ☐ Attend all EOC/Section Chief briefings with the Director of Emergency Services.
- ☐ Develop periodic press releases and arrange for press conferences, as appropriate.
- ☐ Arrange media briefings/press conferences on a regular or as-needed basis.
- ☐ Arrange for official spokesperson.
- ☐ Announce briefing times.
- ☐ Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson, if such action will not hinder response efforts.
- ☐ Coordinate additional methods of distributing emergency instructions as required.
- ☐ Provide EPI in foreign languages as required.
- ☐ Make situation reports to the OA PIO at least three times each day and provide copies of all press releases.
- ☐ Develop procedures with the American Red Cross for release of information concerning the status of relatives/friends in the disaster area.
- ☐ Keep the Director of Emergency Services informed of all actions taken.

Extended Actions

- ☐ Continue to release status information on request.
- ☐ Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media, as necessary.

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- ☐ Accommodate state and federal information officers and assist them in releasing information on assistance programs.
- ☐ Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given.
- ☐ Collect newspaper clippings and TV videotapes, if available.
- ☐ Survey EPI staff, EOC staff, and local media for suggestions to improve EPI response procedures.
- ☐ Review EPI Plan and update as necessary.
- ☐ Participate in a Critical Incident Stress Debriefing session and ensure all PIO staff also attends.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



2.2.6 Safety Officer

POSITION TITLE: Safety Officer

You report to: Director of Emergency Services

You supervise: N/A

Position Overview

The Safety Officer acts as an advisor to the Director of Emergency Services and the EOC Manager.

Responsibilities

- ☐ Watch over all aspects of the emergency organization to ensure the safety of all personnel involved, correcting unsafe operations.
- ☐ Monitor structural integrity, workspace set-up, activities, and entry authorization.

Initial Actions

- ☐ Receive assignment and briefing from the Director of Emergency Services.
- ☐ Tour the entire EOC area and determine the scope of on-going operations.
- ☐ Evaluate conditions and advise the Director of Emergency Services of any conditions and actions, which might result in liability, e.g., oversights, improper response actions, etc.
- ☐ Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency manual pull stations.
- ☐ Be familiar with particularly hazardous conditions in the facility (including the parking lot and elevators); if necessary, work with the Construction and Engineering Unit Leader in the Operations Section.
- ☐ Ensure safe working conditions for all personnel, both in the EOC and in the field. Advise the Director of Emergency Services regarding safety issues.
- ☐ Ensure that all facilities used in support of EOC operations have safe operating conditions.
- ☐ Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.

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- ☐ Stop or modify all unsafe operations.
- ☐ If the event which caused the activation of the EOC is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks, including safe entry to and exit from buildings.

Intermediate Actions

- ☐ Coordinate with Security to obtain assistance for any special safety requirements.
- ☐ Attend all EOC/Section Chief briefings with the Director of Emergency Services.
- ☐ Keep the Director of Emergency Services informed of all actions taken.
- ☐ Request additional Safety staff from the Director of Emergency Services and/or arrange to use temporary hires, as necessary.
- ☐ Coordinate with Finance and Administration Section Chief on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Extended Actions

- ☐ Ensure all communications are copied to the Message Center.
- ☐ Continue to monitor safety conditions.
- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Director of Emergency Services. Ensure staff is being provided rest periods and relief.
- ☐ Ensure that any required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow up to your assignment might be required before you leave.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Thoroughly brief your relief at shift change.
- ☐ Participate in a Critical Incident Stress Debriefing session and ensure all Safety staff also attends.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.

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- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate the Safety Officer position and close out logs when authorized by the Director of Emergency Services.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



2.2.7 Security Officer

POSITION TITLE: Security Officer

You report to: Director of Emergency Services

You supervise: N/A

Position Overview

The Security Officer is responsible for controlling personnel access to and from the Emergency Operations Center (EOC) and other facilities.

Responsibilities

- ☐ In accordance with policies established by the Director of Emergency Services, control personnel access to and from the EOC and other facilities.
- ☐ Check in staff and register personnel assigned to the EOC.

Initial Actions

- ☐ Receive assignment and briefing from the Director of Emergency Services.
- ☐ Determine operating location(s) and set-up as necessary.
- ☐ Determine what security requirements currently exist, and establish if additional staffing is needed.
- ☐ Determine needs for special communications (e.g., radios, cell phones, etc.). Make needs known to Information Systems and Communications Branch Directors in the Logistics Section.
- ☐ Assist in sealing-off any danger areas. Provide EOC access control as required.
- ☐ As requested, provide special security for any critical facilities, supplies, or materials.

Intermediate Actions

- ☐ Provide executive security as appropriate or required.
- ☐ Provide security input and recommendations as appropriate for conditions to the Director of Emergency Services.
- ☐ Working with the PIO and Liaison Officer, establish a system to credential all media representatives before allowing them into the Media Center.

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Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Ensure that any required forms or reports are completed prior to your release and departure. Turn forms/reports into the Planning and Intelligence Section Chief.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Leave forwarding phone number where you can be reached.
- ☐ Thoroughly brief your relief at shift change.
- ☐ Participate in a Critical Incident Stress Debriefing session and ensure all Security staff also attends.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



SECTION 3: OPERATIONS SECTION

3.1 Operations Section Overview

The Operations Section is responsible for coordination of all response elements applied to the incident. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed. The specific designation of the Operations Section Chief depends on the nature of the incident and the current situation (e.g., civil unrest would lead to a law enforcement representative being designated as Section Chief; a major fire would lead to a fire representative being designated as Section Chief; a flooding situation could lead to a public works representative being designated as Section Chief).

In a full activation, the Operations Section will be organized into the following six Branches:

- Fire and Rescue
- Law Enforcement
- Care and Shelter
- Utilities
- Public Works
- Schools



3.2 Operations Section Position Checklists

3.2.1 Operations Chief

POSITION TITLE: Operations Chief

You report to: Director of Emergency Services

You supervise: Fire and Rescue Branch Director, Law Enforcement Branch Director, Care and Shelter Branch Director and Public Works Branch Director.

Position Overview

The Operations Chief is responsible for the management of all activities directly applicable to emergency response and coordination in support of all tactical operations and safety activities in the field. The Operations Chief participates in the development and execution of the Action Plan.

Responsibilities

- ☐ Ensure that the Operations Function is carried out, including coordination of activities for all operational functions assigned to the EOC.
- ☐ Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- ☐ Establish the appropriate level of organization within the Section and continuously monitor the effectiveness of the organization and make adjustments as required.
- ☐ Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- ☐ Conduct periodic Operations briefings for the Director of Emergency Services, as required or requested.
- ☐ Conduct period briefings to the Director of Emergency Services and Management Staff

Initial Actions

- ☐ Receive assignment and briefing from the Director of Emergency Services.
- ☐ Determine other positions to be activated. Appoint Fire and Rescue, Law Enforcement, Care and Shelter Public Works, Utilities, and Schools Directors; distribute their position checklists and position identifiers.

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- ☐ Establish the Operations Section work area in the EOC.
- ☐ Brief all Operations Section Branch Directors on current situation and develop the section's EOC Action Plan with emphasis on immediate projections of needs. Designate time for next briefing.
- ☐ Designate times for briefings and updates with the Planning and Intelligence Section Chief and all Operations Section Branch Directors to develop/update section's EOC Action Plan.
- ☐ Ensure that Fire and Rescue, Law Enforcement, Care and Shelter, Public Works, Utilities, and Schools Directors branches and units are adequately staffed and supplied.
- ☐ Coordinate with the Public Works Director to expedite the repair of critical building functions and inspections of areas/buildings, as appropriate.
- ☐ Ensure that Construction and Engineering, Debris Removal/Route Recovery, Flood Control, Heavy Rescue, and HazMat teams working in the field report the following information:
 - Collapsed/hazardous buildings
 - Fires
 - Downed power lines
 - Exposed broken gas mains/gas leaks
 - Street light outages
 - Any potential dangerous situations
 - Impassable streets

Inform the Director of Emergency Services and the Planning and Intelligence Chief of the above information as it is received.

- ☐ Brief the Director of Emergency Services routinely on the status of the Operations Section.

Intermediate Actions

- ☐ Obtain regular status reports from Planning and Intelligence Section and/or command posts.
- ☐ Conduct Section briefings on a regular basis.
- ☐ Ensure that all Section staff receives a copy of any EOC Action Plans and are clear on established incident priorities.
- ☐ Routinely update other Section Chiefs and the Director of Emergency Services on all progress made in meeting incident priorities.
- ☐ Develop a Section staffing plan for extended activation.

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- ☐ Develop projected staffing and equipment needs, in conjunction with the Planning and Intelligence Chief; and provide the information to the Logistics Section.

Extended Actions

- ☐ Ensure that all Section Branch Directors assist the Finance and Administration Chief by providing accurate personnel time records broken down in the following categories:
 - Department/Agency worker is from
 - Disaster/Incident Related Overtime
 - Contract Labor Hours
 - Location or incident worked on
 - Personnel benefit costs
 - Description of work performed
- ☐ Assist Section Branch Directors and Unit Leaders in tracking all incident actions, needs, staffing, and other issues.
- ☐ Assure that all communications are copied to the Message Center.
- ☐ When appropriate, develop a demobilization plan with the Planning and Intelligence Section.
- ☐ Ensure dissemination and implementation of the demobilization plan to all command posts.
- ☐ Develop Section debriefing report with Section staff and provide to Planning and Intelligence Section.
- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Director of Emergency Services.
- ☐ Provide for staff rest periods and relief.

Demobilization

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

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- ☐ Deactivate your Section and close out logs when authorized by the Director of Emergency Services.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.2 Fire and Rescue Branch Director

POSITION TITLE: Fire and Rescue Branch Director

You report to: Operations Chief

You supervise: Heavy Rescue Unit Leader* and Hazardous Materials Unit Leader*.

* These positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field or in the field.

Position Overview

The Fire and Rescue Branch Director is responsible for ensuring the provision of fire protection and rescue services. The Fire and Rescue Branch Director is further responsible for coordinating fire and rescue mutual aid services when day-to-day mutual aid resources are exhausted.

Responsibilities

- ☐ Coordinate fire, hazardous materials, and urban search and rescue operations.
- ☐ Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned fire and rescue resources.
- ☐ Coordinate with the Law Enforcement Branch Director on Search and Rescue activities.
- ☐ Coordinate with the EMS Branch Director on EMS and other medical activities.
- ☐ Implement the objectives of the EOC Action Plan assigned to the Fire and Rescue Branch.
- ☐ Prepare Branch Situation Report as requested.
- ☐ Assist and serve as an advisor to the Operations Section Chief as required.

Initial Actions

- ☐ Receive briefing with other Branch Directors from the Operations Section Chief.
- ☐ Determine the status of all Fire Department assets and operational activities.
- ☐ Determine if any of the following positions need to be activated within the Fire and Rescue Branch: Hazardous Materials Unit Leader, Heavy Rescue Unit

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Leader. If so, appoint needed unit leaders and distribute checklists and position identifiers.

- ☐ Identify the location of any field command posts and establish communications with them.
- ☐ Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.
- ☐ Determine Fire Department priorities: suppression, rescue, and/or medical. Work closely with the County of Riverside Health Services Agency.
- ☐ Monitor field activities and update the Operations Chief and the Planning and Intelligence Chief as situation changes.
- ☐ Develop Fire Department response priorities with the Operations Chief and Operations Section Branch Directors. Communicate priorities to the field command posts.
- ☐ Based upon established priorities and objectives, develop appropriate plans for redeployment of Fire Department assets in the field. Obtain approval of the Operations Section Chief and then communicate the plan to all Fire Department Field Incident Commanders.

Intermediate Actions

- ☐ Facilitate request(s) for fire mutual aid, as needed, through regular Fire Mutual Aid channels. Make sure the Operational Area is apprised of the requests.
- ☐ If there is a need for heavy rescue or hazardous materials spill response, activate those Unit Leaders within the Fire and Rescue Branch, and request appropriate teams (Heavy Rescue and/or HazMat) from the Riverside County Fire Department.
- ☐ Ensure that the Heavy Rescue and/or Hazardous Materials team(s) response activities are (1) coordinated with established City objectives by assigning those technical team(s) to the appropriate field command post and (2) monitored by the appropriate Operations Section Chief and/or Branch Directors.
- ☐ Update the Operations Chief frequently.
- ☐ Participate in all EOC briefings and assist in setting objectives and priorities with the Advanced Planning Unit Leader.

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Extended Actions

- ☐ As strategic objectives are met, prepare a demobilization plan for the area and staff involved. With the Planning and Intelligence Chief, identify other objectives, and discuss them in the next briefing.
- ☐ Monitor the field activities and provide information as needed and set by the emergency action plan.
- ☐ Monitor staff for signs of stress. Report concerns to the Operations Chief.
- ☐ Provide for staff relief and rest areas.
- ☐ Participate in development of the demobilization plan.
- ☐ Participate in a Critical Incident Stress Debriefing session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.3 Heavy Rescue Unit Leader

POSITION TITLE: Heavy Rescue Unit Leader*

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field.

You report to: Fire and Rescue Branch Director

You supervise: N/A

Position Overview

The Heavy Rescue Unit Leader provides City coordination with Heavy Rescue Team(s) in the City.

Responsibilities

- ☐ Ensure that Heavy Rescue Team(s) are assigned according to objectives and priorities set by the City EOC in their emergency action plan.

Initial Actions

- ☐ Receive briefing from the Fire and Rescue Branch Director.
- ☐ Determine the area(s) requiring Heavy Search and Rescue effort. Prioritize them. Determine special equipment needs. Coordinate with the Fire Branch Director and the Operations Chief to establish a priority of rescues and assist in briefing the Director of Emergency Services.
- ☐ Request Heavy Rescue Team(s) and specialized equipment through normal channels or the Operational Area Fire and Rescue Coordinator.
- ☐ Assign responding Heavy Rescue Team(s) to appropriate area field command post. Notify the field command post of the Team's ETA and assignment.
- ☐ Develop "Rescue" status board identifying areas(s) to be searched, those in progress, results, and ETA to when the working site will be cleared.

Intermediate Actions

- ☐ Keep the Fire and Rescue Director updated on all changes in the situation.
- ☐ Participate in all Branch briefings.

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- ☐ Monitor progress and discuss with the Fire and Rescue Branch Director the need to request additional help if there are multiple buildings to be searched. If approved, request additional resources from the Operational Area.
- ☐ Communicate frequently with either the assigned field command post or directly with team members, whichever method is the most appropriate.

Extended Actions

- ☐ Determine when it is appropriate to demobilize the Heavy Search and Rescue operations and develop an appropriate demobilization plan.
- ☐ Coordinate feeding and sleeping arrangements for the Heavy Rescue Team(s), if needed.
- ☐ Ensure that Heavy Rescue Team members are given appropriate rest periods and have an established rest area.
- ☐ Prepare a debriefing report on the Heavy Search and Rescue operations.
- ☐ Participate in a Critical Incident Stress Debriefing session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.4 Hazardous Materials (HazMat) Unit Leader

POSITION TITLE: Hazardous Materials (HazMat) Unit Leader*

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field.

You report to: Fire and Rescue Branch Director

You supervise: N/A

Position Overview

The Hazardous Materials (HazMat) Unit Leader is the point of contact for mutual aid Hazardous Materials Team(s) responding to the City.

Responsibilities

- ☐ Monitor HazMat response activities.
- ☐ Communicating the set EOC Action Plan and objectives.
- ☐ Ensure that appropriate public information notices are given if there is not a HazMat Team available due to other situations through the County.

Initial Actions

- ☐ Receive briefing from the Fire and Rescue Branch Director.
- ☐ Identify City resources available to mitigate some or the entire situation.
- ☐ Request a Hazardous Material Team(s) through normal channels. If unable to fill request, contact the Operational Area.
- ☐ Obtain protective respiratory devices or clothing for response personnel as dictated by the situation.
- ☐ Identify the material involved and health ramifications, if not already done.
- ☐ Provide protective action activities to the PIO should a press release need to be made to the general public.
- ☐ Begin planning evacuation routes and identifying the staff necessary to evacuate the danger area.
- ☐ Coordinate with the American Red Cross for possible mass care and sheltering needs.

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- ☐ Identify resources and staff necessary to perform any type of decontamination on individuals evacuated from the danger area.
- ☐ Notify the County Health Officer of the situation through the Operational Area.

Intermediate Actions

- ☐ Monitor the response activities through the appropriate field command post.
- ☐ Keep the Fire and Rescue Director updated on all situation changes and field activities.
- ☐ Assist the field team(s) in contacting the owner of the causative agent, if not already done.
- ☐ Notify all appropriate governmental agencies of the hazardous materials incident(s)

Extended Actions

- ☐ Ensure field units are relieved on a regular basis and a rest area is provided.
- ☐ Estimate the time the City might be able to release the responding Hazardous Materials Team(s) back to the Operational Area.
- ☐ Once the hazardous materials incident has been taken care of, prepare a debriefing report for the Fire and Rescue Branch Director.
- ☐ Participate in a Critical Stress Debriefing session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up

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- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.5 Law Enforcement Branch Director

POSITION TITLE: Law Enforcement

You report to: Operations Chief

You supervise: Evacuation & Re-entry Unit Leader, Traffic Control, Animal Control and Fatalities Management Unit Leader.

Position Overview

The Law Enforcement Branch Director coordinates warning information provision, evacuation procedures, traffic control, and public security and order; assists the Coroner's Office in the discharge of their duties; submits requests for mutual aid; and coordinates search and rescue teams.

Responsibilities

- ☐ Coordination of provision of warning information.
- ☐ Traffic management.
- ☐ Fatalities management.
- ☐ Facilities security.
- ☐ Coordinate Fatalities Management's activities
- ☐ Assist and serve as an advisor to the Operations Section Chief as required.

Initial Actions

- ☐ Receive assignment and briefing from the Operations Chief.
- ☐ Determine the status of all Law Enforcement assets and operational activities. Report status to the Operations Chief.
- ☐ Determine Law Enforcement objectives and communicate those to the Operations Chief.
- ☐ Establish EOC Action Plans to meet the needs of the mutual aid requests to protect life and property, secure perimeters around risk areas or evacuated areas, and provide security for emergency workers, as needed.
- ☐ Determine when and how to alert and warn critical facilities of impending danger (e.g., hospitals, nursing homes, schools, major industries).
- ☐ Monitor all Law Enforcement activities.

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- ☐ Prepare Branch Situation Report as requested.
- ☐ Participate in all Operations Section briefings.

Intermediate Actions

- ☐ Develop a staffing plan for a 24-hour operation.
- ☐ Monitor the situation and, if directed by the Operations Chief, begin development of evacuation plan and routes.
- ☐ Notify the Care and Shelter Unit Leader of all evacuation plans. Work with the Care and Shelter Unit Leader to determine safe evacuation sites and/or shelter locations.

Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Keep the Operations Chief informed of all Law Enforcement activities.
- ☐ Coordinate as necessary with the Public Information Officer for the release of public protective actions, evacuations, etc.
- ☐ Begin demobilization as soon as practicable.
- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Operations Chief. Ensure all staff participates in a Critical Incident Stress Debriefing session.
- ☐ Provide for staff rest periods and relief.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation

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- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.6 Evacuation & Re-entry Unit Leader

POSITION TITLE: Evacuation & Re-entry Unit Leader

You report to: Law Enforcement Branch

You supervise: N/A

Position Overview

The Evacuation Unit Leader is responsible for an orderly, systematic evacuation of City residents and visitors due to an extreme emergency.

Responsibilities

- ☐ Responsible for an orderly, systematic evacuation of City residents and visitors due to an extreme emergency.
- ☐ Ensure that all items under the Americans with Disabilities Act are covered for evacuations/movement operations.
- ☐ Ensure public safety for incarcerated evacuees
- ☐ Develop an evacuation and or re-entry plan

Initial Actions

- ☐ Receive briefing from the Law Enforcement Director.
- ☐ Establish the lead time needed prior to evacuation/re-entry.
- ☐ Develop an evacuation/re-entry plan with the following priorities in mind:
 - Public safety
 - Medical and health services
 - Delivery of essential provisions and other necessary resources
- ☐ Coordinate with the Public Works Branch, the Utilities Branch, the American Red Cross, Schools Branch, local transit company, and other necessary staff to develop a cohesive evacuation plan.
- ☐ Develop evacuation routes and request the Public Information Officer to begin drafting an evacuation notice for the public with specific instructions and routing information as well as information for evacuating special needs populations.
- ☐ Arrange with Public Works Director for barricades and inform them of where the barricades are to be placed.
- ☐ Ensure that the following occurs:

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- Provide appropriate evacuation/re-entry information to emergency responders.
 - Provide appropriate evacuation/re-entry information to the evacuees.
 - Arrange for transportation, if necessary.
- ☐ Provide security for evacuated areas and sheltering of evacuees.
- ☐ Arrange for evacuation of the elderly and infirm or others with special needs.
- ☐ Coordinate with the American Red Cross and Banning Unified School District regarding sheltering needs.
- ☐ Identify potential problem areas along evacuation/re-entry routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- ☐ Estimate the number of people to be evacuated/re-enter and explain transportation policy (i.e., movement, control, use of public and private vehicles, etc).
- ☐ Make appropriate arrangements to transport emergency workers.
- ☐ Designate areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
- ☐ Identify areas for parking and vehicle security in reception areas.

Intermediate Actions

- ☐ Ensure that the Emergency Alert System (EAS) broadcasts the evacuation/re-entry order, transportation routes, assembly points for those needing transportation, and shelter sites.
- ☐ Coordinate with the Care and Shelter Director, the American Red Cross and Logistics Section to ensure adequate supplies at all shelter and mass care sites.
- ☐ Ensure that all barricades are up and located as identified in the evacuation/re-entry plan developed for the incident.
- ☐ Notify all command posts and the Operational Area of the evacuation/re-entry.
- ☐ Deploy additional Law Enforcement Officers and/or Cadets to canvass the evacuation area to provide a verbal notification of evacuation for those who may not have heard the EAS announcements.

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Extended Actions

- ☐ Keep the Law Enforcement Director updated on the situation and of any changes.
- ☐ As soon as practical and safe develop a re-entry plan with the Operations Chief, Care and Shelter Director, Logistics Chief, Law Enforcement Director, and the EOC Manager.
- ☐ Request the PIO to publish and arrange EAS broadcast for the re-entry order with route instructions.
- ☐ Arrange transportation for those without transportation, the elderly, and infirm.
- ☐ Prepare a debriefing report of the evacuation/re-entry and provide it to the Law Enforcement Director.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate the Evacuation & Re-entry Unit and close out logs when authorized by the Operations Chief.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.7 Fatalities Management Unit Leader

POSITION TITLE: Fatalities Management Unit Leader

You report to: Law Enforcement Branch Director

You supervise: N/A

Position Overview

The Fatalities Management Unit Leader serves as the City point of contact for the County of Riverside Sheriff/Coroner's Office and provides assistance with dealing with human remains until such time as the Coroner's Office can take over.

Responsibilities

- ☐ Point of contact for the County of Riverside Sheriff/Coroner's Office.
- ☐ Provides assistance with dealing with human remains until such time as the Coroner's Office can take over.

Initial Actions

- ☐ Receive briefing from the Law Enforcement Branch Director.
- ☐ Establish contact with each operational field command post to determine the number of deceased persons in each area.
- ☐ Establish contact with the County of Riverside Coroners Office to provide status reports on the number of fatalities and to coordinate activities until Coroner staff arrives.
- ☐ Ensure body bags and other necessary supplies and equipment are on hand for Coroner staff.
- ☐ Ensure temporary cold storage facilities or vehicles are procured.
- ☐ Establish Fatality Collection Areas (FCAs) to facilitate body recovery operations (Morgue or temporary morgue facilities).
- ☐ Coordinate transportation of remains to FCAs.
- ☐ Ensure that the Coroner's staff identifies remains and notify next of kin.

Intermediate Actions

- ☐ Participate in all Branch briefings.

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- ☐ Keep the Law Enforcement Director updated on the status of Coroner's activities and FCAs.

Extended Actions

- ☐ Ensure security at each FCA.
- ☐ Keep the appropriate field command post informed as to the status and locations of FCAs.
- ☐ Prepare a demobilization plan as soon as the Coroner has sufficient staff to take over the function.
- ☐ Notify the Law Enforcement Director as to when the Coroner staff takes over the FCAs and what additional or continuing Law Enforcement assistance will be needed.
- ☐ Prepare a Coroner Operations debriefing report upon demobilization for the Law Enforcement Director.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.8 Traffic Control Unit Leader

POSITION TITLE: Traffic Control Unit Leader

You report to: Law Enforcement Branch Director

You supervise: N/A

Position Overview

The Traffic Control Unit Leader is the EOC's liaison to the Police Department's Traffic Division.

Responsibilities

- ☐ Work with the Police Department's Traffic Division to help ensure the orderly flow of traffic following an emergency.
- ☐ Work with the Evacuation & Re-entry Unit Leader to help effect an orderly evacuation if an evacuation is required following an emergency.
- ☐ Ensure access control and safe movement of private and public vehicles following an emergency.

Initial Actions

- ☐ Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- ☐ Review your specific position checklists.
- ☐ Report to your work area and put on your position identifier and start activity log.
- ☐ Determine your personal operating location and set up as necessary
- ☐ Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- ☐ Make frequent notes to capture information specifically related to major aspects of the event.
- ☐ Coordinate with the Police Department's Traffic Division to help ensure the orderly flow of traffic following an emergency.

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- ☐ Arrange with Public Works / Utilities Branch Director for barricades and inform them where the barricades are to be placed. Provide appropriate routing to emergency responders.
- ☐ Provide appropriate transportation policy (i.e., movement, control, use of public and private vehicles, etc.).
- ☐ Make appropriate arrangements to transport emergency workers.

Intermediate Actions

- ☐ Participate in all applicable Section and Branch meetings and EOC briefings.
- ☐ Obtain copies of all APs.
- ☐ Maintain all required records and documentation to support the After-Action Report and the history of the event:
 - ☐ Messages received
 - ☐ Actions taken
 - ☐ Decision justification and documentation
 - ☐ Requests filled
 - ☐ APs as disseminated
- ☐ Refer all contacts with the media to the PIO.
- ☐ Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- ☐ Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- ☐ Function/operate in a safe manner during your shift.
- ☐ Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- ☐ Ensure that the EAS broadcasts transportation routes, assembly points for those needing transportation, and shelter sites.
- ☐ Ensure that all barricades are up and located as required.

Extended Actions

- ☐ Keep the Law Enforcement Branch Director updated on the event and of any changes.
- ☐ Request the PIO to publish and arrange EAS broadcasts with transportation routes.
- ☐ Participate in a Critical Event Stress Debriefing Session.

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Shift Completion

- ☐ Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- ☐ Deactivate the Traffic Control Unit and close out logs when authorized by the Operations Chief or the Director of Emergency Services.
- ☐ Ensure that all required forms or reports are completed prior to departure.
- ☐ Close out activity logs and ensure that all relevant status boards are current.
- ☐ Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.
- ☐ Provide input to the After-Action Report as directed by your EOC supervisor.
- ☐ Provide all activity logs to the Planning and Intelligence Chief upon departure.
- ☐ Ensure your EOC work location is in a ready status and return facility to normal.
- ☐ Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities

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- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization

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3.2.9 Animal Control Unit Leader

POSITION TITLE: Animal Control Unit Leader

You report to: Operations Chief

You supervise: N/A

Position Overview

The Animal Control Unit Leader serves as the City's point of contact for local Animal Control and to ensure that animal control activities are coordinated throughout the City.

Responsibilities

- ☐ Coordinate animal control activities throughout the City.
- ☐ Control loose animals.
- ☐ Identify emergency animal shelters.
- ☐ Coordinate with County Animal Control for the use of REARS and additional County approved temporary animal shelters.

Initial Actions

- ☐ Receive briefing from the Operations Section Chief.
- ☐ Inform all field command posts that all stray animals or questions from the community about animals and pets should be referred to the City EOC.
- ☐ Obtain a status on the number and types of loose or homeless animals in the City.
- ☐ Identify potential emergency shelters by contacting volunteer animal rights organizations for assistance.
- ☐ Identify Veterinarians to be on call for animal emergencies.
- ☐ Obtain staff for each emergency animal shelter to be established from volunteer groups and the Logistics Section.

Intermediate Actions

- ☐ Monitor and facilitate the situation.

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- ☐ Keep the Operations Chief and the Law Enforcement Director updated on the situation and any changes.
- ☐ Poll each established field command post for status of stray animals or other animal related issues on a periodic basis.
- ☐ Request the PIO to put out a news release identifying where individuals may take their animals or any strays that they may encounter.
- ☐ Request mutual aid assistance if necessary.

Extended Actions

- ☐ Update the Care and Shelter Branch Director of current status of animal shelters and other animal related activities.
- ☐ Ensure continued coordination between City and County Animal Services
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization

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3.2.10 Care and Shelter Branch Director

POSITION TITLE: Care and Shelter Branch Director

You report to: Operations Chief

You supervise: N/A

Position Overview

The Care and Shelter Branch is responsible for, and coordinates with, Riverside County Operational Area and volunteer agencies to provide food, potable water, clothing, shelter, animal welfare, emotional support, and other basic necessities of persons impacted by a disaster. The Care and Shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. The Unit assists the American Red Cross in the setup, operation, and takedown of any emergency shelters or mass care sites established due to the emergency.

Responsibilities

- ☐ Coordination with Riverside County Operational Area for shelters, evacuation centers, and animal shelters.
- ☐ Coordination with volunteer agencies
- ☐ Provision of central registration and inquiry service to reunite families and respond to outside welfare inquiries
- ☐ Coordination of the flow of information between the EOC and Care and Shelter facilities.
- ☐ Participate in the development of a Situation Report

Initial Actions

- ☐ Receive briefing from the Operations Section Chief.
- ☐ Determine the number of evacuees with special needs, such as the critically ill, handicapped, elderly, infirm, non-English speaking, and incarcerated persons. To the extent possible coordinate with the American Red Cross to designate space within shelters to house these types of individuals.
- ☐ Inventory the operational status of all facilities listed as shelter, including the following information:
 - Structural soundness
 - Utility services

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- Adequate sanitation facilities, including showers
 - Capacity for cooking, serving and dining areas and equipment
 - Housing capacity
 - Handicapped access
- ☐ If shelters are being opened, coordinate information with the American Red Cross and local School Districts; assist in providing staff and logistical support. May need to request appropriate representatives from these groups to send a liaison to the EOC.
- ☐ Identify and monitor any open shelters, evacuation centers, and animal shelters.
- ☐ Acquire from each open shelter on a routine basis an up-to-date list of all registered shelter or mass care occupants.

Intermediate Actions

- ☐ Participate in all branch briefings.
- ☐ Keep the Operations Section Chief apprised of the situation.
- ☐ Work with the PIO to develop appropriate shelter and mass care information to be released through the news media.
- ☐ Periodically poll all open shelters or mass care facilities to determine the number of individuals registered, the amount of available space, and any support needed (i.e., special dietary needs, medications, etc.).
- ☐ Coordinate with the Communications Director for alternative forms of communications to and from any open shelter or mass care site, as needed or requested from those areas.

Extended Actions

- ☐ Monitor all shelter and mass care operations to ensure there is adequate staffing, communications, supplies, etc.
- ☐ Assist the American Red Cross in demobilization of shelters, as necessary.
- ☐ Request the PIO to inform the press of all shelters or mass care areas being closed.
- ☐ Prepare a Care and Shelter debriefing report.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

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Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization

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3.2.11 Mass Care/Shelter Unit Leader

POSITION TITLE: Mass Care/Shelter Unit Leader

You report to: Community Services Branch Director

You supervise: N/A

Position Overview

The Care and Shelter Unit is responsible for, and coordinates with, Riverside County OA and volunteer agencies to provide food, potable water, clothing, shelter, animal welfare, emotional support, and other basic necessities of persons impacted by a disaster. The Care and Shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. The Unit assists the American Red Cross in the setup, operation, and take-down of any emergency shelters or mass care sites established due to the emergency.

Responsibilities

- ☐ Coordination with Riverside County OA.
- ☐ Coordination with volunteer agencies
- ☐ Provision of central registration and inquiry service to reunite families and respond to outside welfare inquiries
- ☐ Coordinate the flow of information between the EOC and Care & Shelter facilities
- ☐ Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act
- ☐ Ensure sufficient supply of food and water for shelter clients

Initial Actions

- ☐ Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- ☐ Review your specific position checklists.
- ☐ Report to your work area and put on your position identifier and start activity log.
- ☐ Determine your personal operating location and set up as necessary

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- ☐ Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- ☐ Make frequent notes to capture information specifically related to major aspects of the event.
- ☐ Determine the number of evacuees with special needs, such as the critically ill, handicapped, elderly, infirm, non-English speaking, and incarcerated person. To the extent possible coordinate with the American Red Cross to designate space within shelters to house these individuals.
- ☐ Inventory the operational status of all facilities listed as shelter, including the following information:
 - Structural soundness (coordinate with Building & Safety personnel)
 - Utility services
 - Adequate sanitation facilities, including showers
 - Capacity for cooking, serving and dining areas and equipment
 - Housing capacity
 - Handicapped access
- Assign appropriate City staff to coordinate opening of sites.
- If shelters are being opened, coordinate information with the American Red Cross and Lake Elsinore Valley Unified School District; assist in providing staff and logistical support. May need to request appropriate representatives from these groups to send a liaison to the EOC.
- Ensure sufficient food and eater supply is available for shelter clients.
- Identify and monitor any open shelters.
- Acquire from each open shelter on a routine basis an up-to-date list of all registered shelter or mass care occupants.

Intermediate Actions

- ☐ Participate in all applicable Section and Branch meetings and EOC briefings.
- ☐ Obtain copies of all APs.
- ☐ Maintain all required records and documentation to support the After-Action Report and the history of the event:
 - Messages received
 - Actions taken
 - Decision justification and documentation
 - Requests filled

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- APs as disseminated
- ☐ Refer all contacts with the media to the PIO.
- ☐ Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- ☐ Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- ☐ Function/operate in a safe manner during your shift.
- ☐ Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- ☐ Keep the Community Services Branch Director apprised of the event.
- ☐ Work with the PIO to develop appropriate shelter and mass care information to be released through the news media.
- ☐ Periodically poll all open shelters or mass care facilities to determine the number of individuals registered and any support needed (i.e., special dietary needs, medications, etc.).
- ☐ Coordinate with Technology and Communications Branch for alternative forms of communications to and from any open shelter or mass care site, as needed or requested from those areas.

Extended Actions

- ☐ Document all activities and decisions on an activity log.
- ☐ Monitor all shelter and mass care operations to ensure there is adequate staffing, communications, supplies, etc.
- ☐ Assist the American Red Cross in demobilization of shelters, as necessary.
- ☐ Request the PIO to inform the press of all shelters or mass care areas being closed.
- ☐ Prepare a Care and Shelter debriefing report.
- ☐ Participate in a Critical Event Stress Debriefing Session.

Shift Completion

- ☐ Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.

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- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- ☐ Deactivate the Care and Shelter Unit and close out logs when authorized by the Operations Chief or the Director of Emergency Services.
- ☐ Ensure that all required forms or reports are completed prior to departure.
- ☐ Close out activity logs and ensure that all relevant status boards are current.
- ☐ Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.
- ☐ Provide input to the After-Action Report as directed by your EOC supervisor.
- ☐ Provide all activity logs to the Planning and Intelligence Chief upon departure.
- ☐ Ensure your EOC work location is in a ready status and return facility to normal.
- ☐ Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.12 Utilities Unit Leader

POSITION TITLE: Utilities Unit Leader

You report to: Operations Chief

You supervise: N/A

Position Overview

The Utilities Unit Leader acts as the Liaison between private utility companies and the City.

Responsibilities

- ☐ Ensure the maintenance and restoration of:
 - Electric transmission lines, substations, and distribution systems.
 - Water transmission systems, distribution systems, storage units, and supply sources.
- ☐ Neutralize secondary threats resulting from the disaster.

Initial Actions

- ☐ Determine the status of gas, electric, water, and telephone service.
 - ☐ Develop priorities and coordinate with utility companies (i.e., electrical, gas, water, etc.) for restoration of utilities to critical and essential facilities.
 - ☐ Ensure that utilities teams working in the field report back the following information:
 - Collapsed/hazardous buildings
 - Fires
 - Downed power lines
 - Exposed broken gas mains/gas leaks
 - Street light outages
 - Any potentially dangerous situations
- Inform the Operations Chief of the above information as soon as it is received.
- ☐ Establish and maintain communications with the utility providers.

Intermediate Actions

- ☐ Keep the Operations Chief updated on the situation; report any changes as soon as possible.

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- ☐ Ensure that each utility company is keeping you informed of the status of their utility, special problems, and their availability to respond.
- ☐ Advise the PIO of public utility status.
- ☐ Work with the utility companies to ensure that problems pertaining to the special needs of the elderly, handicapped, and those whose primary language is not English are being addressed.
- ☐ Coordinate supply requirements which cannot be met from assigned resources with the Logistics Chief.
- ☐ Coordinate transportation and equipment needs which cannot be met from assigned resources through Logistics Section.

Extended Actions

- ☐ Document all activities and decisions made on an activity log.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.13 Schools Unit Leader

POSITION TITLE: Schools Unit Leader

You report to: Operations Chief

You supervise: N/A

Position Overview

The Schools Unit Leader assists in the coordination of schools to be used as shelters during an emergency incident.

Responsibilities

- ☐ Coordinate the flow of information between the City's EOC and local school districts
- ☐ Provide statistical information regarding schools to the EOC.

Initial Actions

- ☐ Receive an initial briefing from the Operations Section Chief.
- ☐ Inventory schools for the following information:
 - Number of schools affected by the incident;
 - Name and address of school(s) affected by the incident;
 - Number of students/employees injured;
 - Number of fatalities;
 - Number of school(s) evacuated and location to which students and staff were evacuated;
 - Structural soundness;
 - Utility services (including communications);
 - When and if schools will be available for shelter facilities;
 - Number of buses available for transporting students (City, County, and/or vendor owned);
 - Adequate sanitation facilities, including showers;
 - Capacity of cooking areas, serving areas, dining areas, and equipment;
 - Housing capacity; and
 - Handicapped access.
- ☐ Provide the above information to the American Red Cross and the Situation Assessment Branch Director in the Planning and Intelligence Section.

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- ☐ Determine the number of school buses (City, County, and/or vendor owned) available throughout the City. Request the OA to pole the surrounding areas to determine the number of school buses that can be used to assist with evacuations in the City.
- ☐ If shelters are being opened, coordinate information with the American Red Cross.
- ☐ Notify the Operations Chief of any health related issues identified at any school site (i.e., sewage leaks, etc.).
- ☐ Coordinate with the Construction and Engineering Unit Leader to ensure school locations are structurally safe and operational. If the emergency incident is an earthquake, ensure that the Construction and Engineering Unit Leader re-inspects shelter locations following all aftershocks.

Intermediate Actions

- ☐ Participate in all Operations Section briefings.
- ☐ Establish contact with the PIO to determine the process needed to get information to the general public regarding schools that are closed, schools that are open and informational instructions for families with children who were attending school at the time of the emergency (e.g., evacuation locations).
- ☐ Coordinate with the Communications Branch Director for alternative forms of communications to and from any open schools, as needed or requested from the schools.

Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Keep the Operations Chief updated and report any changes in the situation as soon as possible.
- ☐ Develop a demobilization plan for all active shelters with the American Red Cross.
- ☐ Prepare an After-Action Report and turn it in to the Operations Chief.
- ☐ Participate in a Critical Incident Stress Debriefing session.

Demobilization

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

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- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate the Schools Branch and close out logs when authorized by the Operations Chief.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.14 Public Works Branch Director

POSITION TITLE: Public Works Branch Director

You report to: Operations Chief

You supervise: Construction and Engineering Unit Leader, Debris Removal/Route Recovery Unit Leader, and Flood Control Unit Leader.

Position Overview

The Public Works Branch is responsible for coordinating City assets for public works, road repair, debris clearance, and flood control.

Responsibilities

- ☐ Responsible for coordinating City assets for public works, road repair, debris clearance, and flood control.

Initial Actions

- ☐ Receive briefing from the Operations Chief.
- ☐ Determine the extent of damage and the operational capacity of Public Works.
- ☐ Ensure undamaged equipment is accessible and clear of potential damage.
- ☐ Begin to determine the immediate status of City owned and leased buildings, roads, and department employees on duty for assignment.
- ☐ Determine the need to appoint other Branch Unit Leaders: Construction and Engineering, Debris Removal/Route Recovery, and Flood Control; distribute appropriate checklists and position identifiers, if available.
- ☐ Ensure that Construction and Engineering, Debris Removal/Route Recovery, and Flood Control Teams working in the field report back the following information:
 - o Collapsed/hazardous buildings
 - o Fires
 - o Downed power lines
 - o Exposed broken gas mains/gas leaks
 - o Street light outages
 - o Any potential dangerous situations

Inform the Operations Chief of the above information as it is received.

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- ☐ Determine the status of gas, electric, water, and telephone service.
- ☐ Develop immediate objectives and an EOC Action Plan to begin efforts to restore damaged areas.
- ☐ Identify current and future resource needs, and requisition material/service requirements through the Logistics Chief.
- ☐ Work with the Facility Inspection Director to ensure that buildings are inspected, tagged, and, if necessary, demolished to protect the safety of those in the area.
- ☐ Establish contact with the Eastern Municipal Water District for assistance in any coping with any sewage or other removal issues.
- ☐ Begin to mobilize personnel, equipment, and vehicles for deployment.

Intermediate Actions

- ☐ Establish contact with established field command posts to obtain a status report of critical facilities, sanitation facilities, and public buildings.
- ☐ Ensure branch activities are coordinated with other involved branches or sections and agencies.
- ☐ Request assistance from Law Enforcement or Fire and Rescue Branches as necessary.
- ☐ Keep the Operations Chief informed of the situation, and immediately report any new or changed information.
- ☐ Develop a plan for 24-hour operations. Contact off-shift employees to inform them of their emergency schedule.
- ☐ Ensure that the public works status is reported to the Operational Area.
- ☐ Request additional structural engineers from the Operational Area, if needed, using mutual aid if necessary.
- ☐ Monitor the status of public works field activities from all Branch Directors.

Extended Actions

- ☐ Document all activities and decisions on an activity log.
- ☐ Obtain debriefing reports from all Branch Directors and compile a complete debriefing report on the Public Works function.
- ☐ Participate in a Critical Incident Debriefing session.

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Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.15 Construction and Engineering Unit Leader

POSITION TITLE: Construction and Engineering Unit Leader

You report to: Public Works Branch Director

You supervise: N/A

Position Overview

The Construction and Engineering Unit Leader is responsible for ensuring all buildings and critical facilities are functional.

Responsibilities

- ☐ Coordinate with structural engineers for building assessments.
- ☐ Ensure unsafe areas and structures are clearly marked and the public informed.
- ☐ Supervise any construction and/or engineering projects to repair damaged buildings, streets, and critical facilities.
- ☐ Develop short, mid-, and long-term reconstruction priorities and plans.

Initial Actions

- ☐ Receive briefing from the Public Works Branch Director.
- ☐ Obtain status of:
 - Roadways
 - Public buildings
 - Critical facilities
- ☐ Identify what efforts are in progress to restore and/or repair damaged public buildings, roads, and utilities.
- ☐ Coordinate with the Public Works Director regarding any buildings which may require immediate demolition.
- ☐ Determine the structural safety of emergency operations facilities, public shelters, and reception and care centers in a post earthquake (or other devastated) environment.
- ☐ Determine the safety of evacuation routes (including airstrips and airports) in a post earthquake (or other devastated) environment.

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- ☐ Develop a status report and provide to the Situation Assessment Director and the Public Works Director.
- ☐ Establish contact with Caltrans and County Roads.
- ☐ Identify and inventory City construction resources.
- ☐ Work with the Finance and Administration Section and Logistics Section to identify vendors to provide support to Banning construction and engineering needs.
- ☐ Develop an action plan to first identify, and then determine, how to mitigate further damage for the short term, and options for final disposition of damaged areas (i.e. restore, condemn, etc.).
- ☐ Coordinate with other Public Works Branch Directors to determine what construction and engineering resources are needed, if any.

Intermediate Actions

- ☐ Participate in all Branch briefings.
- ☐ Establish need for heavy equipment and request Logistics Section to assist in procurement.
- ☐ Keep the Public Works Director informed of status and update frequently.
- ☐ Provide cost estimates for any construction work being done or to be done to mitigate or restore damaged facilities and roads.
- ☐ Establish teams of construction and engineering staff (City and volunteer) and develop a plan for surveys and reports of on how to respond to their assigned area of damage.
- ☐ Develop a plan to assign construction and engineering assets based upon priorities set by the Director of Emergency Services and Section Chiefs in the most recent EOC Action Plan.

Extended Actions

- ☐ Keep the Operations Chief updated on the situation and of any changes.
- ☐ Determine the length of time extraordinary construction and engineering response and recovery activities will continue and what resources are needed.
- ☐ Work with the Public Works Director to develop a plan for long term construction activities. Provide costs to Finance and Administration Chief.
- ☐ Provide a summary of all construction and engineering activities and progress, every 24 hours to the Public Works Director.

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- ☐ As soon as practicable, develop a demobilization plan to release any mutual aid resources, volunteers, and City staff in that order.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



3.2.16 Debris Removal and Route Recovery Unit Leader

POSITION TITLE: Debris Removal and Route Recovery Unit Leader

You report to: Public Works Branch Director

You supervise: N/A

Position Overview

The Debris Removal and Route Recovery Unit Leader is responsible for the clearing of debris off roads after a major emergency, and coordinating with Law Enforcement regarding route information, clearance, and recovery.

Responsibilities

- ☐ Oversee debris removal from roads.
- ☐ Coordinate with Law Enforcement with respect to route information, clearance, and recovery.

Initial Actions

- ☐ Obtain a status on all roads and streets within the City and Operational Area from available sources, i.e., any open field command posts, Fire, Law Enforcement.
- ☐ Inventory available staff and equipment from the Public Works Department to begin debris removal.
- ☐ With the assistance of Law and Fire, identify and prioritize roads and areas for debris removal and clearance.
- ☐ Coordinate with County Waste Management for authorized disposal sites.
- ☐ Develop a plan of action and assign teams to perform debris removal operations.
- ☐ Coordinate closely with the Logistics Chief to obtain proper protective clothing (gloves, face masks, hard hats, or utility boots) as needed.
- ☐ Establish contact with private vendors to develop a plan for debris pick up during response and recovery activities, obtain status of sewer systems and repair activities in progress and status of residential and business refuse pickup services during the emergency.
- ☐ Coordinate the closure of incapacitated roadways with:

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- Police, Fire, and other City Departments
- Provide barricade measures
- Establish detours and alternate routes

Intermediate Actions

- ☐ Provide the PIO with information concerning road closures, routes and any recommended information regarding raw sewage (if there are line breaks), as needed.
- ☐ Request private vendors assisting in debris removal in the affected areas to communicate with the EOC for closer coordination, should refuse and sewage become big issues.
- ☐ Keep the Public Works Director updated as to activities and changes in the situation.
- ☐ Monitor the field activities of debris removal and route recovery teams.
- ☐ Develop a staffing plan for 24-hour debris removal and route recovery activities.
- ☐ Identify the need for any heavy equipment and coordinate the procurement with the Equipment and Transportation Branch Director in the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- ☐ Determine which landfill for debris to be hauled to. Determine the route for emergency workers to use.

Extended Actions

- ☐ Monitor progress of the debris removal and route recovery on a regular basis.
- ☐ Coordinate route recovery efforts with Law Enforcement Departments and Riverside County Department of Transportation, as necessary.
- ☐ Prepare a demobilization plan to stage shutdown of activities as the situation becomes controllable with City assets.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.

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- ☐ Deactivate the Debris Removal and Route Recovery Unit and close out logs when authorized by the Operations Chief.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization

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3.2.17 Flood Control Unit Leader

POSITION TITLE: Flood Control Unit Leader

*This position and its duties and responsibilities may be filled by the Riverside County Flood Control Agency. A representative may fill the position at the City's EOC or at the OA EOC.

You report to: Public Works Branch Director

You supervise: N/A

Position Overview

The Flood Control Unit Leader is responsible for conducting flood mitigation and flood fighting operations.

Responsibilities

- ☐ Coordinate with the Law Enforcement Branch Director for notification and evacuation measures.
- ☐ Coordinate with the Public Works Branch Director for debris clearance from affected waterways.
- ☐ Ensure surveys for potential breakage are conducted of all dams in the affected area.

Initial Actions

- ☐ Receive briefing from the Public Works Branch Director.
- ☐ Establish contact with County of Riverside Flood Control Department.
- ☐ Identify areas of known potential problems and begin monitoring these areas.
- ☐ Work with the Debris Removal Unit Leader to coordinate debris removal from affected waterways.
- ☐ Coordinate flood fighting operations with County Flood Control and the Fire Branch.
- ☐ Monitor water levels and keep the Operations Section Chief and Director of Emergency Services updated on a regular basis.

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- ☐ Identify the need for any heavy equipment and coordinate the procurement with the Equipment and Transportation Branch Director in the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- ☐ Coordinate with the Evacuation Unit Leader to begin planning evacuation routes and identifying the staff necessary to evacuate the danger area.
- ☐ Coordinate with the Law Enforcement Director to establish evacuation routes and erect (with the assistance from Public Works Director), barriers to block passage to danger areas.

Intermediate Actions

- ☐ Keep the Public Works Branch Director and the Operations Section Chief informed of the situation, and immediately report any new or changed information.
- ☐ Work with the PIO to develop appropriate flood information to be released through the news media.
- ☐ Coordinate with the Care and Shelter Director and the American Red Cross for possible mass care and sheltering needs.
- ☐ Work with the Purchasing Branch Director to obtain any needed supplies and/or equipment (e.g., sand bags, water pumps, generators, etc.).
- ☐ Coordinate with the Operational Area providing information on current situation.
- ☐ Keep the Public Works Director updated as to activities and changes in the situation.
- ☐ Develop a staffing plan with the Personnel/Volunteer Director for 24-hour flood activities or as directed by the Public Works Branch Director.

Extended Actions

- ☐ Participate in a Critical Incident Debriefing session.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate the Flood Control Unit and close out logs when authorized by the Operations Chief.

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



SECTION 4: PLANNING and INTELLIGENCE SECTION

4.1 Planning and Intelligence Section Overview

The Planning and Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events.

During a disaster/emergency, the Planning and Intelligence Chief advises on various courses of action from their departmental level perspective. This Section is responsible for the development of the jurisdiction's Action Plans and Situation Reports. This Section also conducts and is responsible for completing the After-Action Report. This Section also develops the Recovery Plan for recovery and mitigation.

Responsibilities are to:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the Director of Emergency Services, EOC Manager, Public Information Officer, and the EOC staff.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to City departments, Riverside County departments and agencies, State OES, FEMA, and the Riverside County Operational Area (OA).
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning and Intelligence support to other Sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster recovery plan.

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- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

The Planning and Intelligence Section ensures that safety and damage assessment information is compiled, assembled, and reported in an expeditious manner. The Planning and Intelligence Section is also responsible for detailed recording (Communication and Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster.



4.2 Planning and Intelligence Section Position Checklists

4.2.1 Planning and Intelligence Chief

POSITION TITLE: Planning and Intelligence Chief

You report to: Director of Emergency Services

You supervise: Situation Assessment Branch Director, Communications & Documentation Branch Director, Advanced Planning Branch Director, Recovery Planning Branch Director and Resource Tracking Branch Director.

Position Overview

The Planning and Intelligence Chief has the management responsibility for all planning activities relating to response, demobilization, and recovery operations. This position assists the Director of Emergency Services in the development of the EOC Action Plan.

Responsibilities

- ☐ Manage the Planning and Intelligence Section staff.
- ☐ Gather and analyze all situation data.
- ☐ Develop reports and recommend actions for the Director of Emergency Services and the EOC Manager for EOC Action Plans.
- ☐ Conducts planning meetings and prepare the action plan for each operational period.
- ☐ Report directly to the Director of Emergency Services and coordinate closely with other Section Chiefs, in particular the Operations Section Chief.

Initial Actions

- ☐ Check-in with the Director of Emergency Services to receive initial briefing on:
 - o General situation
 - o Immediate tasks for the section
 - o Organization of EOC staff
 - o Communications capabilities between the City and the Operational Area
- ☐ Contact the Logistics Section to advise them of your arrival; inquire about estimated times of arrival of requested staff not yet on site.

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- ☐ Analyze the situation and determine the level of staffing:
 - Request a recorder from the Personnel/Volunteer Director, if position activated.
 - Assign Planning/Intelligence Section Directors as needed (Situation Assessment Director, Documentation Director, Advance Planning Director, Recovery Planning Director, Demobilization Director, and Technical Specialist).
 - Brief Directors after meeting with the Director of Emergency Services.
- ☐ Set up Planning/Intelligence Section Center work area in the EOC.
 - Determine communication capabilities and restrictions both for on-site and external communications (phone, fax, OASIS, e-mail, radio, etc.).
 - Check and fill equipment and supplies needs.
- ☐ Assist the Director of Emergency Services in conducting planning meetings to evaluate and/or re-evaluate the situation, objectives, priorities, operational period, assignments, and needed logistics. (The outcomes of these meetings are the basis for the emergency action plan).

Intermediate Actions

- ☐ Brief Director of Emergency Services and EOC staff on initial intelligence:
 - Nature and scope of incident/disaster.
 - Current and potential threats to life and property.
 - Recommended courses of action to mitigate immediate threats.
- ☐ Meet frequently with the PIO to update status for news releases.
- ☐ Obtain briefings and updates as appropriate from Section Chiefs.
- ☐ Conduct periodic Planning and Intelligence Section meetings to:
 - Brief/update the emergency action plan
 - Assign tasks to appropriate sections/units
 - Identify critical issues/needs, shortfalls
 - Brief sections on previously assigned tasks
- ☐ Prepare the initial situation report.
- ☐ Monitor resource usage to forecast shortfalls.
- ☐ Coordinate the EOC emergency action plan, publish and distribute copies to the Director of Emergency Services, all Sections Chiefs, and if necessary all division command posts.
- ☐ Develop possible incident objectives and priorities based on:

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- Public health and welfare
 - Emergency information or public instructions
 - Possible shortages of personnel or supplies
 - Identification of danger areas
 - Determination of needs
- ☐ Analyze all information to forecast any developments or trends.
- ☐ Collect projected activity reports from Section Chiefs and Planning/Intelligence Section Directors at appropriate intervals.
- ☐ Ensure that all requests are routed/documented through the Planning/Intelligence Section.
- ☐ Continue EOC situation briefings and action planning sessions as needed.
- ☐ Instruct Situation Assessment Director and staff to document/update status reports from all Section Chiefs and Directors for use in decision making and reference in post-disaster evaluation and recovery assistance applications.
- ☐ Monitor resource usage to forecast shortfalls.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration section:
 - Notification of any emergency expenditures
 - Daily time-sheets

Extended Actions

- ☐ Keep the Director of Emergency Services updated on the situation and of any changes.
- ☐ Review current priorities and policies from Planning/Intelligence Section Chief and Director of Emergency Services.
- ☐ Request Director of Emergency Services to authorize the deactivation of Section.
- ☐ Meet with agency representatives to determine:
 - Agencies not requiring formal demobilization
 - Personal rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- ☐ When deactivation is approved, contact agencies and/or persons worked with and advise them of:
 - When deactivation will take place
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements

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- ☐ Coordinate with Director of Emergency Services and Section Chiefs to determine the need for an EOC Demobilization Plan. If the plan is deemed necessary, prepare a written demobilization action plan that will at a minimum address the following:
 - Release plan strategies and general information
 - Priorities for release
 - Transfer of authorities/responsibilities/missions
 - Completion and submittal of all required documentation
- ☐ Ensure that each Section has completed the following:
 - Final reports
 - Close-out of Section activity log
 - Transfer of ongoing missions and/or actions to appropriate full-time staff for recovery operations
- ☐ Direct Section staff to attend the After-Action Review to be held after the EOC deactivation. Staff should be prepared to discuss:
 - General overview of the operation
 - General overview of EOC operation
 - Procedures/concepts that worked well
 - Procedures/concepts that need to be improved
- ☐ Ensure staff cleans up work areas and returns facility to normal.
- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Director of Emergency Services. Provide for staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing Session and ensure that all Planning/Intelligence staff and volunteers attend one also.

Demobilization

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

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Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.2 Situation Assessment Branch Director

POSITION TITLE: Situation Assessment Branch Director

You report to: Planning and Intelligence Chief

You supervise: The Intelligence Unit Leader

Position Overview

This position is critical to alerting the Director of Emergency Services of potential problems affecting the Operational Area.

Responsibilities

- ☐ Collect, process, and organize situation information.
- ☐ Prepare situation summaries.
- ☐ Develop projections and forecasts for future events related to the incident.
- ☐ Prepares maps and intelligence information for use in the emergency action plan.
- ☐ Maintain a “reference library” of reports and other documents.

Initial Actions

- ☐ Check-in with the EOC Planning and Intelligence Chief to receive initial briefing on:
 - General situation
 - Immediate tasks for the Section
 - Organization of EOC staff
 - Communication capability between the City and the Operational Area
- ☐ Set-up section work area:
 - Post organization/seating chart
 - Post maps (either standard or computerized)
 - Set-up status boards (either on computer or white board)
 - Update phone rosters
 - Check and fill equipment and supply needs
- ☐ Determine with Section Chiefs and the Communication Branch Director appropriate information to be displayed on status boards.

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- ☐ Prepare input to and facilitate in the emergency action planning session. The goal of the meeting is to cover the following topics:
 - Time period the plan covers
 - The mission priorities
 - Listing of objectives to be accomplished (should address the priorities and be measurable in some way)
 - Statement of strategy to achieve the objectives (identify whether there is more than one way to accomplish the objective, and which way is preferred)
 - Assignments necessary to implement strategy
 - Organizational elements to be activated to support the assignments (may also list organizational elements that will be deactivated during or at the end of the period)
 - Logistical or other technical support required
- ☐ Collect and forward to the Operational Area: LOCAL EMERGENCY DECLARATIONS, and requests for GOVERNOR'S PROCLAMATION and PRESIDENTIAL DECLARATIONS.
- ☐ Track all mutual aid requests and mutual aid received. Coordinate with the Liaison Officer and the Planning/Intelligence Chief.
- ☐ Maintain current status on information coming from division command posts and, if activated, the Operational Area:
 - Current information displayed on status boards
 - Current information displayed on maps
- ☐ Distribute current information to all Section Chiefs and Director of Emergency Services.

Intermediate Actions

- ☐ Maintain section logs and files.
- ☐ Refer all contacts with the media to the EOC Public Information Officer.
- ☐ Participate in periodic Planning and Intelligence Section meetings.
- ☐ Contact Operational Area Planning and Intelligence Section to establish the best methods for receiving and providing intelligence information. Additionally, setup a schedule for information to be received in order to be put in the EOC situation report.
- ☐ Brief the Planning and Intelligence Chief on major problem areas that need immediate action.

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- ☐ Contact Section Chiefs on essential elements of information as it becomes available; establish the best methods for receiving and providing intelligence information. Additionally, set-up a schedule for information to be received in order to be put in the EOC situation report.
- ☐ Keep the command posts informed of the overall situation.
- ☐ Maintain an open file of situation reports and major incident reports for review with other branches or agencies.
- ☐ Provide information to EOC Public Information Officer for use in developing media and other briefings.
- ☐ Brief relief staff at shift change time.

Extended Actions

- ☐ Keep the Director of Emergency Services and Planning and Intelligence Section Chief updated on the situation and of any changes.
- ☐ Coordinate all information received for After-Action Report.
- ☐ Assist transition into recovery operations/documentation.
- ☐ Maintain disaster operations files, records, and legal documents for proscribed retention period.
- ☐ Attend post disaster EOC debriefing.
- ☐ Ensure staff cleans up work areas and returns facility to normal.
- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Planning and Intelligence Section Chief. Provide staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

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Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.3 Intelligence Unit Leader

POSITION TITLE: Intelligence Unit Leader

You report to: Situation Assessment Branch Director

You supervise: N/A

Position Overview

The Intelligence Unit Leader gathers information from a variety of sources, analyzes and verifies information, and prepares and updates internal EOC information and map displays.

Responsibilities

- ☐ Collect, analyze, and display event information.
- ☐ Prepare periodic Event Reports.

Initial Actions

- ☐ Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- ☐ Review your specific position checklists.
- ☐ Report to your work area and put on your position identifier and start activity log.
- ☐ Determine your personal operating location and set up as necessary
- ☐ Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- ☐ Make frequent notes to capture information specifically related to major aspects of the event.
- ☐ Prepare the initial event report. Ensure the report is approved by the Situation Assessment Branch Director and the Director of Emergency Services prior to dissemination.

Intermediate Actions

- ☐ Participate in all applicable Section and Branch meetings and EOC briefings.

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- ☐ Obtain copies of all APs.
- ☐ Maintain all required records and documentation to support the After-Action Report and the history of the event:
 - ☐ Messages received
 - ☐ Actions taken
 - ☐ Decision justification and documentation
 - ☐ Requests filled
 - ☐ APs as disseminated
- ☐ Refer all contacts with the media to the PIO.
- ☐ Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- ☐ Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- ☐ Function/operate in a safe manner during your shift.
- ☐ Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- ☐ Ensure that the Assessment Branch is maintaining current information for the event analysis report.
- ☐ Ensure that major events reports and status reports are completed by the Operations Section and are accessible by Planning & Intelligence.
- ☐ Ensure that an event analysis report is produced and distributed to the City's EOC Sections and the OA EOC at least once, prior to the end of the operational period.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is organized and legible.
- ☐ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.

Extended Actions

- ☐ Keep the Assessment Director and the Director of Emergency Services updated on the event and of any changes.
- ☐ Coordinate all information received for After-Action Report.
- ☐ Assist transition into recovery operations/documentation.
- ☐ Maintain disaster operations files, records, and legal documents for proscribed retention

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- ☐ Attend post disaster EOC debriefing.
- ☐ Participate in a Critical Event Stress Debriefing Session.

Shift Completion

- ☐ Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- ☐ Deactivate the Flood Control Unit and close out logs when authorized by the Operations Chief or the Director of Emergency Services.
- ☐ Ensure that all required forms or reports are completed prior to departure.
- ☐ Close out activity logs and ensure that all relevant status boards are current.
- ☐ Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.
- ☐ Provide input to the After-Action Report as directed by your EOC supervisor.
- ☐ Provide all activity logs to the Planning and Intelligence Chief upon departure.
- ☐ Ensure your EOC work location is in a ready status and return facility to normal.
- ☐ Ensure you sign out in EOC logbook.

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Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.4 Communications & Documentation Branch Director

POSITION TITLE: Documentation Branch Director

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

The Documentation Branch Director maintains accurate up-to-date and complete incident files.

Responsibilities

- ☐ Assisting other Sections in setting up and maintaining documentation during a disaster.
- ☐ Maintain display boards of the current situation.
- ☐ Provide duplication services to EOC staff.
- ☐ File, maintain and store incident files and vital records for legal, analytical, and historical purposes.

Initial Actions

- ☐ Check in with the Planning and Intelligence Chief to receive initial briefing on:
 - General situation
 - Immediate tasks for the Section
 - Organization of EOC staff
 - Communication capabilities between the City and the Operational Area
 - Receive position checklist and position identifier, if available.
- ☐ Establish situation/incident master file. At a minimum, the file should consist of:
 - Copies of all fax logs
 - Copies of all declarations and requests for declarations (Local, Gubernatorial and Presidential)
 - City Flash Report
 - City Situation Report(s)
 - Copies of all Section and Branch activity logs
 - Copies of all reports either submitted to or generated by the EOC
 - Copies of all staff/organization charts
 - Copies of phone rosters

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- ☐ Prepare distribution list for EOC Action Plans.
- ☐ Make copies and distribute EOC Action Plans.
- ☐ Ensure all telephone, radio, and memo communiqués in the EOC are documented. Keep a copy of all phone messages.
- ☐ Use pre-established message forms for documentation of all EOC communiqués.
- ☐ Determine with the Planning and Intelligence Chief and Situation Assessment Branch Director appropriate information to be displayed on status boards.
- ☐ Receive and log all documentation relating to requests and response for personnel or supplies to the respective Section Chiefs and Directors, and Officers.
- ☐ Maintain an on-going activity log of all EOC activities, decisions, communications, and reports. Copies of news releases, public information notices, employee directives, Operational Area status summaries, etc., should be included.

Intermediate Actions

- ☐ After the action planning meetings, assist in the preparation of any written EOC Action Plans or procedures.
- ☐ Participate in periodic Planning and Intelligence Section meetings.
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.
- ☐ Brief relief at shift change time.

Extended Actions

- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Section Chief. Provide staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.

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- ☐ Deactivate the Documentation Branch and close out logs when authorized by the Planning and Intelligence Chief.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.5 Advanced Planning Branch Director

POSITION TITLE: Advanced Planning Branch Director

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

The Advanced Planning Branch Director is responsible for the development of the EOC Action Plan, based upon the objectives and priorities determined by the Director of Emergency Services and Section Chiefs.

Responsibilities

- ☐ Forecast possible situation developments by focusing on potential response and recovery issues that might exist within the 36-to-72-hours following a current operational period.

Initial Actions

- ☐ Receive briefing from the Planning and Intelligence Chief with other Section staff.
- ☐ Gather information from the Situation Assessment Branch Director.
- ☐ Monitor the situation with the Planning and Intelligence Section.
- ☐ Develop possible incident objectives and priorities:
 - Public Health and Welfare
 - Emergency information or public instructions
 - Possible shortages of personnel or supplies
 - Identification of danger areas
 - Determination of needs
- ☐ Develop an EOC Action Plan which includes the following based on the priorities and objectives approved by the Sections Chiefs and Director of Emergency Services:
 - Planning period (time frame the EOC Action Plan covers)
 - Clear objective(s)
 - Goals
 - Assets needed to be deployed to achieve objectives
 - Mutual aid requested and when it is expected
 - Length of shifts and/or when relief will be needed

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- ☐ Obtain approval of the Director of Emergency Services of each EOC Action Plan and Status Report; distribute the EOC Action Plan and Status Report to ALL EOC staff and to any support agencies, off-site special districts involved in the incident, and any field command posts.

Intermediate Actions

- ☐ Keep the Planning and Intelligence Chief and Situation Assessment Director advised of changing information.
- ☐ Analyze all information to forecast any developments or trends.
- ☐ Monitor resource usage to forecast shortfalls.
- ☐ Keep in close communication with the Liaison Officer for clear view of information from other agencies and the Operational Area.
- ☐ Develop plan with Personnel and Volunteer Branch Director on 24 hour staffing of the EOC and all functions necessary to respond to and recover from the emergency.

Extended Actions

- ☐ Attend all section briefings.
- ☐ Keep the Planning/Intelligence Chief advised of all activities and decisions.
- ☐ Participate in the development of a demobilization plan.
- ☐ Ensure that the demobilization plan is communicated and/or distributed to all essential groups or agencies.
- ☐ Update information and forecasts as objectives are met and new ones are identified. Keep all others in the EOC advised.
- ☐ Participate in a Critical Incident Stress Debriefing Session.
- ☐ Assist in compiling the Planning/Intelligence Section post incident report.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate the Advanced Planning Branch and close out logs when authorized by the Planning and Intelligence Chief.

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization

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4.2.6 Recovery Planning Branch Director

POSITION TITLE: Recovery Planning Branch Director

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

The Recovery Planning Branch Director is responsible for organizing and directing the Recovery Planning in the City. The Facility Inspection Unit Leader reports to the Recovery Planning Branch Director.

Responsibilities

- ☐ Form a Recovery Planning Team to assist the City in recovering from the incident, utilizing assigned representatives from each City Department affected by the incident.
- ☐ Coordinate with the Planning and Intelligence Chief and Director of Emergency Services the process of working with the City Manager and business and civic leaders to establish and implement a long-range plan for recovery for the City.
- ☐ Insure that the OA is updated on the level and types of damage in the City.

Initial Actions

- ☐ Receive briefing from Planning and Intelligence Chief with other Section staff.
- ☐ Monitor situation status activities and determine the extent of damages to City operations.
- ☐ Implement recovery plan for City operations.
- ☐ Separate and prioritize tasks and assign to the appropriate department.
- ☐ Determine how the recovery operations will be financed.

Intermediate Actions

- ☐ Establish incident files relating to damage in the City.
- ☐ Make sure that photographs, videos, and written documentation of the damage has been recorded.
- ☐ Formulate a plan with City Departments to facilitate recovery of City Departments.

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- ☐ Work with the business community to formulate a plan for recovery of business operations.
- ☐ Monitor situation status activities and determine the extent of damages to business operations.
- ☐ Implement recovery plan for businesses.
- ☐ Attend the FEMA Applicants Briefing and develop forms for City Departments to use when reporting expenditures which could be reimbursed by the State and/or FEMA.
- ☐ Be prepared to assist State OES and FEMA with a Preliminary Damage Assessment (PDA) of the City.
- ☐ Maintain a log of messages sent and received and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- ☐ Update Finance/Administration Section Chief and Planning/Intelligence Section Chief with all pertinent information.

Extended Actions

- ☐ Document all actions and decisions on an activity log.
- ☐ Keep the Planning and Intelligence Chief advised of all activities and decisions.
- ☐ Attend all Section briefings.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up

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- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.7 Facility Inspection Unit

POSITION TITLE: Facility Inspection Unit

You report to: Recovery Planning Branch Director

You supervise: N/A

Position Overview

The Facility Inspection Unit is responsible for the inspection and occupancy classification of all public buildings, critical facilities, and private homes and businesses following a major emergency.

Responsibilities

- ☐ Inspect and classify public buildings, critical facilities, and private homes and businesses.
- ☐ Function as part of the Recovery Unit to return the impacted area to normal as soon as possible.

Initial Actions

- ☐ Receive a briefing from the Planning and Intelligence Chief with other Branch Directors.
- ☐ Develop a status by priority, of all reported damaged critical facilities, public buildings, and private homes and businesses, using a grid system to identify areas of damage in addition to individual occupancies.
- ☐ Inventory City staff qualified to perform building inspections. Organize teams and identify areas of priority inspection.
- ☐ Coordinate with the Personnel and Volunteer Director for any volunteer structural engineers they may have registered, if needed.
- ☐ Inform all building inspectors and structural engineers to document all damage found either by video tape, still photographs, audio tape, or written report. The optimal is video tape. Coordinate the acquisition of video equipment, cameras, and associated supplies with the Logistics Section.
- ☐ Ensure that Facility Inspection Teams working in the field report back the following information:
 - o Collapsed/hazardous buildings
 - o Fires

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- Downed power lines
 - Exposed broken gas mains/gas leaks
 - Street light outages
 - Any potential dangerous situations
- ☐ Inform the Operations Chief of the above information as it is received.
- ☐ Request the Liaison Officer to contact the Operational Area Mutual Aid Coordinator for additional qualified building inspectors and/or structural engineers upon approval of the Director of Emergency Services and Planning and Intelligence Chief.

Intermediate Actions

- ☐ Keep the Public Works Director updated on the situation; report any changes as soon as possible.
- ☐ Ensure that all survey and intelligence data is provided to the EOC immediately upon arrival from the field.
- ☐ Develop a staffing plan for field building inspectors for the next few days. If inspectors are limited and the Operational Area is unable to immediately arrange for mutual aid, this plan should be developed using a priority system.
- ☐ Ensure that all building inspectors and structural engineers are tagging inspected buildings in a consistent manner.
- ☐ Monitor the progress of building inspections and report to the Public Works Director.
- ☐ Inform the Construction and Engineering Unit Leader of damaged buildings in need of repair.

Extended Actions

- ☐ Gather all damage documentation from field inspectors on a routing basis and provide it to the Planning/Intelligence Chief for permanent documentation.
- ☐ Coordinate with the Construction and Engineering Unit Leader and Law Enforcement Branch Director any demolition of damaged structures.
- ☐ Identify when volunteers and mutual aid resources may be released. Develop a plan to stage demobilization.
- ☐ Prepare a debriefing report on all facility inspections and actions when the situation becomes manageable.

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- ☐ Participate in a Critical Incident Stress Debriefing Session and ensure that all building inspectors (City staff, volunteers, or mutual aid responders) participate also.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.8 Technical Specialists

POSITION TITLE: Technical Specialists

You report to: Recovery Planning Branch Director

You supervise: N/A

Position Overview

Technical Specialists are advisors with special skills that may be needed to support a specific incident.

Responsibilities

- ☐ Act as a resource to members of the EOC staff in their respective technical specialty.

Initial Actions

- ☐ Receive briefing from Planning and Intelligence Chief with other Section staff.
- ☐ Assess the current emergency and provide necessary information to the Planning/Intelligence Chief relative to projected duration and intensity of the emergency.

Intermediate Actions

- ☐ Participate in all EOC briefings and assist in setting objectives and priorities with the Advance Planning Director.
- ☐ Provide information to the Logistics Chief relative to special equipment needs.

Extended Actions

- ☐ Keep the Planning and Intelligence Chief advised of all activities and decisions.
- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Brief your relief at shift change.
- ☐ Leave your name, number and place where you can be located if an emergency should occur.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

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Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.9 Resource Tracking Branch Director

POSITION TITLE: Resource Tracking Branch Director

You report to: Planning & Intel Chief

You supervise: NA

Position Overview

The Resource Tracking Branch Director is responsible for receiving records and passing on information relating to resources already in place, resources requested and estimates of future resource needs.

Responsibilities

- ☐ Receives records and passes on information relating to resources already in place, resources requested but not yet on scene, and estimates of future resource needs.
- ☐ Coordinates closely with the Operations Section (to determine resources currently in place and resources needed).
- ☐ Coordinates closely with the Planning and intelligence Section to give updates on resources allocations and needs.
- ☐ Post and keeps current all information on the resource status display boards and maps in the EOC.

Initial Actions

- ☐ Obtains briefing from the Logistics Section Chief.
- ☐ Set up the collection, organization, and display status of incident resources to include allocation, deployment and staging areas.
- ☐ Working with the Planning and Intelligence Chief and field command posts obtain as list of resources which have been or need to be ordered.
- ☐ Obtain necessary equipment and supplies (status boards, marking pens, reporting forms, set up, etc.)
- ☐ Establish a check-in procedure of resources at specified incident locations.
- ☐ Maintain master list of all resources checked in at the incident and personnel responsible for resources that are received.

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Initial Actions

- ☐ Provide for an authentication system in case of conflicting status reports on resources.
- ☐ Provide a resources overview and summary information to Situation Assessment Branch as requested and written status reports on resource allocations as directed by the Logistics Section Chief.
- ☐ Coordinate and facilitate telecommunications systems (including radio systems and RACES) available to establish communications links between the City, Special Districts, Essential Volunteer agencies, Operational Area, and field command posts.
- ☐ Assist in strategy planning based on the evaluation of the resources allocations, resources en route, and projected resources shortfalls.
- ☐ Keep the Operations Chief informed as to available resources.
- ☐ Make recommendations to Logistics Chief of resources that are not employed or should be deactivated.

Extended Actions

- ☐ Monitor staff for signs of stress. Report concerns to the Logistics Chief
- ☐ Provide for staff relief and rest areas.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up

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- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



4.2.10 Demobilization Unit Leader

POSITION TITLE: Demobilization Unit Leader

You report to: Resource Tracking Branch Director

You supervise: N/A

Position Overview

The Demobilization Unit Leader is responsible for preparing the demobilization plan and assisting Section Chiefs in ensuring that an orderly, safe, and cost-effective demobilization of personnel and equipment is accomplished.

Responsibilities

- ☐ Prepare demobilization plan.
- ☐ Assist Section Chiefs in ensuring that demobilization is orderly, safe, and cost-effective.

Initial Actions

- ☐ Receive assignment and briefing from the Planning and Intelligence Section Chief.
- ☐ Review incident resource records to determine probable size of the demobilization effort.
- ☐ Assess and fill needs for additional personnel, work space and supplies.
- ☐ Obtain incident command objectives, priorities and constraints on demobilization.
- ☐ Meet with Agency Representatives to determine:
 - o Agencies not requiring formal demobilization
 - o Personnel rest and safety needs
 - o Coordination procedures with cooperating/assisting agencies
- ☐ Be aware of ongoing Operations Section resource needs.

Intermediate Actions

- ☐ Obtain identification and description of surplus resources and probable release times.
- ☐ Determine finance, supply, and other check-out stops.

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- ☐ Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- ☐ Establish communications link with appropriate off-incident facilities.
- ☐ Prepare demobilization plan (Plan to include the following sections):
 - General - discussion of demobilization procedure
 - Responsibilities - specific implementation responsibility and activity
 - Release Priority - according to agency and kind and type of resources
 - Release Procedures - detailed steps and process to be followed
 - Directories - maps, telephone numbers, instructions, etc.
- ☐ Obtain approval of demobilization plan from the Section Chiefs and Director of Emergency Services.
- ☐ Distribute plan to each processing point.
- ☐ Ensure that all sections understand their responsibilities within the demobilization plan.
- ☐ Monitor implementation of demobilization plan.
- ☐ Assist in the coordination of demobilization plan.
- ☐ Brief the Planning/Intelligence Section Chief on progress of demobilization.

Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation

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- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



SECTION 5: LOGISTICS SECTION

5.1 Logistics Section Overview

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also provides the necessary communications for effective response coordination.

In general, the Logistics Section is responsible for providing resources (personnel and equipment) that are not in current City inventories. During response operations, the Operations Chief will first call upon the Units represented in the Operations Section for resources. Once these resources have been exhausted, the Logistics Section will be called upon to locate the required resources from external sources.



5.2 Logistics Section Position Checklists

5.2.1 Logistics Chief

POSITION TITLE: Logistics Chief

You report to: Director of Emergency Services

You supervise: Communications Branch Director, Information Systems Branch Director, Equipment and Transportation Branch Director, Personnel and Volunteer Branch Director, Procurement and Supply Branch Director, Facilities Support Branch Director and the EOC Support Branch Director.

Position Overview

The Logistics Section Chief oversees all of the resource and support functions of the Logistics Section (technology, communications, transportation, personnel, facilities, and others) in support of the emergency response.

Responsibilities

- ☐ Locate, order, and utilize critical resources in the aftermath of a major disaster.
- ☐ Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; and arranging for food, lodging, and other support services as required.
- ☐ Establish the appropriate level of Branch staffing within the Logistics Section. Monitor the effectiveness of the organization and modify as required.
- ☐ Ensure Section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- ☐ Coordinate closely with the Operations Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- ☐ Keep the Director of Emergency Services informed of all significant issues relating to the Logistics Section.

Initial Actions

- ☐ Receive situation briefing from the Director of Emergency Services.
- ☐ Activate Logistics Section Staff, as needed. These positions may include: Communications Branch Director, Information Systems Branch Director,

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Equipment and Transportation Branch Director, Personnel and Volunteer Branch Director, Procurement and Supply Branch Director, Facilities Support Branch Director, Resources Tracking Branch Director and the EOC Support Branch Director.

- ☐ Brief Logistics Staff on current situation and develop the Section's initial emergency action plan. Designate time for next briefing.
- ☐ Attend damage assessment meetings.

Intermediate Actions

- ☐ Establish a donation center to receive donated goods, if needed. Delegate to the Procurement and Supply Branch Director the responsibility to manage this area and request staff as needed.
- ☐ Obtain information, status of areas and updates regularly from Section Staff. Assist when necessary.
- ☐ Meet with Logistics Staff on a regular basis.
- ☐ Attend routine meetings with the Director of Emergency Services and Section Chiefs.
- ☐ Communicate frequently with the Director of Emergency Services.
- ☐ Obtain needed supplies with assistance of the Finance and Administration Chief, as needed.
- ☐ Inform the Director of Emergency Services and Liaison Officer of the need to coordinate with the Operational Area for mutual aid if unable to obtain requested material, supplies, or personnel through normal channels.

Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Director of Emergency Services. Provide staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing Session and ensure that all Logistics Section staff and volunteers attend one also.

Demobilization

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

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- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate the Logistics Section Chief position and close out logs when authorized by the Director of Emergency Services.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



5.2.2 Communications Branch Director

POSITION TITLE: Communications Branch Director

You report to: Logistics Chief

You supervise: Message Center Unit Leader

Position Overview

The Communications Branch Director coordinates and facilitates telecommunications systems (including radio systems and RACES) available to establish communications links.

Responsibilities

- ☐ Coordinate and facilitate telecommunications systems available to establish communications links between the City, Special Districts, essential volunteer agencies, Operational Area, and field command posts.

Initial Actions

- ☐ Receive briefing from the Logistics Chief.
- ☐ Assess current status of internal and external telephone systems and radio systems. Report status to the Logistics Chief.
- ☐ Meet with Logistic Section to determine external sources of communications equipment should the need arise.
- ☐ Advise the Logistics Chief if there is a need for Amateur Radio support. This should be communicated to the Liaison Officer for a request to the Operational Area to provide as mutual aid.

Intermediate Actions

- ☐ Establish a mechanism to communicate with field units or command post in the event of a telephone outage or system overload.
- ☐ Attend Logistics Section meetings.
- ☐ Communicate frequently with the Logistics Chief.
- ☐ Develop an Amateur Radio (RACES) staffing plan with the County RACES Officer, as needed.

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- ☐ Coordinate communications among various volunteer communications agencies (REACT, ARIES, etc.).

Extended Actions

- ☐ Monitor staff for signs of stress and fatigue. Report concerns to the Logistics Chief.
- ☐ Provide for staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



5.2.3 Message Center Unit Leader

POSITION TITLE: Message Center Unit Leader

You report to: Logistics Section Chief

You supervise: N/A

Position Overview

The Message Center Unit Leader organizes, coordinates and acts as custodian of all logged internal and external communications. The information will be sent or received by the EOC through many different channels: telephone, computer systems, email, WebEOC, faxes, government radio, amateur radio, citizens band radio, commercial broadcasts, electronic mail, runners, etc.

Responsibilities

- ☐ Organizes, coordinates and acts as custodian of all logged internal and external communications.

Initial Actions

- ☐ Obtain briefings from the Logistics Section Chief.
- ☐ Establish a Message Center in close proximity to the EOC.
- ☐ Request personnel to work in the Message Center as runners, to answer phones, to log messages, etc., from the Personnel/Volunteer Director, if position activated, if not request additional personnel from the Logistic Chief.
- ☐ Use pre-established message forms for documentation of all EOC communiqués.
- ☐ Receive and log all documentation related to requests and response for personnel or supplies to the respective Chiefs, Directors, Unit Leaders, etc.
- ☐ Maintain an incoming and outgoing message log.
- ☐ Assign messages a sequential number based on order messages received.
- ☐ Set up "In and Out" boxes in the EOC and each work area for runners to pick up and deliver messages.
- ☐ Message Center runners. Briefing should include but is not limited to:
 - Information about work schedule (i.e. hours, breaks, etc.)
 - Location of copy machines, etc.

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- Section names and locations (activated sections currently working in the EOC).
 - Message Center flow:
- ☐ Collect messages from all message center out boxes throughout the EOC and place in Message Center in box for logging and assignment of number
- ☐ Distribute messages that have been logged and numbered

Intermediate Actions

- ☐ Once locations of all work areas are known create a chart and/or map showing which section is located where for all Message Center Personnel.
- ☐ Develop a staffing plan for a 24-hour operation. Communicate needs to the Personnel/Volunteer Director.
- ☐ Ensure all messages are copied to the Planning/Intelligence Section.
- ☐ Attend Section meetings.

Extended Actions

- ☐ Observe staff and volunteers for signs of stress or fatigue.
- ☐ Provide for staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing session and ensure that all Message Center Staff and volunteers attend one also.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up

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- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



5.2.4 Information Systems Branch Director

POSITION TITLE: Information Systems Branch Director

You report to: Logistics Section Chief

You supervise: N/A

Position Overview

The Information Systems Director directs the maintenance and repair of computer support operations to assure the City can function.

Responsibilities

- ☐ Coordinate computer support for the EOC

Initial Actions

- ☐ Receive a briefing from the Logistics Section Chief.
- ☐ Determine status and operability of primary computer systems and applications of City computer support.
- ☐ Report status to Logistics Section Chief.
- ☐ Inventory information services staff available in the City to assist in the restoration of essential systems. If none available, contact local vendors for services. If still not available, work through the Logistics Section Chief to request mutual aid from the Operational Area.
- ☐ Develop an action plan to address the systematic repair/restoration of essential computer systems.
- ☐ Activate the City's "Hot Site" (an area where all City mainframe computers are duplicated and ready to run upon notification), if one has been set up. If not, work with the Finance/Administration Section to determine which computer vendors have a "disaster" clause and will supply the needed equipment. Arrange for such equipment.
- ☐ Establish computer needs of the EOC, and in particular, the Planning and Intelligence Section, to support the response activities (e.g., laptop computers for field use) and documentation requirements. Coordinate with the Section Chiefs and the Director of Emergency Services.

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Intermediate Actions

- ☐ Report status on a routine basis to the Logistics Section Chief.
- ☐ Coordinate with appropriate vendors for computer support and repair operations. Inform the Logistics Section Chief of actions.

Extended Actions

- ☐ Develop a plan to transfer computer operations back to City site(s) as soon as feasible and close down any alternative site(s) used during the restoration of the City's capabilities.
- ☐ Observe staff for signs of stress and report concerns to the Logistics Chief.
- ☐ Provide for staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



5.2.5 Equipment and Transportation Branch Director

POSITION TITLE: Equipment and Transportation Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Equipment and Transportation Branch Director is responsible for the maintenance and tracking of City equipment and transportation vehicles used during the emergency or sent to other jurisdictions as part of a mutual aid request from the Operational Area.

Responsibilities

- ☐ Develops a transportation plan to support EOC and field operations (i.e. evacuations, etc.) operations.
- ☐ Arrange for the acquisition or use of required transportation resources.
- ☐ Coordinate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section to give updates on resource allocations and needs.
- ☐ Responsible to post and keep current all information on the resource status display boards and maps in the EOC relating to transportation resources.

Initial Actions

- ☐ Receive briefing from the Logistics Chief with other Section Directors.
- ☐ Inventory all City equipment and transportation vehicles and categorize as "In Use", "Available", "Under Repair", etc.
- ☐ Determine what equipment and vehicles are needed and where they need to go.
- ☐ Inventory spare parts for equipment and transportation vehicles.
- ☐ Identify emergency generators in the City; their size, capability, and locations.
- ☐ Coordinate with the Procurement and Supply Director to identify those vendors with contracts to supply the City with needed equipment, transportation vehicles, spare parts, and/or fuel during emergency situations. Put these vendors on notice that resources may be needed.

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- ☐ Identify where additional emergency generators may be obtained; put the vendor on alert to this possibility.
- ☐ Identify available fuel within the City Yard for vehicles and/or transportation vehicles; put outside vendors on notice that their fuel (gasoline, diesel, or propane) may be needed.
- ☐ Create a resource status board to indicate the status of all City owned equipment and transportation vehicles, current location, in use, out of service, expected time back in service, and items on loan to others.
- ☐ Establish contact with the private transportation services in the City (i.e., taxis, bus companies, etc.) to determine equipment and transportation vehicles available should they be needed.
- ☐ Identify staff available to work and develop a 24-hour staffing plan so that equipment malfunctions may be dealt with in a timely manner.

Intermediate Actions

- ☐ Participate in all Section briefings and keep the Logistics Chief informed of the status of City equipment and transportation vehicles.
- ☐ Confirm which streets are impassable and what alternate routes are necessary.
- ☐ Develop a plan for transportation vehicles for those needing such a service in the event of an evacuation. Coordinate this with the Evacuation Unit Leader in the Operations Section.
- ☐ Develop a plan to repair those pieces of equipment and transportation vehicles out of service.
- ☐ Arrange for spare parts to be available from private vendors should they be needed for City use. This may also be done through the Operational Area should the vendors be outside of the City limits.

Extended Actions

- ☐ Update the Logistics Chief of any changes in status of equipment and/or transportation vehicles.
- ☐ Develop a plan for servicing all equipment and transportation vehicles once they are released from service.
- ☐ Monitor staff for signs of stress and fatigue; plan for staff rest periods.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

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Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



5.2.6 Personnel and Volunteer Branch Director

POSITION TITLE: Personnel and Volunteer Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Personnel and Volunteer Branch Director inventories available staff and establishes a Personnel Pool area to collect and register available staff and volunteers.

Responsibilities

- ☐ Inventory all available staff.
- ☐ Establish a Labor Pool area to collect and register all available staff and volunteers.
- ☐ Coordinate with appropriate City Department Directors or Supervisors to coordinate re-assignment of staff to disaster related jobs.
- ☐ Receive requests and assign available staff as needed.
- ☐ Maintain adequate numbers of available personnel.
- ☐ Assist in the maintenance of staff morale.
- ☐ Provide guidance to the Director of Emergency Services and Management Group regarding any Union issues which may arise in the reassignment of staff to "out-of-class" tasks during the emergency.

Initial Actions

- ☐ Obtain briefing from the Logistics Chief.
- ☐ Establish Labor Pool area and communicate operational status to the EOC Sections and Director as well as to the PIO as a location for volunteers to report, if requested.
- ☐ Develop a registration process and criteria for acceptable for volunteers not employed or associated with the City.
- ☐ Develop or implement the process for registering and swearing in of volunteers as Disaster Service Workers

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- ☐ Inventory the number and classify staff presently available. Use the following classifications and sub-classifications for personnel:
 - Management (Including Emergency Managers)
 - Administrative/Analyst
 - Clerical
 - Typist/Computer literate
 - Short hand capabilities
 - General Receptionist
 - Specialists
 - Public Works (building engineers, structural engineers, construction skills, road repair, etc.)
 - Law Enforcement
 - Fire Suppression
 - Medical – Physicians, RN, EMT, PM, etc.
 - Recreation
 - Purchasing/Contracts
- ☐ Obtain assistance from all Section Chiefs to establish long term staffing needs.

Intermediate Actions

- ☐ Maintain a log of all assignments.
- ☐ Develop a staffing plan for all staff increments of time appropriate to the situation, weather conditions, etc. and communicate it to all Section Chiefs and Director of Emergency Services.
- ☐ Ensure maintenance of staff time sheets; obtain clerical support if necessary. Coordinate this with the Finance Section.
- ☐ Assist the PIO (Public Affairs) in publishing an informational sheet for employees regarding when and where to report and for volunteers regarding City needs or refer them to the Operational Area.
- ☐ Maintain a Message Center in the Labor Pool area for re-assigned personnel.
- ☐ Brief the Logistics Chief as frequently as necessary on the status of labor pool numbers and composition.

Extended Actions

- ☐ Develop staff rest and nutritional area.
- ☐ Observe and assist staff who exhibit signs of stress and other fatigue. Report concerns to Logistics Chief. Provide for staff rest periods and relief.

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- ☐ Participate in a Critical Incident Stress Debriefing Session and arrange for all City staff and involved volunteers to also attend a session.
- ☐ Develop a demobilization plan to begin staffing regular City positions as soon as possible.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



5.2.7 Procurement and Supply Branch Director

POSITION TITLE: Procurement and Supply Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Procurement and Supply Branch Director is responsible for the management of material resources in support of emergency response actions.

Responsibilities

- ☐ Responsible for the management of material resources in support of emergency response actions.
- ☐ Expedites the procurement of resources, including nutritional support for the EOC and field command posts.
- ☐ Coordinates with the Finance and Administration Section to manage the collection and maintenance of cost data.

Initial Actions

- ☐ Receive briefing from the Logistics Chief.
- ☐ Meet with and brief all City staff responsible for purchasing supplies for the City.
- ☐ Establish and communicate the operational status to the Logistics Chief.
- ☐ Collect and coordinate essential supplies. Prepare to assist with equipment leasing and/or purchase upon request of the Equipment and Transportation Director. Consider transportation needs for equipment and supplies when responding to request.
- ☐ Survey all City facilities to develop a supply inventory, to include but not limited to:
 - o Water
 - o Food
 - o Protective clothing for field units
 - o Office supplies
 - o Sanitation services for EOC and Media Center

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- ☐ Coordinate with Departments to inventory the equipment and supplies they may have stored and identify the storage location(s).
- ☐ Develop procedures for procurement of supplies, personnel, etc.

Intermediate Actions

- ☐ Manage the “donation center” as needed. Request additional staff to assist in documenting the receipt and distribution of all donated goods and services.
- ☐ Track the status of all supplies as “available” location”, not available”, “requested and ETA”, “requested from Operational Area”.

Extended Actions

- ☐ Identify additional supply needs. Make request/needs known through the Logistics Chief.
- ☐ Keep the Logistics Chief updated on activities and decisions made.
- ☐ Set up procedures for return of unused supplies.
- ☐ Observe and assist staff who exhibit sign of stress or fatigue. Report concerns to the Logistics Chief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion

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☐ 1.4.5 Demobilization



5.2.8 Facility Support Branch Director

POSITION TITLE: Facility Support Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Facility Support Branch Director is responsible for the location of sleeping and sanitation facilities for the EOC and field units.

Responsibilities

- ☐ Responsible for the location of sleeping and sanitation facilities for the EOC and field units.
- ☐ Locates alternate buildings for City staff to work in either on a short or long term basis, depending upon the situation.

Initial Actions

- ☐ Receive briefing from the Logistics Chief.
- ☐ Establish a work area in the EOC
- ☐ Inventory all City owned or leased facilities.
- ☐ Prioritize those facilities by City use, and request a damage assessment of each one from Public Works Director.
- ☐ For any leased buildings used by the City, contact the building owner or manager to obtain a status report. If unable to contact the building owner, request the Facility Inspection Director to provide a status report.
- ☐ Coordinate with Public Works Director to repair any damaged City building.
- ☐ Determine which City facilities are not functional. Develop a plan to identify which City service must be re-located. Arrange for alternative sites. The Logistics and Finance and Administration Chiefs and the Director of Emergency Services must approve the plan and the leasing of any facility.

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Intermediate Actions

- ☐ Request additional staff to assist in this function from the Personnel and Volunteer Director, if needed. If appropriate staff is not available, notify the Logistics Chief of the need for mutual aid for personnel.
- ☐ Track and document all City functions transferred to alternative sites/facilities due to the emergency, to include but not limited to:
 - Address of alternative facility
 - City function re-assigned to other facilities
 - Building owner or contact person
 - Length of lease
- ☐ Work with the Procurement and Supply Director and Communication Director to obtain necessary supplies needed for City staff to work in alternative sites. All possible attempts should be made to salvage City equipment and supplies prior to purchase or lease.

Extended Actions

- ☐ Keep the Logistics Chief updated on activities and decisions made.
- ☐ Develop a plan to relocate City staff back to regular work sites as soon as possible.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion

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☐ 1.4.5 Demobilization



5.2.9 EOC Support Branch Director

POSITION TITLE: EOC Support Branch Director

You report to: Logistics Chief

You supervise: NA

Position Overview

The EOC Support Branch Director is responsible for supplying the food, lodging, sanitation facilities and other comfort needs to the EOC.

Responsibilities

- ☐ In coordination with the EOC Manager, responsible for supplying the food, lodging, sanitation facilities and other comfort needs to the EOC. This may include sites away from the EOC (i.e., Department Operations Centers (DOCs), etc.), as well as providing these items to personnel unable to leave tactical field assignments, as directed.

Initial Actions

- ☐ Receive assignment and briefing from the Logistics Chief.
- ☐ Determine food, potable water, lodging, sanitation facilities, and other comfort requirements for EOC Personnel.
- ☐ Coordinate with the Logistics Chief, EOC Manager, and Purchasing Branch to determine what if any prior Memorandums of Understanding (MOU) are in place for obtaining food, lodging, and comfort supplies.
- ☐ Survey personnel working in the EOC to determine any special needs or diet restrictions.
- ☐ Coordinate with the Procurement and Supply Director to obtain necessary food, potable water, and comfort items. Determine delivery times.
- ☐ Coordinate with the Procurement and Supply Director and the Finance and Administration Chief in determining the method of payment for items purchased.
- ☐ Determine based on availability, areas where food and comfort items can be disbursed from.

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Initial Actions

- ☐ Assist EOC Manager, when requested to do so.
- ☐ Brief EOC Manager frequently on EOC status.
- ☐ Participate in all Logistics Section meetings.
- ☐ Identify break room and lunchroom locations. Ensure locations are away from work areas, if possible. Notify Situation Assessment Director for posting of locations in the EOC.
- ☐ Inventory and maintain accurate records regarding quantity and types of food, water, lodging, and comfort items available.
- ☐ If the areas where supplies are being stored become a security issue due to theft, pilfering, etc, coordinate with the Security Officer for security coverage.
- ☐ Maintain food services areas, ensuring that all appropriate health and safety measures are being followed.
- ☐ Request additional staff (if needed) for food distribution, etc., from the Logistics Chief.
- ☐ Arrange transportation for EOC personnel to and from lodging (hotels, etc).
- ☐ Assist the Liaison Officer and PIO with VIP lodging and transportation.
- ☐ Assist in locating needed furniture and/or supplies for the EOC work areas.

Extended Actions

- ☐ When demobilization is imminent coordinate with the Logistics Chief regarding storage and/or return of left over food and water supplies and comfort items.
- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Monitor staff for signs of stress.
- ☐ Provide for staff relief and rest areas.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.

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- ☐ Deactivate the EOC Support Branch and close out logs when authorized by the Logistics Chief.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



SECTION 6: FINANCE and ADMINISTRATION SECTION

6.1 Finance and Administration Section Overview

Finance and Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions.

The Finance and Administration Chief is a member of the jurisdiction's Emergency Management Organization. The Chief is responsible for all fiscal activities related to the disaster situation. The Finance and Administration Section may consist of only one person initially who performs all duties. As an incident grows, if staffing allows, it is likely that the Finance and Administration Section personnel will increase.

There are several important aspects of this function. First, in a major disaster, the state and federal governments will provide certain reimbursements to local jurisdictions. Tracking local expenditures and damages is necessary to receive reimbursements. If tracking by systematic means is not done during an emergency, it may take years to retrace and document expenditures.

Second, during every major disaster, people get hurt, or property is damaged during the response phase. These events usually lead to claims against the responding agency or jurisdiction. The Finance and Administration; Risk Management Section is responsible for investigating all known claims as quickly as possible.



6.2 Finance and Administration Section Position Checklists

6.2.1 Finance and Administration Chief

POSITION TITLE: Finance and Administration Chief

You report to: Director of Emergency Services

You supervise: Purchasing Branch Director, Compensation and Claims Branch Director, Risk Management Branch Director, Accounting and Record-Keeping Branch Director, and Time Recording Branch Director.

Position Overview

The Finance and Administration Chief is responsible for the monitoring the utilization of all City financial assets, insuring that all necessary time and expense records are maintained, and that any potential claims against the City are identified and tracked.

Responsibilities

- ☐ Oversee the acquisition of supplies and services necessary to meet the demands of the emergency.
- ☐ Supervise the documentation of expenditures relevant to the emergency incident.
- ☐ Oversee the tracking of potential claims against the City.

Initial Actions

- ☐ Obtain briefing from the Director of Emergency Services.
- ☐ Assign, as needed, Purchasing Director, Compensation and Claims Director, Risk Management Director, Accounting and Record-Keeping Director, and Time Recording Director; distribute corresponding checklists and position identifiers, (i.e., vests).
- ☐ Confer with Finance/Administration Section Directors after meeting with the Director of Emergency Services to develop the Section's priorities.
- ☐ Establish a Financial/Administration Section area in the EOC. Ensure adequate documentation/recording personnel are requested.

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Intermediate Actions

- ☐ Obtain briefings and updates from Director of Emergency Services as appropriate. Relate pertinent financial status reports to appropriate Chiefs and Directors.
- ☐ Advise all City department heads as to the coordination of financial accountability for extraordinary expenditures in response to the emergency.
- ☐ Participate in routine briefings held by the Director of Emergency Services.
- ☐ Schedule planning meetings with Section Directors to update/revise the section's priorities.

Extended Actions

- ☐ Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Director of Emergency Services. Provide for staff rest periods and relief.
- ☐ Participate in a Critical Incident Stress Debriefing Session and ensure that all Finance/Administration staff and volunteers attend.
- ☐ Assist in implementation of the documentation portion of the incident demobilization plan.
- ☐ Assist the Recovery Planning Director in the Planning/Intelligence Section with the tracking of all claims for reimbursement and submittal of the proper documentation.
- ☐ Provide a Finance/Administration Section Debriefing paper to the Planning/Intelligence Section.

Demobilization

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

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Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



6.2.2 Purchasing Branch Director

POSITION TITLE: Purchasing Branch Director

You report to: Finance and Administration Chief

You supervise: N/A

Position Overview

The Purchasing Branch Director is responsible for the documentation of equipment and personnel usage costs, supplies/material purchase orders/invoices, contract purchase orders/invoices, and journal vouchers relating to the emergency. In addition, this branch is responsible for the provision of cost information for the processing of all financial reimbursement claims.

Responsibilities

- ☐ Document personnel and equipment usage costs.
- ☐ Document supplies/material purchase orders/invoices.
- ☐ Document contract purchase orders/invoices.
- ☐ Document journal vouchers relating to the emergency.
- ☐ Provide cost information for the processing of all financial reimbursement claims.

Initial Actions

- ☐ Receive assignment and briefing from the Finance and Administration Section Chief.
- ☐ Set up any necessary special account numbers to track expenses for the emergency.
- ☐ Provide all sections with appropriate accounting forms and/or information necessary for cost recovery.
- ☐ Ensure the separate accounting of all purchases specifically related to the incident.
- ☐ Coordinate with the Procurement and Supply Director in the Logistics Section.

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Intermediate Actions

- ☐ Provide any required fiscal reports concerning the incident
- ☐ Keep the Finance and Administration Chief informed of status.
- ☐ Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or necessary documentation.
- ☐ Ensure that all purchases are in accordance with set procedures.

Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Provide summary reports as requested on expenditures due to the emergency.
- ☐ Assist other Finance and Administration and Logistic Section staff members in final documentation of their activities as they relate to fiscal matters.
- ☐ Assist the Finance and Administration staff in development of a Finance debriefing paper for Planning/Intelligence Section.
- ☐ Provide any other assistance as requested by the Finance and Administration Chief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up

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- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



6.2.3 Compensation and Claims Branch Director

POSITION TITLE: Compensation and Claims Branch Director

You report to: Finance and Administration Chief

You supervise: N/A

Position Overview

The Compensation and Claims Branch Director is responsible for determining potential City liability as a result of the disaster and recommends risk avoidance measures as appropriate to the disaster conditions.

Responsibilities

- ☐ Determine potential City Liability as a result of the disaster.
- ☐ Recommends risk avoidance measures as appropriate to the disaster conditions.
- ☐ Participates in the assessment of damages to City owned property for possible reimbursement from insurance companies.

Initial Actions

- ☐ Receive assignment and briefing from the Finance and Administration Section Chief.
- ☐ Analyze the situation and identify any possible areas where City liability may become an issue.
- ☐ Determine the elements of the liability issue. Coordinate with the appropriate elements of the City government and insurance company(s).
- ☐ Participate in damage assessment of City owned property.

Intermediate Actions

- ☐ Keep the Finance and Administration Chief informed of status and submit any necessary reports.
- ☐ Identify any special or unusual type of record keeping or documentation necessary.

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- ☐ Identify activities that may require detailed investigation after the event is controlled.

Extended Actions

- ☐ Provide summary reports as requested.
- ☐ Assist other Finance and Administration and Logistic Section staff members in final documentation of their activities as they relate to fiscal matters.
- ☐ Provide any other assistance as requested by the Finance and Administration Chief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



6.2.4 Risk Management Unit Leader

POSITION TITLE: Risk Management Unit Leader

You report to: Finance and Administration Section Chief

You supervise: N/A

Position Overview

The Risk Management Unit Leader determines potential City liability as a result of the disaster and recommends risk avoidance measures as appropriate to the disaster conditions.

Responsibilities

- ☐ Determines potential City liability as a result of the disaster and recommend risk avoidance measures as appropriate to the disaster conditions.
- ☐ Participates in the assessment of damages to City owned property for possible reimbursement from insurance companies.

Initial Actions

- ☐ Receive briefing from Finance and Administration Section Chief with other Section Directors. Assist in development of a section emergency action plan.
- ☐ Analyze the situation and identify any possible areas where City liability may become an issue.
- ☐ Determine the elements of the liability issue. Coordinate with the appropriate elements of the City government.
- ☐ Document all actions contemplated and/or taken.
- ☐ Participate in damage assessment of City owned property.

Intermediate Actions

- ☐ Keep the Finance and Administration Section Chief informed of status and submit any necessary reports.

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- ☐ Establish contact with the Director of Emergency Services and/or the Operational Area Finance Section to identify any special or unusual type of record keeping or documentation necessary.
- ☐ Identify activities that may require detailed investigation after the event is controlled.

Extended Actions

- ☐ Provide summary reports as requested.
- ☐ Assist other Finance and Administration and Logistics Section staff members in final documentation of their activities as they relate to fiscal matters.
- ☐ Provide any other assistance as requested by the Finance and Administration Section Chief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



6.2.5 Accounting and Record-Keeping Branch Director

POSITION TITLE: Accounting and Record-Keeping Branch Director

You report to: Finance and Administration Chief

You supervise: N/A

Position Overview

The Accounting and Record-Keeping Branch Director is responsible for collecting all cost data.

Responsibilities

- ☐ Collects all cost data, performing cost effectiveness analyses, providing cost estimates and cost saving recommendations for the incidents.
- ☐ Responsible for the provision of cost information for the processing of all financial reimbursement claims.

Initial Actions

- ☐ Receive briefing from the Finance and Administration Section Chief.
- ☐ Provide all sections with appropriate accounting forms and/or information necessary for cost recovery.
- ☐ Ensure the separate accounting of all purchases specifically related to the incident.
- ☐ Verify with all Section Chiefs that cost related documents are being sent to you. If no plan has been developed, prepare a plan and share with all Section Chiefs.
- ☐ Coordinate with the Finance and Administration Section Chief on cost reporting procedures.
- ☐ Obtain and record all cost data.
- ☐ Prepare incident cost summaries.
- ☐ Prepare resources-use cost estimates for planning.

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Intermediate Actions

- ☐ Make recommendations for cost savings to Finance and Administration Section Chief.
- ☐ Maintain cumulative incident cost records.
- ☐ Insure that all cost documents are accurately prepared.
- ☐ Provide any required fiscal reports concerning the incident.
- ☐ Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or documentation that is necessary.
- ☐ Brief the Finance and Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Provide summary reports as requested on expenditures due to the emergency.
- ☐ Provide for records security which may include keeping copies of records at a remote site.
- ☐ Provide any other assistance as requested by the Finance and Administration Chief.
- ☐ Participate in a Critical Incident Stress Debriefing session.

Demobilization

- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Determine what follow-up to your assignment might be required before you leave.
- ☐ Deactivate the Accounting and Record-Keeping Branch and close out logs when authorized by the Finance and Administration Chief.
- ☐ Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation

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- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



6.2.6 Time Recording Unit Leader

POSITION TITLE: Time Recording Unit Leader

You report to: Finance and Administration Section Chief

You supervise: N/A

Position Overview

The Time Recording Unit Leader maintains records of all personnel time worked at the emergency, which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

Responsibilities

- ☐ Maintain records of all personnel time worked at the emergency, including volunteer time.

Initial Actions

- ☐ Receive assignment and briefing from the Finance and Administration Section Chief.
- ☐ Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the City emergency response. Confirm the use of the Emergency Incident Time Sheet by all Section Chiefs.
- ☐ Set up any necessary special account numbers to track personnel costs for the emergency.
- ☐ Provide all Sections with appropriate emergency incident time sheets, forms, and/or information necessary for cost recovery.
- ☐ Ensure the separate accounting of all purchases specifically related to the incident.
- ☐ Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.
- ☐ Brief the Finance and Administration Section Chief on current problems, recommendations, outstanding issues and follow-up requirements.

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Intermediate Actions

- ☐ Make sure that copies of all records go to the Documentation Director in the Planning/Intelligence Section at end of shift.
- ☐ Keep the Finance and Administration Chief informed of status.
- ☐ Provide summary reports as requested on expenditures due to the emergency.
- ☐ Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or documentation that is necessary.

Extended Actions

- ☐ Ensure all communications are copied to the Message Center.
- ☐ Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- ☐ Provide any other assistance as requested by the Finance and Administration Chief.
- ☐ Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion

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☐ 1.4.5 Demobilization



6.2.7 Cost Accounting Unit Leader

POSITION TITLE: Cost Accounting Unit Leader

You report to: Accounting and Record-Keeping Branch Director

You supervise: N/A

Position Overview

This position is responsible collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the event from the onset of the emergency.

Responsibilities

- ☐ Collect all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the event.
- ☐ Provide cost information for the processing of all financial reimbursement claims.

Initial Actions

- ☐ Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- ☐ Review your specific position checklists.
- ☐ Report to your work area and put on your position identifier and start activity log.
- ☐ Determine your personal operating location and set up as necessary
- ☐ Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- ☐ Make frequent notes to capture information specifically related to major aspects of the event.
- ☐ Provide all Sections with appropriate accounting forms and/or information necessary for cost recovery.

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- ☐ Ensure the separate accounting of all purchases specifically related to the event are collected at end of each shift.
- ☐ Verify with all Section Chiefs that cost related documents are being sent to you. If no plan has been developed, prepare a plan and share with all Section Chiefs.
- ☐ Coordinate with the Accounting & Record-Keeping Branch Director and Finance and Administration Section Chief on cost reporting procedures.
- ☐ Obtain and record all cost data.
- ☐ Prepare event cost summaries.
- ☐ Prepare resources-use cost estimates for planning.

Intermediate Actions

- ☐ Participate in all applicable Section and Branch meetings and EOC briefings.
- ☐ Obtain copies of all APs.
- ☐ Maintain all required records and documentation to support the After-Action Report and the history of the event:
 - ☐ Messages received
 - ☐ Actions taken
 - ☐ Decision justification and documentation
 - ☐ Requests filled
 - ☐ APs as disseminated
- ☐ Refer all contacts with the media to the PIO.
- ☐ Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- ☐ Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- ☐ Function/operate in a safe manner during your shift.
- ☐ Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- ☐ Make recommendations for cost savings to Accounting and Record-Keeping Branch Director and to Finance and Administration Chief.
- ☐ Maintain cumulative cost records due to the emergency.

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- ☐ Ensure that all cost documents are accurately prepared.
- ☐ Provide any required fiscal reports concerning the event.
- ☐ Keep Accounting and Record-Keeping Branch Director and Finance and Administration Chief informed of status.
- ☐ Coordinate with the Accounting and Record-Keeping Branch Director and Finance and Administration Chief to identify any special or unusual type of record keeping or necessary documentation.
- ☐ Brief Accounting and Record-Keeping Branch Director and Finance and Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Extended Actions

- ☐ Document all actions and decisions made on an activity log.
- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Provide summary reports as requested on expenditures due to the emergency.
- ☐ Assist other Finance & Administration and Logistics Section staff members in final documentation of their activities as they relate to fiscal matters.
- ☐ Provide for records security which may include keeping copies of records at a remote site.
- ☐ Assist the Finance & Administration Section staff in development of an After-Action Report for the Planning & Intelligence Section.
- ☐ Provide any other assistance as requested by the Finance & Administration Chief.
- ☐ Keep the Finance & Administration Chief updated on the event and of any changes.
- ☐ Document all activities and decisions made on an activity log.
- ☐ Participate in a Critical Event Stress Debriefing Session.

Shift Completion

- ☐ Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.

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- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- ☐ Deactivate the Cost Accounting Unit and close out logs when authorized by the Finance and Administration Chief or the Director of Emergency Services.
- ☐ Ensure that all required forms or reports are completed prior to departure.
- ☐ Close out activity logs and ensure that all relevant status boards are current.
- ☐ Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.
- ☐ Provide input to the After-Action Report as directed by your EOC supervisor.
- ☐ Provide all activity logs to the Planning and Intelligence Chief upon departure.
- ☐ Ensure your EOC work location is in a ready status and return facility to normal.
- ☐ Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities

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- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



6.2.8 Damage Survey Reports (DSR) Record-Keeping Unit Leader

POSITION TITLE: DSR Record-Keeping Unit Leader

You report to: Accounting and Record-Keeping Branch Director

You supervise: N/A

Position Overview

The DSR Record-Keeping Unit Leader is responsible for maintaining records of all personnel time worked at the emergency, including all volunteers that may or may not be previously registered as Disaster Service Workers (DSWs).

Responsibilities

- ☐ Maintain records of all personnel time worked at the emergency, including all volunteers that may or may not be previously registered as DSWs.

Initial Actions

- ☐ Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- ☐ Review your specific position checklists.
- ☐ Report to your work area and put on your position identifier and start activity log.
- ☐ Determine your personal operating location and set up as necessary
- ☐ Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- ☐ Make frequent notes to capture information specifically related to major aspects of the event.
- ☐ Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the City emergency response.
- ☐ Set up any necessary special account numbers to track personnel costs for the emergency.

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- ☐ Provide all sections with appropriate emergency event time sheets, forms, and/or information necessary for cost recovery.
- ☐ Ensure the separate accounting of all purchases specifically related to the event.
- ☐ Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.
- ☐ Brief the Accounting & Record-Keeping Branch Director on current problems, recommendations, outstanding issues, and follow-up requirements.

Intermediate Actions

- ☐ Participate in all applicable Section and Branch meetings and EOC briefings.
- ☐ Obtain copies of all APs.
- ☐ Maintain all required records and documentation to support the After-Action Report and the history of the event:
 - ☐ Messages received
 - ☐ Actions taken
 - ☐ Decision justification and documentation
 - ☐ Requests filled
 - ☐ APs as disseminated
- ☐ Refer all contacts with the media to the PIO.
- ☐ Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- ☐ Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- ☐ Function/operate in a safe manner during your shift.
- ☐ Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- ☐ Make sure that copies of all records go to the Communications & Documentation Branch Director in the Planning & Intelligence Section at the end of each shift.
- ☐ Keep the Accounting & Record-Keeping Branch Director informed of status.
- ☐ Provide summary reports as requested on expenditures due to the emergency.

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- ☐ Coordinate with the Accounting & Record-Keeping Branch Director to identify any special or unusual type of record-keeping or documentation that is necessary.

Extended Actions

- ☐ Ensure that all communications are copied to the Message Center.
- ☐ Release time reports for assisting agencies to the respective agency representatives prior to demobilization.
- ☐ Assist the Finance & Administration Section staff in the development of an After-Action Report for the Planning & Intelligence Section.
- ☐ Provide any other assistance as requested by the Finance & Administration Section Chief.
- ☐ Participate in a Critical Event Stress Debriefing session.

Shift Completion

- ☐ Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- ☐ Ensure that all required forms or reports are completed prior to your release and departure.
- ☐ Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- ☐ Deactivate the DSR Record-Keeping Unit and close out logs when authorized by the Finance and Administration Chief or the Director of Emergency Services.
- ☐ Ensure that all required forms or reports are completed prior to departure.
- ☐ Close out activity logs and ensure that all relevant status boards are current.

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- ☐ Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- ☐ Leave forwarding phone number where you can be reached if different from the employee contact list.
- ☐ Provide input to the After-Action Report as directed by your EOC supervisor.
- ☐ Provide all activity logs to the Planning and Intelligence Chief upon departure.
- ☐ Ensure your EOC work location is in a ready status and return facility to normal.
- ☐ Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- ☐ 1.4.1 EOC Activation
- ☐ 1.4.2 Shift Start-up
- ☐ 1.4.3 On-going Activities
- ☐ 1.4.4 Shift Completion
- ☐ 1.4.5 Demobilization



SECTION 7: GENERAL REFERENCE INFORMATION

7.1 City Proclamation

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by City of Banning Ordinance 1258.

The City Council must terminate the emergency declaration at the earliest possible date that conditions warrant.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City of Banning employees. This provides protection for the City and the employees.

The proclamation of a Local Emergency provides the City Council with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request State agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.

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- Impose penalties for violation of lawful orders.

A sample Local Emergency proclamation is shown below:

**PROCLAMATION DECLARING THE EXISTENCE OF A LOCAL
EMERGENCY UNDER GOVERNMENT CODE SECTION 8630 AND
THE CITY OF BANNING ORDINANCE 1378**

WHEREAS, City of Banning Ordinance 1378 authorizes the City Council to proclaim the existence of a "Local Emergency," and delegates such authority to declare such an emergency to the City Disaster Council if the City Council is not session, and;

WHEREAS, that conditions of extreme peril to the safety of persons and property have arisen with the City of Banning caused by _____, and;

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency,

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a Local Emergency exists throughout the City of Banning, and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the powers, functions, and duties of the Disaster Council of this City shall be those prescribed by State law and the ordinances, resolution and approved plans of the City of Banning in order to mitigate the effects of said Local Emergency, and

BE IT FURTHER RESOLVED AND ORDERED that the Director of Emergency Services or his/her successor as outlined in City of Banning Ordinance 892, is hereby designated as the authorized representative of the City of Banning for the purpose of receipt, processing and coordination of all inquires and requirements necessary to obtain available state and federal assistance.

Dated: _____

XXXXXXXXXXXX,
City Manager/Director of Emergency Services

ATTEST:

XXXXXXXXXXXX,
City Clerk



7.2 Management Section Support Documentation

7.2.1 Governor's Orders and Regulations

State of Emergency

The following orders and regulations may be selectively promulgated by the Governor during a State of Emergency. These orders are extracted from the California Emergency Plan.

Order 1 (Employment)

IT IS HEREBY ORDERED that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

IT IS HEREBY ORDERED that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office



of Emergency Services will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

IT IS HEREBY ORDERED that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation

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operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designed by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

State of War Emergency

The following orders and regulations may be selectively promulgated by the Governor during a State of War Emergency. These orders are extracted from the California Emergency Plan.

Order 1 (Orders and Regulations in Effect)

IT IS HEREBY ORDERED that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

IT IS HEREBY ORDERED that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the state will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.



Order 3 (Authority and Implementation Under State of War Emergency)

IT IS HEREBY ORDERED that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

IT IS FURTHER ORDERED that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

IT IS HEREBY ORDERED that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

IT IS FURTHER ORDERED that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State of Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

IT IS FURTHER ORDERED that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area



organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War-Emergency Organization.

Order 5 (War Powers)

IT IS HEREBY ORDERED that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

IT IS HEREBY ORDERED that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)

IT IS HEREBY ORDERED that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

IT IS HEREBY ORDERED that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

IT IS FURTHER ORDERED that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum Organization as outlined in Part B-VII of the California Emergency Resources Management Plan.



Order 9 (Food Sales)

IT IS HEREBY ORDERED that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2,000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

IT IS FURTHER ORDERED that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

IT IS HEREBY ORDERED that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

IT IS FURTHER ORDERED that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

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IT IS HEREBY ORDERED that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

IT IS HEREBY ORDERED that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order No. 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.



7.3 California Master Mutual Aid Agreement

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

WITNESSETH;

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

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

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

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

1. Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.

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2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec.1564, Military and Veterans Code.)

6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.

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7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

(a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

(d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.

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(e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

(f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

9. Approval or execution of this agreement shall be as follows:

(a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.

(b) Counties, cities, and other political subdivisions and public agencies having legislative or governing body shall by resolution approve and agree

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to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

(c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

10. Termination of participation in this agreement may be affected by any party as follows:

(a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

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

/signed/

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

ATTEST:
November 15, 1950

/signed/

FRANK M. JORDAN
Secretary of State

(GREAT SEAL)

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Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code.

Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

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

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

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

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

Also, Section 8615 of the new act provides:

It is the purpose of the Legislature in enacting this article to facilitate the rendering of aid to areas stricken by an emergency and to make unnecessary the execution of written agreements customarily entered into by public agencies exercising joint powers. Emergency plans duly adopted and approved as provided by the governor shall be effective as satisfying the requirement for mutual aid operational plans provided in the Master Mutual Aid Agreement.