

PART TWO, MANAGEMENT SECTION

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 Agency Representative M-93
 Legal Advisor/Officer..... M-98
 Safety Officer..... M-

Note: Items identified with a (CPG-#) (Civil Preparedness Guide) following must remain in this plan as it complies with the Federal CPG 1-8A crosswalk.

All items identified with a (SEMS-#) following must remain in this plan as it complies with the SEMS crosswalk.

MANAGEMENT SECTION

GENERAL

PURPOSE

This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Simi Valley's emergency management structure and how the emergency management team is activated.

OVERVIEW

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

OBJECTIVES

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

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

CONCEPT OF OPERATIONS

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

- The Standardized Emergency Management System (SEMS) and the National Incident

Manamngnet System (NIMS) (*NIMS added 2006*) will be followed.

- All existing city and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with City policy.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event.. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

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

Level One—Decentralized Coordination and Direction

A minor to moderate incident where local resources are adequate and available. A Local Emergency may or may not be proclaimed. The City EOC may or may not be activated. Off-duty personnel may be recalled.

Level Two—Centralized Coordination and Decentralized Direction

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination. The EOC should be activated. Off-duty personnel may be recalled. A Local Emergency will be proclaimed and a State of Emergency may be proclaimed.

Level Three—Centralized Coordination and Direction

A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A Local Emergency and a State of Emergency will be proclaimed and a Presidential Declaration of an Emergency or Major Disaster will be requested. All response and early recovery activities will be conducted from the EOC. All off-duty personnel will be recalled.

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

City of Simi Valley's Emergency Management Organization

The City of Simi Valley operates under the Standardized Emergency Management System (SEMS) which complies with the National Incident Management System (NIMS) (*added 2006*) which is discussed in detail under SEMS in this Section. The City of Simi Valley's Emergency Management Organization (including emergency response and recovery) will be directed by the City Manager who serves as the Director of Emergency Services/EOC Director. The Director of Emergency Services is responsible to the City Council and Disaster Council per the City of Simi

SEMS Multihazard Functional Plan

Valley's Municipal Code, Chapter 5 (*modified 2012*). The Director of Emergency Services is responsible for implementing the SEMS Multihazard Functional Plan (MHFP). (**CPG-28**) While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section).

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

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

The City of Simi Valley's Emergency Organization Matrix is contained in **Chart 1**.

Ventura County Operational Area Emergency Management

If the Ventura County Operational Area is activated, the Sheriff of Ventura County, designated by the Ventura County Operational Area Agreement, will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Coordinator and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to OES Mutual Aid Region I. The Ventura County Operational Area Organization Matrix is contained in **Chart 2**.

The City of Simi Valley requests all mutual aid (except fire) through the Ventura County EOC/Operational Area via the Ventura County EOC or On-Duty West County Watch

Commander (when County EOC is not activated). The Ventura County Operational Area then requests law, public works, emergency managers or other mutual aid through its regular channels. Fire mutual aid is coordinated through the designated Regional Fire Coordinator. (See **Chart 3**)

Mutual Aid Region Emergency Management

The City of Simi Valley is within OES Mutual Aid Region I and the OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC (REOC). The OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

State Emergency Management

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

The State of California Emergency Organization Chart is contained in **Chart 4**.

Chart 1 CITY OF SIMI VALLEY'S EMERGENCY ORGANIZATION MATRIX

(CPG-29/30; SEMS-5)

FUNCTIONAL RESPONSIBILITIES OF LOCAL DEPARTMENTS/AGENCIES

P = Primary Responsibility x = Support Role

Department/Agency	Management	Operations	Planning/ Intelligence	Logistics	Finance/ Administration	Recovery
American Red Cross		X		X		
Pacific Bell		X	X	X		
Parks & Recreation				X		
RACES/ARES				X		
S. V. City Manager	P					X
S. V. City Attorney	X					
S.V. School District				X		
S.V. Community Services			X	P		X
S.V. Community ERT's		X		X		
S.V. City Council	X					
S.V. Environmental Services			P	X		X
S.V. General Services			X	X	P	P
S.V. Building & Safety		X				
S.V. Police Department	X	X/P*	X	X		X
S.V. Public Works		X	X	X		X
S.V. DSW (added in 2006 update)		X				
S.V. Hospital		X		X		
So. Cal. Edison		X		X		
So. Cal. Water		X		X		
So. Cal. Gas		X	X			
V.C. Sheriff's Department		X	X	X		
V.C. Coroner		X		X		
V.C. Fire	X/P**	X/P**	X	X		
V.C. Animal Control				X		
V.C. County Health Care		X				
V.C. Environmental Health		X	X			
V.C. Emergency Services			X	X		
V.C. Flood Control		X				

* The Simi Valley Police Department assumes the primary Operations role in all incidents other than fires and hazardous materials incidents. This does not preclude the use of a Unified Command or Area Command with other agencies, if deemed appropriate.

** The Fire District assumes the primary Management and Operations roles in hazardous materials incidents, wild fires and urban fires.

Chart 2 VENTURA COUNTY OPERATIONAL AREA ORGANIZATION MATRIX

FUNCTIONAL RESPONSIBILITIES OF LOCAL AGENCIES AND PRIVATE ORGANIZATIONS

Local Agencies/ Organizations*	Annex/Function																		
	ALERTING AND WARNING	COMMUNI- CATIONS	SITUATION ANALYSIS	MANAGE- MENT	FIRE AND RESCUE	ACCESS CONTROL	LAW ENFORCE	MEDICAL	PUBLIC HEALTH	CORONER	CARE AND SHELTER	MOVE- MENT	RESCUE	CONST. AND ENGRNG	SUPPLY/ PROCURE	PERSNNL	TRANS- PORTA- TION	PUBLIC INFORM	RADIOLOG PROTECT.
Agriculture Comm.			S								S					S	S		
Airport, Dept. of			S									S					P		
Assessor			P																
Board of Superv.	S			S														P	
Building & Safety			P		S									P					
Chief Admn. Ofc.	S			S														P	
Communications		P																	S
Coroner							S	S	P										
District Attorney				S															
Emerg. Med. Svcs.							P	P	S				S						S
Environ. Health	S		S						S										
Fire Department	S		S		P	S						S	P					S	S
General Services			S								S							S	
Sheriff	P		S	P		P						P	S					S	S
Ofc. of Emerg. Svcs.		S	S	S											S	S		S	S
Personnel											S					P			
Public Health							S	P	S		S								
Public Social Svcs.											P					S			
Public Works			P			S						S		S	S		S	S	
Purchasing															P				
Supt. of Schools								S	S							S			
Cal. Hwy Patrol	P		S			P	P					P						S	S
Cal. Dept. Transp.			S															P	
Pub./Pri. Utilities			S						S										
Red Cross			S								P	S			S	S		S	
Salvation Army											P					S			
State/Fed. Agencies	S	S	S									S						S	P

* P - Denotes principal agency/organization.
S - Denotes supporting agency/organization.

Chart 3

**VENTURA COUNTY OPERATIONAL AREA
CHANNEL OF COORDINATION (SEMS-6)**

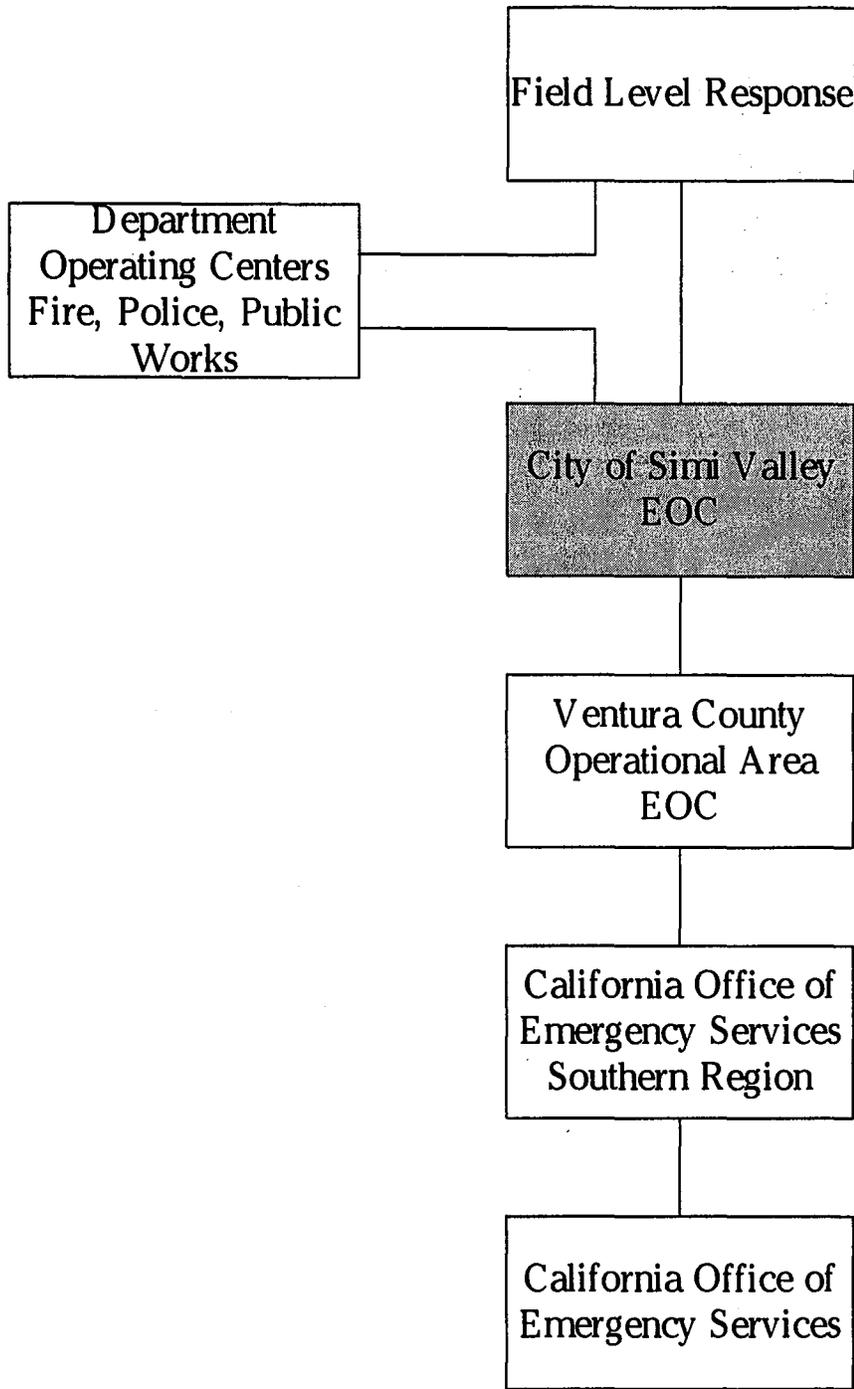


Chart 4

STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX

	Annex/Function																					
	A	B	C	D	E	F	G	H	I	J	K	L	M	R								
	Management	Alerting and Warning	Communications	Situation Analysis	Recovery	Fire and Rescue	Law Enforcement	Medical	Public Health	Coroner	Care and Shelter	Movement	Rescue	Const & Engineering	Resources - gen	Personnel	Transportation	Utilities	Public Information	Technological Svcs.	Radiological Protection	
Industrial Relations					S									S								
Insurance				S																		
Justice			S	S			S							S						S		
Maritime Academy			S	S				S		S					S							
Mental Health									S													
Military		S	S	S	S	S		S	S	S		S	S	S	S	S						
Motor Vehicles				S												S						
Off. of Emergency Svcs.	L	L	L	L	L	L			L		L	L	L	L			L	L	L	L		
Parks and Recreation									S											S		
Personnel Administration															S							
Personnel Board															S							
Public Utilities Comm.										S		S			S	S					S	
Real Estate				S							S											
Rehabilitation				S																		
Social Services				S		S			L					S								
State Lands																					S	
Transportation				S	S	S					S		S	S		L				S	S	
Veterans Affairs				S		S	S			S												
Waste Mgmt. Board								S														
Water Resources				S	S						S	S			S		S					
Water Resources Cont. Board									S											S		
Youth Authority					S				S		S			S								

*L - Denotes lead agency/organization
 *S - Denotes supporting agency/organization

Chart 4-2 STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX

	Annex/Function															
	A	B	C	D	E	F	G	H	I	J	K	L	M	R		
	Management Alerting and Warning Communications Situation Analysis Recovery Fire and Rescue Law Enforcement Medical Public Health Coroner Care and Shelter Movement Rescue Const & Engineering Resources - Gen Personnel Transportation Utilities Public Information Technological Svcs. Radiological Protection															
Aging														S		
Air Resources Board														S		
Alcoholic Beverage Control						S										
Banking																
Boating										S				S		
Coastal Commission															S	
Conservation															S	
CA Conservation Corps															S	
Consumer Affairs															S	
Corrections															S	
Education															S	
E.M.S.A.															S	
Employment Dev.															S	
Energy															S	
Finance															S	
Fire Marshall															S	
Fish & Game															S	
Food & Agriculture															S	
Forestry															S	
Franchise Tax Board															S	
General Services															S	
Health															S	
Highway Patrol															S	
Housing & Community Dev.															S	

*L - Denotes lead agency/organization
*S - Denotes supporting agency/organization

CONTINUITY OF GOVERNMENT

PURPOSE

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

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

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

RESPONSIBILITIES

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

PRESERVATION OF LOCAL GOVERNMENT

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

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

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

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

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

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

A successor to the position of Director of Emergency Services is appointed by the City Council. The succession occurs:

— Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council. *(CPG-52)*

First Alternate: Brian Gabler, Assistant City Manager *(amended 2013)*

Second Alternate: James Purtee, Assistant City Manager *(amended 2013)*

Third Alternate: Mitch McCann, Chief of Police *(amended 2012)*

Notification of any successor changes shall be made through the established chain of command. *(CPG-53)*

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

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

— By the chairman of the board of the county in which the political subdivision is located, or

— By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated), or

— By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

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

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

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

EMERGENCY OPERATIONS CENTER (EOC)

The City EOC is located at the Simi Valley Police Department at 3901 Alamo Street, Simi Valley, California. The alternate EOC is located at Simi Valley Cultural Arts Center at 3050 E. Los Angeles Ave., Simi Valley, California.

PRESERVATION OF VITAL RECORDS

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

- 1) City Manager
- 2) Assistant City Clerk

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

- _ Protect and preserve the rights and interests of individuals, governments, corporations and other entities. Examples include vital statistics, land and tax records, license registers, and articles of incorporation.
- _ Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- _ Reestablish normal governmental functions and protect the rights and interests of government. Constitutions and charters, statutes and ordinances, court records, official proceedings and financial records would be included here. *(CPG-110)*

Vital records of the City of Simi Valley are routinely stored in the City Clerks Office located in City Hall. Microfilmed records are stored outside of the city at various locations at the discretion of the City Manager. Back-up data systems are stored off-site at various locations at the discretion of the Director of General Services.

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

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

REFERENCES

Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.

Local Government, Article XI, of the Constitution of California.

Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

CONTINUITY OF GOVERNMENT

LINES OF SUCCESSION (CPG-21/22/50)

SERVICE/DEPARTMENT	TITLE/POSITION
City Manager/ Public Information Officer	1. City Manager 2. Asst. City Manager 3. Asst. City Manager
Police	1. Chief of Police 2. Deputy Chief, Investigative Services Division 3. Deputy Chief, Operations Division
City Clerk	1. City Manager 2. Assistant City Clerk 3. Recording Secretary
Community Services	1. Director of Community Services 2. Deputy Director/Citizen Services 3. Deputy Director/Community Programs and Facilities
Environmental Services	1. Director of Environmental Services 2. Deputy Director of Environmental Services 3. Deputy Director of Environmental Services
Administrative Services	1. Director of Administrative Services 2. Deputy Director/Fiscal Services 3. Deputy Director/Information Services
Public Works	1. Director of Public Works 2. Assistant Director of Public Works 3. Deputy Director/Public Works Administration

Note: Assignment may be changed by Director of Emergency Services as necessary.

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

GENERAL

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

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

LOCAL GOVERNMENT LEVEL IN SEMS

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

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

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

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

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

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

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

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

The requirement to use SEMS includes:

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

CITY OF SIMI VALLEY'S RESPONSIBILITIES UNDER SEMS

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

- Communicating information within the City of Simi Valley on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Identification of departments and agencies with department operations center (DOCs).
- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City of Simi Valley's Multihazard Functional Plan and procedures.

- ☐ Incorporating SEMS into the City of Simi Valley's emergency ordinances, agreements, memorandum of understandings, etc. *(SEMS-1)*
- ☐ Identification of special districts that operate or provide services within the boundaries of the City of Simi Valley. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- ☐ Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City of Simi Valley will participate in the Ventura County Operational Area organization and system for coordination and communication within the operational area. *(SEMS-3)*

All local government staff who may participate in emergencies in the EOC, in department operations centers (DOCs) or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired. The Emergency Services Coordinator is responsible for documenting SEMS training in the City of Simi Valley. **(See Training Documentation, Part Three—SEMS.)**

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

SEMS EOC ORGANIZATION

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

- ☐ **Management** Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- ☐ **Operations** Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.
- ☐ **Planning/Intelligence** Responsible for collecting, evaluating and disseminating information; developing the City of Simi Valley's EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.
- ☐ **Logistics** Responsible for providing facilities, services, personnel, equipment and materials.

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

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

Organization Flexibility—Modular Organization

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

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

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

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

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

EOC ACTION PLANS

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

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

The action planning process should involve the EOC Director and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning/Intelligence Section is normally responsible for development of the action plan and for facilitation of action planning meetings.

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

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL (SEMS-7)

Multi-agency or inter-agency coordination is important for:

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

Multi-agency or Inter-Agency Coordination in the EOC

- ☐ Emergency response is coordinated at the EOC through:
 - Representatives from the City of Simi Valley's departments and agencies
 - Representatives from outside agencies including special districts, volunteer agencies and private organizations
- ☐ Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- ☐ Involvement in the EOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Coordination Group

- ☐ May be established formally.
- ☐ Should develop consensus on priorities, resource allocation and response strategies.

- ☐ May function within the EOC, at another location or through conference calls—but should remain in contact with the EOC.
- ☐ EOC Action Plan should incorporate group priorities and objectives.
- ☐ Group objectives should be implemented through the EOC.
- ☐ City of Simi Valley may participate with other local governments and agencies in a multi-agency coordination group organized by another local government, operational area or regional level.

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City of Simi Valley's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. Incident Commanders may report to department operations centers (DOCs) which in turn will coordinate with the EOC. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode. (CPG-55)

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

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

COORDINATION WITH VENTURA COUNTY OPERATIONAL AREA LEVEL

Coordination and communications should be established between activated local government EOCs and the operational area. For the City of Simi Valley, this channel is through the Ventura County Sheriff's Department, Office of Emergency Services. The communications link is telephone, amateur radio, law enforcement radio or runner.

Ventura County will use an Inter-Agency Coordination System IACS concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

SPECIAL DISTRICT INVOLVEMENT

Special districts are defined as local governments in SEMS. The emergency response role of special districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

The Simi Valley Unified School District and the Rancho Simi Recreation and Parks District, as special districts contained within the city, have a liaison representative at the city EOC. Additionally, direct communications are maintained between the special district EOC and the city EOC.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

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

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

Agencies that have countywide response roles and cannot respond to numerous city EOCs are represented at the operational area level.

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

CITY OF SIMI VALLEY'S EMERGENCY OPERATIONS CENTER (EOC)

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

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

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

EOC LOCATION AND DESCRIPTION

The EOC is located at Simi Valley Police Department, 3901 Alamo Street. DESCRIPTION: The EOC totals 1,600 square feet and includes an operations area, radio room, conference rooms, bathrooms and office areas. (CPG-68) Emergency power is provided by a diesel generator. (CPG-66) The emergency fuel reserve is sufficient for four days. Resupply of emergency fuel will be obtained through contract vendors maintained by the Police Department. (CPG-67) Power will provide for lighting panels, selected wall circuits, telephones and radios. The EOC has the capability to feed staff for 48 consecutive hours. On-site services include kitchen, bathrooms, food supply and sleeping cots for 10 persons.

The Alternate EOC is located at the Cultural Arts Center, 3050 E. Los Angeles Ave. The alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. (CPG-73) When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. (CPG-76) Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. (CPG-77) All Section Coordinators will advise their emergency response field forces of the transition to the alternate EOC. (CPG-78)

The operational capabilities of the alternate EOC will be similar to those of the primary EOC. (CPG-75)

DISPLAYS

Because the EOCs major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. Display devices are used so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. The Planning/Intelligence Section is responsible for coordinating display of information. All display charts, boards, and materials are stored in the primary EOC. (CPG-68)

At the onset of any disaster, a main events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the main events log is the responsibility of the Planning/Intelligence Section. (CPG-69)

COMMUNICATIONS

Communications are provided in the EOC and include discipline specific radios, two separate hard line telephone systems, cellular telephones, a satellite telephone, and amateur radio systems. Communication facilities will be continuously staffed during emergencies, either by volunteers

or city staff. The EOC Coordinator is responsible for communications.

EOC MANAGEMENT

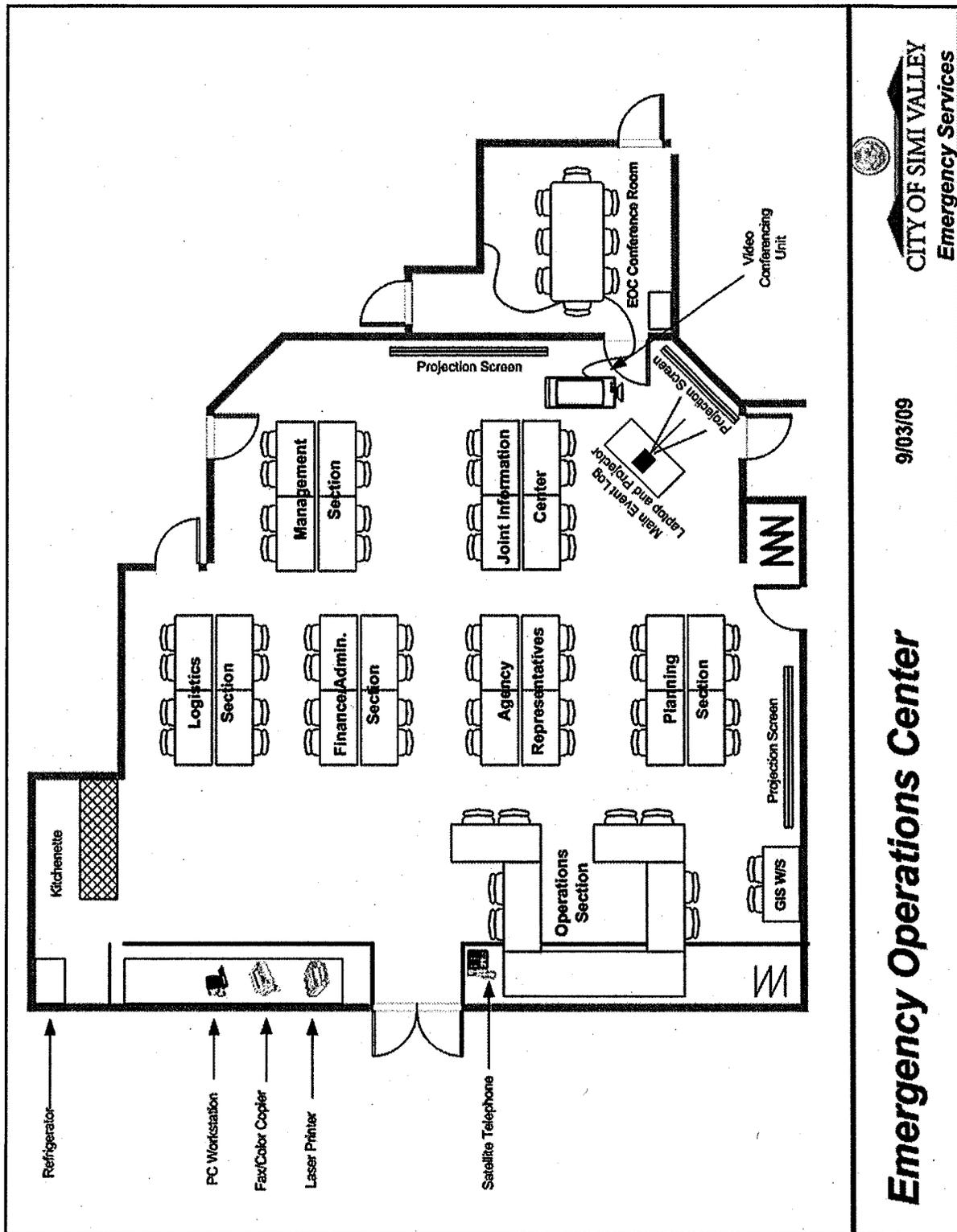
The EOC and alternate EOC facility management is the responsibility of the Emergency Services Coordinator and includes maintaining the operational readiness of the primary and alternate EOCs. **(CPG-60/61/74)**

Positions assigned to the EOC will advise/brief city decision makers of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc. **(CPG-83)**

Emergency Notification and Scheduling Procedures are contained in **Part Three—Management/Emergency Notification and Scheduling. (CPG-64)**

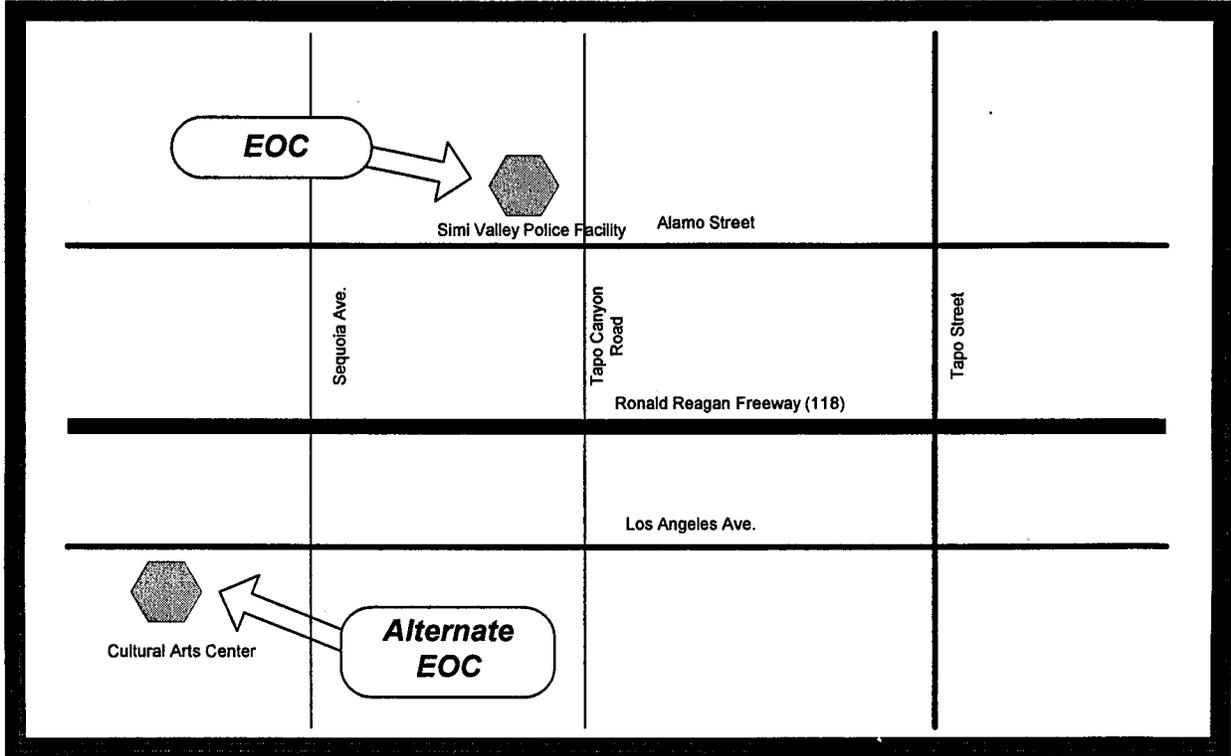
The Director of Emergency Services/EOC Director (hereafter referred to as the EOC Director) will have the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the Council for review and decision.

EMERGENCY OPERATIONS CENTER DIAGRAM



CITY OF SIMI VALLEY

MAP—EOC/ALTERNATE EOC LOCATIONS (CPG-58)



CITY OF SIMI VALLEY'S EOC ACTIVATION POLICY

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

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

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

The Ventura County Operational Area should be notified via the Ventura County Sheriff's EOC or the East Valley Watch Commander when the City of Simi Valley's EOC is activated.

WHEN TO ACTIVATE:

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

WHO CAN ACTIVATE:

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

- City Manager
- Assistant City Manager
- Chief of Police
- Fire Chief
- Director of Public Works

HOW TO ACTIVATE:

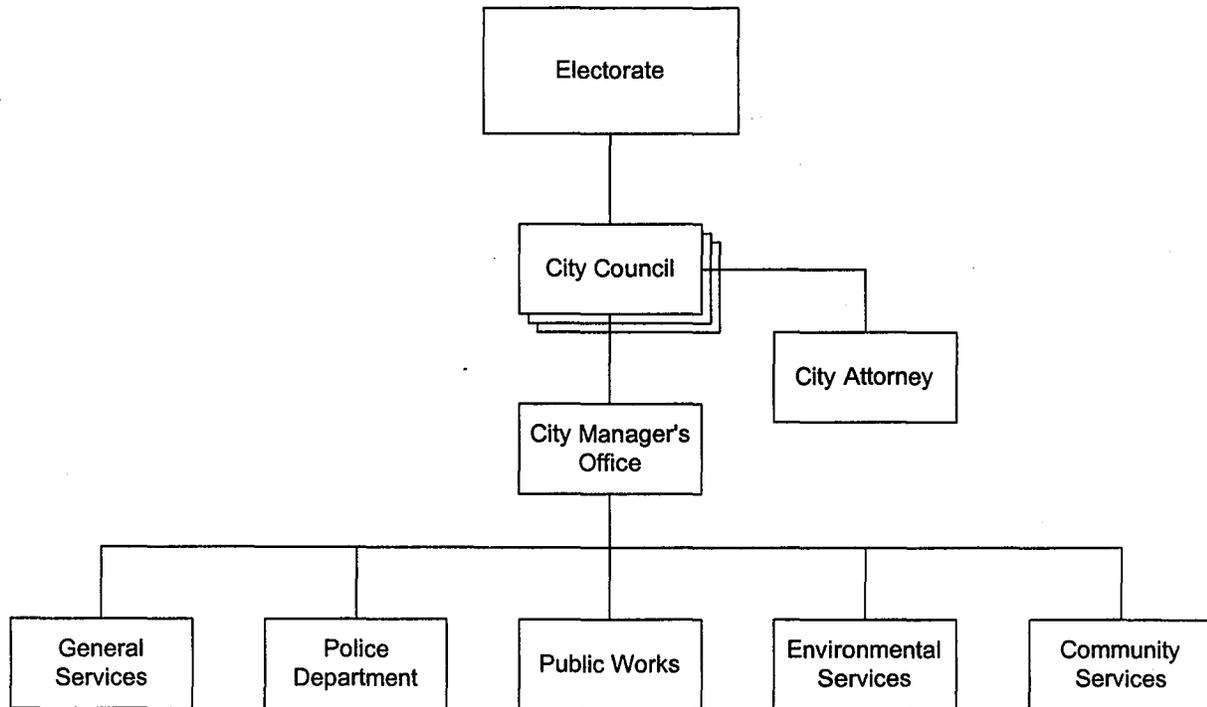
- ☐ Contact the Police Department Communications Center.
- ☐ Identify yourself and provide a call-back confirmation phone number if requested.
- ☐ Designate personnel to set up the EOC.
- ☐ Briefly describe the emergency/disaster situation causing this request.
- ☐ Request EOC "Level Two" or "Level Three" Activation.
- ☐ Request notification of EOC "Level Two" or "Level Three" staff.

(See Part Three—Management/EOC for EOC Set-Up Procedures.)

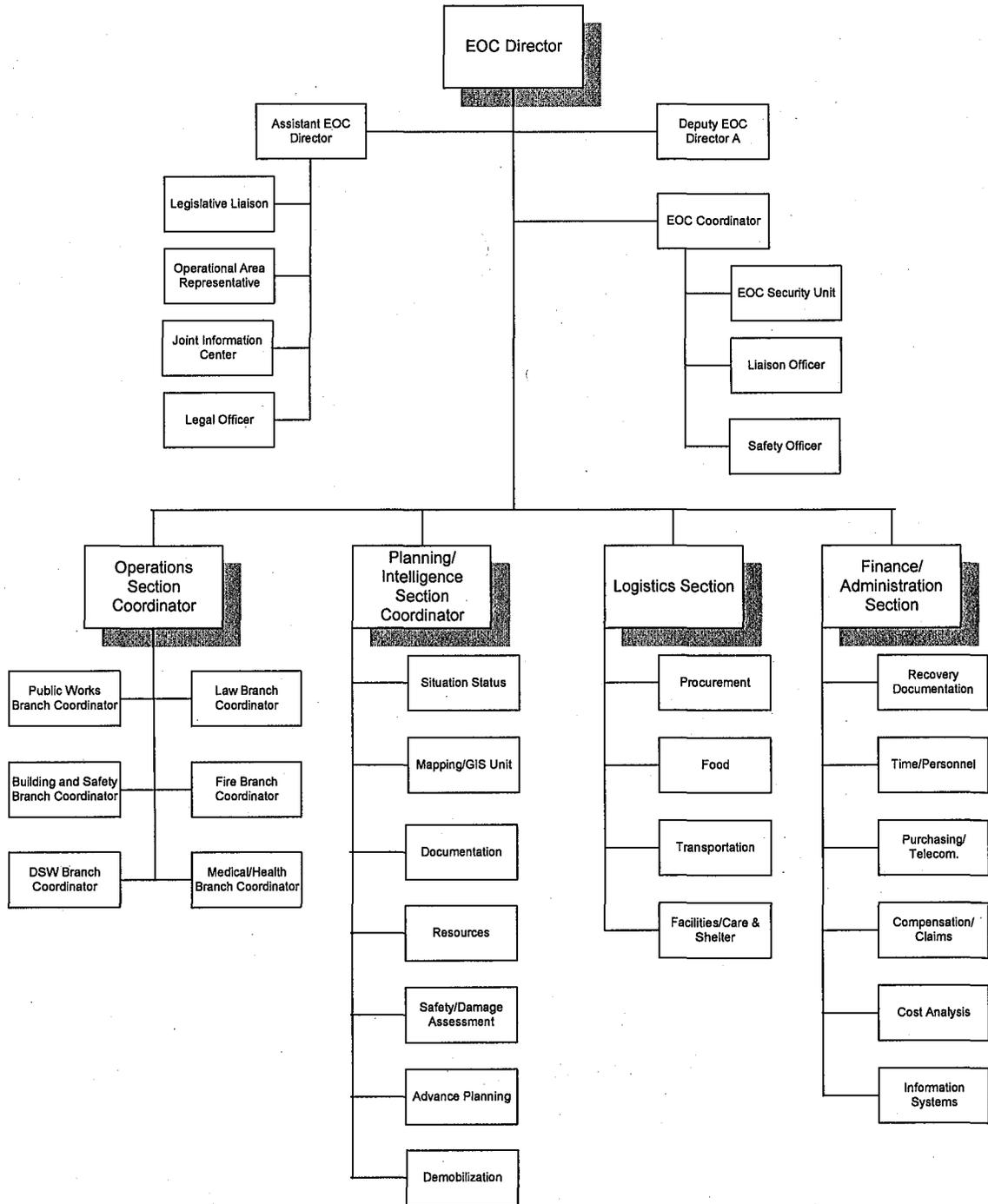
LOCAL GOVERNMENT EOC STAFFING GUIDE (CPG-65)

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director Other Designees <i>Note: May be limited to Department Operations Center activation.</i>
Severe Weather Issuances (see Part Three—Operations/NWS)		
Significant incidents involving 2 or more departments		
Earthquake Advisory/Prediction Level One		
Earthquake with damage reported	Two	EOC Director Section Coordinators, Branches and Units as appropriate to situation Liaison/Agency representatives as appropriate
Earthquake Advisory/Prediction Level Two or Three		
Major wind or rain storm		
Two or more large incidents involving 2 or more departments		
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

CITY OF SIMI VALLEY'S ORGANIZATION CHART

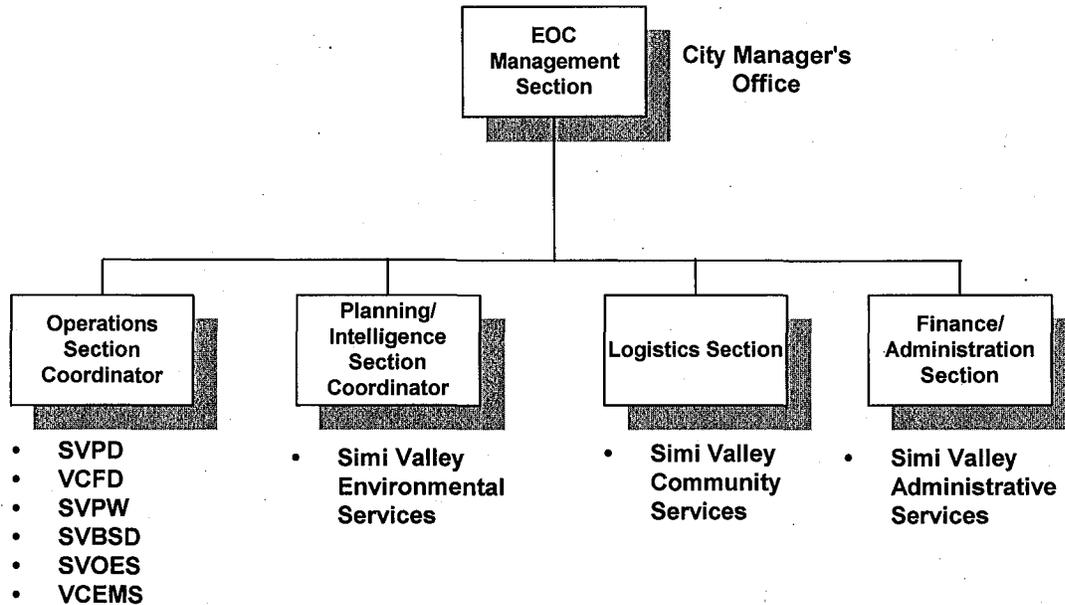


SEMS ORGANIZATION CHART (CPG-27/62) Updated 10-24-08



SEMS EOC RESPONSIBILITIES CHART (SEMS-4/5)

Updated 10-24-08



Responsibilities:

EOC Director (Management Section)

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

Operations Section

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

Planning/Intelligence Section

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

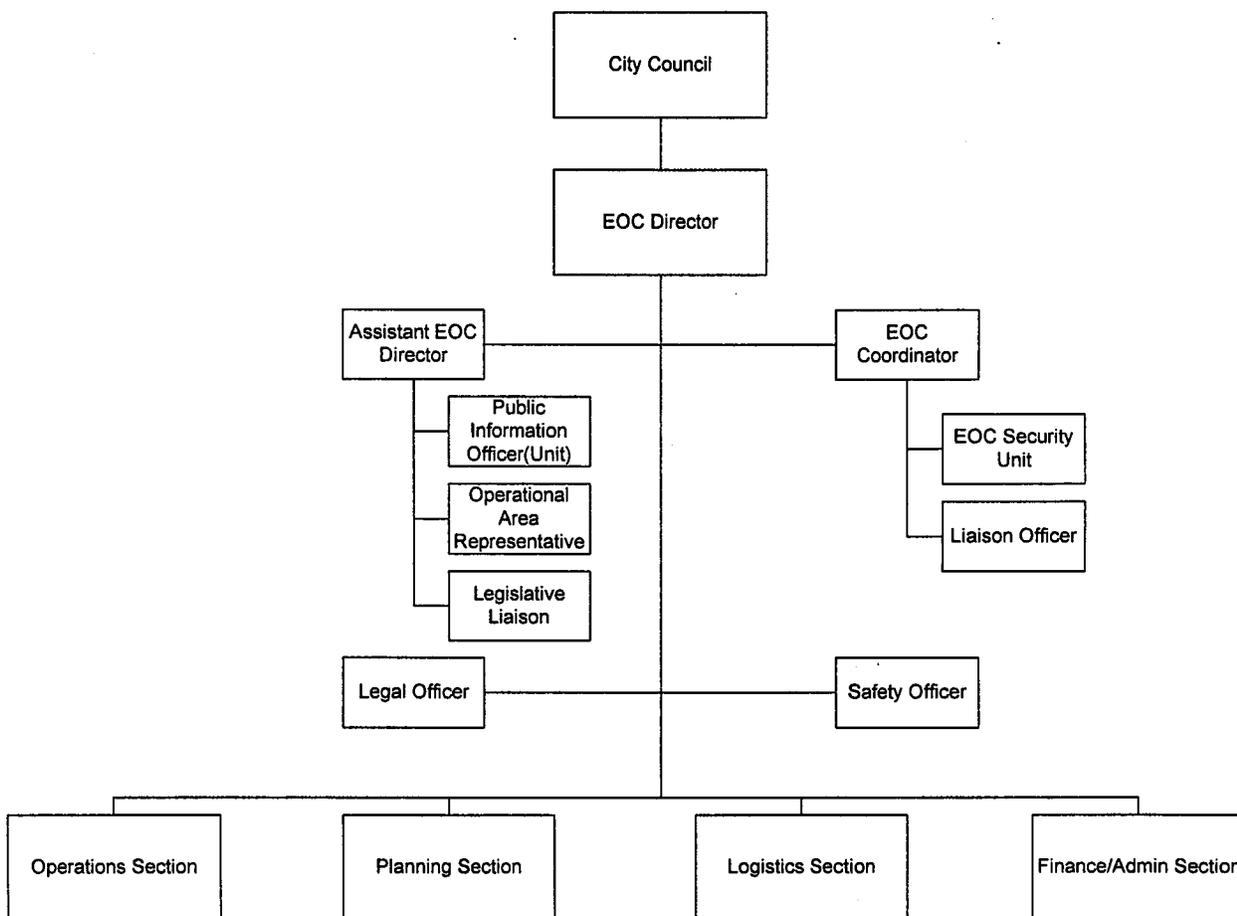
Logistics Section

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

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

MANAGEMENT SECTION ORGANIZATION CHART



MANAGEMENT SECTION STAFF (CPG-63)

The Management role is filled by the EOC Director and is the position that is established at every EOC activation to coordinate EOC operations. (CPG-81) The City Manager will fill this position while serving as the Director of Emergency Services during an emergency/disaster. Either of the two Assistant City Managers shall serve as first alternate and the Chief of Police shall serve as second alternate to the Director of Emergency Services.(CPG-49) The EOC Director, the Command Staff, General Staff (Section Coordinators), and others as designated, make up the EOC Management Team. The team is responsible for advising the EOC Director on policy matters. They also assist the EOC Director in the development of overall policies, rules, regulations, proclamations and orders to mitigate the incident.

- | | |
|--|--|
| <input type="checkbox"/> City Council | <input type="checkbox"/> EOC Coordinator |
| <input type="checkbox"/> Assistant EOC Director | <input type="checkbox"/> Security Officer |
| <input type="checkbox"/> Public Information Officer | <input type="checkbox"/> Liaison Officer |
| <input type="checkbox"/> Operational Area Representative | <input type="checkbox"/> Agency Representative |
| <input type="checkbox"/> Legislative Liaison | <input type="checkbox"/> Safety Officer |
| | <input type="checkbox"/> Legal Officer |

City Council

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

Assistant EOC Director

The Assistant EOC Director is responsible for the Public Information Officer/Unit, the Operational Area Representative assigned to the County EOC, and the Legislative Liaison. The Assistant EOC Director may assume any of these roles or delegate them. The Assistant EOC Director reports to the EOC Director.

Public Information Officer

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

After receiving a briefing from the EOC Director, the PIO will establish an area for the media away from the EOC and Command Post at the theater adjacent at the Police Facility. (CPG-191) The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the EOC Director. The City Manager's and Police Department PIOs will fill this position (and share this responsibility.) (CPG-190)

Operational Area Representative

The Operational Area Representative represents the City in the Operational Area Inter-Agency Coordination Group (IACG). (CPG-107) The IACG may convene at the Ventura County EOC or it may function via conference calls, fax messaging, e-mail, radio links or other decentralized communication methods. The Operational Area Representative must present the City's overall status and requests for outside assistance to the IACG. As a voting member of the IACG, the Operational Area Representative must participate in a consensus process to establish response priorities and determine resource assignments, county wide.

Legislative Liaison

Although this is not a position described in ICS or SEMS, it is a management level function that has demonstrated its necessity during recent disasters. The Legislative Liaison is a part of the management staff and may be a singular person or a group who, as an incident indicates, establishes and maintains personal contact with the elected officials representing the impacted area at the county/state/federal levels.

The Legislative Liaison ensures that a link has been established between the City of Simi Valley and the legislative body to pass on information and requests and to lobby for the filling of requests when the established request channels are overloaded and not responsive. The Liaison should also communicate local needs to legislative officers and establish a continued link between the jurisdiction and all other potential entities as needed and identify issues that should be forwarded to the proper political entities to ensure the best possible response to your community. The City Manager shall appoint a staff member to this position at the time of the disaster.

EOC Coordinator

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. This position is filled by the city's Emergency Services Coordinator. This position also supervises the EOC Security Officer and Liaison Officer.

Security Officer

The Security Officer is responsible for security of all EOC facilities and personnel access. A Police Officer shall be assigned to fill this position.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations. (CPG-56)

Agency Representative

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

Safety Officer

The Safety Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations and ensuring a safe working environment in the EOC. The Risk Manager will fill this position.

Legal Officer

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

MANAGEMENT

CITY COUNCIL

PRIMARY: Mayor and City Council Members

ALTERNATE: Mayor Pro-Tem and City Council Members

SUPERVISOR: Electorate

GENERAL DUTIES:

- Proclaim and/or ratify a local emergency.
- Establish executive level policies for management of emergency.
- Ensure that the EOC Director has clear policy direction.
- Obtain briefings from EOC Director and provide information to the public and media.
- Support a multi-agency disaster response.
- Host and accompany VIPs and government officials on tours of the emergency/disaster.

YOUR RESPONSIBILITY:

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

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments CHECKLIST ACTIONS

[Redacted]

Check-in at the EOC.

[Redacted]

Receive incident briefing from the EOC Director.

[Redacted]

Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed.

- Five (5) members of the City Council are needed for an official quorum.
- Emergency proclamations must be ratified within seven (7) days.
- Approve extraordinary expenditure requirements as necessary.

[Redacted]

Review, at least every 14 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant.

[Redacted]

In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency.

[Redacted]

Oversee the release of official statements.

[Redacted]

Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO).

[Redacted]

Provide interviews to the media as arranged by the PIO.

[Redacted]

Refer all requests for emergency information to the EOC Director or Public Information Officer.

[Redacted]

Serve on and coordinate activities of the Disaster Council

[Redacted]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

[Redacted]

Develop or utilize existing citizen’s advisory group to address concerns.

[Redacted]

Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.

[Redacted]

Consider developing a plan to provide a “citizen and business aid” location which can be utilized for information and assistance to citizens and businesses impacted by an emergency.

[Redacted]

Encourage post-event discussions in the community to identify perceived areas of improvements.

NOTE: Council members should refrain from direct involvement with City or joint City/County/State Emergency Operations Center (EOC) activities. Council members will be provided information updates through the EOC Director.

MANAGEMENT

EOC DIRECTOR

PRIMARY: City Manager (or anyone with legal authority to act in that position)

ALTERNATE: Assistant City Manager

SUPERVISOR: City Council

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

Overall management of the City of Simi Valley's emergency response and recovery effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments **CHECKLIST ACTIONS**

Activation —

Date _____	Time _____
------------	------------

--

Determine the operational status and appropriate level of activation based on situation as known.

--

As appropriate, respond to the EOC.

--

Mobilize appropriate personnel for initial activation of the EOC. (See Part Three—Management/Emergency Scheduling and Notification.)

--

Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, the City Hall Community Room is the alternate EOC location.

--

Obtain briefing from whatever sources are available.

Position Start-Up Actions

--

Review your position responsibilities.

--

Identify yourself as the EOC Director *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment.

--

Direct the implementation of the City of Simi Valley's SEMS Multihazard Functional Plan.

[]

Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.

[]

Notify the Ventura County Operational Area that the City EOC is activated via the Sheriff's EOC or the East Valley Watch Commander.

[]

Assign staff to initiate check-in procedures. (See Part Three—Forms for sample.)

[]

Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name. (See Part Three—Forms for sample.)

[]

Ensure that EOC is properly set up and ready for operations.

[]

Appoint and ensure that Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.

- Operations Section Coordinator
- Planning/Intelligence Section Coordinator
- Logistics Section Coordinator
- Finance/Administration Section Coordinator

[]

Ensure that the Management Section is staffed as soon as possible at the level needed.

- Public Information Officer
- Liaison Officer
- Safety Officer
- Security Officer
- EOC Coordinator

[]

Request additional personnel to maintain a 24-hour operation as required.

[]

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.

- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

[Redacted]

Prepare work objectives for Section staff, brief staff and make staff assignments.

[Redacted]

Open and maintain a position log.

[Redacted]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

[Redacted]

Ensure that all Management Team meetings, General Staff meetings and policy decisions are documented by a scribe.

[Redacted]

Ensure that telephone, radio and data communications with other facilities are established and tested.

[Redacted]

Ensure that all departments account for personnel and work assignments.

[Redacted]

Confirm the delegation of authority. Obtain any guidance or direction as necessary.

[Redacted]

Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section.

[Redacted]

Schedule the first planning meeting.

[Redacted]

Confer with Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.

[Redacted]

Ensure that the field agency representatives have been assigned to other facilities as necessary.

[Redacted]

Determine need and establish, if necessary, a deputy director position.

[Redacted]

Establish the frequency of briefing sessions.

[Redacted]

Based on the situation as known or forecast, determine likely future Management Section needs.

[Redacted]

Think ahead and **anticipate** situations and problems before they occur.

[Redacted]

Request additional resources through the appropriate Logistics Section Unit.

General Operational Duties

[Redacted]

Carry out responsibilities of your Section not currently staffed.

[Redacted]

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

[Redacted]

Ensure that all your Section logs and files are maintained.

[Redacted]

Monitor your Section activities and adjust Section organization as appropriate.

[Redacted]

Resolve problems that arise in conducting your Section and EOC responsibilities.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Time Unit and Cost Analysis Unit of the Finance/Administration Section at the end of each operational period. (See **Part Three—Forms.**)

[Redacted]

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

Section/Position Operational Duties

[Redacted]

Carry out responsibilities of all other Sections not currently staffed.

[Redacted]

Assess situation, work in progress, resources and estimate incident duration.

[Redacted]

Set up EOC planning meeting schedule with all Section Coordinators.

[Redacted]

Develop overall strategy with the Section Coordinators.

[Redacted]

Ensure that Sections are carrying out their principle duties:

- Implementing operational objectives per the EOC

Action Plan.

- Preparing action plans and status reports.
- Providing adequate facility and operational support.
- Providing administrative and fiscal record-keeping and support.

[Redacted]

Develop and issue appropriate rules, regulations, proclamations and orders.

[Redacted]

Initiate **Emergency Proclamations** as needed (see **Part Three—Legal Documents**)

[Redacted]

Establish City Hall hours of operation.

[Redacted]

Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.

[Redacted]

Conduct periodic briefing sessions with the City Council to update the overall situation.

[Redacted]

Set priorities for restoration of city services.

[Redacted]

Hold action planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:

- Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.
- Obtain any additional information from other sources on the current situation assessment.
- Review availability and status of ordered, en route or staged resources.
- Establish with staff the next Operational Period for which the EOC Action Plan should be developed.
- Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources.
- Establish assignments for available and incoming resources based on current and forecast situation and

established priorities.

- ☐ Determine need for additional resources. Establish specific responsibilities for ordering.
- ☐ Discuss and resolve any internal coordination issues.
- ☐ Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary.
- ☐ Establish time for next action planning meeting.

[Redacted]

Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC Management Team.

[Redacted]

In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.

[Redacted]

Authorize PIO to release information to the media and to access EBS (EAS) as needed through appropriate channels.

[Redacted]

Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Logistics Section.

[Redacted]

In conjunction with the Safety Officer, establish and maintain a safe working environment.

[Redacted]

Ensure that proper security of the EOC is maintained at all times.

[Redacted]

Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.

[Redacted]

Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.

[Redacted]

Monitor section level activities to assure that all appropriate actions are being taken.

[Redacted]

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

Deactivation

[Redacted]

Authorize deactivation of sections, branches or units when they are no longer required.

[Redacted]

Notify Ventura County Operational Area EOC, adjacent facilities and other EOCs as necessary of planned time for deactivation.

[Redacted]

Ensure that any open actions not yet completed will be taken care of after deactivation.

[Redacted]

Ensure that all required forms or reports are completed prior to deactivation.

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Deactivate the EOC and close out logs when emergency situation no longer requires activation.

[Redacted]

Proclaim termination of the emergency and proceed with recovery operations.

MANAGEMENT

ASSISTANT EOC DIRECTOR

PRIMARY: Assistant City Manager

ALTERNATE: Assistant City Manager

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Assist the EOC Director in the development of rules, regulations, proclamations and orders.
- Assit the EOC Director in the establishment of the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.

YOUR RESPONSIBILITY:

The Assistant EOC Director is responsible for the Public Information Officer/Unit, the Operational Area Representative assigned to the County EOC, and the Legislative Liaison. The Assistant EOC Director may assume any of these roles or delegate them. The Assistant EOC Director reports to the EOC Director.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments CHECKLIST ACTIONS

Activation —

Date _____	Time _____
------------	------------

Start-Up Actions

Check-in upon arrival at EOC.

Report to the EOC Director.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the Assistant EOC Director *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment.

Clarify any issues regarding your authority and assignments and what others in the organization do.

Open and maintain a position log.

Determine 24-hour staffing requirements and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit.

Based on the situation as known or forecast determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Empty rectangular box]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Empty rectangular box]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Empty rectangular box]

Establish operating procedure with the Information Systems Unit and the EOC Coordinator for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty rectangular box]

Review situation reports as they are received. Verify information where questions exist.

[Empty rectangular box]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty rectangular box]

Determine and **anticipate** support requirements.

[Empty rectangular box]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Empty rectangular box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty rectangular box]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the

Finance Section at the end of each operational period. (See Part Three—Forms.)

[Empty rectangular box]

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

Position Operational Duties

[Empty rectangular box]

Arrange and coordinate VIP tours with PIO, Legislative Liaison and City Council members.

[Empty rectangular box]

Contact all on-site Agency Representatives. Make sure:

- They have signed into the EOC.
- They understand their assigned function.
- They know their work location.
- They understand EOC organization and floor plan (provide both).

[Empty rectangular box]

Determine if outside liaison is required with other agencies such as:

- Local/county/state/federal agencies
- Schools
- Volunteer organizations
- Private sector organizations
- Utilities not already represented.

[Empty rectangular box]

Determine status and resource needs and availability of other agencies.

[Empty rectangular box]

Brief Agency Representatives on current situation, priorities and EOC Action Plan.

[Empty rectangular box]

Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.

[Redacted]

Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries. *(CPG-31)*

[Redacted]

Respond to requests for liaison personnel from other agencies.

[Redacted]

Act as liaison with state or federal emergency response officials and appropriate city personnel. *(CPG-56)*

[Redacted]

Determine if there are any communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

[Redacted]

Know the working location for any Agency Representative assigned directly to a branch/group/unit

[Redacted]

Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.

[Redacted]

Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.

[Redacted]

Provide periodic update briefings to Agency Representatives as necessary.

Deactivation

[Redacted]

Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.

[Redacted]

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

[Redacted]

Be prepared to provide input to After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

MANAGEMENT

PUBLIC INFORMATION OFFICER

PRIMARY: Deputy City Manager

ALTERNATE: Police Lieutenant

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
(CPG-201)
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.

YOUR RESPONSIBILITY:

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

The Emergency Public Information function may, as conditions and or activation levels require, expand into a Branch structure. At the discretion of the Public Information Officer, the EPI

Branch may be divided into divisions, groups and units as necessary to meet the functional need.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Acti

on Taken: Time/Date/Comments CHECKLIST ACTIONS

Start-Up Actions

Check-in upon arrival at the EOC.

Report to EOC Director.

Obtain a briefing on the situation.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Identify yourself as the PIO *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Open and maintain a position log.

Determine 24-hour staffing requirements and request additional support as required.

Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.

Request additional resources through the appropriate Logistics Section Unit.

[Empty box]

Based on the situation as known or forecast determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Empty box]

Keep up to date on the situation and resources associated with your Branch/Unit/Position. Maintain current status reports and displays.

[Empty box]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[Redacted]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. **(See Part Three—Forms.)**

[Redacted]

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

Position Operational Duties

[Redacted]

Secure guidance from the EOC Director regarding the release of available information.

[Redacted]

Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.

[Redacted]

Coordinate all media events with the EOC Director.

[Redacted]

Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media. **(CPG-192)**

[Redacted]

Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and

dissemination of information. Provide necessary work space, materials, telephones and staffing. Media Information Center Location: Theater adjacent to Police Facility. Announce safe access routes to Media Information Center for media.

[Redacted]

Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.

[Redacted]

Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.

[Redacted]

Develop an information release program.

[Redacted]

Interact with other branches/groups/units to provide and obtain information relative to public information operations.

[Redacted]

Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.

[Redacted]

Maintain an up-to-date picture of the situation for presentation to media.

[Redacted]

Obtain, process, and summarize information in a form usable in presentations.

[Redacted]

Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.

[Redacted]

As required, periodically prepare briefings for the jurisdiction executives or elected officials.

[Redacted]

Respond to information requests from the EOC Director and EOC Management Team.

[Redacted]

Ensure that a rumor control function is established as

necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information. **(CPG-204)**

[Redacted]

Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.

[Redacted]

Consider establishing and staffing a hot-line to answer inquiries from the public. **(CPG-204)**

[Redacted]

Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc. **(See Part Three—Management/PIO for sample.)**

[Redacted]

Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, DACs, etc. **(See Part Three—Management/PIO for sample.)**

[Redacted]

Broadcast emergency information/updates on City 530 a.m. radio station and local Cable Channel 19 either through the message board or live taping of Mayor or EOC Director.

[Redacted]

Arrange for meetings between media and city officials or incident personnel.

[Redacted]

Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, City Council and Legislative Liaison.

[Redacted]

Assist in making arrangements with adjacent jurisdictions for media visits.

[Redacted]

Determine which radio and TV stations are operational. **(See Part Three —Management/PIO.) (CPG-199)**

[Redacted]

Determine requirements for support to the emergency public

information function at other EOC levels.

[Redacted]

Monitor broadcast media, and use information to develop follow-up news releases and rumor control.

[Redacted]

When federal emergency response teams respond, coordinate activities through the Ventura County Operational Area to ensure coordination of local, state and federal public information activities. *(CPG-193)*

[Redacted]

Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.). *(CPG-195)*

[Redacted]

Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures. *(CPG-194)*

[Redacted]

Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of shelters. *(CPG-196)*

[Redacted]

During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips. *(CPG-206)*

[Redacted]

Issue timely and consistent advisories and instructions for life safety, health and assistance:

- What to do and why.
- What not to do and why.
- Hazardous areas and structures to stay away from.
- Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).
- Location of mass care shelters, first aid stations, food and water distribution points, etc.
- Location where volunteers can register and be given assignments.

- Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
- Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.
- Weather hazards when appropriate.
- Public information hotline numbers.
- Status of Local Proclamation, Governor's Proclamation or Presidential Declaration.
- Local, state and federal assistance available; locations and times to apply.
- Disaster Application Center (DAC) locations, opening dates and times.
- How and where people can obtain information about relatives/friends in the emergency/disaster area.
(Coordinate with the Red Cross on the release of this information.) (CPG-197/198/202/203)

[Redacted]

Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)

[Redacted]

Through the Los Angeles County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media. **(CPG-205)**

[Redacted]

Ensure file copies are maintained of all information released.

[Redacted]

Provide copies of all releases to the EOC Director.

[Redacted]

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

Deactivation

[Redacted]

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

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Emergency Public Information position and close out logs when authorized by the EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

SUPPORTING DOCUMENTS FOR THE PIO FUNCTION IS CONTAINED IN PART THREE—MANAGEMENT/PIO.

MANAGEMENT

OPERATIONAL AREA REPRESENTATIVE

PRIMARY: **Management Analyst - City Manager**

ALTERNATE: **As Assigned**

SUPERVISOR: **EOC Director**

GENERAL DUTIES:

- Represent the City on the Inter-Agency Coordination Group (IACG)
- Maintain Communications with the City EOC
- Maintain a comprehensive situational understanding of the City's disaster situation
- Participate in IACG decision making processes, including the deployment of scarce resources, etc.

YOUR RESPONSIBILITY:

The Operational Area Representative represents the City in the Operational Area Inter-agency Coordination Group (IACG). (CPG-107) The IACG may convene at the Ventura County EOC or it may function via conference calls, fax Messaging, e-mail, radio links or other decentralized communication methods. The Operational Area Representative must present the City's overall status and present requests for outside assistance to the IACG. As a voting member of the IACG, the Operational Area Representative must participate in a consensus process to establish response priorities and determine resource assignments, county wide.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments CHECKLIST ACTIONS

Start-Up Actions

[]

Check-in upon arrival at EOC.

[]

Report to the EOC Director.

[]

Obtain a briefing on the situation.

[]

Determine your personal operating location and set up as necessary. This may be in the City or at the Ventura County Government Center.

[]

Review your position responsibilities.

[]

Identify yourself as the Operational Area Representative Officer *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment.

[]

Clarify any issues regarding your authority and assignments and what others in the organization do.

[]

Open and maintain a position log.

[]

Determine 24-hour staffing requirements and request additional support as required.

[]

Think ahead and **anticipate** situations and problems before they occur.

[]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Empty rectangular box]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Empty rectangular box]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Empty rectangular box]

Establish operating procedure with the City EOC Coordinator if based in the City EOC or with the County EOC Coordinator if located at the County. Make and special communication requests known.

[Empty rectangular box]

Review situation reports as they are received. Verify information where questions exist.

[Empty rectangular box]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty rectangular box]

Determine and **anticipate** support requirements and forward to the Assistant EOC Director

[Empty rectangular box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty rectangular box]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. **(See Part Three—Forms.)**

[Empty rectangular box]

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

Position Operational Duties

[Redacted]

Determine if outside liaison is required with other agencies such as:

- Local/county/state/federal agencies
- Schools
- Volunteer organizations
- Private sector organizations
- Utilities not already represented.

[Redacted]

Determine status and resource needs and availability of other agencies.

[Redacted]

Brief IACG Director (Sheriff) on the City's current situation, priorities and EOC Action Plan.

[Redacted]

Act as liaison with state or federal emergency response officials assigned to the County EOC. *(CPG-56)*

[Redacted]

Determine if there are any communication problems in contacting The City EOC or the County EOC, depending on your location. Provide information to the EOC Coordinator.

[Redacted]

If assigned to the County EOC, compile a list of Agency Representatives (agency, name, EOC phone) and make available to the City EOC.

[Redacted]

Respond to requests from City EOC staff. Direct requesters to appropriate County EOC Agency Representatives.

[Redacted]

Provide periodic update briefings to City EOC Director.

Deactivation

[Redacted]

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

[Redacted]

Be prepared to provide input to After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Operational Area Representative position and close out logs when authorized by the EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

MANAGEMENT

LEGISLATIVE LIAISON

PRIMARY: **Determined by EOC Director or Assistant EOC Director**

ALTERNATE:

SUPERVISOR:

GENERAL DUTIES:

- Work closely with the EOC Director to ensure proper support from all legislative entities.
- Liaison with legislative representatives as necessary to acquire vital support for your jurisdiction.
- Assist EOC Director as needed.

YOUR RESPONSIBILITY:

Although this is not a position described in ICS or SEMS, it is a management level function that has demonstrated its necessity during recent disasters. The Legislative Liaison is a part of the management staff and may be a singular person or group who, as an incident indicates, establishes and maintains personal contact with the elected officials representing the impacted area at the county/state/federal levels.

Ensure that a link has been established between the City of Simi Valley and the legislative body to pass on information and requests and to lobby for the filling of requests when the established request channels are overloaded and not responsive. Communicate local needs to your community's legislative officers and establish a continued link between the jurisdiction and all other potential entities as needed. Identify issues that should be forwarded to the proper political entities to ensure the best possible response to your community.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Start-Up Actions

[Empty box for action taken]

Check in upon arrival at the EOC.

[Empty box for action taken]

Report to the EOC Director.

[Empty box for action taken]

Receive incident briefing from the EOC Director.

[Empty box for action taken]

Determine your personal operating location and set up as necessary.

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

Identify yourself as the Legislative Liaison by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

[Empty box for action taken]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for action taken]

Open and maintain a position log.

[Empty box for action taken]

Determine 24-hour staffing requirements and request additional support as required.

[Empty box for action taken]

Request additional resources through the appropriate Logistics Section Unit.

[Empty box for action taken]

Based on the situation as known or forecast determine likely future Branch/Unit needs.

[Empty box for action taken]

Think ahead and **anticipate** situations and problems before

they occur.

[Redacted]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Redacted]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Redacted]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[Redacted]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Redacted]

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

Position Operational Duties

[Redacted]

Assist EOC Director in preparing a city strategy dealing with legislative issues during this event.

[Redacted]

Establish a link between your jurisdiction, its political bodies and the county and state legislative bodies.

[Redacted]

Assist EOC in addressing any political issues that might arise. Determine, with the EOC Director, the need to contact specific legislative bodies to ensure the best possible response to your community.

[Redacted]

Brief and coordinate with PIO, Liaison Officer and City Council members on VIP tours.

[Redacted]

Ensure that all documentation is being properly maintained. Forward pertinent documents to your jurisdiction's elected officials. As needed, forward pertinent documentation upward through proper channels to expedite response to your jurisdiction.

[Redacted]

Advise the EOC Director of any political issues that may need to be addressed and of any responsibilities that may need to be assigned.

Deactivation

[Empty rectangular box]

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

[Empty rectangular box]

Be prepared to provide input to the After-Action Report.

[Empty rectangular box]

Determine what follow-up to your assignment might be required before you leave.

[Empty rectangular box]

Deactivate the Legislative Liaison position and close out logs when authorized by the EOC Director.

[Empty rectangular box]

Leave forwarding phone number where you can be reached.

MANAGEMENT

EOC COORDINATOR

PRIMARY: Emergency Services Coordinator

ALTERNATE: Community Services Specialist

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate Emergency Operations Center (EOC) internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team. (CPG-107)
- Maintain contact with the Ventura County Operational Area EOC Liaison Officer.
- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director
- Coordinate all visits to the EOC.

YOUR RESPONSIBILITY:

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

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Start-Up Actions

[Empty box for action taken]

Check-in upon arrival at the EOC.

[Empty box for action taken]

Report to the EOC Director.

[Empty box for action taken]

Receive incident briefing from the EOC Director.

[Empty box for action taken]

Determine your personal operating location and set up as necessary.

[Empty box for action taken]

Review your position responsibilities.

[Empty box for action taken]

Identify yourself as the EOC Coordinator by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

[Empty box for action taken]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box for action taken]

Open and maintain a position log.

[Empty box for action taken]

Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.

[Empty box for action taken]

Assist the EOC Director in filling needed workstation assignments.

[Empty box for action taken]

Provide assistance and information to Section Coordinators as required.

[Empty box for action taken]

Determine 24-hour staffing requirements and request additional support as required.

[Empty box for action taken]

Request additional resources through the appropriate Logistics Section Unit.

[Empty box]

Based on the situation as known or forecast determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Empty box]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Empty box]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[]

Monitor your position activities and adjust staffing and organization to meet current needs.

[]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[]

Ensure that your personnel time records are provided to your Section Coordinator at the end of each operational period.

[]

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

Position Operational Duties

[]

Assist the General Staff and the EOC Director in developing an overall strategy, including:

- Assess the situation.
- Define the problem.
- Establish priorities.
- Determine the need for evacuation.
- Estimate the incident duration.
- Determine if there is a need to make an "Emergency Proclamation".

[]

Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.

[]

Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.

[]

Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.

[]

Monitor performance of EOC personnel for signs of stress or

under-performance; advise EOC Director of condition.

[Redacted]

Ensure that all documentation is being properly maintained by EOC personnel.

[Redacted]

Facilitate and attend periodic briefing sessions conducted by the EOC Director.

[Redacted]

Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.

[Redacted]

Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Ventura County Operational Area. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.

[Redacted]

Ensure that all necessary communications have been established.

[Redacted]

Coordinate and monitor all EOC visitations. (See Part Three—Management/EOC for EOC Visitor Control Procedures.)

[Redacted]

Coordinate all EOC functions with neighboring jurisdictions, the Ventura County Operational Area and other support and response organizations.

[Redacted]

Assist in shift change issues.

Deactivation

[Redacted]

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

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

Deactivate the EOC Coordinator position and close out logs when authorized by the EOC Director.

Leave forwarding phone number where you can be reached.

MANAGEMENT

EOC SECURITY OFFICER

PRIMARY: Assigned Police Officer

ALTERNATE: Police Officer

SUPERVISOR: EOC Coordinator

GENERAL DUTIES:

- Provide twenty-four hour a day security for EOC facilities.
- Control personnel access to facilities in accordance with policies established by the EOC Director.

YOUR RESPONSIBILITY:

Security of all EOC facilities and personnel access.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Start-Up Actions

Check-in upon arrival at the EOC.

Report to EOC Director.

[Empty box]

Obtain a briefing on the situation.

[Empty box]

Determine your personal operating location and set up as necessary.

[Empty box]

Review your position responsibilities.

[Empty box]

Identify yourself as the EOC Security Officer *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment.

[Empty box]

Clarify any issues regarding your authority and assignment and what others in the EOC organization do.

[Empty box]

Open and maintain a position log.

[Empty box]

Determine 24-hour staffing requirements and request additional support as required.

[Empty box]

Request additional resources through the appropriate Logistics Section Unit.

[Empty box]

Based on the situation as known or forecast determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for

possible reimbursement by State OES and FEMA.

General Operational Duties

[Empty box]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Empty box]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty box]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[Empty box]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Empty box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty box]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Empty box]

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

known.

Position Operational Duties

[Redacted]

Determine current security requirements and establish staffing as needed.

[Redacted]

Determine needs for special communications. Make needs known to the Information Systems Branch of the Logistics Section.

[Redacted]

Complete a radio or communications check with all on-duty security personnel as appropriate.

[Redacted]

Establish or relocate security positions as dictated by the situation.

[Redacted]

Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.

[Redacted]

Assist in any EOC evacuation.

[Redacted]

Assist in sealing off any danger areas. Provide access control as required.

[Redacted]

As requested, provide security for any EOC critical facilities, supplies or materials.

[Redacted]

Provide executive security as appropriate or required.

[Redacted]

Provide security input and recommendations as appropriate to conditions to EOC Director.

Deactivation

[Redacted]

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

[Redacted]

Be prepared to provide input to After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Security Officer position and close out logs when authorized by the EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

MANAGEMENT

LIAISON OFFICER

PRIMARY: Community Services Specialist

ALTERNATE: Community Services Specialist

SUPERVISOR: EOC Coordinator

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

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

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

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Start-Up Actions

[Empty box for notes]

Check-in upon arrival at EOC.

[Empty box for notes]

Report to the EOC Director.

[Empty box for notes]

Obtain a briefing on the situation.

[Empty box for notes]

Determine your personal operating location and set up as necessary.

[Empty box for notes]

Review your position responsibilities.

[Empty box for notes]

Identify yourself as the Liaison Officer *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment.

[Empty box for notes]

Clarify any issues regarding your authority and assignments and what others in the organization do.

[Empty box for notes]

Open and maintain a position log.

[Empty box for notes]

Determine 24-hour staffing requirements and request additional support as required.

[Empty box for notes]

Request additional resources through the appropriate Logistics Section Unit.

[Empty box for notes]

Based on the situation as known or forecast determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filed
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Empty box]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Empty box]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Empty box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty box]

Review situation reports as they are received. Verify information where questions exist.

[Empty box]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty box]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[Redacted]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. **(See Part Three—Forms.)**

[Redacted]

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

Position Operational Duties

[Redacted]

Arrange and coordinate VIP tours with PIO, Legislative Liaison and City Council members.

[Redacted]

Contact all on-site Agency Representatives. Make sure:

- They have signed into the EOC.
- They understand their assigned function.
- They know their work location.
- They understand EOC organization and floor plan (provide both).

[Redacted]

Determine if outside liaison is required with other agencies such as:

- Local/county/state/federal agencies
- Schools
- Volunteer organizations
- Private sector organizations
- Utilities not already represented.

[Redacted]

Determine status and resource needs and availability of other agencies.

[Redacted]

Brief Agency Representatives on current situation, priorities

and EOC Action Plan.

[Redacted]

Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.

[Redacted]

Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries. *(CPG-31)*

[Redacted]

Respond to requests for liaison personnel from other agencies.

[Redacted]

Act as liaison with state or federal emergency response officials and appropriate city personnel. *(CPG-56)*

[Redacted]

Determine if there are any communication problems in contacting outside agencies. Provide information to the Information Systems Branch of the Logistics Section.

[Redacted]

Know the working location for any Agency Representative assigned directly to a branch/group/unit

[Redacted]

Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators.

[Redacted]

Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.

[Redacted]

Provide periodic update briefings to Agency Representatives as necessary.

Deactivation

[Redacted]

Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.

[Redacted]

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

[Redacted]

Be prepared to provide input to After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.

MANAGEMENT

AGENCY REPRESENTATIVE

PRIMARY:

ALTERNATE:

SUPERVISOR: Liaison Officer

YOUR RESPONSIBILITY:

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

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Comments

CHECKLIST ACTIONS

Start-Up Actions

Check-in upon arrival at the EOC.

Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.

Obtain a briefing on the situation.

Unpack any kit materials you may have brought with you and set up your assigned work station.

[Empty box]

Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and branches/groups/units that have been activated.

[Empty box]

Review your position responsibilities.

[Empty box]

Identify yourself as an Agency Representative *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment.

[Empty box]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box]

Establish communications link(s) with home agency. If unable to communicate, notify the Information Systems Branch of the Logistics Section.

[Empty box]

If necessary, clarify your decision making authority with your agency.

[Empty box]

Open and maintain a position log.

[Empty box]

Determine 24-hour staffing requirements and request additional support as required.

[Empty box]

Request additional resources through the appropriate Logistics Section Unit.

[Empty box]

Based on the situation as known or forecast determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support After-Action Report and the history of the emergency/disaster. Document:

- Messages received

- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Empty rectangular box]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Empty rectangular box]

Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions.

[Empty rectangular box]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Empty rectangular box]

Review situation reports as they are received. Verify information where questions exist.

[Empty rectangular box]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Empty rectangular box]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[Empty rectangular box]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Empty rectangular box]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Empty rectangular box]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the

Liaison Officer at the end of each operational period. (See Part Three—Forms.)

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

Position Operational Duties

Obtain current situation briefing from person you are relieving, or from the Liaison Officer.

Contact EOC sections or branches/groups/units appropriate to your responsibility, and advise them of your presence and assigned work location.

If relocating to work directly with a functional branch/group/unit, advise Liaison Officer of your location.

Facilitate requests for support or information that your agency can provide.

Keep up to date on the general status of resources and activity associated with your agency.

Provide appropriate situation information to the Situation Status Unit of the Planning/Intelligence Section.

Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.

Inform your agency periodically on jurisdiction/EOC priorities and actions that may be of interest.

Deactivation

Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.

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.

MANAGEMENT

LEGAL OFFICER

PRIMARY: City Attorney

ALTERNATE: Assistant City Attorney

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required.
- Maintain legal information, records and reports relative to the emergency.
- Commence legal proceedings as needed.
- Participate as a member of the EOC Management Team when requested by EOC Director.

YOUR RESPONSIBILITY:

Act as the City Attorney, provide legal advice to the EOC Director in all legal matters relative to the emergency and assist in the proclamation of an emergency.

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments **CHECKLIST ACTIONS**

Start-up Actions

[]

Check-in upon arrival at the EOC.

[]

Report to the EOC Director.

[]

Obtain a briefing on the situation.

[]

Determine your personal operating location and set up as necessary.

[]

Review your position responsibilities.

[]

Identify yourself as the Legal Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.

[]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[]

Open and maintain a position log.

[]

Determine 24-hour staffing requirements and request additional support as required.

[]

Request additional resources through the appropriate Logistics Section Unit.

[]

Based on the situation as known or forecast determine likely future needs.

[]

Think ahead and **anticipate** situations and problems before they occur.

[]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Redacted]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Redacted]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[Redacted]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Redacted]

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

Position Operational Duties

[Redacted]

Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director.

[Redacted]

Develop rules, regulations and laws required for the acquisition and/or control of critical resources.

[Redacted]

Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control.

[Redacted]

Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions.

[Redacted]

Advise the EOC Director on areas of legal responsibility and identify potential liabilities.

[Redacted]

Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies.

[Redacted]

Prepare documents relative to the demolition of hazardous structures or conditions.

Deactivation

[Redacted]

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

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Legal Officer position and close out logs when

authorized by the EOC Director.

Leave forwarding phone number where you can be reached.

MANAGEMENT

SAFETY OFFICER

PRIMARY: Risk Manager

ALTERNATE: TBD

SUPERVISOR: EOC Director

GENERAL DUTIES:

- 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 which exist.
- Stop or modify all unsafe operations.

YOUR RESPONSIBILITY:

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

**READ ENTIRE CHECKLIST AT START-UP AND
AT BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Comments **CHECKLIST ACTIONS**

Start-Up Actions

Check-in upon arrival at the EOC.

[Empty box]

Report to the EOC Director.

[Empty box]

Obtain a briefing on the situation

[Empty box]

Determine your personal operating location and set up as necessary.

[Empty box]

Review your position responsibilities.

[Empty box]

Identify yourself as the Safety Officer *by putting on the vest with your title*. Print your name on the EOC organization chart next to your assignment.

[Empty box]

Clarify any issues regarding your authority and assignment and what others in the organization do.

[Empty box]

Open and maintain a position log.

[Empty box]

Determine 24-hour staffing requirements and request additional support as required.

[Empty box]

Request additional resources through the appropriate Logistics Section Unit.

[Empty box]

Based on the situation as known or forecast determine likely future Branch/Unit needs.

[Empty box]

Think ahead and **anticipate** situations and problems before they occur.

[Empty box]

Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

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

General Operational Duties

[Redacted]

Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.

[Redacted]

Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.

[Redacted]

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

[Redacted]

Review situation reports as they are received. Verify information where questions exist.

[Redacted]

Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.

[Redacted]

Determine and **anticipate** support requirements and forward to your Section Coordinator.

[Redacted]

Monitor your position activities and adjust staffing and organization to meet current needs.

[Redacted]

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

[Redacted]

Ensure that your personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

[Redacted]

Brief your relief at shift-change time. Ensure that in-progress

activities are identified and follow-up requirements are known.

Position Operational Duties

[Redacted]

Advise EOC Security Officer of your function. Secure information regarding emergency conditions.

[Redacted]

Tour the entire facility area and determine the scope of on-going operations.

[Redacted]

Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc.

[Redacted]

Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.

[Redacted]

Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.

[Redacted]

Be familiar with particularly hazardous conditions in the facility.

[Redacted]

Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, water potability, etc.) (CPG-80)

[Redacted]

If the events which caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

[Redacted]

Coordinate with Security to obtain assistance for any special safety requirements.

[Redacted]

Keep the EOC Director advised of safety conditions.

[Redacted]

Coordinate with Compensation/Claims Unit of the

Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Deactivation

[Redacted]

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

[Redacted]

Be prepared to provide input to the After-Action Report.

[Redacted]

Determine what follow-up to your assignment might be required before you leave.

[Redacted]

Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.

[Redacted]

Leave forwarding phone number where you can be reached.