PART THREE—PLANNING/INTELLIGENCE

TABLE OF CONTENTS

ACTION PLANNING

ACTION PLANNING

The Action Planning process is an essential tool for the jurisdiction, particularly in managing sustained operations. If the emergency organization is to have a well planned and executed approach to resolving the problems posed by the disaster, the organization must remain focused and unified in its efforts. The Action Planning process is a key element in ensuring that the entire organization will be focused and acting as a unified, coordinated body. If the organization is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall organizational efforts.

For the organization to continue its efforts, it is important that common organizational goals are maintained and pursued. These goals are set by the Management Section of the SEMS organization. For the Management Section to draft appropriate goals, it must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. This information should be provided by the Planning/Intelligence Section in the form of a Situation Status Report. The Situation Status Report must contain all key information and should also illustrate what outcomes are to be expected.

Once the Situation Status Report has been delivered, the Management Section shall determine the Strategic Goals for the next operational period. Are these different from the operational goals from the last period? This short list of organizational goals must be verifiable and measurable.

Once the goals are set, they should be communicated to the other SEMS elements so that they can be considered as to how the sections will tactically address the problems identified in the Situation Status Report, based on the objectives set by the Management Section. The various branches in the Operations Section should each address this issue.

Next it falls on the Logistics Section to determine how they will support the Operations Section's efforts to meet the established strategic objectives and to anticipate equipment and supply procurement and personnel acquisition.

The Finance/Administration Section must determine how they will support the Operations Section's efforts to meet the established strategic objectives and to establish specific cost tracking and contracting methods.

The Planning/Intelligence Section must also consider their ongoing efforts to continue to produce and post situation status reports and information as well as continuing to support the Action Planning process throughout future operational periods. This will require continual briefing and rotation of staff in key information gathering roles in the EOC.

Importance of Written Action Plans

Written Incident Action Plans are a significant tool and provide:

- A clear statement of objectives and actions.
- A basis for measuring work effectiveness and cost effectiveness.
- A basis for measuring work progress and providing accountability.

Operational Periods

Operational Periods can be of various lengths, but are usually no longer than 24 hours. The length of the Operational Period is determined based on a number of issues.

- Length of time needed to achieve tactical objectives.
- Availability of fresh resources.
- Future involvement of additional resources.
- Environmental considerations. (Light, weather).
- Safety considerations.

Essential Elements in the Written Action Plan

1. **Statement of Objectives**—This is a statement of what we expect to achieve. Objectives must be Attainable, Measurable and Flexible.

2. **Organization**—Describes what elements of the SEMS organization will be active and in place for the next Operational period.

3. **Tactics and Assignments**—This describes the tactics and operations to be employed to achieve the Objectives set. Tactics will normally be set by the Operations Section. Resource support and acquisition of necessary personnel and materials will be accomplished by the Logistics and the Finance and Administration Sections.

4. **Supporting Material**—Examples include maps, weather information, special information, the Communications Plan, Medical Plan, and any other special data.

Responsibilities for Action Planning

The Planning/Intelligence Section Coordinator is responsible for developing the Incident Action Plan in large events. The Section will provide a great deal of support in the construction of the Plan. The Situation Status Unit will provide a comprehensive situation status report at the beginning of the Action Planning meeting.

Sequence of Activities in the Action Planning Process

1. The PLANNING/INTELLIGENCE Section will present a formal current Situation Status Report. This report should include all key categories and be based on the OASIS forms and other appropriate forms (i.e. CSTI Sitstat form).

2. The MANAGEMENT Section will define the organizational priorities for the next Operational Period (short term) as well as for the intermediate goals. This should include no more than four or five broad goals and represents the strategic goals of the organization. Goals should be measurable and verifiable. (Example: water issue; short term goal is providing bottled drinking water for those who need it, while the intermediate goal is restoration of water purification and delivery systems.)

3. The PLANNING/INTELLIGENCE Section posts the goals as determined by MANAGEMENT.

4. The OPERATIONS Section will then address how it will tactically address the problems identified in the Situation Status Report, based on the MANAGEMENT Section's priorities. Each branch must develop tactical plans. The liaison agencies should address how they will support the overall goals of the city, keeping in mind that they will also address within their own organizations the same process for their own organizational goals.

5. The LOGISTICS Section determines what is required for them to obtain the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals, as well as what the specific needs are.

6. The FINANCE/ADMINISTRATION Section determines what is required for them to pay for, document and recover the funds for the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals.

7. The PLANNING/INTELLIGENCE Section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes and to facilitate the Action Planning process and Action Planning meetings.

The Action Planning Meeting

This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and have good focus. The Planning/Intelligence Section Coordinator will be responsible for running the Action Planning meeting. There are some important tenants for this meeting:

- All participants must come prepared.
- Strong leadership must be evident.
- Agency representatives must be able to commit resources for their agencies.
- Cell phones off; pagers on vibrate only.

SUMMARY OF ACTIVITIES BY SECTION

1.	PLANNING/INTELLIGENCE	Presents the Situation Status Report
2.	MANAGEMENT	Sets goals

3.	PLANNING/INTELLIGENCE	Posts goals for organization's use
4.	OPERATIONS	Determines tactics to achieve goals
5.	LOGISTICS	Determines how it will support operations
6.	FINANCE/ADMINISTRATION	Determines how it will support operations
7.	PLANNING/INTELLIGENCE	Prepares Action Plan (document); continues collecting, analyzing and displaying information and continues Action Planning process

City of Simi Valley Emergency Operations Center Action Plan (Sample)

Incident Name: Simi Valley Earthquake

Date Prepared: Sept. 15, 1996 **Time Prepared:** 0800

Operational Period (date/time): 15Sept96 0800 - 16Sept96 0800

Situation:
An earthquake registering 6.7 on the Richter scale affecting Los Angeles, Orange, and Ventura Counties, occurred at 4:31 am PST, September 15, 1996. To date there are over 400 injuries, 9 deaths and more than 100 structures that have sustained major damage in the City of Simi Valley. After shocks in the range of 4.0 to 5.0 have been occurring regularly since the initial quake.

Major Incidents/Events:

1. Propane leak, 1 ton cylinder, Sunset & Mountain
2. Building collapse, Simi Valley Plaza, 300 Colorado Blvd.
3. Multiple house fires in the Linda Vista Hills on Patrician Way, 200 block
4. Parking structure collapse, Union & Holly
5. Power outage Allen St. east to city limit
6. Freeway bridge collapse, 7 locations
7. Major damage to the water system throughout the city

Objectives:

1. Protect residents in the vicinity of Sunset & Mountain St.
2. Protect against a conflagration in the Linda Vista Hills
3. Provide one unit for command & control at each major incident
4. Complete a windshield survey of city
5. Compile initial damage assessment information and provide same to operational area
6. Maximize utilization of city employees
7. Fill EOC positions as needed and provide for relief
8. Coordinate with Operational Area to maximize allocation of resources

Tactics and Assignments:

Objective #1 - Evacuate, Lincoln, Hammond, Fair Oaks Ave. & Orange Grove Blvd. due to chlorine leak; Shelter as needed. (Law Branch)
Objective #2 - Confine the fires on Patrician Way south of Glen Oaks and north of the 134 Fwy. (Fire Branch)
Objective #3 - Advise fire DOC to discontinue medical responses and place one Engine/Truck at each significant incident (Fire Branch)
Objective #4 - Utilize Police Officers to survey districts. (Law Branch)
Objective #5 - Provide building inspectors with a scribe and a public relations person to increase productivity (Building & Safety Branch)
Objective #6 - Identify City Departments who have personnel working in nonessential functions and redirect those individuals as needed. (Personnel Unit)
Objective #7 - Make contact with "B" team members and fill with additional personnel as needed. (Personnel Unit)
Objective #8 - Proactively order additional resources through the Operational Area once local resources area exhausted, anticipate needs. (Logistics)

Resource Support Needed:

Fire Branch - 5 Strike Teams
Haz Mat Team
Search & Rescue Team
Law Branch - 25 officers w/vehicles
Building & Safety - 25 inspectors (ATC 20 trained)
"B" Team of trained EOC Staff

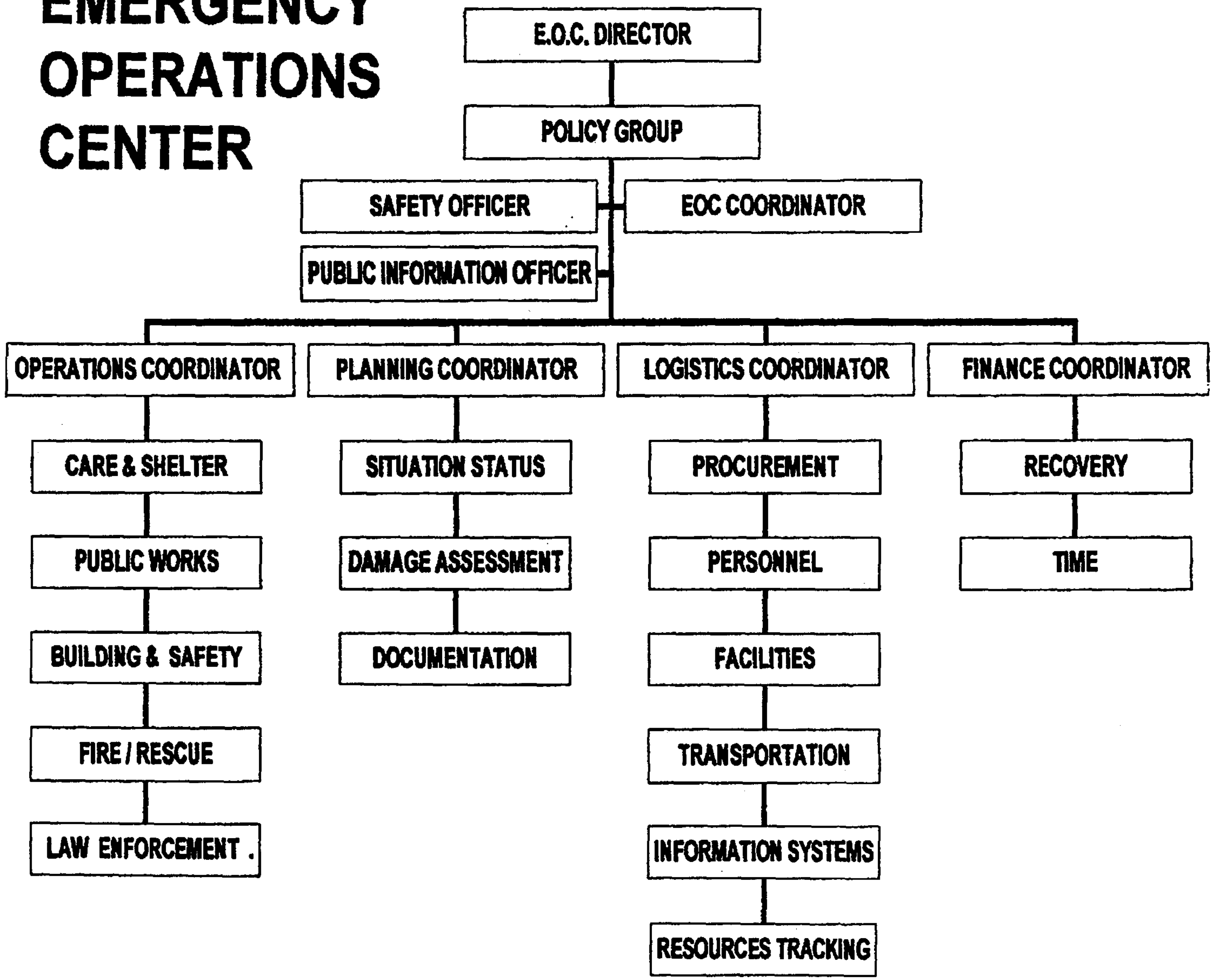
Attachments:

(x) Organization chart	( ) Medical Plan	( ) Safety Plan
( ) Weather Forecast	( ) Operating Facilities List	( ) Communications Plan
( ) DAC locations	( ) Maps	( ) Other______________

Prepared By: (Planning Coordinator) ___________________________________

Approved By: (EOC Director) ___________________________________

EMERGENCY OPERATIONS CENTER



AFTER ACTION REPORTS (AAR)

The following material is extracted from the **SEMS Bulletin No. PP-2**
After Action Reports dated June 1996

State law specifies that the Office of Emergency Services (OES) must develop after action reports in conjunction with involved jurisdictions following a disaster as part of compliance with SEMS. In addition, cities and counties declaring local emergencies for which the governor proclaims a state of emergency, shall complete and transmit an After Action Report to OES within ninety (90) days of the close of a disaster. In the past, OES has prepared After Action Reports from a variety of different approaches, and sometimes for different purposes and different audiences. Various methods have been used to collect the information from local agencies necessary for After Action Reports. A specialist committee was appointed by the SEMS Technical Group to study this issue.

As a result of this study, it was recommended that After Action Reports focus on SEMS usage. After Action Reports will provide recommendations for improving response actions using SEMS. While the primary audience will be the emergency management community, the report will be accessible to anyone who requests a copy and will be distributed to state libraries. After Action Reports will be well structured, geared to multiple audiences, and written in simple language. A composite document will provide an historical record of a disaster. The reports are not intended to be used for enforcement of SEMS.

Finally, information for the preparation of After Action Reports should be collected from local and state agencies through a questionnaire and the RIMS (Response Information Management System). Computerization of the questionnaire will simplify and streamline input at all levels. OES will be responsible for the final After Action Report.

The SEMS Advisory Board approved the Technical Group's recommendations at their June 6, 1996 meeting.

AFTER ACTION REPORT QUESTIONNAIRE INSTRUCTION SHEET

Section A.

1. Check the appropriate box for your agency.

"City"	A city is required to prepare an after action report only if they declared a local emergency and the Governor proclaims a State of Emergency as well.
"County"	A county is required to do an after action report if they declared a local emergency, and the Governor proclaims a State of Emergency as well.
"Operational Area"	An operational area needs to do an after action report if they activated their EOC. They may be called upon to coordinate with their cities/county to ensure they have completed their questionnaires.
"State Agency"	If a state agency responds to a declared disaster, they must do an after action report.
"Federal Agency"	Although the SEMS regulations do not affect federal agencies, they often have a critical role and their input to the after action report is vital.
"Affiliated Agency"	Agencies, such as an ambulance company or other agency that contracts with the jurisdiction to provide a response service and volunteer agencies like the American Red Cross and Salvation Army, are not required to do an after action report. Like federal agencies, their input regarding their response and recovery activities is valuable to the overall report.
"Special Districts"	Only public-owned special districts, including public-owned utility districts, are required to do after action reports. Privately-owned special districts only need to do after action reports on a voluntary basis if they had any response or recovery role in the disaster.

2. The person actually filling out the questionnaire should print their name, agency, and phone number in case they need to be contacted in the future.

Section B.

Questions 1-19 are directed towards the application of SEMS during the response phase. They are designed to determine the levels of SEMS used and the coordination with other agencies.

These questions require yes or no answers or a "not applicable" (N/A) if it doesn't apply to your agency. If you wish to expand on an answer, you may do so on a separate sheet of paper.

The terms "EOC" and "DOC" are standard terms used to describe the Emergency Operations Center and Department Operation Center, respectively. Discipline-specific operations centers should be considered the same as an EOC/DOC.

Section C.

Questions 20-24 are directed towards the aspects of SEMS noted in the regulations: response actions taken, modifications needed to the system, necessary changes to plans or procedures, changes to training, and recovery activities to date. Their purpose is to obtain information from each disaster to determine how to improve the system.

AFTER ACTION REPORT QUESTIONNAIRE FOR

_______________________ (Disaster Name)

DUE BY: _______________________

Section A.

1. THIS FORM IS FOR (check one):
   - ☐ CITY (required if declared independently and the Governor proclaims as well)
   - ☐ COUNTY (required if declared independently and the Governor proclaims as well)
   - ☐ OPERATIONAL AREA (required if disaster declared by a local agency and the Governor proclaims as well)
   - ☐ STATE AGENCY (required if responded to a declared disaster)
   - ☐ FEDERAL AGENCY (not required)
   - ☐ AFFILIATED AGENCY (not required)
   - ☐ SPECIAL DISTRICT (required if publicly-owned)

2. Completed by _______________________ Name (print)

   _______________________ Agency

   _______________________ Phone Number

Section B.

QUESTION	YES	NO	N/A
1. Were procedures established and in place for response to the disaster?			
2. Were procedures used to organize initial and ongoing resources?			
3. Was the ICS used to manage field response?			
4. Were all ICS Sections used?			
5. Was Unified Command considered or used?			
6. Was your EOC and/or DOC activated?			
7. Was the EOC/DOC organized according to SEMS?			
8. Were subfunctions in the EOC/DOC assigned around the five SEMS functions?			
9. Were response personnel in the EOC/DOC trained?			
10. Were action plans used in the EOC/DOC?			
11. Were action planning processes used at the field response level?			
12. Was coordination performed with volunteer agencies (such as American Red Cross)?			
13. Was an Operational Area EOC activated?			
14. Was Mutual Aid requested and received?			
15. Were the EOC/DOC mutual aid efforts coordinated?			
16. Was a multi-agency or inter-agency group established at the EOC/DOC level?			
17. Was communication established and maintained between agencies?			
18. Was public warning completed according to procedure?			
19. Was there coordination with the media regarding the disaster and public safety?			

Section C.

AFTER ACTION REPORT QUESTIONNAIRE FOR

____
(Disaster Name)

20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources.

21. As you responded, was there any part of SEMS that did not work for your agency? If so, how would/did you change the system to meet your needs?

22. As a result of your response to this incident, are any changes needed in your plans and procedures? If so, please explain.

23. As a result of your response to this incident, can you identify any specific areas not covered in the current SEMS Approved Course of Instruction?

24. If applicable, what recovery activities have you taken to date? Include such things as damage assessment surveys completed, hazard mitigation efforts undertaken, claims filed, and reconstruction activities.

PART THREE—LOGISTICS

TABLE OF CONTENTS

LOGISTICS SOP

LOGISTICS KEY PERSONNEL

EOC	DOC
Logistics Section Coordinators Diane Jones Joe Hreha	
Transportation Unit Leaders Ray Turpin Chuck Perkins	**Transportation Unit Leaders** Bob Hulton Marc Albanese
Procurement Unit Leaders Debbie Solomon Alex Walker	**Procurement Unit Leaders** Vijit Singh Marti Baltau
Facilities Unit Leaders Pat Pieres Jan Orsini	**Facilities Unit Leaders** Kathy Medley Rosie Aguilar
Food Unit Leaders Drake Van Camp Cindy Daugherty	**Food Unit Leaders** Chad Ortlieb Sandra Thompson

OVERVIEW:

- The SEMS Multihazard Functional Plan (Plan) contains the general duties, responsibilities, and checklist actions for each Unit, in each Section, for the EOC.

- The Logistics Section SOP provides a more detailed checklist of actions and provides a repository for various procedures coordinated within the Logistics Section, the EOC, and external organizations.

- The checklist actions for the Logistics Key Personnel, listed above, are contained in two subsections: (1) The Initial Checklist of Actions are those specific actions required when reporting to the EOC for the first time after EOC activation; and, (2) The Ongoing Checklist of Actions are those specific actions which should be accomplished at each shift change during the EOC activation.

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

LOGISTICS SECTION COORDINATOR

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

Branch/Unit Start-Up Actions

Meet with Emergency Operations Center Director to:

- Receive an orientation on the situation;
- Discuss the personnel requirements for responding to the situation and staffing the Emergency Operations Center; Department Operating Centers, Logistics Section, and the Procurement Unit; and,
- Determine the top priorities which require immediate attention.

Retrieve the Logistics Section Coordinator's Desktop Kit from the Logistics Section's locker located ______________________________ ________ in the Emergency Operations Center.

Meet with Logistics Section to:

- Review the situation;
- Implement the Logistics Section's Standard Operating Procedures contained in the SEMS Multihazard Functional Plan, which a copy is included in each Unit leader's Desktop Kit:
  - Review and update the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);
  - Accept or modify the Logistics Train Schedule (Exhibit _, Logistics Train Schedule); and,

- Coordinate the procedures for future updates to the Plan and Schedule.
- Discuss the personnel assigned and pending assignments; and,
- Develop a plan to act on the top priorities which require immediate attention.

Meet with Finance/Administration Section Coordinator to report the Logistics Section's Standard Operating Procedures contained in the SEMS Multihazard Functional Plan have been implemented and Procurement Unit staff will shortly meet with Finance/Administration staff to:

- Review the purchasing authority to be delegated to Procurement Unit (Exhibit _, Procurement Unit Purchasing Authority);
- Review the purchasing and contracting procedures (Exhibit _, Purchasing and Contracting Procedures); and,
- Determine the readily available personnel resources and review the Procedures for Personnel Allocation and Resupply (Exhibit _, Procedures for Personnel Resource Allocation and Resupply).

Meet with Planning/Intelligence Section Coordinator to report the Logistics Section's Standard Operating Procedures contained in the SEMS Multihazard Functional Plan have been implemented and Procurement Unit staff will shortly meet with Planning/Intelligence staff to:

- Determine the readily available Supply and Equipment Resources (Exhibit _, Supply and Equipment Resources); and,
- Review the Procedures for Supply and Equipment Resource Allocation and Resupply (Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply).

Meet with Operations Section Coordinator to report the Logistics Section's Standard Operating Procedures contained in the SEMS Multihazard Functional Plan have been implemented and Logistics Section staff will shortly meet with Operations Section staff to:

- Receive an update on the situation;
- Determine any immediate needs of the Operations Section; and,
- Review the Purchasing and Contracting Procedures (Exhibit _, Purchasing and Contracting Procedures, as modified).

Meet with Logistics Section to:

- Update the situation based on the above discussions; and,
- Receive information relative to the top priorities identified by the Emergency Operations Center Director.

Meet with Emergency Operations Center Director to:

- Report on the status of the top priorities;
- Report the Logistics Section's Standard Operating Procedures, contained in the SEMS Multihazard Functional Plan, have been implemented; and,
- Report on the Logistics Section's ability to respond to the situation.

Carry out the remaining Section Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procurement Unit Purchasing Authority
- Exhibit _, Purchasing and Contracting Procedures
- Exhibit _, Procedures for Personnel Resource Allocation and Resupply
- Exhibit _, Supply and Equipment Resources
- Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply

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

LOGISTICS SECTION COORDINATOR

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

Branch/Unit Ongoing Actions

Meet with outgoing Logistics Section Coordinator to:

- Receive an update on the situation;
- Receive an update on Transportation, Procurement, Facilities, and Food Units; and,
- Discuss the major accomplishments during the last shift and the outstanding issues requiring action.

Meet with incoming Logistics Section to:

- Update the situation;
- Review the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);
- Review the Logistics Train Schedule (Exhibit _, Logistics Train Schedule);
- Review the personnel assigned; and,
- Develop a plan to act on the outstanding issues from the last shift.

Meet with incoming Finance/Administration, Planning/Intelligence, and Operations Section Coordinators to:

- Report the current status of the Logistics Section;
- Review any relevant outstanding issues from the last shift; and,
- Discuss any new issues or concerns.

Meet with incoming Logistics Section to:

- Update the situation based on the above discussions; and,
- Receive information relative to the outstanding issues.

Meet with incoming Emergency Operations Center Director to:

- Report the current status of the Logistics Section;
- Review any relevant outstanding issues from the last shift; and,
- Discuss any new issues or concerns.

Carry out the remaining Section Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procurement Unit Purchasing Authority
- Exhibit _, Purchasing and Contracting Procedures
- Exhibit _, Procedures for Personnel Resource Allocation and Resupply
- Exhibit _, Supply and Equipment Resources
- Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply

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

TRANSPORTATION UNIT LEADER

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

Branch/Unit Start-Up Actions

Meet with Logistics Section Coordinator to:

- Receive an orientation on the situation;
- Discuss the personnel requirements for the Transportation Unit; and,
- Determine the top priorities which require immediate attention.

Retrieve the Transportation Unit Leader's Desktop Kit from the Logistic Section's locker located ______________________________ in the Emergency Operations Center.

Meet with Transportation Unit to:

- Review the situation;
- Discuss the personnel assigned and pending assignments; and,
- Develop a plan to act on the top priorities which require immediate attention.

Meet with Facilities, Procurement, and Food Units to:

- Review and update the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);

- Accept or modify the Logistics Train Schedule (Exhibit _, Logistics Train Schedule); and,
- Coordinate the procedures for future updates to the Plan and Schedule.

Meet with Procurement Unit and Finance/Administration Section staff to determine the readily available personnel resources and review the Procedures for Personnel Allocation and Resupply (Exhibit _, Procedures for Personnel Resource Allocation and Resupply).

Meet with Procurement Unit and Planning/Intelligence Section staff to:

- Determine the readily available Supply and Equipment Resources (Exhibit _, Supply and Equipment Resources); and,
- Review the Procedures for Supply and Equipment Resource Allocation and Resupply (Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply).

Meet with Operations Section staff to:

- Receive an update on the situation; and,
- Determine any immediate needs of the Operations Section.

Meet with Transportation Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the top priorities identified by the Logistics Section Coordinator during the orientation.

Meet with Logistics Section Coordinator to:

- Report on the status of the top priorities; and,
- Report on the Transportation Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procedures for Personnel Resource Allocation and Resupply
- Exhibit _, Supply and Equipment Resources
- Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply

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

TRANSPORTATION UNIT LEADER

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

Branch/Unit Ongoing Actions

Meet with outgoing Transportation Unit Leader to:

- Receive an update on the situation;
- Receive an update on the Transportation Unit; and,
- Discuss the major accomplishments during the last shift and the outstanding issues requiring action.

Meet with incoming Transportation Unit to:

- Update the situation;
- Review the personnel assigned; and,
- Develop a plan to act on the outstanding issues from the last shift.

Meet with incoming Facilities, Procurement, and Food Units to:

- Review the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);
- Review the Logistics Train Schedule (Exhibit _, Logistics Train Schedule);
- Determine the readily available personnel resources and review the Procedures for Personnel Allocation and Resupply (Exhibit _, Procedures for Personnel Resource Allocation and Resupply);

- Review the readily available Supply and Equipment Resources (Exhibit _, Supply and Equipment Resources);
- Review the Procedures for Supply and Equipment Resource Allocation and Resupply (Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply); and,
- Discuss relevant outstanding issues.

Meet with incoming Transportation Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the outstanding issues.

Meet with incoming Logistics Section Coordinator to:

- Report on the outstanding issues;
- Discuss any new issues or concerns;
- Report on the Transportation Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procedures for Personnel Resource Allocation and Resupply
- Exhibit _, Supply and Equipment Resources
- Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply

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

PROCUREMENT UNIT LEADER

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

Branch/Unit Start-Up Actions

Meet with Logistics Section Coordinator to:

- Receive an orientation on the situation;
- Discuss the personnel requirements for responding to the situation and staffing the Emergency Operations Center; Department Operating Centers, Logistics Section, and the Procurement Unit; and,
- Determine the top priorities which require immediate attention.

Retrieve the Procurement Unit Leader's Desktop Kit from the Logistic Section's locker located ____________________ in the Emergency Operations Center.

Meet with Procurement Unit to:

- Review the situation;
- Discuss the personnel assigned and pending assignments; and,
- Develop a plan to act on the top priorities which require immediate attention.

Meet with Facilities, Transportation, and Food Units to:

- Review and update the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);
- Accept or modify the Logistics Train Schedule (Exhibit _, Logistics Train Schedule); and,
- Coordinate the procedures for future updates to the Plan and Schedule.

Meet with Finance/Administration Section staff to:

- Review the purchasing authority to be delegated to Procurement Unit (Exhibit _, Procurement Unit Purchasing Authority);
- Review the purchasing and contracting procedures (Exhibit _, Purchasing and Contracting Procedures); and,
- Determine the readily available personnel resources and review the Procedures for Personnel Allocation and Resupply (Exhibit _, Procedures for Personnel Resource Allocation and Resupply).

Meet with Planning/Intelligence Section staff to:

- Determine the readily available Supply and Equipment Resources (Exhibit _, Supply and Equipment Resources); and,
- Review the Procedures for Supply and Equipment Resource Allocation and Resupply (Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply).

Meet with Operations Section staff to:

- Receive an update on the situation;
- Determine any immediate needs of the Operations Section; and,
- Review the Purchasing and Contracting Procedures (Exhibit _, Purchasing and Contracting Procedures, as modified).

Meet with Procurement Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the top priorities identified by the Logistics Section Coordinator during the orientation.

Meet with Logistics Section Coordinator to:

- Report on the status of the top priorities; and,
- Report on the Procurement Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procurement Unit Purchasing Authority
- Exhibit _, Purchasing and Contracting Procedures
- Exhibit _, Procedures for Personnel Resource Allocation and Resupply
- Exhibit _, Supply and Equipment Resources
- Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply

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

PROCUREMENT UNIT LEADER

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

Branch/Unit Ongoing Actions

Meet with outgoing Procurement Unit Leader to:

- Receive an update on the situation;
- Receive an update on the Procurement Unit; and,
- Discuss the major accomplishments during the last shift and the outstanding issues requiring action.

Meet with incoming Procurement Unit to:

- Update the situation;
- Review the personnel assigned; and,
- Develop a plan to act on the outstanding issues from the last shift.

Meet with incoming Facilities, Transportation, and Food Units to:

- Review the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);
- Review the Logistics Train Schedule (Exhibit _, Logistics Train Schedule);
- Review the purchasing authority delegated to Procurement Unit (Exhibit _, Procurement Unit Purchasing Authority);
- Review the purchasing and contracting procedures (Exhibit _, Purchasing and Contracting Procedures);

- Review the readily available personnel resources and Procedures for Personnel Allocation and Resupply (Exhibit _, Procedures for Personnel Resource Allocation and Resupply);
- Review the readily available Supply and Equipment Resources (Exhibit _, Supply and Equipment Resources); and,
- Review the Procedures for Supply and Equipment Resource Allocation and Resupply (Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply).

Meet with incoming Procurement Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the outstanding issues.

Meet with incoming Logistics Section Coordinator to:

- Report on the status of the outstanding issues;
- Discuss any new issues or concerns; and,
- Report on the Procurement Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procurement Unit Purchasing Authority
- Exhibit _, Purchasing and Contracting Procedures
- Exhibit _, Procedures for Personnel Resource Allocation and Resupply
- Exhibit _, Supply and Equipment Resources
- Exhibit _, Procedures for Supply and Equipment Resource Allocation and Resupply

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

FACILITIES UNIT LEADER

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

Branch/Unit Start-Up Actions

Meet with Logistics Section Coordinator to:

- Receive an orientation on the situation;
- Discuss the personnel requirements for the Facilities Unit; and,
- Determine the top priorities which require immediate attention.

Retrieve the Facilities Unit Leader's Desktop Kit from the Logistic Section's locker located ____________________ in the Emergency Operations Center.

Meet with Facilities Unit to:

- Review the situation;
- Discuss the personnel assigned and pending assignments; and,
- Develop a plan to act on the top priorities which require immediate attention.

Meet with Procurement, Transportation, and Food Units to:

- Review and update the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);

- Accept or modify the Logistics Train Schedule (Exhibit _, Logistics Train Schedule); and,
- Coordinate the procedures for future updates to the Plan and Schedule.

Meet with Operations Section staff to:

- Receive an update on the situation;
- Determine any immediate needs of the Operations Section; and,
- Review the Logistics Section Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan.

Meet with Red Cross staff to:

- Review the situation;
- Review the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan); and,
- Determine if the Red Cross has the readily available supply, equipment, and personnel resources to staff the facilities designated for activation.

Meet with Facilities Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the top priorities identified by the Logistics Section Coordinator during the orientation.

Meet with Logistics Section Coordinator to:

- Report on the status of the top priorities; and,
- Report on the Facilities Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule

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

FACILITIES UNIT LEADER

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

Branch/Unit Ongoing Actions

Meet with outgoing Facilities Unit Leader to:

- Receive an update on the situation;
- Receive an update on the Facilities Unit; and,
- Discuss the major accomplishments during the last shift and the outstanding issues requiring action.

Meet with incoming Facilities Unit to:

- Update the situation;
- Review the personnel assigned; and,
- Develop a plan to act on the outstanding issues from the last shift.

Meet with incoming Procurement, Transportation, and Food Units to:

- Review the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan); and,
- Review the Logistics Train Schedule (Exhibit _, Logistics Train Schedule).

Meet with incoming Red Cross staff to:

- Review the situation;

- Review the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan); and,
- Determine if the Red Cross has the readily available supply, equipment, and personnel resources to staff the facilities designated for the shift.

Meet with incoming Facilities Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the outstanding issues.

Meet with incoming Logistics Section Coordinator to:

- Report on the status of the outstanding issues;
- Discuss any new issues or concerns; and,
- Report on the Facilities Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule

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

FOOD UNIT LEADER

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

Branch/Unit Start-Up Actions

Meet with Logistics Section Coordinator to:

- Receive an orientation on the situation;
- Discuss the personnel requirements for Food Unit; and,
- Determine the top priorities which require immediate attention.

Retrieve the Food Unit Leader's Desktop Kit from the Logistic Section's locker located ______________________ in the Emergency Operations Center.

Meet with Food Unit to:

- Review the situation;
- Discuss the personnel assigned and pending assignments; and,
- Develop a plan to act on the top priorities which require immediate attention.

Meet with Facilities, Transportation, and Procurement Units to:

- Review and update the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan);
- Accept or modify the Logistics Train Schedule (Exhibit _, Logistics Train Schedule); and,
- Coordinate the procedures for future updates to the Plan and Schedule.

Meet with the Procurement Unit to:

- Review the purchasing authority to be delegated to Food Unit (Exhibit _, Procurement Unit Purchasing Authority); and,
- Review the purchasing and contracting procedures (Exhibit _, Purchasing and Contracting Procedures).

Meet with Operations Section staff to:

- Receive an update on the situation;
- Determine any immediate needs of the Operations Section; and,
- Review the Purchasing and Contracting Procedures (Exhibit _, Purchasing and Contracting Procedures, as modified).

Meet with Food Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the top priorities identified by the Logistics Section Coordinator during the orientation.

Meet with Logistics Section Coordinator to:

- Report on the status of the top priorities; and,
- Report on the Food Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procurement Unit Purchasing Authority
- Exhibit _, Purchasing and Contracting Procedures

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

FOOD UNIT LEADER

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

Branch/Unit Ongoing Actions

Meet with incoming Logistics Section Coordinator to:

- Receive an update on the situation;
- Receive an update on the Food Unit; and,
- Discuss the major accomplishments during the last shift and the outstanding issues requiring action.

Meet with incoming Food Unit to:

- Update the situation;
- Review the personnel assigned; and,
- Develop a plan to act on the outstanding issues from the last shift.

Meet with Facilities, Transportation, and Procurement Units to:

- Review the Facilities and Transportation Plan (Exhibit _, Logistics Section Facilities and Transportation Plan); and,
- Review the Logistics Train Schedule (Exhibit _, Logistics Train Schedule).

Meet with the incoming Procurement Unit to:

- Review the purchasing authority delegated to Food Unit (Exhibit _, Procurement Unit Purchasing Authority); and,
- Review the purchasing and contracting procedures (Exhibit _, Purchasing and Contracting Procedures).

Meet with incoming Food Unit to:

- Update the situation based on the above discussions; and,
- Receive information relative to the outstanding issues.

Meet with incoming Logistics Section Coordinator to:

- Report on the status of the outstanding issues;
- Discuss any new issues or concerns; and,
- Report on the Food Unit's ability to respond to the situation.

Carry out the remaining Branch/Unit Operational Duties as outlined in the Plan.

Exhibit List:

- Exhibit _, Logistics Section Facilities and Transportation Plan
- Exhibit _, Logistics Train Schedule
- Exhibit _, Procurement Unit Purchasing Authority
- Exhibit _, Purchasing and Contracting Procedures

Exhibit _ Logistics Section Facilities and Transportation Plan

GIS map depicting designated facilities (primary, secondary, and tertiary EOC, DOC, staff staging areas, and public shelters) and transportation routes in four grids using CA 118 and Tapo Canyon Road as the grid intersection. The Southeast and Southwest grids, because of their size, may require multiple primary, secondary, and tertiary facilities.

Exhibit _
Logistics Train Schedule

In order to coincide with the EOC shift schedule, the below Logistics Train Schedule is provided:

Train #1:	6:00 a.m.	(morning and evening meals to accommodate both shifts)
Train #2:	12:00 p.m.	(noon meal only)
Train #3:	6:00 p.m.	(morning and evening meals to accommodate both shifts)
Train #4:	12:00 a.m.	(noon meal only)

Ad hoc trains will be provided as directed.

Exhibit _
Procurement Unit Purchasing Authority

Coordinated with Finance/Administration Section. Exhibit should include standard operating procedures, initial purchasing authority, and necessary forms, documents, and correspondence. Exhibit should also address the purchasing authority delegated to the Food Unit.

Exhibit _
Purchasing and Contracting Procedures

Coordinated with Finance/Administration Section. Exhibit should include standard operating procedures, and necessary forms, documents, and correspondence. Exhibit should also address the purchasing and contracting procedures delegated to the Food Unit.

Exhibit _
Procedures for Personnel Resource Allocation and Resupply

Coordinated with Finance/Administration Section. Exhibit should include standard operating procedures, initial personnel resource list which includes external agencies, and necessary forms, documents, and correspondence.

Exhibit _
Supply and Equipment Resources

Coordinated with Planning/Intelligence Section. Exhibit should include initial supply and equipment resource list which includes external agencies and necessary forms, documents, and correspondence.

Exhibit_
Procedures for Supply and Equipment Resource Allocation and Resupply

Coordinated with Planning/Intelligence Section. Exhibit should include standard operating procedures and necessary forms, documents, and correspondence.

CONSIDERATIONS FOR FEEDING EOC, SUPPORT AND FIELD STAFF

Coordinate all feeding operations for the EOC, support and field personnel. Establish a "feeding plan"which identifies cost limits, authorized vendors and catering companies, type of food, etc. Ensure everyone is aware of this policy.

Set meal schedules. Consider the impact of curfews on businesses you may use.

Set up and manage eating areas for EOC, staff and field personnel. Notify workers of food schedules and locations.

Pre-identify low-cost vendors and catering companies to maximize efficiency and lower costs (FEMA may question upscale or expensive restaurants or catering).

Arrange with local catering services or restaurants for in-house feeding.

Establish a personnel feeding account for EOC, support and field personnel at local restaurants.

Brief all EOC personnel as to location, cost limitations and incident number to be used for each restaurant or caterer.

Coordinate acquisition, preparation and service of meals.

Be aware of and provide for special diets

Provide for on-site employee child-care needs.

Arrange for and coordinate clean up of eating, food preparation and serving areas.

Provide snacks/water/coffee/beverages for EOC, support and field personnel.

Consider a "chit" or "voucher" system at the location set up for feeding operations to identify those employees' meals which are reimbursable under FEMA guidelines. FEMA may not reimburse for all feeding operations. Currently FEMA will not reimburse for meals provided during an employee's normal working hours unless it is stipulated in the employee's MOU. FEMA will reimburse for meals given to volunteers or unpaid workers and employees working overtime. This may be the individual call/interpretation of the disaster's adjuster.

Document cost of meals and report daily to the Finance/Administration Section for cost recovery purposes.

Advise disaster workers regarding agency policy for reimbursement of disaster-related meals.

Encourage all EOC staff to take regular meal and snack breaks.

CITY OF
SIMI VALLEY

Emergency Purchase Order Training

Office of Emergency Services

Mike Sedell, Director
Randy Adams, Asst. Director

Emergency Purchase Order Training

AGENDA

1. Introductions

2. Review of Logistics Organization

3. Procurement Concept of Operations

4. Emergency Purchase Order Procedures

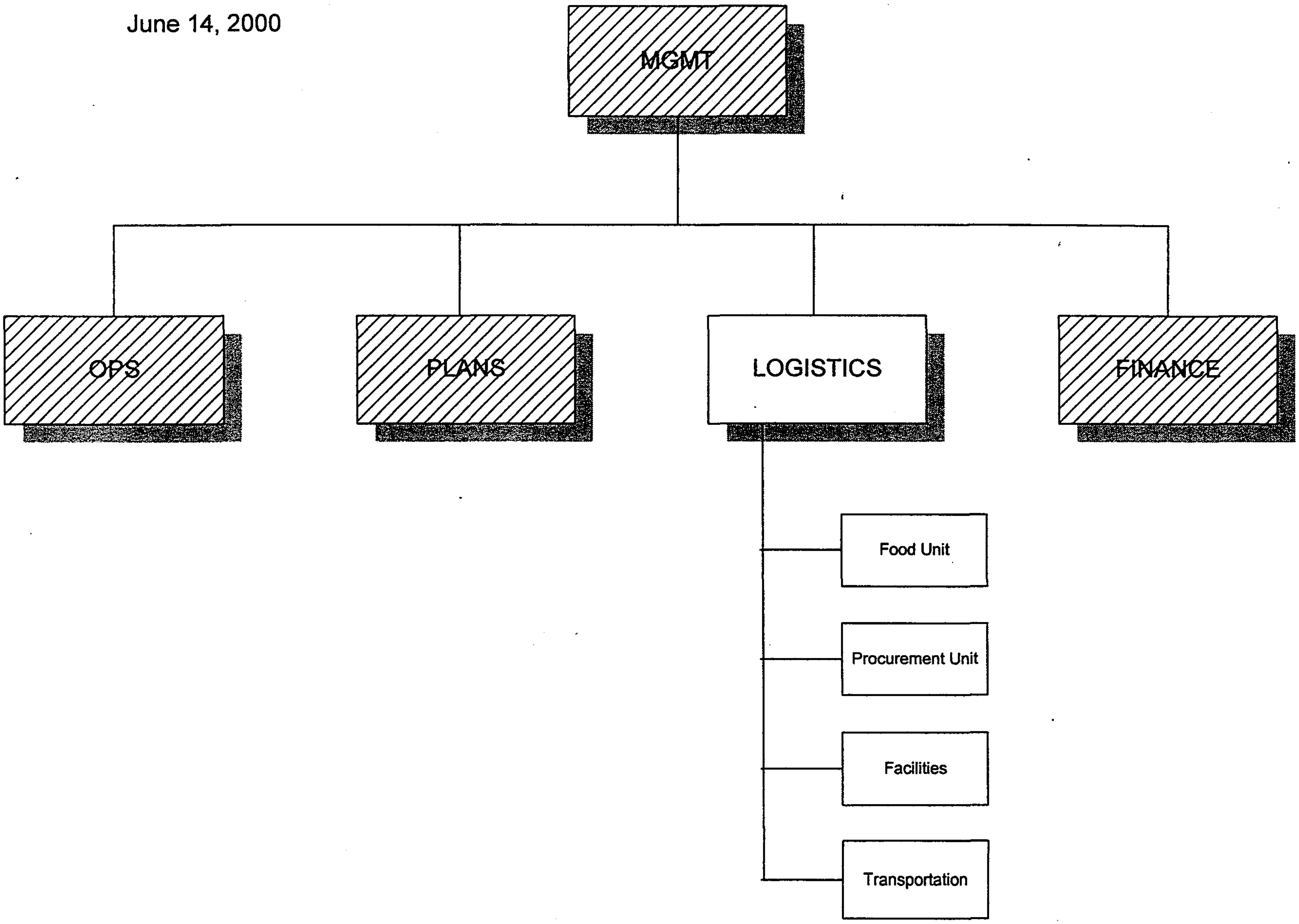
5. Questions

6. EOC Review

7. Adjourn

EOC LOGISTICS

June 14, 2000



EOC Procurement Concept of Operations

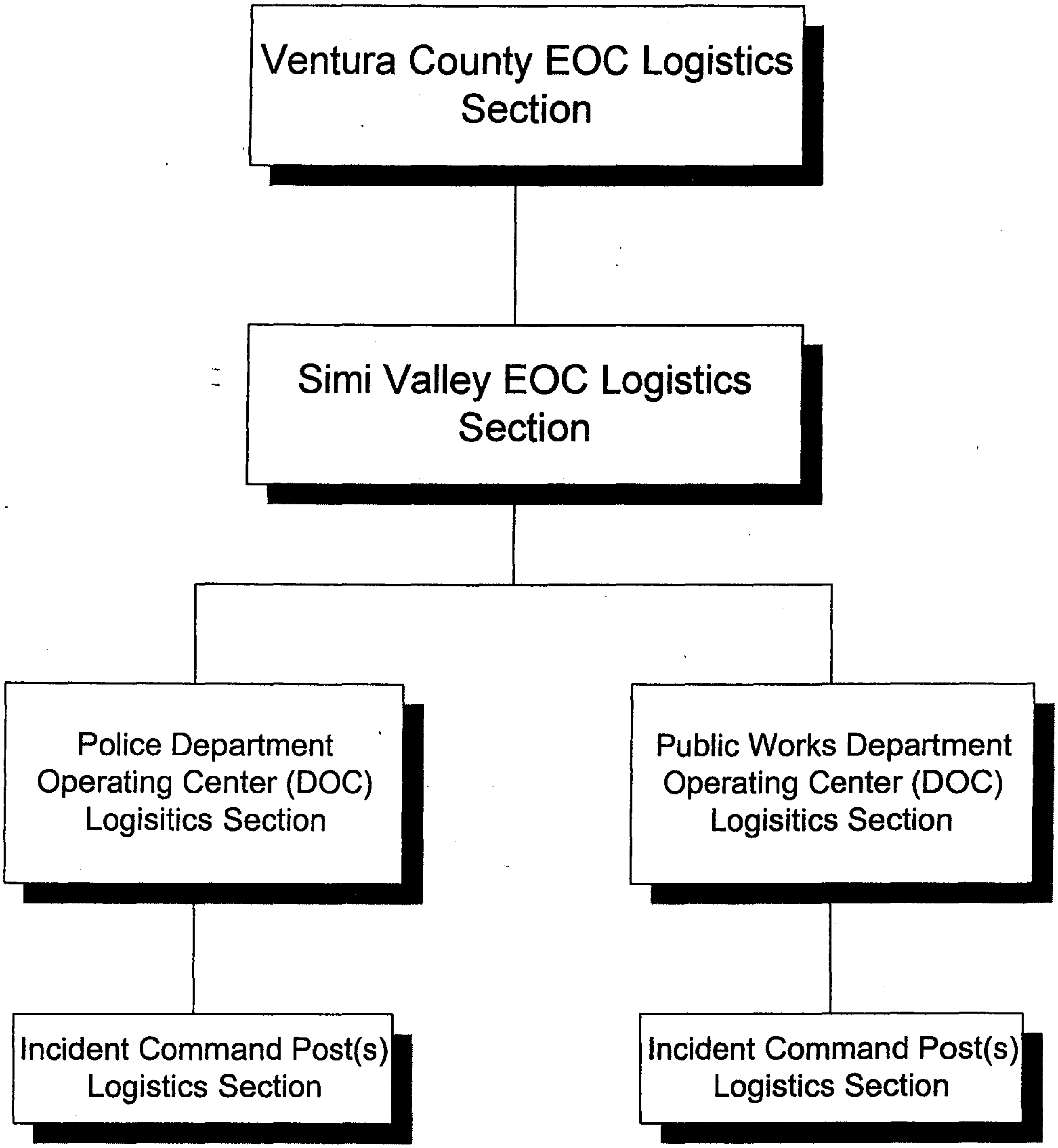
EOC Logistics Procurement Unit obtains supplies and equipment for:

- Emergency Operations Center needs
- Police and Public Works Department Operating Centers when they cannot fill the order themselves.

When the EOC Procurement Unit cannot fill an order locally, they bump it up to the Ventura County EOC.

The Logistics Food Chain

June 14, 2000



EOC Purchase Orders

- EOC Procurement will maintain a cache of Emergency Purchase Orders (EPO's)

- Subordinate Procurement Units (From Police or Public Works DOC's) will not be pre-issued EPO's. They will request these items from the EOC Finance Section when they activate.

- EPO's will be used only if the City's Financial Computer system is down. If the system is up manual EPO's are unnecessary.

- Procurement Unit staff does not have to enter Purchases Orders in the system immediately. They may keep a purchasing log and enter the information later.

CITY OF SIMI VALLEY

2929 Tapo Canyon Road
Simi Valley, California 93063-2199
(805) 583-6700

PURCHASE ORDER

This number must appear on all invoices, packages and shipping papers

VENDOR

SHIP TO ADDRESS INDICATED BELOW:

SHIP TO

- ☐ 2929 Tapo Cyn. Rd., Simi Valley, CA 93063-2199
- ☐ 3855A Alamo St., Simi Valley, CA 93063-2100
- ☐ 3901 Alamo St., Simi Valley, CA 93063-
- ☐ 500 W. Los Angeles Ave., Simi Valley, CA 93065
- ☐ ______________________

DATE	REQUISITION NUMBER	DEPARTMENT CONTACT/PHONE	REQUIRED DELIVERY DATE

F.O.B.	SHIP VIA	TERMS

QUANTITY	UNIT	DESCRIPTION	ACCOUNT NUMBER	UNIT PRICE	TOTAL
				TOTAL	

CONFIRMING ☐ **YES** ☐ **NO**

VENDOR INSTRUCTIONS

1. For any information concerning this order contact department listed above.
2. List purchase order number on all invoices, packing slips and correspondence.
3. This order is subject to terms and conditions as listed on back of this form.

This Purchase Order is not valid unless numbered above and signed.

PURCHASING AGENT DATE

EMERGENCY PURCHASE ORDER PROCEDURES

The City's purchasing ordinance provides a mechanism to simplify and streamline the purchasing process during a declared emergency by waiving competitive bidding requirements. Since many items are needed as soon as possible during an emergency, it is anticipated that there will be a significant increase in the use of confirming purchase order numbers. Therefore, specific emergency purchase order numbers (91000-91999) have been set-up and reserved to identify emergency purchases during the next disaster. In the event that the Financial Management Information System is down during the next disaster, purchase order numbers 91000-91199 have already been reserved as confirming numbers. In addition, Fiscal Services has set up specific fund and account numbers as indicated on the attached e-mail to track actual expenditures during the next disaster.

To process an emergency purchase order during an actual disaster:

1) Obtain the next available confirming emergency purchase order number from the attached log. Include date, name of requestor, vendor name, and the reason for the purchase.

2) Fill out and complete a manual purchase order request form (blank forms are provided in this packet). Include as much information about the purchase as possible, including purchase order number, purchase order type, vendor name, bid criteria code, order date, account numbers, amount, description of items, and reason for making the purchase. Support staff from the logistics section will enter the requisition information into the finance system and approve the requisition at the conclusion of the immediate emergency.

3. Give the confirming emergency purchase order number and other pertinent information to the vendor and order the required item(s). Instruct the vendor to mail all invoices referencing the purchase order number to Accounts Payable at 2929 Tapo Canyon Road.

4. When the invoice is received by accounts payable the City's standard payment approval procedures will apply. The unit/section which placed the order will approve the invoice for payment, and accounts payable will issue payment to the vendor. In other words, the unit which placed the order will remain involved in the process until the vendor is paid.

5. Once the requisition module of the Financial Management Information System becomes functional, regular users of the requisition system will be able to obtain confirming emergency purchase order numbers, and enter emergency requisitions electronically as is the case with standard requisition entry. To obtain a confirming emergency purchase order number online, users will basically follow the same process involved in obtaining "regular" confirming purchase order numbers. The only difference for emergency purchase order numbers is that users enter an "E" in field #4 under Emergency. The system will issue confirming emergency purchase order numbers beginning with 91200. On-line entry of emergency requisitions is identical to entry of routine requisitions, however, users must remember to include the confirming purchase order number on the requisition. Requisition entry instructions and procedures are available from Support Services.

6. Upon conclusion of the immediate emergency, standard purchasing procedures will resume, however, users will still need to obtain confirming emergency purchase order numbers and the appropriate account number for all purchases related to the emergency.

From: Jerry Johnson
To: CAPOST.CESPARZA, CAPOST.BHEITZMA, LHOLT, DSBPOST.P...
Subject: Disaster Account Numbers

Fiscal Services has set up the following fund and account numbers to track actual expenditures for the next disaster.

Fund Number - 298 Disaster Fund

Project Number - 9510 Emergency Response

Object Codes -	0105	Outside Assistance
	0215	Communications
	0225	Office Supplies
	0235	Fuel and Lubricants
	0241	Rentals
	0256	Operating Supplies
	0465	Other Contract Services

Sanitation Fund
700-400-9570-0750 Emergency Response / Construction Contracts

Waterworks Fund
761-400-9575-0750 Emergency Response / Construction Contracts

Please let me know by 10:00 am, Tuesday, November 9, 1999 via e-mail the names of specific employees in your Department that are to have access to these accounts (please specify account numbers) in the requisition system during the next disaster.

Thanks in advance.

Jerry

CC: CHENESBA, SELAM

CONFIRMING EMERGENCY PURCHASE ORDER NUMBERS				
P.O.#	Date	Requestor Name	Vendor Name	Reason for Purchase
91000				
91001				
91002				
91003				
91004				
91005				
91006				
91007				
91008				
91009				
91010				
91011				
91012				
91013				
91014				
91015				
91016				
91017				
91018				
91019				
91020				
91021				
91022				
91023				
91024				

CITY OF SIMI VALLEY

2929 Tapo Canyon Road
Simi Valley, California 93063-2199
(805) 583-6700

11574

PURCHASE ORDER
90180
This number must appear on all invoices, packages and shipping papers.

VENDOR
PARKSON
650 E. LOS ANGELES AVE
MOORPARK, CA 93021

SHIP TO ADDRESS INDICATED BELOW:
- ☐ 2929 Tapo Cyn. Rd., Simi Valley, CA 93063-2199
- ☐ 3200 Cochran St., Simi Valley, CA 93065-2794
- ☐ 3855A Alamo St., Simi Valley, CA 93063-2100
- ☒ 500 W. Los Angeles, Simi Valley, CA 93065-1644
- ☐

DATE	REQUISITION NUMBER	DEPARTMENT CONTACT/PHONE	REQUIRED DELIVERY DATE
2/02/94	11098	JIM SHIER/WATER/583-0393 EX.2467	02/10/94

F.O.B.	SHIP VIA	TERMS
DESTINATION	FREIGHT PREPAID	NET 30

QUANTITY	UNIT	DESCRIPTION	ACCOUNT NUMBER	UNIT PRICE	TOTAL
108.00	FT	10" CL50 TYTON JOINT D.I.P.	76140098170750	11.75	$1,269.00
126.00	FT	10" CL50 M.J. DIP LESS ACCY PACK.	76140098170750	14.95	$1,883.70
.00	FT	10" CL150 C-900 PVC PIPE.	76140098170750	7.15	$6,435.00
1.00	EA	10" MJ X FLG TEE W/ACCY	76140098170750	205.00	$205.00
1.00	EA	10" ,G X FLG 90 DEGREE BEND	76140098170750	155.00	$155.00
2.00	EA	10" MJ X FLG RWGV W/ACCY	76140098170750	355.00	$710.00
4.00	EA	10" MJ X MJ 45 DEGREE BEND LESS ACCY PACK.	76140098170750	79.00	$316.00
14.00	EA	10" MJ X MEGALUG FITTINGS.	76140098170750	25.00	$350.00

NOTE: THIS MATERIAL IS FOR THE EMERGENCY REPLACEMENT OF A FAILED 10" AC MAIN LINE ON BENNET RD BETWEEN THE WATER TREATMENT PLANT AND TAPO CYN RD.

EARTHQUAKE DAMAGE REPAIRS.

CONFIRMING P.O./DO NOT DUPLICATE

CONFIRMING ☒ YES ☐ NO

TOTAL $12,144.68

This Purchase Order is not valid unless numbered above and signed.

Jerry Jo[illegible] PURCHASING AGENT 2/3/94 DATE

PURCHASING

) VALUE SRQE20
9:53

CITY OF SIMI VALLEY
RECEIVED QUOTES REPORT
REQUISITION STATUS: AP
REQUISITION NUMBER: ALL

SERVICES CENTER
ANGELES AVENUE
, CA 93065

DEPT PHONE JIM SHIER/WATER/583-0393 EX.2467
BID DATE 01/27/94
REQUISITION # 11098

90150

1574	PARKSON
ISC	FAMCON
ISC	FAMILIAN
ISC	MARDEN S.

				VENDORS			
		#1	#2	#3	#4	#5	#6
QUANTITY UNIT MSR	ITEM DESCRIPTION ACCOUNT NUMBER	UNIT COST EXTND COST	UNIT COST EXTND COST	UNIT COST EXTND COST	UNIT COST EXTND COST	UNIT COST EXTND COST	UNIT COST EXTND COST
108.00	10" CL50 TYTON JOINT D.I.P.	11.75	11.75	11.03	12.85	.00	.00
FT.	761-400-9817-0750	1,269.00	1,269.00	1,191.24	1,387.80	.00	.00
126.00	10" CL50 M.J. DIP LESS ACCY	14.95	14.95	14.25	16.29	.00	.00
FT.	761-400-9817-0750	1,883.70	1,883.70	1,795.50	2,052.54	.00	.00
900.00	10" CL150 C-900 PVC PIPE.	7.15	7.07	7.02	7.10	.00	.00
FT.	761-400-9817-0750	6,435.00	6,363.00	6,318.00	6,390.00	.00	.00
1.00	10" MJ X FLG TEE W/ACCY	205.00	184.00	213.00	200.00	.00	.00
EA.	761-400-9817-0750	205.00	184.00	213.00	200.00	.00	.00
1.00	10" ,G X FLG 90 DEGREE BEND	155.00	130.00	151.00	143.00	.00	.00
EA.	761-400-9817-0750	155.00	130.00	151.00	143.00	.00	.00
2.00	10" MJ X FLG RW&V W/ACCY	355.00	365.00	379.00	385.00	.00	.00
EA.	761-400-9817-0750	710.00	730.00	758.00	770.00	.00	.00
4.00	10" MJ X MJ 45 DEGREE BEND LESS	79.00	70.00	81.00	75.00	.00	.00
EA.	761-400-9817-0750	316.00	280.00	324.00	300.00	.00	.00
14.00	10" MJ X MEGALUG FITTINGS	25.00	38.50	48.00	59.00	.00	.00
EA.	761-400-9817-0750	350.00	539.00	672.00	826.00	.00	.00
	SUBTOTAL	11,323.70	11,378.70	11,422.74	12,069.34	.00	.00
	TAX	820.98	824.97	828.15	875.04	.00	.00
	ADNL CHRG	.00	.00	.00	.00	.00	.00
	TOTAL	12,144.68	12,203.67	12,250.89	12,944.38	.00	.00

CITY OF SIMI VALLEY

2929 Tapo Canyon Road
Simi Valley, California 93063-2199
(805) 583-6700

13414

PURCHASE ORDER
90018
This number must appear on all invoices, packages and shipping papers.

VENDOR
SIMI VALLEY HONDA
4346 LOS ANGELES AV

SIMI VALLEY, CA 93063

SHIP TO
SHIP TO ADDRESS INDICATED BELOW:
- ☐ 2929 Tapo Cyn. Rd., Simi Valley, CA 93063-2199
- ☐ 3200 Cochran St., Simi Valley, CA 93065-2794
- ☐ 3855A Alamo St., Simi Valley, CA 93063-2100
- ☐ 500 W. Los Angeles, Simi Valley, CA 93065-1644
- ☒ "SHIP-TO" ADDRESS NOT API

DATE	REQUISITION NUMBER	DEPARTMENT CONTACT/PHONE	REQUIRED DELIVERY DATE
01/27/94	11084	KEN SCHECHTER (805)583-6312	01/17/94

F.O.B.	SHIP VIA	TERMS
SIMI VALLEY	BEST	NET 30

QUANTITY	UNIT	DESCRIPTION	ACCOUNT NUMBER	UNIT PRICE	TOTAL
		EARTHQUAKE EMERGENCY RESPONSE PURCHASE ORDER			
2.00	EA	GENERATOR EM 2500 - POLICE DEPT BACK-UP CAPITAL ASSET # ________	29940095100610	1344.95	$2,689.9(
2.00	EA	GENERATOR EX 6500 POLICE DEPT AND ROYAL HIGH SCHOOL. GENERATOR NEEDED TO SUPPLEMENT AT EOC, AND POLICE DEPT AND ROYAL HIGH SCHOOL EVACUATION CENTER. CAPITAL ASSET NUMBERS; CONFIRMING ORDER DO NOT DUPLICATE CAPITAL ASSET #________	29940095100610	3449.00	$6,898.0(
			SUBTOTAL		$9,587.9(
			TAX		$695.1:
			ADNL CHRG		$.0(

CONFIRMING ☒ YES ☐ NO

TOTAL $10,283.0:

This Purchase Order is not valid unless numbered above and signed.

Jerry Jol [signature]
PURCHASING AGENT

1/28/94
DATE

PURCHASING

CONSIDERATIONS FOR ANIMAL CARE DURING DISASTERS

Animals will not be kept where their owners are sheltered. They will be sheltered in various locations depending on the disaster and the area of the city affected.

Veterinary Disaster Teams can be accessed through mutual aid channels.

Identify within the local jurisdiction:

- Small animal veterinarians
- Large animal veterinarians
- Small animal shelters
- Potential large animal shelters

Determine animal shelter needs.

Identify appropriate areas to accommodate animals.

Manage animal rescue and care activities.

Coordinate rescue of trapped animals.

Coordinate evacuation of animals which might be endangered by hazardous conditions.

Coordinate transport of animals.

Activate an Animal Registration System.

Maintain an updated list of animals and their locations.

Coordinate disposal of dead animals.

Evaluate and relocate any animal shelter areas which become endangered by hazardous conditions.

Coordinate return of animals to their owners when disaster has ended.

BEFORE A DISASTER, YOUR PET WILL NEED THE FOLLOWING IN THEIR DISASTER KIT:

1. Food for seven days. This must be rotated into use to insure freshness.

2. Water for seven days. For dogs, this is one gallon per day for a forty pound dog and one quart per day per cat.

3. Medications your pet regularly takes. Please mark on your calendar a day which reminds you to cycle it in to use before it expires. Call your Veterinarian to provide you with new medications with a later expiration date.

4. Leashes for BOTH dogs and cats. Carriers for small dogs and cats should be stored in an easily accessible area.

5. All pets should have identification tags attached to a collar that they always wear. It should have your name, address, phone number, your pet's name and an OUT OF STATE PHONE NUMBER (of a friend or relative that can be contacted in a time of disaster). If your pet is on daily medication, this medication should also be on the identification tag.

6. KEEP YOUR VACCINATIONS CURRENT (WITHIN THE LAST YEAR) AND KEEP A COPY OF THE VACCINATION DATES IN YOUR DISASTER KIT.

7. Identify friends, relatives, kennels and Veterinary clinics that your pets can stay with if there is a disaster.

8. Have plastic bags and scoopers to pick up and store pet waste.

9. Store extra collars, leashes, and heavy food bowls in your kit.
10. The following first aid supplies will be needed: gauze rolls for bandaging and making muzzles, towels, blankets and a manual can opener.

11. Current photographs of all your pets.

DURING A DISASTER:

1. Stay calm.

2. Take shelter.

AFTER A DISASTER:

1. Evaluate your pet's injuries. REMEMBER your pet may be in pain. You must prevent injury to yourself so you can help your pet. Muzzle your dog using gauze rolls from your disaster kit. Place a towel over your cat to handle it. REMEMBER that even the most gentle pet will respond defensively when frightened or in pain.

2. Apply direct pressure to any areas that are bleeding.

OFTEN YOUR PET WILL NOT SHOW EVIDENCE OF INJURY. HAVE YOUR PET EXAMINED AS SOON AS POSSIBLE BY YOUR VETERINARIAN.

IF YOUR PET IS LOST:

1. Fill out a lost pet report and take current photographs to ALL the shelters within a 30 mile radius.

2. DO NOT RELY ON PHONE CALLS TO THE SHELTER TO LOCATE YOUR PET. GO TO EACH SHELTER DAILY, IN PERSON, TO LOOK AT EVERY PET.

3. Provide descriptions and current photographs to local Veterinarians, local Veterinary **Emergency** Clinics and the Area G Veterinary disaster team.

4. Do not stop looking for your pets. They are counting on you to find them.

PART THREE—FINANCE/ADMINISTRATION

TABLE OF CONTENTS

DISASTER ACCOUNTING SYSTEM

GENERAL INFORMATION

The City of Simi Valley has established a separate, shadow accounting system to accumulate costs related to emergency incidents. Object codes of this system are organized to follow the categories of work that the Federal Emergency Management Agency (FEMA) supports and usually reimburses.

The system will provide Labor Distribution and cost details just as the rest of the city's accounting system does and operates within the same parameters. It is to accumulate, sort, and provide a record of costs relating to any disaster/emergency.

WHEN TO USE

- When authorized by the Finance/Administration Section. This authorization may come from the Finance/Administration Section Coordinator or the Cost Recovery Documentation Unit.

- When there is an area-wide disaster that disrupts communication, but it is obvious that the State and Federal disaster assistance agencies will be involved because of widespread destruction/damage.

WHEN NOT TO USE

- When not authorized by any unit in the Finance/Administration Section or when the disaster/emergency is not of a widespread destructive nature that interrupts communications, prohibiting dissemination of the authorization.

- When the emergency is small, localized, and involves a third party as a possible liable party. In these cases a new code can be created by General Services to collect costs or the costs can be easily segregated.

DISASTER BUDGETS

The City of Simi Valley has no budget for disaster response or recovery. All charges to it must be either covered or reversed. If the disaster/emergency is recognized as eligible for cost recovery, then a budget adjustment will be made where appropriations will be transferred from the General Fund making the charge to the Disaster Accounting System. If the disaster/emergency is not an eligible event for cost recovery, the charges will be transferred back to the originating fund/department.

DISASTER/EMERGENCY ACCOUNTING RECORDS

When a disaster or an emergency strikes the City of Simi Valley, it may be in the form of an earthquake, storm damage, a major oil or chemical/hazardous waste spill, civil emergency, or a military emergency. Those employees who are assigned work directly associated with the disaster/emergency are to use the Disaster Accounting System numbers for their department. The use of these numbers will enable the city to collect, sort, and document costs associated with the disaster/emergency.

The purpose of separate accounting for these costs is to obtain sufficient backup data in the event the city qualifies for federal and/or state assistance. In other types of disasters such as an oil spill, even though it requires a wide response by the city, federal and state assistance is usually not available. However, there is usually an identifiable responsible party from which costs may be recovered.

Obtaining federal and state assistance and recovering costs from third parties requires the City of Simi Valley to collect and retain a broad range of original documents that clearly demonstrate that they were used for the disaster/emergency including:

- Employee time cards showing hours (regular and overtime) worked and which indicate the type and location of the work.
- Use of city-owned equipment supported by equipment identification, dates and number of hours used each day, location and purpose for using the equipment.
- Use of city-owned supplies supported by a reasonable basis for determining costs, why the material was necessary, and location of where the material was used.
- Purchases of material supported by invoices showing quantity, description, unit cost, where, when and how the material was used.
- Rental of equipment supported by invoices identifying the type and description of equipment, rate per hour indicating with or without operator, dates and hours used each day, where and why the equipment was used.
- Invoices for work performed by contract must provide detailed breakdown of cost, where, when and why the work was performed.

The above records and documentation must be retained for **AT LEAST THREE YEARS** from the date of final settlement of claim. All such records should be forwarded to the Cost Recovery Documentation Unit for audit follow-up.

DO'S AND DON'TS
WHEN USING A DISASTER ACCOUNTING SYSTEM

DO:	DO:	DO:	DO:	DO:	DO:

- **DO** record all regular and overtime hours **WORKED** on the disaster/emergency.
- **DO** write on time card the location and brief description of work performed.
- **DO** charge vehicles and equipment used and indicate when and where.
- **DO** charge equipment rentals to the appropriate charge points.
- **DO** charge outside contracts to the appropriate charge points.
- **DO** document how contracts were awarded.
- **DO** place limits on contract with, "Amount not to exceed". If more work needs to be done, then amend contract.
- **DO** use terms such as "Assess risk to public Health and Safety" instead of "Survey damage".
- **DO** use terms such as Direct, Control, Assign, and Dispatch instead of Administer.
- **DO** report all damage to Cost Recovery Documentation Unit.
- **DO** keep all records and unit logs accurately and up to date.
- **DO** ask questions of the Cost Recovery Documentation Unit for clarifications.

DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:	DO NOT:

- **DO NOT** order **everyone** to charge **all** time to the disaster. Only charge those people and hours actually **WORKED.**
- **DO NOT** charge stand-by time to the system. FEMA will only pay for time worked.
- **DO NOT** charge manager overtime to the system. The system will not post it, the City of Simi Valley does not pay it, and FEMA will only reimburse what was paid.
- **DO NOT** enter into sole source contracts without **explicit documentation** of why it was **necessary.**
- **DO NOT** enter into cost plus contracts.
- **DO NOT** enter into open ended contracts with no cap on expense. Place limits and amend if necessary.
- **DO NOT** use terms such as "Damage Survey:, use "Assess for risk to health and safety".
- **DO NOT** use the term Administer in place of Direct, Control, Assign, or Dispatch.
- **DO NOT** assume damage to a City of Simi Valley facility is not recoverable. It may be, but let the disaster assistance agencies make that decision. Let's not make it for them.
- **DO NOT** throw away records.
- **DO NOT** forget to ask questions.

NOTE:

While recent FEMA regulations do not allow recovery of straight time for emergency response activities, **record it anyway.** We can recover straight time for other categories of work and in some cases where we assist other agencies. Better to record and not use than not record and try to recreate.

PROCEDURES FOR APPLYING FOR FINANCIAL ASSISTANCE

GENERAL INFORMATION

Financial assistance may come from the state alone or both the state and federal governments. For state assistance, it is necessary for the Governor to proclaim a "**Disaster**" in specified counties. For federal assistance, it is necessary for the President to declare a "**Disaster**" in those same locations.

In both cases the lead agency is the Governor's Office of Emergency Services (OES). Their address and phone number is:

Office of Emergency Services
Disaster Assistance Division
2800 Meadowview Road
Sacramento, California 95832
Phone # (916) 262-1765

PRE-DISASTER DECLARATION STEPS

Following a disaster/emergency, the city will report damage and a rough estimate of costs to the Ventura County Operational Area via the Ventura County Sheriff's Station EOC or Watch Commander.
These estimates should include City of Simi Valley personnel and equipment costs, damage to public facilities with cost to repair, and cost to replace public facilities and equipment damaged beyond repair. The estimates of damage and costs should also include a separate estimate for damage to private property/facilities.

The Ventura County Operational Area will transmit the estimates to State OES and then the Governor will decide whether to proclaim a State of Emergency in the County. If the Governor does proclaim a State of Emergency, then the State will request a Presidential declaration. If the President declares a Major Disaster, then FEMA will be involved.

POST DISASTER DECLARATION STEPS

At this point, State OES will notify the Ventura County Operational Area, who will in turn notify the City of Simi Valley of the declaration. There will usually be an orientation meeting where all agencies desiring to participate will be briefed on the application procedures. The City Manager's Office is the lead for the City of Simi Valley in recovery of costs.

Several Forms must be submitted. These are:

1. **Notice of Interest (FEMA Form 90-49)** — This indicates that the City of Simi Valley will be applying for assistance in the areas checked. Does not restrict City form making changes, but must be sent within 30 days of the declaration date.

2. **Exhibit B (OES Form)** — This indicates the categories and projects which the City of Simi Valley is asking assistance for. It provides the detail behind the Notice of Interest. It may be revised later on. It gives OES an idea of the scope and how may teams to assign.

3. **Designation of Applicants' Agency Resolution (OES Form 130)** — This is a resolution passed by the City Council authorizing specified individuals to act as the City's agent in dealing with OES and

FEMA. There is no deadline, but payments cannot be made until OES receives it. A City usually designates as agents one or more of the following:

- City Manager/Assistant City Manager
- Director of Finance
- City Controller/City Treasurer
- Cost Recovery Documentation Unit Leader

4. **Vendor Data Record (Form STD 204)** For State's 1099 purposes. No deadline, but no payment until submitted.

5. **Project Application for Federal Assistance (OES Form 89)** Formal application for FEMA funding. No specific deadline, but no payment until submitted.

ON-SITE INSPECTIONS

OES will send two member team(s) to visit each applicant. One person will be from OES and the other will be from FEMA (if the Feds are involved). They will meet with the Police Department's Emergency Services Coordinator who will arrange meetings with other City of Simi Valley personnel as necessary. These local representatives should be people who have detailed knowledge of damaged facilities, cost estimates and potential mitigation work that may prevent future damage.

Past experience has been that these meetings will be on short notice. OES usually sets up a field office and starts scheduling visits soon after. **A week's notice is the best that can be expected.**

The team will want to see:

- Damaged facilities.
- Pictures or videos of damage/destruction.
- Narratives on work done.
- A broad summary of costs to date with estimates of work to be completed.
- Proposals on repair, reconstruction and mitigation projects.
- These need not be final, they can be changed.

The team will want to discuss:

- How payroll costs are organized and developed.
- How payroll cost relates to time worked.
- How fringe benefit rates are made up.

These last items are why it is so important to use the Disaster Accounting System. When used, it automatically provides a record of who worked for how many hours on which day on what type of task. The Labor Distribution reports can be merged with payroll data to provide the time records that OES and FEMA want. They can also be used to create summary schedules for the teams.

After the on-site inspection, the team will draft a Damage Survey Report (DSR). Usually there will be one for each general type of emergency work; i.e., one DSR for debris clearance (Citywide) and one for Protective Measures

(Citywide). The team makes this decision. There will also be one DSR for each repair, reconstruction, and mitigation project that is approved.

The team will discuss the DSR with the Emergncy Services Coordinator who will bring in the other interested parties in the City of Simi Valley. **The critical item at this point is not the dollar estimate on the DSR, but the scope of work that is approves.** The dollar amount can change as actual costs become known, but the scope of work should be what is necessary to do the job. If the scope of work is adequate, then the City's designated agents will sign the DSR.

There is a sixty-day period in which to bring new damage sites to the attention of the disaster assistance agencies from the date of the team's first on-site visit.

POST DSR PROCEDURES

All documentation and costs must be gathered and sorted to support their respective DSRs. Thus, if there is one DSR for Debris Clearance, all payroll costs and time cards for those personnel working on Debris Clearance must be sorted and organized to document these costs on that DSR. Also all equipment costs, dump fees, etc. for this work becomes part of the documentation package for this DSR. The same holds true for the separate DSR for Protective Measures—a separate all inclusive documentation package.

The DSRs for construction projects will require the same specific documentation. Each will require, as appropriate: engineering studies, architectural plans, bid packages, selection records, contracts, contractor's invoices, payment records, and all other costs. Also note that since government money is involved that the Davis Bacon Act and/or state prevailing wage clauses will apply and must also be documented.

HOW PAYMENT IS MADE

The State Public Assistance program is authorized under the State Natural Disaster Assistance Act (NDAA). OES administers this program. NDAA assistance may be obtained following a Local Emergency with the concurrence of the Director of OES for permanent repairs only or for all eligible costs including personnel costs following the Governor's proclamation of a State of Emergency. The cost share on eligible costs are 75% state share and 25% local government share. For example: OES determines that there are $100,000 in eligible emergency response costs for a city. OES pays $75,000 and the city must handle the remaining $25,000. **Failure to follow SEMS, however, may disqualify the city from receiving all or part of the state's share and accordingly change a $25,000 loss back to $100,000.** The NDAA program is coordinated as supplemental to the federal program following the Declaration of a Major Disaster by the President of the United States.

The Federal Public Assistance program is authorized under the Stafford Act and is administered by FEMA in coordination with OES at the request of the Governor, who has designated the OES Director as his representative. FEMA will pay eligible costs to local governments on a 75% federal share and a 25% state and/or local share. If OES finds that the costs covered by FEMA are also eligible under NDAA criteria, then the state will cover 75% of that 25% share. For example: a city is determined to have $100,000 of eligible emergency personnel costs by FEMA. FEMA will reimburse up to $75,000, leaving $25,000 for the state and local governments to handle. OES determines that the costs are eligible under NDAA and will pay $18,750 which leaves $6,250 for the local government to handle. **Failure to follow SEMS may jeopardize the state share and cause the $6,250 loss to increase up to the full $25,000 state local share.**

State and federal assistance are based upon reimbursements of eligible costs incurred. There are provisions for partial advances on approved Disaster Survey Reports; however, the amounts and conditions may change. Assistance is based upon uninsured loss and is not a substitute for insurance. The reimbursement process is a lengthy one involving the complete review of damage estimates and documentation. Actual receipt of funds may take weeks or months.

Sometime later, perhaps two years, the State Controller will audit the project. If discrepancies are found, they will require reimbursement of the disallowed costs if the allowable costs are less than what was already paid. If allowable costs are greater than prior payments, then the balance will follow after official sign off on the claim by FEMA and/or OES. This also is a long process.

Remember four important things:

1. **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

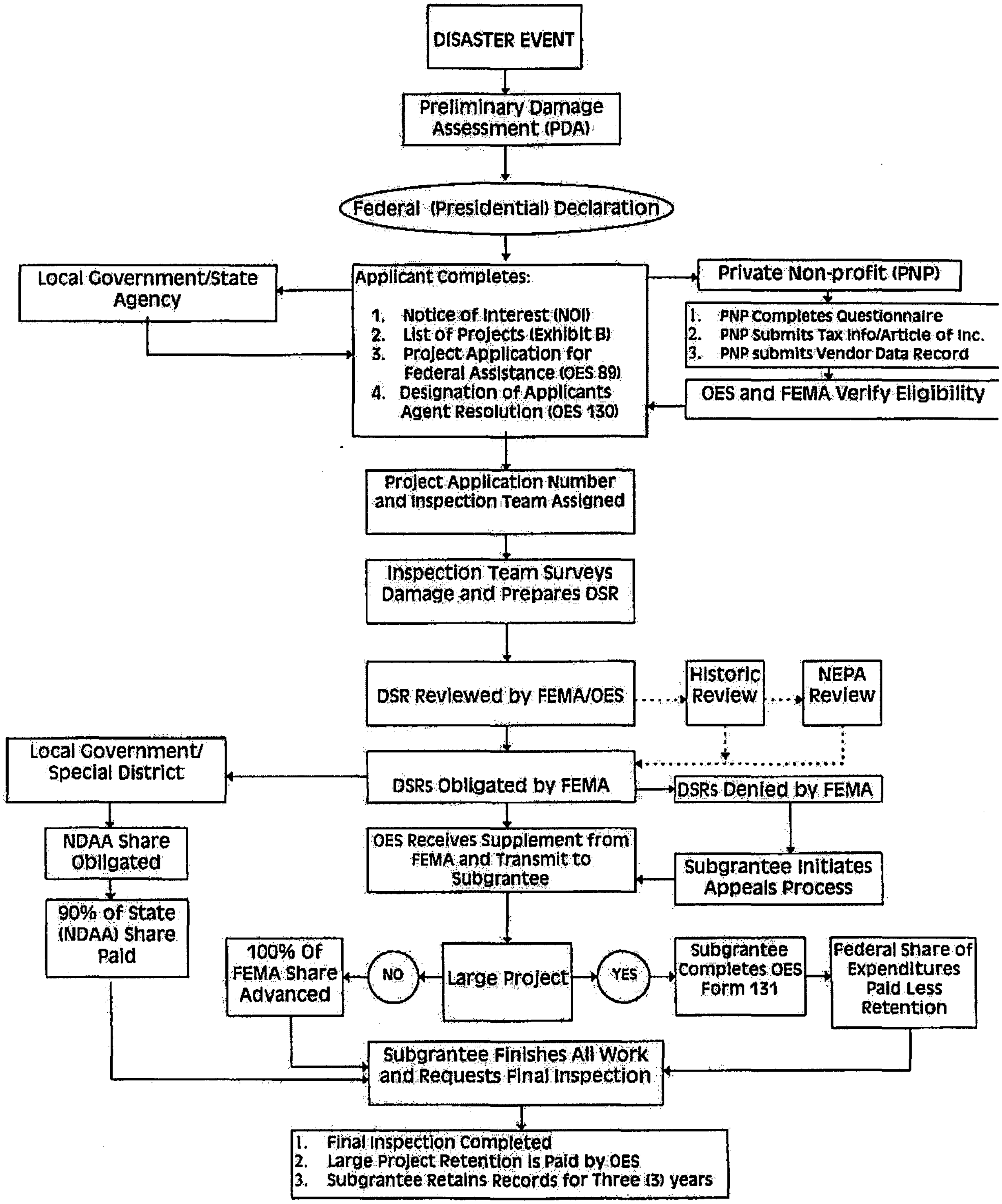
2 **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

3. **DOCUMENT EACH COST TO A SPECIFIC DISASTER ACTION AND LOCATION.**

4. **FAILURE TO FOLLOW SEMS MAY COST YOU NDAA ASSISTANCE ON ELIGIBLE EMERGENCY PERSONNEL COSTS.**

PUBLIC ASSISTANCE OVERVIEW

Public Assistance Flowchart



EMERGENCY PURCHASE ORDER PROCEDURES

The City's purchasing ordinance provides a mechanism to simplify and streamline the purchasing process during a declared emergency by waiving competitive bidding requirements. Since many items are needed as soon as possible during an emergency, it is anticipated that there will be a significant increase in the use of confirming purchase order numbers. Therefore, specific emergency purchase order numbers (91000-91999) have been set-up and reserved to identify emergency purchases during the next disaster. In the event that the Financial Management Information System is down during the next disaster, purchase order numbers 91000-91199 have already been reserved as confirming numbers. In addition, Fiscal Services has set up specific fund and account numbers as indicated on the attached e-mail to track actual expenditures during the next disaster.

To process an emergency purchase order during an actual disaster:

1) Obtain the next available confirming emergency purchase order number from the attached log. Include date, name of requestor, vendor name, and the reason for the purchase.

2) Fill out and complete a manual purchase order request form (blank forms are provided in this packet). Include as much information about the purchase as possible, including purchase order number, purchase order type, vendor name, bid criteria code, order date, account numbers, amount, description of items, and reason for making the purchase. Support staff from the logistics section will enter the requisition information into the finance system and approve the requisition at the conclusion of the immediate emergency.

3. Give the confirming emergency purchase order number and other pertinent information to the vendor and order the required item(s). Instruct the vendor to mail all invoices referencing the purchase order number to Accounts Payable at 2929 Tapo Canyon Road.

4. When the invoice is received by accounts payable the City's standard payment approval procedures will apply. The unit/section which placed the order will approve the invoice for payment, and accounts payable will issue payment to the vendor. In other words, the unit which placed the order will remain involved in the process until the vendor is paid.

5. Once the requisition module of the Financial Management Information System becomes functional, regular users of the requisition system will be able to obtain confirming emergency purchase order numbers, and enter emergency requisitions electronically as is the case with standard requisition entry. To obtain a confirming emergency purchase order number online, users will basically follow the same process involved in obtaining "regular" confirming purchase order numbers. The only difference for emergency purchase order numbers is that users enter an "E" in field #4 under Emergency. The system will issue confirming emergency purchase order numbers beginning with 91200. On-line entry of emergency requisitions is identical to entry of routine requisitions, however, users must remember to include the confirming purchase order number on the requisition. Requisition entry instructions and procedures are available from Support Services.

6. Upon conclusion of the immediate emergency, standard purchasing procedures will resume, however, users will still need to obtain confirming emergency purchase order numbers and the appropriate account number for all purchases related to the emergency.

From: Lika Garg
To: JJOHNSON
Date: Tue, Mar 23, 1999 1:38 PM
Subject: Disaster Account Numbers

Jerry,

I have set up the following fund and account numbers to account for actual expenditures of the next disaster. No budget accounts have been established at this time. These can be set up later, if needed.

298 Disaster Fund

All Governmental Funds
9510 Emer. Response (project / division number)
Object codes:
0105 Outside assistance
0215 Communications
0225 Office supplies
0235 Fuel and lubricants
0241 Rentals
0256 Operating supplies
0465 Other contract services

Sanitation Fund:
700-400-9570-0750 Emergency response / Construction contracts

Waterworks Fund:
761-400-9575-0750 Emergency response / Construction contracts

If you have any questions, or need additional object codes added please let me know.

Lika

CC: Jody, Ken, Steve

From: Jerry Johnson
To: CAPOST.CESPARZA, CAPOST.BHEITZMA, LHOLT, DSBPOST.P...
Subject: Disaster Account Numbers

Fiscal Services has set up the following fund and account numbers to track actual expenditures for the next disaster.

Fund Number - 298 Disaster Fund

Project Number - 9510 Emergency Response

Object Codes -	0105	Outside Assistance
	0215	Communications
	0225	Office Supplies
	0235	Fuel and Lubricants
	0241	Rentals
	0256	Operating Supplies
	0465	Other Contract Services

Sanitation Fund
700-400-9570-0750 Emergency Response / Construction Contracts

Waterworks Fund
761-400-9575-0750 Emergency Response / Construction Contracts

Please let me know by 10:00 am, Tuesday, November 9, 1999 via e-mail the names of specific employees in your Department that are to have access to these accounts (please specify account numbers) in the requisition system during the next disaster.

Thanks in advance.

Jerry

CC: CHENESBA, SELAM

PURCHASE ORDER
CITY OF SIMI VALLEY

2929 TAPO CANYON ROAD, SIMI VALLEY, CALIFORNIA 93063
(805) 583-6700

PURCHASE ORDER NO.

VENDOR NO. ____________________

VENDOR ____

SHIP TO: CITY OF SIMI VALLEY

___ SIMI VALLEY, CA 93065

___ OTHER

REQUISITION NO.	ORDER DATE	SHIP VIA	DATE REQUIRED	TYPE (Check One)
				☐ LUMP SUM ☐ PROGRESS ☐ OPEN
ACCOUNT NO.	AMOUNT	BID CODE:	CONFIRMING:	DEPARTMENT
			YES NO	

ITEM NO.	QTY ORD	QTY REC	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
					SUBTOTAL	
					TAX	
					OTHER	
					TOTAL	

Requested By: Approved By:

CONSIDERATIONS FOR FAMILY & CHILD CARE

City of Simi Valley Disaster Child Care Policy

The City intends to provide family care for immediate family members if an employee is recalled during a declared emergency. Family care is limited to those employees who are unable to care for their families at home and are required to work.

The City of Simi Valley recognizes that employees may not be able to report to work after a disaster if care is not available for their children or dependent adults in the home. The City's Emergency Plan provides for child care if employees have none. This care would be given by designated General Services employees at City Hall. The family care facility will be established at **City Hall** and will be managed by the General Services Department (SEMS Finance Section) and logistically supported by the Community Services Department (SEMS Logistics Section).

The City will not be able to accommodate children under two years of age.

As a city employee, and according to California Government Code section 3100, "All public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." **You will be needed.** Talk to your family and neighbors about child care plans for a disaster, and what to expect. Think out as many options as possible. If you bring your children with you to work, bring any necessary clothing and supplies, such as toys, books or comfort items. Family members may leave messages or visit children at any time

To help us plan for the potential number of children or others that could be expected, please fill this form out and return to the Police Department's Office of Emergency Services.

If you have any questions about disaster planning or family preparation, contact the Emergency Services Coordinator at 583-6982.

Disaster Child Care Needs Survey

The City of Simi Valley recognizes that employees may not be able to report to work after a disaster if care is not available for their children or dependent adults in the home. The Emergency Plan for the city includes the provision for child care if employees have none. This care would be given by designated General Services employees at City Hall.

As a city employee, and according to California Government Code section 3100, "All public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." **You will be needed.** Talk to your family and neighbors about child care plans for a disaster, and what to expect. Think out as many options as possible. If you bring your children with you to work, bring any necessary clothing and supplies, such as toys, books or comfort items.

To help us plan for the potential number of children or others that could be expected, please fill this form out and return to the Police Department's Office of Emergency Services.

In order for child care plans to work, City employees must be willing to help with care. Also, we will not be able to accommodate children under two years of age. The General Services Department will coordinate the program and will recruit help if children are actually brought in.

If you have any questions about disaster planning or family preparation, contact the Emergency Services Coordinator at 583-6982.

Employee Name ____

Address ____

Telephone ____

Department/Assignment ____

Supervisor ____

For each child who may require care, please list the following: (Continue on reverse if needed).

____

Name DOB Sex

____

Name DOB Sex

____

Name DOB Sex

GUIDELINES FOR UTILIZATION OF VOLUNTEERS

INTRODUCTION

As recent disasters have shown, volunteers play a significant role in both the response and recovery phases of a disaster. Volunteers are among the first to arrive on scene following a major event or disaster. They will be essential to the sheltering, mass feeding, and other operations established in the wake of these disasters.

Volunteers will come forward in every major disaster—whether they emerge spontaneously or have been preregistered and trained by a response agency. Having a plan in place for how volunteers will be recruited, managed and utilized will assist jurisdictions in improving the overall effectiveness of their disaster response.

Management of the volunteer function is in the Finance Section of the EOC. Management of claims for Workers Compensation Insurance is also handled by the Finance/Administration Section.

PURPOSE

The following materials provide guidelines for registering volunteer Disaster Service Workers in the State Workers' Compensation and Safety Program. It also provides general guidance for managing volunteer workers during an emergency.

BACKGROUND

Workers' Compensation Insurance provides benefits for employees injured on the job or who become ill from job related conditions. Damage to artificial limbs, dentures or medical braces is also considered an injury. Workers' Compensation benefits are set by the legislature and spelled out in the Labor Code. One section of the Labor Code defines Disaster Service Workers as "employees" under certain conditions and describes their benefits.

ELIGIBILITY

A Disaster Service Worker is anyone registered with a Disaster Council certified by the California Emergency Council or any person ordered by a person or body having authority to command the aid of citizens to carry out assigned duties to perform services during a State of War Emergency or any State of Emergency or Local Emergency.

A partial list of Disaster Service Workers includes:

- Reserve police officer
- Auxiliary firefighter
- Emergency welfare worker
- Communications specialist
- Medical worker

- Clerk

Any Disaster Service Worker is eligible for Workers' Compensation benefits while performing duties or undergoing any authorized training activities. Any injury, under these circumstances is covered no matter where it occurs.

Exclusions:

If the Disaster Service Worker is paid for these services, an "employer-employee" relationship exists. A Disaster Service Worker injured while in this relationship would be entitled to Workers' Compensation benefits under their regular employer's program. Members registered as active firefighters of any regularly organized and municipally supported volunteer fire department are excluded from disaster service benefits.

VOLUNTEER DISASTER SERVICE WORKERS

Volunteers active in emergency services and/or disaster relief operations usually belong to one of two categories: organized volunteers or spontaneous (convergent) volunteers. Depending on circumstances, different registration procedures are utilized to serve each group's needs.

ORGANIZED VOLUNTEERS

Organized volunteers are defined as individuals affiliated with specific organizations prior to an emergency or disaster. These organizations are usually chartered to provide volunteer emergency and/or disaster relief services. Members of these organizations usually participate in scheduled exercises to practice their disaster relief skills and integrate with the local community's emergency plan and response effort.

Examples of these organizations include:

- American Radio Relay League
- American Red Cross
- California Rescue Dog Association
- Salvation Army
- Civil Air Patrol

Public safety agencies usually prefer to utilize trained, organized volunteers because their organizations are familiar with working under a unified structure. They also provide their own supervision, transportation and support needs.

Agency Trained Volunteers:

Among other reasons, the City operates a Community Emergency Response Teams (CERT) to ensure an adequate pool of organized volunteers to act as disaster first responders within their own neighborhoods or business. Members of these teams receive training in skills as fire extinguishment, search and rescue and medical operations. The CERT program possesses several advantages:

- Familiarity with the disaster area, its hazards and resources
- Knowledge of the jurisdiction's emergency organization
- Opportunity to regularly exercise and drill with the jurisdiction served

SPONTANEOUS (CONVERGENT) VOLUNTEERS

Spontaneous (convergent) volunteers are members of the general public who spontaneously volunteer during emergencies. They are not usually involved with organized volunteer organizations and may lack specific disaster relief training when there is very little time and few resources to train them. They come from all walks of life and comprise the majority of volunteer personnel available to local public safety agencies during a disaster response.

Public safety agencies often form volunteer assembly points for recruiting and classifying volunteers during disaster response operations. To be eligible for Workers' Compensation, the spontaneous volunteer must also be registered as a Disaster Services Worker.

CONSIDERATIONS IN VOLUNTEER UTILIZATION

In order to manage volunteers effectively, there are several issues that need to be addressed. For pre-registered volunteers, the process may be fully organized and accomplished over a period of time. Because this process must be accomplished under extreme conditions with convergent volunteers, it is essential that the planning and execution of the process be thoroughly worked out in advance of the disaster.
Issues to be addressed include:

Recruiting:

Volunteer recruitment may become an issue if the disaster lasts a long time and the initial number of convergent volunteers begins to dwindle. It also may become necessary to recruit volunteers with specific skills, such as heavy equipment operators, medical personnel, translators, etc.
Recruitment avenues include the local media and other organizations. Organizations to contact for recruitment assistance include local labor unions, educational institutions and private companies.

Screening:

Preregistered volunteers will have been screened in advance. Walk-ins, however, will have to be screened at the time that they appear for assignment prior to duty.

Certain vital information is essential if volunteers are to be properly and efficiently used; and screening teams must be identified and trained in advance on the screening of volunteers. The data or information required regarding the volunteers should also be developed in advance. The actual data requirements should be held to a minimum, consistent with the needs of the local jurisdiction.

Identification:
Once screening is completed, all volunteers must be issued proper I.D. and be required to sign for any equipment issued for their position. Organized volunteers will possess identification issued by their organizations. The jurisdiction is responsible for providing identification to convergent volunteers. Forms of I.D. include arm bands, vests, patches, and city I.D. cards.

Training:
Before being deployed, it is essential that volunteers receive an adequate amount of training. At a minimum, volunteers must be thoroughly briefed on the legal aspects of the tasks to which they are to be assigned. They should also fully understand their responsibilities and the limits to which they may go in performing their assigned duties.

Records must be established for each volunteer that reflects the training received. Training records should be maintained as part of the permanent record of the emergency response to the specific disaster.

Supervision:
More so than paid staff, volunteers must be supervised according to the task assigned. Ideally, though not always possible, paid staff personnel should supervise all volunteer effort. When this is not possible, skilled, highly trained volunteers should be assigned as supervisors.

Planning:
The jurisdiction must recognize that volunteers will appear after the onset of a major disaster. Established plans are needed for the proper management of volunteer personnel in order to optimize this resource and prevent convergent volunteers from becoming a problem. Properly managed, volunteer resources may mean the difference between success and failure of the emergency response.

Recognition:
The final requirement of the jurisdiction is to ensure that volunteers are properly recognized for their services. Recognition may be in the form of individual commendation by the elected officials, public acknowledgment by the media, or a letter of appreciation from the local emergency manager.

THESE GUIDELINES DO NOT SUPERSEDE GUIDELINES FOR VOLUNTEER UTILIZATION SET FORTH BY THE GOVERNOR'S OFFICE OF EMERGENCY SERVICES. FOR MORE INFORMATION AND REGISTRATION FORMS, SEE "THEY WILL COME—Post-Disaster Volunteers and Local Governments", Dec. 1995 (OES).

CRITICAL INCIDENT STRESS INFORMATION SHEET

You have experienced a traumatic event or a critical incident (any incident that causes emergency service personnel to experience unusually strong emotional reactions which have the potential to interface with their ability to function either at the scene or later). Even though the event may be over, you may now be experiencing or may experience later, some strong emotional or physical reactions. It is very common, in fact quite **normal,** for people to experience emotional aftershocks when they have passed through a horrible event.

Sometimes the emotional aftershocks (or stress reactions) appear immediately after the traumatic event. Sometime they may appear a few hours or a few days later. And, in some cases, weeks or months may pass before the stress reactions appear.

The signs and symptoms of a stress reaction may last a few days, a few weeks, or a few months and occasionally longer depending on the severity of the traumatic event. With the understanding and the support of loved ones, the stress reactions usually pass more quickly. Occasionally the traumatic event is so painful that professional assistance from a counselor may be necessary. This does not imply craziness or weakness. It simply indicates that the particular event was just too powerful for the person to manage by themselves. Following are some very common signs and signals of a stress reaction.

Physical	Cognitive	Emotional	Behavioral
fatigue nausea muscle tremors twitches chest pain * difficulty breathing * elevated BP rapid heart rate thirst headaches visual difficulties vomiting grinding of teeth weakness dizziness profuse sweating chills shock symptoms * fainting etc.	blaming someone confusion poor attention poor decisions heightened or lowered alertness poor concentration memory problems hypervigilance difficulty identifying familiar objects or people increased or decreased awareness of surroundings poor problem solving poor abstract thinking loss of time, place or person orientation disturbed thinking nightmares intrusive images etc.	anxiety guilt grief denial severe panic (rare) emotional shock fear uncertainty loss of emotion control depression inappropriate emotional response apprehension feeling overwhelmed intense anger irritability agitation etc.	change in activity change in speech patterns withdrawal emotional outbursts suspiciousness change in usual communications loss or increase of appetite alcohol consumption inability to rest antisocial acts nonspecific bodily complaints hyperalert to environment startle reflex intensified pacing erratic movements change in sexual functioning etc.

* definite indication of the need for medical evaluation

Copied from the material of Jeffery Mitchell, Ph.D. and University of Maryland, Baltimore County

THINGS TO TRY

- WITHIN THE FIRST 24-48 HOURS: periods of strenuous physical exercise, alternated with relaxation will alleviate some of the physical reactions.
- Structure your time - keep busy.
- You're normal and having normal reactions - don't label yourself crazy.
- Talk to people - talk is the most healing medicine.
- Be aware of numbing the pain with overuse of drugs or alcohol, you don't need to complicate this with a substance abuse problem.
- Reach out - people do care.
- Maintain as normal a schedule as possible.
- Spend time with others.
- Help your co-workers as much as possible by sharing feelings and checking out how they're doing.
- Give yourself permission to feel rotten and share your feelings with others.
- Keep a journal, write your way through those sleepless hours.
- Do things that feel good to you.
- Realize those around you are under stress.
- Don't make any big life changes.
- Do make as many daily decisions as possible which will give you a feeling of control over your life, i.e., if someone asks you what you want to eat - answer them even if you're not sure.
- Get plenty of rest.
- Reoccurring thoughts, dreams or flashbacks are normal - don't try to fight them - they'll decrease over time and become less painful.
- Eat well-balanced and regular meals (even if you don't feel like it).

FOR FAMILY MEMBERS AND FRIENDS

- Listen carefully.
- Spend time with the traumatized person.
- Offer your assistance and a listening ear even if they have not asked for help.
- Reassure them that they are safe.
- Help them with everyday tasks like cleaning, cooking, caring for the family, minding children.
- Give them some private time.
- Don't take their anger or other feelings personally.
- Don't tell them they are "lucky it wasn't worse" - traumatized people are not consoled by these statements. Instead, tell them that you are sorry such an event has occurred and you want to understand and assist them.

Copied from the material of Jeffrey Mitchell, Ph.D., and the University of Maryland, Baltimore County

ADVICE TO THE DISASTER WORKER

Do not use alcohol or drugs to cope. Drugs are powerful symptom suppressors. No psychic healing can take place because of the emotional numbing caused by drugs or alcohol. Alcohol is also a powerful depressant which can make the problem even more difficult to resolve.

Do not isolate yourself from friends, family or co-workers. By remaining involved with others, you prevent yourself from becoming obsessed with the incident, and you discover that though the incident was traumatic life does go on. Ultimately you'll end up talking about the incident and thus work through it.

Eat well and maintain a physical outlet. Diet is important in reducing physical stress, so even if you have little appetite, eat something, and make sure it is healthy. Exercise is a way of cleansing the body of the negative effects of stress.

Assess **your work situation carefully.** If you have been very traumatized by the incident, **you may need to take time off.** Working while you are emotionally vulnerable puts you more at risk for an acute stress reaction. Assess your situation carefully. If you feel ready for action, return to work, but if you feel vulnerable—request time off.

Watch your fixation of the incident. Do not become obsessed with finding reasons for the tragedy. Allow time to pass. Only over time will the real meaning of what happened become apparent.

Give yourself time to heal. Traumatic stress can seriously affect you. Accept that it takes time to heal. Don't have unrealistic expectations for recovery. Expect the incident to bother you. Take comfort by knowing that the incident won't bother you forever. Your goal should not be to totally forget the incident, but rather to heal. You will know you are healed when you are able to think or talk about the incident without profound emotion.

Learn about Critical Incident Stress. You need facts about what you are going through. By reading up on Critical Incident Stress and its normal reactions, you will see that your reactions are normal.

Make time for fun. Take time out for yourself and do what you enjoy.

Get help from others if necessary. If you feel the incident is staying with you longer than it should, seek individual counseling. If you don't get help, you run the risk of remaining permanently depressed.

PREVENTION OF STRESS AMONG DISASTER WORKERS

As a dedicated disaster worker or crisis counselor, taking care of your mental health needs is important. Disaster work can be exciting and rewarding, but it is also demanding and stressful. You may be talking with survivors or coworkers who have experienced loss, pain, and shock. It is not uncommon for disaster workers to identify with the plight of survivors. In addition, disaster work itself is stressful. The hours are long, the pace can be hectic, and the demands are many, yet the need to respond to people in a sensitive, effective, and efficient manner is a critical aspect of your role.

The following are **normal** reactions disaster workers may experience. Generally, these reactions do not last long, but may continue for weeks, even after your work commitment ceases. Any or all of the following reactions may occur, in any order or intensity:

- Mood Swings
- Loss of Temper/Irritability
- Tiredness/Fatigue
- Change of Appetite
- Difficulty Sleeping
- Cynicism/Negativity
- Self-Criticism
- Repetitious Thoughts
- Forgetfulness
- Sadness/Easy Tearfulness
- Tension/Anxiety
- Headaches/Back Pains
- Nausea/Upset Stomach
- Difficulty Concentrating
- Insecurity/Guilt
- Changes in Sexual Energy

These **temporary** symptoms are a normal response. Many workers will experience at least two or three. Acknowledging your feelings and stress, and even possible burnout, is the first step in feeling better. Other helpful things to do include:

- Be patient with yourself and others.
- Be willing to talk about events and your feelings. Talking about the incident and your reactions is critical to healing and integrating your experiences.
- Draw on supports that nurture you during your time off. This may include friends, reading, recreation, exercise, religious practice or meditation.
- Take care of yourself physically: good diet, adequate sleep, rest and exercise, even a long daily walk will help you considerably.
- Don't place yourself in the role of rescuer: simply be a helpful step along the way.

- Be alert to emotional over-involvement with survivors. Sensitive disaster workers may take on the feelings of those they are talking with, feelings such as frustration, sadness and helplessness.
- If needed, give yourself permission to spend some time alone after work, but don't totally withdraw from social interaction.
- Keeping a journal can be helpful. You may find writing a healing, creative, and important reflection of your experience.
- Place something from home near your work-station and/or office.
- Stop from time-to-time: take four or five deep, cleansing breaths or try stretching. These simple activities are cleansing, rejuvenating and relaxing.
- Change your approach from demanding certainty to accepting uncertainty. Rigidity in disaster workers is self-defeating; flexibility is supportive to yourself, those you serve, and the organization.
- Use a buddy system. Develop co-worker support networks when you are under stress. Tell a trusted colleague what your personal signs of stress are. Let them remind you when you start "losing it."
- Attend debriefing groups and stress education programs that may be offered.
- Speak with a stress or crisis management counselor if you have any questions.

NEGATIVE COPING BEHAVIORS:

Some destructive coping behaviors may undermine the quality of your own life during this period, as well as interfere with your ability to render the highest level of service. People often justify their behaviors due to the stressful nature of this work. Such behaviors may include:

- Abusing alcohol or drugs; self medicating.
- Overeating or eating sugar and junk food snacks.
- Neglecting health and grooming.
- Behaving recklessly.
- Isolating oneself from social interaction.

Please review this material periodically and discuss the points with your co-workers. Remember, sharing your experiences is important in preventing stress.

ACKNOWLEDGEMENTS:

The Los Angeles County Department of Mental Health thanks the FEMA/OES Federal/State/Local Coordinating Office for these materials. This is a disaster recovery program created by the Los Angeles County Department of Mental Health funded by the Federal Emergency Management Agency (FEMA) through the California Department of Mental Health.

CRITICAL INCIDENT STRESS DEBRIEFING (CISD) PROCEDURES

PURPOSE:

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

For the purposes of this procedure, a critical incident or crisis is defined as an emotionally significant event or an unstable time or state of affairs, the outcome of which will have a serious impact on the lives of city personnel.

POLICY:

Section l: Type of Incident

Item 1: The City response to any incident or crisis that causes personnel unusually strong emotional involvement may qualify for "critical incident stress debriefing" or CISD. The following are examples of incidents or events that may be selected for debriefing:

(a) Sudden or accidental serious injury or death of a city employee during work hours whether natural, work related or through an act of workplace violence.

(b) Hostage situations involving city employees.

(c) Mass casualty incidents involving city employees.

(d) Suicide of a city employee.

(e) Sudden or accidental serious injury or death of a non-employee at city facilities during work hours.

(f) Sudden or accidental death of an employee's child, or violence to an employee's child.

(g) Loss of life following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by employees.

(h) Incidents that attract extremely unusual or critical news media coverage.

(I) Any incident that is charged with profound emotion.

(j) An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.

Item 2: Any personnel **directly** involved in high-stress incidents (particularly examples (a) through (d) in Item 1 should be considered a high priority for immediate removal from normal work assignments.

Item 3: On-site evaluation and defusing by a debriefing team or team member should also be considered for critical incidents. In such situations, team members can observe, watch for acute reactions, provide support, encouragement, and consultation and be available to help personnel deal with stress reactions. Team members should be considered a resource available to the Personnel Department as needed.

Section II: Activation of the CISD Procedure

Item 1: Department heads, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis (as described), a request for debriefing consideration should be made as soon as possible.

Item 2: Any department head, manager or supervisor may initiate the debriefing process. This can be done by contacting the Personnel. Employees who may have experienced a traumatic event may also initiate the debriefing process by contacting their supervisor. Personnel will then be contacted and the incident will be evaluated for the level of debriefing required.

Professional CISD counselors should be contacted. Peer counselors may be used based on the nature of the incident.

Item 3: Personnel who feel the need for an individual, confidential debriefing may initiate the process by contacting, through their supervisor, Personnel for referral to a professional counseling agency specializing in CISD procedures.

Item 4: The employee's supervisor and Personnel will be responsible for coordinating the debriefing process, follow-up care and other support as necessary.

PROCEDURE:

Item 1: Critical incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format in which personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Item 2: Attendance at a debriefing will be mandatory for all personnel who were directly exposed to the traumatic aspects of an incident selected for debriefing; however, participation is optional. Exceptions may be granted following assessment by the debriefing team.

Item 3: Several types of debriefing may be conducted depending upon the circumstances of a particular incident. They may be conducted on an individual one-on-one basis or, more typically, in small groups of not more than twenty-five (25) members; but may vary in size according to the incident. The following five types of debriefings, singularly or in combination, are most commonly utilized:

(a) **Initial Defusing**: Conducted immediately after the incident. Primarily informational. An update and status report on the incident and related injuries. A brief review of stress-related symptoms will be provided by a professional counselor.

Debriefings for less serious incidents may be provided by a CISD peer counselor or team member. More intense debriefings should be provided as requested by a supervisor or as the need is observed by the debriefing team during the defusing meeting.

(b) **Formal Debriefing Meeting**: Conducted within seventy-two (72) hours of the incident by CISD professional or CISD team. Confidential non-evaluative discussion involvement, thoughts, and feelings resulting from the incident. Also, a discussion of possible stress-related symptoms.

(c) **On-Site Debriefing**: On-site evaluation and counseling by a debriefing team and trained CISD professional should also be considered for critical incidents or crisis situations when necessary. In such situations, debriefing team members can observe, watch for acute reactions, provide support, encouragement and consultation, and be available to help personnel deal with stress reactions.

(d) **Follow-up Debriefing**: Conducted weeks or months after the incident. This type of debriefing is concerned with delayed or prolonged stress symptoms and may be done informally.

(e) **Individual Consultations**: Available at any time, as needed. One-to-one counseling for any concerns related to the incident.

Item 4: Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the Personnel Department based on the type of debriefing required.

Item 5: The debriefing team will consist of CISD professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors.

The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the Personnel Department **prior** to beginning treatment.

Item 6: Circumstances of a critical incident may result in a recommendation by the debriefing team that an individual(s) be temporarily removed from their normal work assignment or given a leave of absence. Such decisions would include a time frame for returning personnel to their normal work duties based on an evaluation from a CISD professional or the employee's decision that they are mentally and physically prepared to return to work.

In some circumstances, the CISD professional and/or the employee may decide that they cannot return to their usual job assignment. If this is the case, Personnel, in conjunction with Union representatives, would be responsible for overseeing the reassignment process.

Item 7: Due to the nature of the critical incident or crisis situation, the debriefing team should make recommendations to the city administration regarding work schedules and the cancellation of organized events which could produce additional trauma or negative emotional reactions.