

Simi Valley Office of Emergency Services
Emergency Operations Center

OPERATIONS SECTION
Handbook



Table of Contents

General Section

Purpose	4
Overview	4
Objectives.....	4
Concept of Operations.....	4
Organization and Responsibilities.....	5
Section Activation Procedures	5
EOC Organization Chart	7
EOC Responsibilities Chart	8
Operations Section Organization Chart	9
Operations Section Staff	9

Operations Section Position Checklists

Operations Section Coordinator	12
Fire Branch	18
Law Branch.....	23
Coroner Unit.....	31
Medical/Health Branch	36
Public Works Branch	42
Building and Safety Branch	47
Disaster Service Worker Branch.....	53

Emergency Operations Center

Floor Plan	59
Operations Section Layout.....	60
EOC Phone Numbers.....	61
Computer Logon and Use.....	62

Forms

General Message Form 63

Daily Activity Log 64

Resource Request Form 65

Operations Section Supporting Documentation

(See Part Three – Operations Section for these Sections)

EOC-DOC-Field Relationship Charts 67

EOC Action Planning 70

Critical Facilities List 75

Law Branch Specific

Alerting and Warning 90

Coroner Procedures 94

Evacuation Guidelines 102

Fire Branch Specific

Casualty Collection Points (CCP's) 106

Building and Safety Branch Specific

Post Earthquake Building Evaluation 114

Green Placard 115

Yellow Placard 116

Red Placard 117

ATC-20 Detailed Safety Assessment Form 118

OPERATIONS SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Simi Valley to respond to emergencies by prioritizing, supporting, and coordinating citywide response operations based upon the EOC Action Plan.

PRIORITIES

1. Protect life, property, and environment.
2. Carry out objectives of the EOC Action Plan.
3. Ensure coordinated incident response.
4. Cooperate with other sections of the city's emergency response organization.

OVERVIEW

The Operations Section's primary responsibility is to manage the strategic operations of various response elements involved in the disaster/emergency. These elements may include:

Fire/Rescue/Hazardous Materials

- Law/Coroner
- Medical/Health
- Care and Shelter
- Public Works
- Building and Safety
- Disaster Service Worker Teams

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

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

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing city and departmental operating procedures will be adhered to unless modified by the City Council.

- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with their Department's policy.
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

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

Level One—Decentralized Coordination and Direction

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

Level Two—Centralized Coordination and Decentralized Direction

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

Level Three—Centralized Coordination and Direction

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

ORGANIZATION AND RESPONSIBILITIES

The Operations Section's primary responsibilities in a disaster/emergency are to:

- Strategically manage citywide operations.
- Assist in the development of the Operations Section portion of the EOC Action Plan.
- Request resources needed to implement the Operations Section's tactics as a part of the EOC Action Plan development.

OPERATIONS SECTION ACTIVATION PROCEDURES

The City Manager, the Chief of Police, Director of Public Works and a Fire Division Chief (or higher rank) are authorized to activate the Operations Section.

When to Activate

The Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director.

Where to Report

The EOC is located at the Simi Valley Police Department at 3901 Alamo Street.

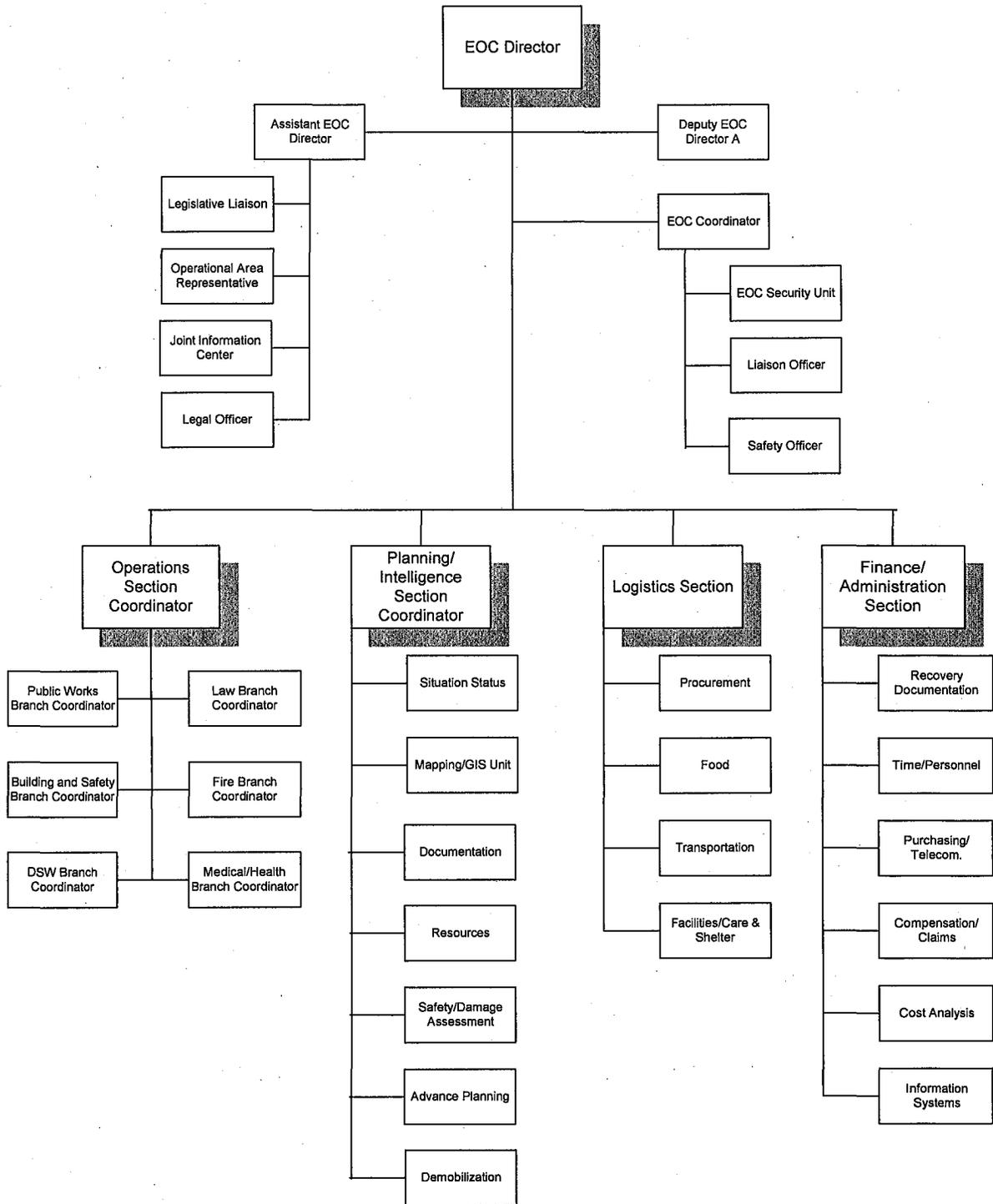
The alternate EOC is located at Simi Valley Cultural Arts Center, 3050 E. Los Angeles Ave.

When to Report

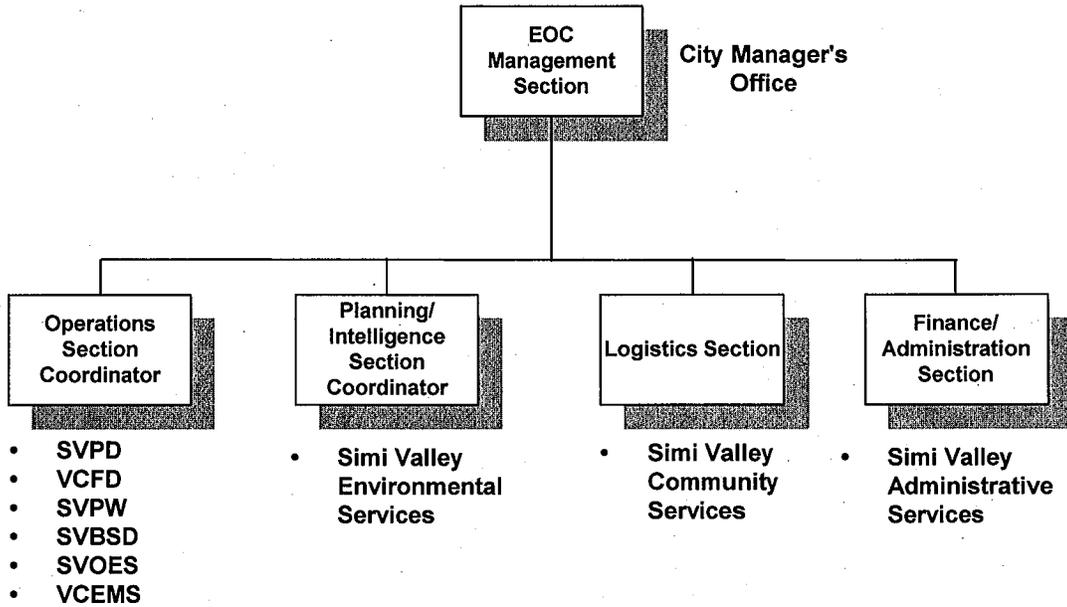
Operations Section staff will report to the EOC immediately after a major earthquake that affects the City of Simi Valley or adjacent communities.

Operations Section staff will be contacted by the Operations Chief or their respective Branch Director for other emergencies.

EOC ORGANIZATION CHART



EOC RESPONSIBILITIES CHART



Responsibilities:

EOC Director (Management Section)

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

Operations Section

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

Planning/Intelligence Section

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

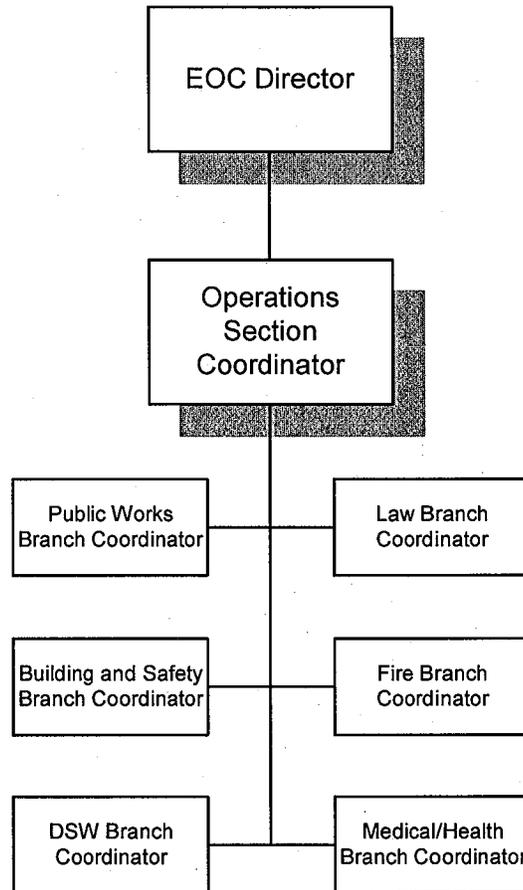
Logistics Section

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

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

OPERATIONS SECTION ORGANIZATION CHART



OPERATIONS SECTION STAFF

The Police Support Services Captain will fill the position of Operations Section Coordinator. The Police Investigative Division Captain shall serve as first alternate and the Operations Captain as second alternate to the Operations Section Coordinator. The Coordinator also may be designated by the EOC Director.

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

- Fire Branch
- Law Branch
- Medical/Health Branch
- Public Works Branch
- Building and Safety Branch
- Disaster Service Worker Branch

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

Operations Section Coordinator

The Operations Section Coordinator, a member of the EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Coordinator is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

Law Branch

The Law Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function in the absence of the Ventura County Coroner.

Medical/Health Branch

The Medical/Health Branch is a liaison position and will coordinate with Ventura County Operational Area for appropriate medical/health response and is responsible for managing personnel, equipment and resources to provide the best patient care possible and coordinating the provision of public health and sanitation.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation of all city-owned and private structures damaged in an incident.

Disaster Service Worker Branch

The Disaster Service Worker Branch is responsible for coordinating and managing the personnel and equipment of the City's Disaster Service Worker Team.

Part 2 - Position Checklists

OPERATIONS SECTION COORDINATOR

PRIMARY: Police Captain - Support Services

ALTERNATE: Police Captain - Investigative

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.

RESPONSIBILITIES:

Coordinate all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan and coordinate all requests for mutual aid and other operational resources.

Section Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation.
- Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.

- Review your position responsibilities.
- Identify yourself as the Operations Section Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what others in the organization do.
- Review organization in place at the EOC. Know where to go for information or support.
- Determine if other Section staff are at the EOC.
- Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.
 - Fire Branch.
 - Law Branch
 - Medical/Health Branch
 - Public Works Branch
 - DSW Branch
- Request additional personnel for the Section to maintain a 24-hour operation as required.
- Brief incoming Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment.
 - Identification of specific job responsibilities.
 - Identification of co-workers within the job function and/or geographical assignment.
 - Availability of communications.
 - Location of work area.
 - Identification of eating and sleeping arrangements as appropriate.
 - Procedural instructions for obtaining additional supplies, services and personnel.
 - Identification of operational period work shifts.
- Inform the EOC Director and General Staff when your Section is fully operational.
- Open and maintain Section logs.
- Using the Daily Activity Log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

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

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

- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.
- Prepare work objectives for Section staff and make staff assignments.
- Meet with other activated Section Coordinators.
- From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Think ahead and anticipate situations and problems before they occur.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.

General Operational Duties

- Carry out responsibilities of the Operations Section branches/groups/units that are not currently staffed.
- Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.
- Make a list of key issues currently facing your Section to be accomplished within the next operational period.
- Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.
- Brief the EOC Director on major problem areas that need or will require solutions.
- Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.
- Ensure that your Section logs and files are maintained.
- Monitor your Section activities and adjust Section organization as appropriate.
- Ensure internal coordination between branch/group/unit leaders.
- Update status information with other sections as appropriate.
- Resolve problems that arise in conducting your Section responsibilities.
- Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).
- Participate in the EOC Director's action planning meetings.
- Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period. (See Part Three—Forms.)
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

- Establish field communications with affected areas.
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.
- Determine the need to evacuate and issue evacuation orders.
- Determine the need for In-Place Sheltering and issue notification orders. (See Part Three— Operations/Shelter-In-Place.)
- In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident.
- Display on maps the primary and alternate evacuation routes which have been determined for the incident.
- Identify, establish and maintain staging areas for Operations-related equipment and personnel.
- Direct Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an Incident Report.
- Provide copies of the daily Incident Report to the Documentation Unit of the Planning/Intelligence Section at end of each operational period
- Coordinate the activities of all departments and agencies involved in the operations.
- Determine resources committed and resource needs.
- Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.
- Provide all relevant emergency information to the Public Information Officer.
- Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.
- Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plan. (See Part Three—Planning/Intelligence/Action Planning.)

- Work closely with each Branch/Unit leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.
- Ensure that intelligence information from Branch/Unit leaders is made available to the Planning/Intelligence Section.
- Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) (see Part Three—Operations/NWS.)
- Coordinate with the Facilities and Procurement Units of the Logistics Section on animal care issues.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditure.
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

Deactivation

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

FIRE BRANCH**PRIMARY:** Fire Battalion Chief**ALTERNATE:** Fire Captain**SUPERVISOR:** Operations Section Coordinator**GENERAL DUTIES:**

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

RESPONSIBILITIES:

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

Branch Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Fire Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Fire Department personnel are in the EOC or have been notified.

- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Fire personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using Daily Activity Log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

- Ensure that the Safety/Damage Assessment plan is being carried out by field units. (See Part Three— Operations/Safety/Damage Assessment.)
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period. (See Part Three—Forms.)

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

Branch/Unit Operational Duties

- Assess the impact of the disaster on the Fire Department operational capacity.
- Set Fire Department priorities based on the nature and severity of the disaster.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Assist in the preparation of the EOC Action Plan.
- Estimate need for fire mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
 - Order all fire resources through the Ventura County Fire Mutual Aid Coordinator.
 - Order all other resources through the Logistics Section.
- Report to the Operations Section Coordinator when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Report to the Ventura County Fire Mutual Aid Coordinator on major problems, actions taken and resources available or needed.
- Alert all emergency responders to the dangers associated with hazardous materials and fire.
- Provide emergency medical care and transportation of injured to appropriate facilities.
- Assist in dissemination of warning to the public.
- Provide fire protection and safety assessment of shelters.
- Provide support for radiation monitoring and decontamination operations. (See Part Three—Operations/Radiological Protection Procedures.)
- Check with the other Operations Section Branches for a briefing on the status of the emergency.

- Coordinate with the Procurement and Facilities Units of the Logistics Section for feeding and shelter of fire personnel.
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases major medical incidents and/or other potential problems.
- Review and approve accident and medical reports originating within the Fire Branch.
- Resolve logistical problems reported by the field units.
- Implement the Radiological Protection Procedures as needed. (See Part Three—Operations/Radiological Protection Procedures.)

Deactivation

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

LAW BRANCH

PRIMARY: Police Lieutenant - Patrol Support

ALTERNATE: Police Lieutenant - Detective

SUPERVISOR: Operations Section Coordinator

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.

RESPONSIBILITIES:

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function in the absence of the Ventura County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

Branch Start-Up Actions

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

- Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Law Branch by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.

- Ensure that the Safety/Damage Assessment plan is being carried out by field units. (See Part Three—Operations/Safety/Damage Assessment.)
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch Operational Duties

- Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Dam Failure.

- Mobilization
- Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.
- Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Notify Sheriff's EOC or East Valley Watch Commander of status.
- Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.
- Establish a multi-purpose staging area as required.
- Maintain contact with established DOCS and dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch.

Alerting/Warning of Public

(See Operations/Alerting and Warning)

- Designate area to be warned and/or evacuated.
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center

- Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods.
 - Notifying police units to use loudspeakers and sirens to announce warning messages.
 - Determining if helicopters are available and/or appropriate for announcing warnings.
 - Using cable TV, local radio stations, the Automatic Notification System or the City's 530 a.m. radio station to deliver warning or emergency messages upon approval of the EOC Director.
 - Using the Emergency Broadcast System (EBS) for local radio and television delivery of warnings. (See Part Three—Operations/EBS Plan.)
 - Using explorers, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the Logistics Section.
- Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
- Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
 - Using bilingual employees whenever possible.
 - Translating all warnings, written and spoken, into appropriate languages.
 - Contacting media outlets (radio/television) that serve the languages you need.
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
 - Using pre-identified lists of disabled and hearing impaired persons for individual contact.
- Check vacated areas to ensure that all people have received warnings.

Evacuation

- Implement the evacuation portion of the EOC Action Plan.
- Establish emergency traffic routes in coordination with the Public Works Branch, utilizing the County Operational Area Disaster Route Priority Plan. (See Part Three—Operations/Disaster Route Priority Plan.)
- Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.
- Ensure that evacuation routes do not pass through hazard zones.
- Identify alternate evacuation routes where necessary.

- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.
- Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- Coordinate with Care and Shelter Branch to open evacuation centers.
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.
- Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- Monitor status of warning and evacuation processes.
- Coordinate with the Public Works Branch to obtain necessary barricades and signs.

Security

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan.
- Request mutual aid assistance through the Sheriff's EOC or East Valley Watch Commander.
- Coordinate security in the affected areas to protect public and private property.
- Coordinate security for critical facilities and resources.
- Coordinate with the Public Works Branch for street closures and board up of buildings.
- Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- Provide information to the PIO on matters relative to public safety.
- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.

- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- Develop procedures for safe re-entry into evacuated areas.

Other

- Coordinate with appropriate animal care agencies and the Facilities and Procurement Units of the Logistic Section. Take required animal control measures as necessary.
- If requested, assist the County Coroner with removal and disposition of the dead.
- Activate the EOC Coroner Unit if the Coroner is needed and the County cannot provide service.

Additional Actions in Response to Hazardous Materials Incidents

- Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.
- Notify appropriate local, state, and federal hazard response agencies.
- Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/ Intelligence Section for updates.
- Assist with the needs at the Unified Command Post as requested.
- Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, State OES, shipper, manufacturer, CHEMTREC, etc.

Additional Actions in Response to a Major Air Crash

- Notify the Federal Aviation Agency or appropriate military command.
- Request temporary flight restrictions.

Additional Actions in Response to Flooding and/or Dam Failure

- Notify all units in and near inundation areas of flood arrival time.

- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.
- Coordinate with PIO to notify radio stations to broadcast warnings.

Deactivation

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

CORONER UNIT

PRIMARY: Chief Medical Examiner-Coroner (Ventura County)

ALTERNATE: Police Sergeant, as assigned

SUPERVISOR: Law Branch Coordinator

GENERAL DUTIES:

- Assume responsibility in the event the County Coroner cannot meet the needs of the City in a disaster.
- Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify mass burial sites. Establish and maintain records of fatalities.
- Request the County Operational Area to activate the Emergency Mortuary Response Plan as necessary to supplement Coroner Operations. Assist as needed.

RESPONSIBILITIES:

The County of Ventura Chief Medical Examiner-Coroner has Coroner responsibilities in the City of Simi Valley. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Additional material regarding coroner operations is included in Part Three—Operations/Coroner. You may also be called upon to assist the County Coroner in coordinating the Emergency Mortuary Response Plan if the County Coroner is not available.

Branch Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the Law Branch Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.

- Obtain a briefing from the field command post(s) or DOC prior to assuming EOC assignment and brief the Law Branch Coordinator.
- Identify yourself as the Coroner Unit Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Keep the Law Branch Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/ Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch Operational Duties

- Ensure that Coroner notification has been made to the Ventura County Operational Area, via the Sheriff's EOC or the East Valley Watch Commander. Determine the expected time of arrival.
- Coordinate the removal and disposition of the dead if requested by the County Coroner.
- Continually attempt to contact the County Coroner to advise of condition and needs. Return control of function as soon as possible to that office.
- Establish temporary morgue facilities.

- Coordinate with local morticians for assistance.
- Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.
- Coordinate with the Procurement Unit of the Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items.
- Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures.
- Advise personnel involved in body recovery operations of the specific documentation requirements. Refer to supplemental documents in Part Three—Operations/ Coroner.
- Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.
- Consider changing shifts at 6 hours if involved in body recovery.
- Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.
- Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency.
- Provide assistance to the County Coroner in the identification of remains if requested.
- Notify next of kin as advised by the Coroner.
- Provide data on casualty counts to the Ventura County Operational Area via the Sheriff's EOC or the East Valley Watch Commander.
- In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination.
- Be prepared to relocate morgue facilities if they are located in flood-prone or dam inundation areas.
- Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.
- Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.

- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Deactivation

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

MEDICAL/HEALTH BRANCH

PRIMARY: Ventura County Health Dept. Rep.

ALTERNATE: Assigned As Necessary

SUPERVISOR: Operations Section Coordinator

Due to the lack of resources of the City of Simi Valley in this function, the City must rely on Ventura County. In the event of a major disaster, there may be an extended period of time before the County service can be provided. As resources allow, the Medical/Health Branch will coordinate the appropriate actions until the County responds.

The Ventura County Department of Health Services in coordination with the private hospitals designated as Casualty Collection Points (CCP) sites is responsible for assigning medical staff to CCPs. (See Part Three—Operations for CCP information.)

GENERAL DUTIES:

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs.
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

RESPONSIBILITIES:

Manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan.

In this jurisdiction, this checklist may pose potential issues as opposed to serving as a functional checklist.

Branch Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Medical/Health Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that a status check on equipment, facilities and operational capabilities has been completed.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Sections or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

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

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

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOC's and dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch Operational Duties

- Access County medical/health response by contacting the Ventura County Operational Area via the Sheriff's EOC or the East Valley Watch Commander.
- Arrange for emergency medical support and hospital care for disaster victims during and after an incident.
- Determine number and location of casualties that require hospitalization.
- Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Ventura County Operational Area EOC via the Sheriff's EOC or East Valley Watch Commander.
- In the event of an evacuation, coordinate with the Law Branch to reduce the patient population in hospitals, nursing homes and other care facilities.
- Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.
- In conjunction with the Shelter Branch, establish and staff medical care stations at shelter facilities.
- Establish and operate first aid stations for emergency workers as appropriate to the incident.
- Coordinate with the Personnel Unit of the Logistics Section to obtain additional health/medical personnel.
- In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.

- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.
- Provide to the PIO the locations of shelters, first aid facilities, Casualty Collection Points (CCPs), public health hazards and mitigation procedures and other information for press release.
- In conjunction with the Situation Status Unit of the Planning/Intelligence Section, establish a patient tracking system.
- Protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed.
- Coordinate inspection of health hazards in damaged buildings.
- Coordinate with the Ventura County Operational Area in developing procedures to distribute medications to shelters or treatment areas as needed.
- Coordinate with the Ventura County Operational Area in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders.
- Additional Actions in Response to Flooding and/or Dam Failure
- Identify facilities subject to flooding and prepare to move people from facilities.
- Additional Actions in Response to Hazardous Material Incidents
- Identify patients and notify hospitals if contaminated or exposed patients are involved.
- Implement the Radiological Protection Procedures as needed. (See Part Three—Operations/Radiological Protection Procedures.)

Deactivation

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

- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Medical Branch position and close out logs when authorized by the Operations Section Coordinator or EOC Director.
- Leave forwarding phone number where you can be reached.

PUBLIC WORKS BRANCH

PRIMARY: Assistant Director of Public Works

ALTERNATE: Dep. Dir. of Public Works - Sanitation

SUPERVISOR: Operations Section Coordinator

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of general staging areas for unassigned resources coordinate with the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

RESPONSIBILITIES:

Coordinate all Public Works operations; maintain public facilities, surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.

Branch Start-Up Actions

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

- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Public Works Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Public Works Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using activity log (see sample, Part Three—Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:

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

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

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that the Safety/Damage Assessment plan is being carried out by field units. (See Part Three— Operations/Safety/Damage Assessment.)
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.

- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Branch/Unit Operational Duties
 - Receive and process all requests for Public Works resources.
 - Maintain back-up power in the EOC.
 - Assure that all emergency equipment has been moved from unsafe areas.
 - Mobilize personnel, heavy equipment and vehicles to designated general staging areas.
 - Obtain Public Works resources through the Logistics Section, utilizing mutual aid process when appropriate.
 - Allocate available resources based on requests and EOC priorities.
 - Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.
 - Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
 - In coordination with the Ventura County Department of Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and

reopen Disaster Routes on a priority basis. (See Part Three—Operations/Disaster Route Priority Plan.)

- Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.
- Support clean-up and recovery operations during disaster events.
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.
- Develop a debris removal plan in conjunction with the Logistics Section (Community Services) to facilitate city clean-up operations, which addresses:
 - Identification of agencies such as the County Sanitation Districts of Ventura and coordination of the debris removal process.
 - Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
 - Cooperation with various waste management regulatory agencies to address associated debris removal problems.
 - Identification and establishment of debris collection sites.
 - Evaluation of potential recycling of debris.
 - Prioritization and completion of the debris removal process.

Deactivation

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

BUILDING AND SAFETY BRANCH COORDINATOR

PRIMARY: Building Official

ALTERNATE: Building & Safety Operations Manager

SUPERVISOR: Operations Section Coordinator

GENERAL DUTIES:

- Coordinate structural assessment operations during disasters.
- Coordinate all citywide damage assessment operations during disasters.
- Coordinate with the American Red Cross to optimize the use of assessment resources.
- Coordinate incoming Building and Safety mutual aid resources during emergency.

RESPONSIBILITIES:

Manage the overall damage assessment and structural evaluation operations in the City. These two operations are distinct in that the damage assessment operations are to provide the EOC with a broad picture of the damage throughout the City, while the structural evaluation is a more detailed structure-by-structure analysis utilizing the Standardized ATC 200 assessment system. The initial operation of this Branch is to ensure that all emergency response facilities such as the EOC City buildings, fire stations and shelter locations are inspected for damage. This should be followed by inspections of other critical facilities as deemed appropriate for the conditions (schools, bridges, etc.)

The Building and Safety Branch Director should also coordinate the damage assessment activities of the American Red Cross. While the Red Cross operates under its own authority and chain of command, optimizing the use of both theirs and the City's resources in the early hours of a disaster is necessary. The Building and Safety Branch is responsible for ensuring that this coordination takes place.

Branch Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.

- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the Building and Safety Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.
- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all on-duty Building and Safety personnel have been alerted and notified of the current situation.
- Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.
- Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities.
- Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.

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

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

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

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Ensure that the Safety/Damage Assessment plan is being carried out by field units. (See Part Three— Operations/Safety/Damage Assessment.)
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel time records are provided to your Section Coordinator at the end of each operational period.
- Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.
- Branch/Unit Operational Duties
- These operations are broken in four categories, the first is deployment actions, the second is critical facility inspections, the third is rapid damage assessment operations, and the fourth is structural assessment.

DEPLOYMENT ACTIONS

- Establish a Building and Safety Staging Area. This can be a location at the Department EOC (DSB) or the EOC as appropriate.
- Establish a pool of vehicles for use by inspection teams. Request additional vehicles through the Logistics Section.
- Request a cache of cellular telephones and/or radios from the Logistics Section. Assign phones or radios to inspection teams as required.
- Request mutual aid building inspectors through the EOC Director, if necessary

CRITICAL FACILITY INSPECTIONS

- If necessary, determine structural safety of the following emergency operations facilities:

1. City EOC and Police Station
2. Fire Stations
3. Public Services Center
4. The Developmental Service Building
5. City Hall
6. Simi Valley & Royal High School (Pre-designated public shelters)
7. Other facilities, as necessary.

RAPID DAMAGE ASSESSMENT

- Based upon information coming in from police and fire networks, prepare a rapid damage assessment plan. The goal of this operation is to learn the extent of the damage prior to committing to an intensive structural analysis.
- Assign personnel to conduct the rapid damage assessment.
- Brief the Rapid Assessment Teams of the rapid assessment plan and then send them out to conduct the operation.
- Teams should report significant damage or emergency situations as they observe them.

STRUCTURAL ASSESSMENT

After the completion of the Rapid Damage Assessment, the Building and Safety Branch should focus its attention on conducting structural assessments, in accordance with ATC 200. The information gained from these assessments is vital. The State Office of Emergency Service will assign resources to areas that show the most need. Need is mostly determined by the information gained in these structural assessments. Therefore these assessments need to be conducted rapidly and thoroughly.

- Based on the information gained in the Rapid Damage Assessment, develop a structural assessment deployment plan.
- Assign personnel to conduct the structural assessments. Report all damage to the EOC as it is observed.
- Brief the Teams of the structural assessment plan and then send them out to conduct the operation.
- Teams should report significant damage or emergency situations as they observe them. However, there is no need to immediately report Red, Yellow or Green tagged buildings unless requested by the EOC Director. This information can be submitted to the EOC after the completion of either a specified time period or an assigned area.

- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.

Deactivation

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

DISASTER SERVICE WORKER BRANCH COORDINATOR

PRIMARY: Simi Valley OES Technical Reserve Officer

ALTERNATE: Simi Valley OES Technical Reserve Officer

SUPERVISOR: Operations Section Coordinator

GENERAL DUTIES:

- Coordinate the activation, staging, mission taking and demobilization of Simi Valley Disaster Service Worker Team members
- Request mutual aid Disaster Service Workers when necessary
- Coordinate with Incident Command Posts, DOC's and other locations where DSW's are active or may be deployed.
- Implement that portion of the EOC Action Plan appropriate to the DSW Branch.

RESPONSIBILITIES:

The Disaster Service Worker Branch is responsible for coordinating and managing the personnel and equipment of the City's Disaster Service Worker Team.

Branch Start-Up Actions

- Check in upon arrival at the EOC.
- Report to the Operations Section Coordinator and obtain a briefing.
- Determine your personal operating location and set up as necessary.
- Review your position responsibilities.
- Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Coordinator.
- Identify yourself as the DSW Branch Coordinator by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key DSW personnel are in the EOC or have been notified.
- Clarify any issues regarding your authority and assignment and what others in the organization do.
- Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.
- Ensure that all DSW personnel have been alerted and notified of the current situation.
- Ensure that all DSW personnel have been notified of call-back status (when they should report), in accordance with current emergency procedures.
- Ensure that all DSW personnel have completed status check on equipment, facilities and operational capabilities.
- Determine 24-hour staffing requirement and request additional support as required.
- Request additional resources through the Logistics Section or established ordering procedures, as needed.
- Ensure that all your incoming Branch/Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Branch/Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using Daily Activity Log, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled
 - EOC personnel, time on duty and assignments

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

General Operational Duties

- Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.
- Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.
- Obtain regular briefings from field command post(s) or DOC.
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel.
- Keep the Operations Section Coordinator advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
- Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.
- Establish operating procedure with the Information Systems Branch of the Finance Section for use of telephone, radio and data systems. Make any priorities or special requests known.
- Review situation reports as they are received. Verify information where questions exist.
- Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
- Determine and anticipate your support needs and forward to your Section Coordinator.
- Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.
- Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.
- Use face-to-face communication in the EOC whenever possible and document decisions and policy.
- Refer all media contacts to your Section Coordinator.
- Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.
- Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

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

Branch/Unit Operational Duties

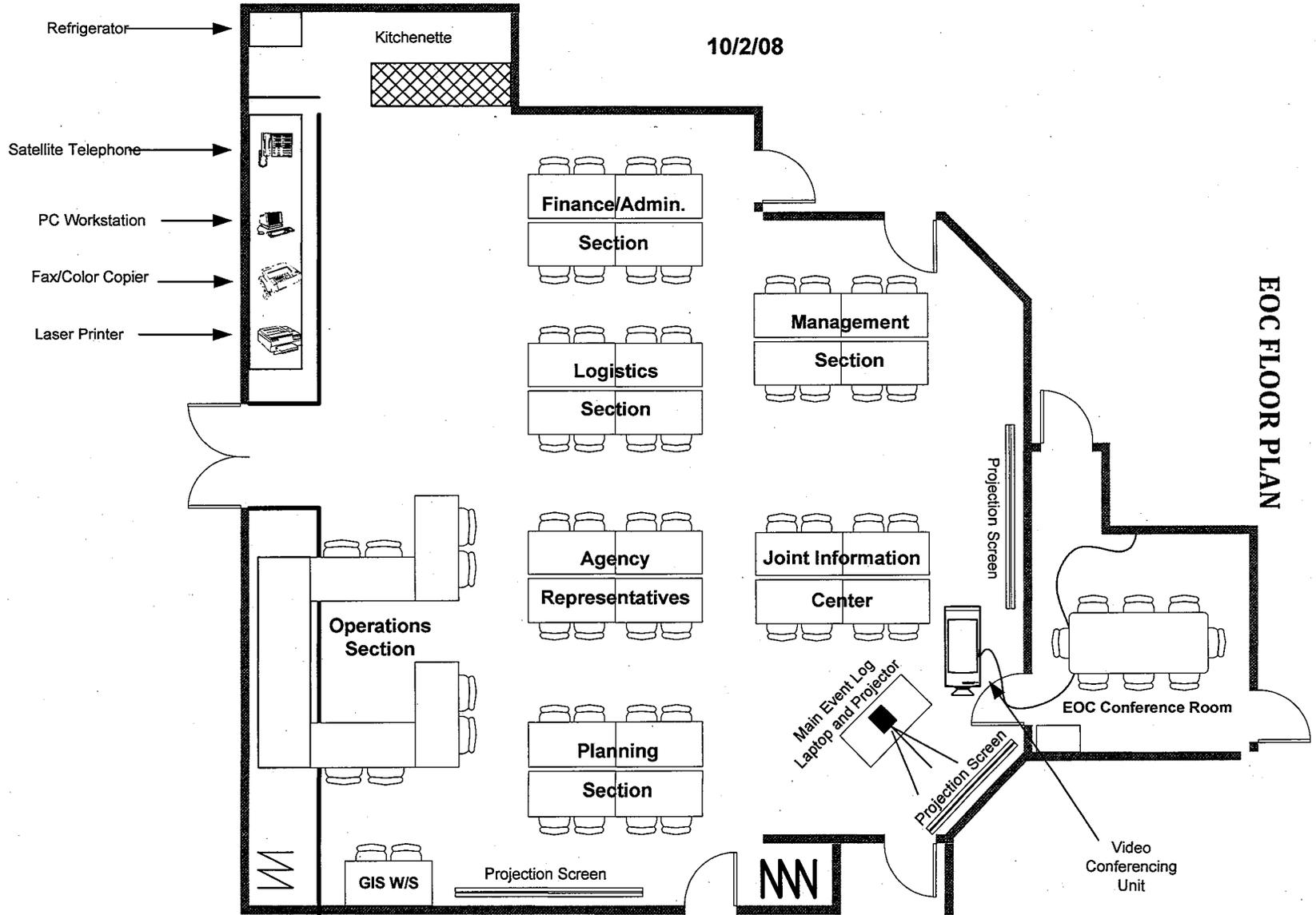
- Assess the impact of the disaster on the DSW operational capacity.
- Set DSW priorities based on the nature and severity of the disaster.
- Attend planning meetings at the request of the Operations Section Coordinator.
- Assist in the preparation of the EOC Action Plan.
- Estimate need for DSW mutual aid.
- Request mutual aid resources through proper channels when approved by the Operations Section Coordinator.
 - Order all DSW resources through the Ventura County Operational Area EOC.
 - Order all other resources through the Logistics Section.
- Report to the Operations Section Coordinator when:
 - EOC Action Plan needs modification.
 - Additional resources are needed or surplus resources are available.
 - Significant events occur.
- Alert all emergency responders to the dangers associated with hazardous materials and fire.
- Provide emergency medical care and transportation of injured to appropriate facilities.
- Assist in dissemination of warning to the public.
- Check with the other Operations Section Branches for a briefing on the status of the emergency.
- Coordinate with the Procurement and Facilities Units of the Logistics Section for feeding and shelter of DSW personnel.
- Determine if current and forecasted weather conditions will complicate operations.
- Review and approve accident and medical reports originating within the DSW Branch.
- Resolve logistical problems reported by the field units.

Deactivation

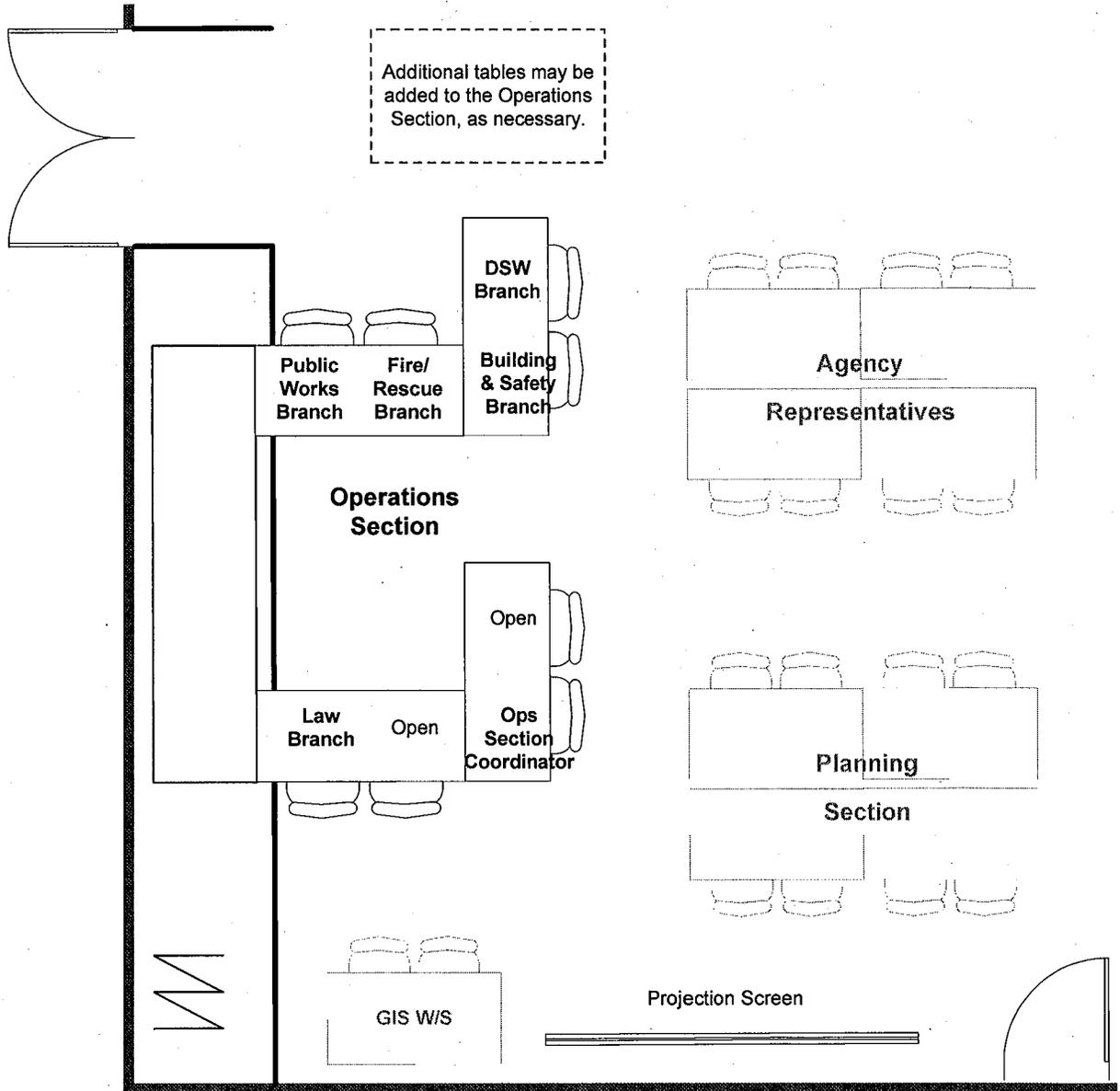
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the DSW Branch position and close out logs when authorized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

Part 3 - EOC

EOC FLOOR PLAN



Operations Section Layout



 CITY OF SIMI VALLEY		EMERGENCY OPERATIONS CENTER Phone List <small>10/1/2008</small>	
<u>Command Section</u>		<u>Miscellaneous Numbers</u>	
EOC Director		Fax	583-6947
Deputy EOC Director			583-6201
Assistant EOC Director		EOC Status Employee Hotline	583-6262
Legislative Liaison			
Operational Area Representative		Public Information Hotline	583-6100
Public Information Officer		(Amber Alert Line)	
EOC Coordinator		Police DCC	583-6950
Liaison Officer		ARES/Radio	306-3721
EOC Security Unit			
Legal Officer			
Safety Officer			
Operations Section			
Operations Section Chief	306-3716		
Law Branch Coordinator	583-6241		
Fire Branch Coordinator	583-6243		
Public Works Branch Coordinator	583-6244		
Building and Safety Branch Coordinator			
Medical Branch Coordinator	583-6242		
DSM/Branch	306-3718		
Planning Section			
Planning Section Coordinator			
Situation Status Unit Leader			
Resource Status Unit Leader			
Safety/Damage Assessment Unit Leader			
Advance Planning Unit Leader			
Documentation Unit Leader			
Demobilization Unit Leader			
GIS Unit Leader			
Logistics Section			
Logistics Section Coordinator			
Procurement Unit Leader			
Food Unit Leader			
Transportation Unit Leader			
Facilities Unit Leader			
Finance Section			
Finance Section Coordinator			
Recovery Unit Leader			
Tire/Personnel Unit Leader			
Purchasing/Telecomm Unit Leader			
Compensation Claims Unit Leader			
Cost Analysis Leader			
Information systems Unit Leader			
Agency Representatives			
Ventura County			
Simi Valley Unified School District			
American Red Cross			
Edison			
So Cal Water			
Gas company			
SECC			
Simi Valley Hospital			
Rancho Simi Parks and Recreation			

EOC "Tough Book" Sign in Procedure

If you are a CITY HALL employee and you want to sign in to the network:

1. Plug in the **blue** network cable
2. **Uncheck** to Workstation only box
3. Under the Advanced tab, Context should be set to: **CH.CC.SIMI**
4. Sign in with your Novell Username and Password

If you are a DSB employee and you want to sign in to the network:

1. Plug in the **blue** network cable
2. **Uncheck** Workstation only box
3. Under the Advanced tab, Context should be set to: **DSB.CC.SIMI**
4. Sign in with your Novell Username and Password

If you are a Police Department employee and you want to sign in to the network:

1. Plug in the **blue** network cable
2. **Uncheck** the Workstation only box
3. Under the Advanced tab, Context should be set to: **PD.SIMI**
4. Sign in with your Novell Username and Password

If you are not a City Employee, or you just want to sign in to the computer and have access to the Internet:

1. **Unplug** the **blue** network cable (if attached)
2. Check the Workstation only box
3. Sign in with Username: **eclocal**
4. Do **not** type a password – leave blank
5. Press Enter or choose OK

Purpose

This form is used to request any required resource, including Mutual Aid, Field/DOC equipment, supplies, food, etc. You may also use this form to request needed EOC supplies.

When to Use this Form

Use this form anytime you need to request resources for your area or responsibility**. The Procurement Unit in Logistics is responsible for obtaining and delivering the requested resources.

City of Simi Valley • EOC Resource Request

An attempt should be made to fill all resource requests through Operations Branches and/or DOC's before sending to logistics.

Resource Requested:			
Priority → → →	Critical/Life Safety →	Urgent →	Routine →
Incident Address:		Incident Type:	
Resource Requested By:		Agency/Dept:	
Duration Needed:		Phone:	
Staging/Delivery Location:		Delivery Contact:	
Form Prepared By:		EOC Position:	
Latest Acceptable Delivery (Date/Time):			
Purpose/Use:			
Suggested Source(s):			
Approval by Section Coordinator:		Signature:	
Filled By Operations?		Send to Logistics?	

Section Below to be Filled Out by Procurement Unit

Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person:		Phone:	
Date Ordered:		Time Ordered:	
Estimated Date/Time of Arrival:		Inv./Resource Order #:	
Comments:			
Initialed By Operations: →		Logistics: →	Finance: →
Originator:	Any EOC Position Retain Copy	This form is used to request all resources, for field use and EOC use.	
Routing:	Approval by Section Coordinator; then send to Logistics		

Additional Notes:

EOC-30

Graphics New (5/03)

White/Yellow - Procurement Unit Pink - Originator

** Police and Fire Mutual Aid Resources (police officers and firefighters) are requested through their respective mutual aid channels directly through the Operations Section. Note these requests on a General Message Form to the Procurement Unit, so they may track the request.

White: Documentation Unit (Plans Section)
Yellow: Replacement Staff Member
Pink: Your files