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**CITY OF OCEANSIDE**

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**EMERGENCY  
OPERATIONS  
PLAN**

2016





*City of Oceanside*  
**Emergency Operations Plan**

Foreword

**Edited and Modified by the Oceanside Fire Department  
Last Updated by the Oceanside Fire Department Command Staff, Disaster  
Preparedness Coordinator, and Fire Department Volunteer  
Adopted on: March 1, 2017  
Previous Resolution #: 09-R0781-1**



## Emergency Operations Plan

### PROMULGATION STATEMENT

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A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE, CALIFORNIA, AUTHORIZING THE MAYOR AND CITY CLERK, TO EXECUTE, ON BEHALF OF THE CITY, TO ADOPT THE REVISION TO THE EMERGENCY OPERATIONS PLAN 2016

WHEREAS, the City of Oceanside (the “City”) has previously experienced both natural and manmade disasters, and all such disasters have the potential to result in loss of life, personal injury, property damage, as well as the interruption of business and government services; and

WHEREAS, the City is required by the California Emergency Services Act, within Section 8610 of the California Government Code, to have an Emergency Operations Plan in place that describes the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies; and

WHEREAS, this all-hazards Emergency Operations Plan includes continuity of government, emergency services, mobilization of resources, mutual aid, and public information elements; and

WHEREAS, the City adopts a “whole community” approach for emergency management that utilizes and strengthens partnerships between residents, organizational and community leaders, and government officials; and

WHEREAS, the City has adopted previous Emergency Operations Plans and this updated Plan conforms with current State and Federal guidelines for emergency plans and complies with the California Standardized Emergency Management System (“SEMS”) and the National Incident Management System (“NIMS”) standards; and

WHEREAS, the updated City of Oceanside Emergency Operations Plan 2016 was reviewed and approved by the County of San Diego Office of Emergency Services and the State of California Governor’s Office of Emergency Services;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Oceanside, California, as follows:

1. That the above recitations are true.
2. That the City Council adopts the updated City of Oceanside Emergency Operations Plan 2016, a complete copy of which is on file in the Office of the City Clerk and the Fire Department.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Oceanside at a regular meeting thereof this 1<sup>st</sup> day of March of 2017.



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# Emergency Operations Plan

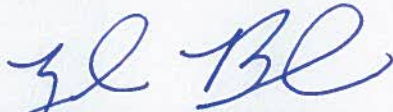
## SIGNATURE PAGE

Each Department Head assigned a primary role in the Emergency Operations Center (EOC) will review this plan. Upon acceptance, the Emergency Manager will submit this Emergency Operations Plan (EOP) to the County of San Diego's Office of Emergency Services (OES) for inclusion in the Operational Area's emergency planning efforts who will then submit to the California Governor's Office of Emergency Services (Cal OES) for assessment.

In reviewing this Emergency Operations Plan, I agree with its description of my department's role during an emergency and organizational responsibility within the Emergency Operations Center.

  
 \_\_\_\_\_  
 City Manager Date 12-12-16

  
 \_\_\_\_\_  
 City Attorney Date 12/12/16

  
 \_\_\_\_\_  
 City Clerk Date 12/12/16

  
 \_\_\_\_\_  
 Interim Director of Development Services Date 12-8-16

  
 \_\_\_\_\_  
 Director of Neighborhood Services Date December 8, 2016

  
 \_\_\_\_\_  
 Director of Human Resources Date 12-8-16

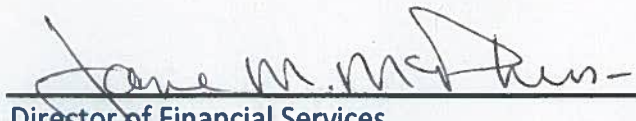


# Emergency Operations Plan


## SIGNATURE PAGE

In reviewing this Emergency Operations Plan, I agree with its description of my department's role during an emergency and organizational responsibility within the Emergency Operations Center.

  
 \_\_\_\_\_  
 Director of Library 12/8/16  
 Date

  
 \_\_\_\_\_  
 Director of Financial Services 12/8/16  
 Date

  
 \_\_\_\_\_  
 Director of Public Works 12/8/16  
 Date

  
 \_\_\_\_\_  
 Director of Water Utilities 12/8/16  
 Date

  
 \_\_\_\_\_  
 Fire Chief 12/8/16  
 Date

  
 \_\_\_\_\_  
 Information Systems Director 12/8/2016  
 Date

  
 \_\_\_\_\_  
 Police Chief 12/8/16  
 Date



## FOREWORD

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**Saving lives and the protection of life, the environment, and property are the primary goals of governmental agencies in any emergency or disaster. Emergency plans provide the basis from which response and recovery operations are executed.**

**In the early 1960s, all of the cities and the County of San Diego formed a Joint Powers Agreement which established the Unified San Diego County Emergency Services Organization (USDCESO) and the Unified Disaster Council (UDC), a policy making group of the organization. The City of Oceanside is a voting member of the Unified Disaster Council. The County also created the San Diego County Office of Emergency Services, which is staff to the Unified Organization.**

**The San Diego County Office of Emergency Services (OES) is the agency charged with developing and maintaining the San Diego County Operational Area Emergency Plan. This Operational Area Emergency Plan should be considered a preparedness document, intended to be read and understood *before* an emergency. It is designed to include the San Diego County Operational Area (the County and all 18 jurisdictions) as part of the statewide emergency management system.**

**The City of Oceanside's approach to emergency planning has been comprehensive, i.e., planned for and prepared to respond to all hazards: natural disasters, man-made, and war-related emergencies by utilizing the Standard Emergency Management System (SEMS) and the National Incident Management System (NIMS). The Oceanside Fire Department is charged with developing and maintaining the City of Oceanside's Emergency Operations Plan.**

**In 2004, Homeland Security Presidential Directive (HSPD)-5, directed the United States Department of Homeland Security (DHS) to develop and administer a National Incident Management System (NIMS) in order to provide a comprehensive national approach to incident management. The NIMS is the nation's first-ever standardized approach to incident management and response. The NIMS unifies Federal, State, territorial, tribal and local lines of government into one coordinated effort. On September 15, 2005, the USDCESO issued a resolution adopting NIMS in the regional emergency management system. The City of Oceanside adopted NIMS by resolution on April 5, 2006.**



## APPROVAL AND IMPLEMENTATION

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This all-hazards Emergency Operations Plan (EOP) provides guidance for the City of Oceanside's response to emergencies associated with natural, manmade, and technological disasters. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. Developed in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), this plan is a management document intended to be read, understood, and exercised before an emergency occurs. Additionally, this plan is designed to integrate into and support the County of San Diego's Operational Area Emergency Plan.

This plan is consistent with the "whole community" approach proposed by the Federal Emergency Management Agency (FEMA). Whole community is a means by which private and nonprofit sectors, including businesses, faith-based, access and functional needs organizations, residents, visitors, and government agencies at all levels, collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.

This plan supersedes all previous plans. Modifications of this plan as to style and minor content are delegated to the Emergency Preparedness Coordinator, Oceanside Fire Department.

APPROVED:

  
\_\_\_\_\_  
MICHELLE SKAGGS-LAWRENCE

12-12-16  
Date

City Manager of the City of Oceanside, California







## RECORD OF DISTRIBUTION

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**This record of distribution indicates those persons or other jurisdictions receiving a copy of this EOP.**

Governmental Jurisdictions	Number of Copies
• <b>County of San Diego Office of Emergency Services</b>	<b>1</b>

Non-Governmental Jurisdictions	Number of Copies
--------------------------------	------------------

City of Oceanside	Number of Copies
• <b>City Manager</b>	<b>1</b>
• <b>CERT Coordinator</b>	<b>1</b>
• <b>City Attorney</b>	<b>1</b>
• <b>City Clerk</b>	<b>1</b>
• <b>Director of Development Services</b>	<b>1</b>
• <b>Director of Neighborhood Services</b>	<b>1</b>
• <b>Director of Human Resources</b>	<b>1</b>
• <b>Director of Public Works</b>	<b>1</b>
• <b>Director of Water Utilities</b>	<b>1</b>
• <b>Emergency Manager</b>	<b>1</b>
• <b>EOC Copy</b>	<b>2</b>
• <b>Alternate EOC Copy</b>	<b>1</b>
• <b>Fire Chief</b>	<b>1</b>
• <b>Fire Battalion Duty Chief</b>	<b>1</b>
• <b>Information Systems Director</b>	<b>1</b>
• <b>Police Chief</b>	<b>1</b>
• <b>Police Watch Commander</b>	<b>1</b>



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## PURPOSE

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The preservation of life, property, and environment is a responsibility of local, state, and federal governments. The City of Oceanside has prepared this EOP in an effort to provide an overview of operational concepts relating to various emergencies; to provide a system for the effective management of emergency situations through an emergency management organization, and define the overall responsibilities for all agencies and individuals, public and private, having a role in emergency preparedness, response, recovery, and/or mitigation in the City of Oceanside.

It is the purpose of this plan to define the actions and roles necessary to provide a coordinated response, in order to ensure the most effective use of all resources for the maximum benefit, protection, and resiliency of the community in times of emergency. The EOP is designed to be compliant with the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS).

This plan provides guidance to agencies within the City of Oceanside with a general concept of potential emergency assignments before, during, and following emergencies.

In times of disaster, the priorities of the City are to:

- Save human lives and prevent injuries
- Protect property and the environment
- Provide for the needs of the community
- Provide public information
- Preserve government
- Restore essential services



## PURPOSE

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The City of Oceanside's emergency plan is a combination of the San Diego County Operational Area Emergency Plan combined with information specific to the City of Oceanside. Unless specific to the City of Oceanside, this plan is complete with the 18 annexes contained in the County of San Diego Operational Area Emergency Plan (there is no Annex N):

Annex A	Emergency Management
Annex B	Fire and Rescue Mutual Aid Operations
Annex C	Law Enforcement Mutual Aid Operations
Annex D	Multi-casualty Operations
Annex E	Public Health Operations
Annex F	Medical Examiner Operations
Annex G	Care and Shelter Operations
Annex H	Environmental Health Operations
Annex I	Communications
Annex J	Construction and Engineering Operations
Annex K	Logistics
Annex L	Emergency Public Information
Annex M	Behavioral Health Operations
Annex O	Animal Services
Annex P	Terrorism
Annex Q	Evacuation
Annex R	Recovery Plan
Annex S	Energy Resilience Plan

These 18 annexes are taken directly from the Unified San Diego County Operational Area Emergency Plan and are made a part of the City of Oceanside's Emergency Plan and are adopted in their most current edition by reference. These annexes are included in an accompanying document.

In addition, there are stand-alone emergency plans that are referenced to within some of the above annexes. These plans are, by reference, a part of the city's plan. Some of these plans referenced are as follows:

- 1) San Diego County Nuclear Power Plant Emergency Response Plan
- 2) San Diego County Operational Area Oil Spill Contingency Element of the Area Hazardous Materials Plan
- 3) San Diego County Operational Area Emergency Water Contingencies Plan
- 4) San Diego County Operational Area Energy Shortage Response Plan
- 5) San Diego County Emergency Services Organization Recovery Plan
- 6) San Diego County Multi-Jurisdictional Hazard Mitigation Plan
- 7) San Diego Urban Area Tactical Interoperable Communications Plan
- 8) San Diego County Draft Terrorist Incident Emergency Response Protocol





## SCOPE

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**This plan establishes a system for coordinating the prevention, preparedness, response, recovery, and mitigation phases of emergency management in the City of Oceanside.**

**This plan defines responsibilities, establishes an emergency organization, defines lines of communications, and is part of the statewide Standardized Emergency Management System (SEMS) and the federal National Incident Management System (NIMS).**

**Activation of this plan occurs under any of the following conditions:**

- 1. When an official designated by local ordinance identifies the existence of a hazardous situation or threatened hazardous situation and a LOCAL EMERGENCY has been proclaimed in accordance with City of Oceanside Ordinance Number 73-22.**
- 2. When San Diego County, or another jurisdiction within the County, has proclaimed a LOCAL EMERGENCY, which directly or indirectly threatens to affect the City of Oceanside.**
- 3. When the Governor has proclaimed a STATE OF EMERGENCY, which directly or indirectly threatens to affect the City of Oceanside.**
- 4. Automatically by a gubernatorial proclamation of a STATE OF WAR EMERGENCY.**
- 5. By a Presidential declaration of a NATIONAL EMERGENCY.**
- 6. Automatically on receipt of a terrorist attack warning or the observation of a nuclear detonation.**

**This plan applies to individuals, businesses, non-governmental organizations, other governmental jurisdictions, tribal governments, and special districts located within the geographic boundaries of the City of Oceanside and Fire District.**



## OVERVIEW

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### Operational Area

**San Diego County Operational Area is located between Orange and Riverside Counties on the north and Mexico on the south, and between Imperial County to the east and the Pacific Ocean on the west. It occupies the extreme southwest corner of both California and the United States.**

**The Operational Area (OA) is approximately 4,206 square miles in area and varies in terrain from coastal to mountainous to desert. The OA consists of 19 jurisdictions that range in population from several thousand to over 1,000,000, with a total estimated population over 3.2 million. To foster a regional approach, the cities and County joined together in 1961 to form an OA and entered into a Joint Powers Authority (JPA). The JPA establishes procedures and protocols for assisting one another in the event of a disaster or major emergency exceeding the capabilities of any single jurisdiction.**

**An OA is defined as a County and each of its political jurisdictions, including special districts. The Unified Disaster Council (UDC) is the policy making body for the Unified Organization, and the Office of Emergency Services (OES) is staff to the UDC.**

### City of Oceanside

**Oceanside is located on the coast, in the northern part of San Diego County. Oceanside's terrain is considered coastal plain and the City's jurisdiction encompasses approximately 42 square miles, including three and one-half miles of coastline. The City is located directly south of Marine Corps Base Camp Pendleton and the San Onofre Nuclear Generating Station.**

**Oceanside is located in the California Office of Emergency Services, Region VI, and is part of the San Diego County Operational Area.**

#### Location

- 35 miles north of San Diego
- 83 miles south of Los Angeles
- 16 miles south of San Clemente/Orange County

**Interstate 5, a major north/south corridor, bisects Oceanside one mile east of the ocean. State Highway 78 intersects Interstate 15 at Escondido, 29 miles to the east. State Highway 76 runs east to I-15.**

#### Climate/Geography

- Average annual high: 66 degrees
- Average annual low: 53.9 degrees
- Average annual rainfall: 10.28 inches



## OVERVIEW CONTINUED

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The City of Oceanside, the City of Vista (approximately 5.9 miles to the Southeast) and the City of Carlsbad (approximately 4.5 miles to the South). Oceanside has concentrated populations of individuals with access and functional needs, unaccompanied minors and children in daycare and school settings, and a large Hispanic population with limited English proficiency.

The estimated population is approximately 175,000, making it the third most populated jurisdiction in the region. The City's housing is comprised of approximately 66,312 units, including mobile home parks and convalescent residences. There exists a cross-section of housing types, from lower cost apartments, to moderately priced condominiums, to higher cost single-family residences. There are approximately 59 elementary, middle, high schools, charter schools, adult learning centers, and private schools located throughout Oceanside.

Additionally, there are approximately 7,000 businesses located within the city limits. These facilities are primarily concentrated. Furthermore, the city has 8 Fire Stations, local law enforcement, and Tri-City Medical Center. The primary designated trauma center for the City of Oceanside is Scripps La Jolla, with Palomar Hospital in Escondido serving as a secondary resource. In addition, the City has an airport, a small craft harbor, a municipal pier, golf courses, swimming pools and numerous parks, and community center facilities.

The City of Oceanside was incorporated in 1888 and is a municipal corporation and has a five-member elected City Council that serves as the legislative body of the corporation. As elected officials, the Mayor and City Councilmembers serve at the pleasure of the voters and make decisions on issues and policies relating to general City operations. The City Council also serves as the Small Craft Harbor District Board of Directors, the Community Development Commission (CDC), and the Oceanside Public Financing Authority.

The City of Oceanside follows the Council/Manager form of government in which the City Council sets laws and policies, and the City Manager performs administrative duties established by ordinances and City policies. The City Manager is appointed by the City Council to serve as the City's chief executive officer and is responsible for the management of all municipal programs and services. As part of the duties, the City Manager oversees operations of City departments through the Department Directors.

The City of Oceanside is a Charter City as of June 8, 2010. A City governed on the basis of a Charter establishes its powers and authorities, as contrasted with a General Law City that enjoys only those powers specifically granted to it by the State. As a full-service City, Oceanside provides the community with such services as police, fire, library, water and sewer.



## SITUATION OVERVIEW

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No single jurisdiction or agency has the capability and resources to address all disasters or major emergency situations. The Unified San Diego County Emergency Services Organization was established for the purpose of providing and addressing disaster related problems on a regional basis. The Operational Area Emergency Plan has been developed to provide guidance for the San Diego County Operational Area.

The Operational Area Emergency Plan and the City of Oceanside Emergency Plan have been designed to follow the State mandated Standardized Emergency Management System (SEMS) and the Federal mandated National Incident Management System (NIMS). SEMS and NIMS are based on the Incident Command System (ICS) and the Multi-Agency Coordination System, both of which have been used by fire departments for years. *The State of California's Office of Emergency Services has certified that the Plan meets State and Federal guidelines and is in compliance with SEMS and NIMS.*

During multi-jurisdictional emergencies, each jurisdiction and Special District is responsible for conducting and managing emergencies within its boundaries. The Operational Area Coordinator serves as the primary focal point for coordination of mutual aid, assistance and information between jurisdiction and Special Districts. The Operational Area Emergency Operations Center will serve as the Operational Area Coordinator's point of contact.

### Hazard Profile Assumptions

After reviewing the localized hazard maps and exposure / loss tables found in the August 2010 San Diego County Multi-Jurisdictional Hazard Mitigation Plan, Oceanside has identified the top five threats to its jurisdiction.

1. Wildland Fire: A significant amount of Oceanside's fringe area is wildland / urban interface and fires have been experienced in the past.
2. Earthquake/ Tsunami: The potential for loss of life, injuries, and damage to property, as well as disruption of service, is significant.
3. Hazardous Materials: Three major freeways pass through Oceanside. Oceanside also hosts several fixed facilities that utilize hazardous materials.
4. Flooding or Dam Failure: Oceanside lies in a natural river valley with a substantial portion existing within a floodplain. There is one large dammed reservoir located east of the community that flows into the San Luis Rey River.
5. Terrorism or Other Manmade Events: Current and expected geopolitical realities create concern for the vulnerability of Oceanside's assets and critical infrastructure.



## PLANNING ASSUMPTIONS

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The following assumptions apply to this plan:

1. Emergency management activities are accomplished using SEMS and NIMS.
2. Emergency response is best coordinated at the lowest level of incident command involved in the emergency.
3. Local authorities maintain operational control and responsibility for emergency management activities within their jurisdiction, unless otherwise superseded by statute or agreement.
4. A request for Mutual Aid will be provided as available.
5. A mitigation activity conducted prior to the occurrence of a disaster can result in a potential reduction in loss of life, injuries, and damage.
6. Support plans and procedures are updated and maintained by responsible parties.



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## PHASES OF AN EMERGENCY

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### Phases of Emergency Management

**This plan addresses major emergencies and large-scale disasters. Some emergencies will be preceded by a warning period, providing ample time to warn the public and reduce the loss of life, property damage, and effects on the environment. Other emergencies occur with little or no warning and require immediate activation of the EOC. All City departments and EOC staff must be prepared to respond to any foreseeable emergency.**

**Emergency planning efforts work best when they are aligned with emergency planning practices at the local, state, and national levels. As such, this plan is consistent with national preparedness efforts as defined by Presidential Policy Directive (PPD) 8 around five mission areas; Prevention, Protection, Mitigation, Response, and Recovery.**

### Prevention

**Prevention means the capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. The prevention phase includes actions taken to avoid an incident or to intervene and stop an incident from occurring. It also involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance, and interconnections of health and disease prevention among people, domestic animals, and wildlife.**

### Protection

**Protection means the capabilities to secure critical infrastructure within the City of Oceanside against acts of terrorism and manmade or natural disasters. Protection focuses on ongoing actions that protect people, networks, and property from a threat or hazard.**

### Mitigation

**Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damaged by lessening the impact of an incident. In this plan, mitigation also means reducing the likelihood that threats and hazards will happen.**

### Response

**Response means the capabilities necessary to stabilize an incident once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.**

#### Initial Response

**During this phase, the priority is to save lives and to minimize the effects of the emergency or disaster. The EOC may be activated and emergency instructions may be issued to the public.**



## PHASES OF AN EMERGENCY

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### Extended Response

During this phase, response activities are primarily conducted in the field and at the EOC. Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

### Recovery

Recovery means the capabilities necessary to assist the City of Oceanside affected by an incident in restoring their environment to pre-emergency conditions. As the immediate threat to life, property, and the environment subsides, the rebuilding of the City of Oceanside will begin through various short-term and long-term recovery activities.





## TRAINING

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### Training

The objective of any Emergency Management Organization is efficient and timely response during emergencies. A good Emergency Operations Plan is a first step toward that objective. However, planning alone will not guarantee preparedness. Training and exercises are essential to make emergency operations personnel operationally ready.

The best method of training staff involves a combination of planning and exercise participation. This allows personnel to become thoroughly familiar with the procedures, facilities, and systems, which will actually be used in disaster response.

Training requirements for all City of Oceanside personnel are consistent with the National Incident Management System (NIMS).

The California Code of Regulations also mandates Training and exercises:

- a) Emergency response agencies shall determine the appropriate level(s) of SEMS instruction for each member of their staff, based upon the staff members' potential assignment during an emergency response.
- b) Emergency response agencies shall ensure that their emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives required by their agencies' training programs. Agencies shall use the Minimum Performance Objectives contained in the Approved Course of Instruction (ACI) Syllabus dated March 1, 1995, which are hereby incorporated by reference, as the basis for their trained programs. Minimum Performance Objectives are contained in Paragraph D of each Course Module description.
- c) SEMS minimum performance objectives shall be met through completion of materials from the ACI, completion of equivalent courses of instruction, or through incorporation of the objectives into exercises.

NOTE: Authority cited: Section 8607(a), Government Code. Reference: Sections 8607(a) and 8607(b), Government Code (California Code of Regulations, Division 2, Chapter 1, Article 6, "Training").

Authority Cited: Resolution No. 06-R0202-1, City Council of the City of Oceanside to Adopt the National Incident Management System. Reference: Staff report Item No. 22, April 5, 2006.



## EXERCISE

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### Exercise

**Emergency exercises involve three levels of design: tabletop, functional, and full-scale.**

#### Tabletop Exercises

**Provide a means to evaluate our policies, Standardized Operating Procedures (SOPs), and emergency plans, resolve coordination issues, and learn EOC position roles and responsibilities. The EOC is not activated, but EOC staff simulate a response to a given disaster scenario.**

#### Functional Exercises

**Drills designed to evaluate and test the capability of an individual function, such as evacuation, care and shelter, or communications. The EOC is fully activated during a functional exercise.**

#### Full-Scale Exercises

**Drills designed to simulate an actual emergency. Full-scale exercises involve emergency management staff, response personnel, and multi-agency coordination. The EOC is fully activated during a full-scale exercise, as well as field staff, and other resources.**

**Oceanside City Staff will hold an annual exercise/incident/event with the support of the City Council and City Manager as follows:**

**The exercise will, at a minimum, consist of a tabletop orientation session of the emergency plan and EOC operations. At least once every two years, the exercise will consist of a full-scale EOC activation.**

**The Fire Chief and staff, along with other qualified city personnel will plan the exercise.**

**A debriefing of the drill will take place after the exercise and information obtained will be included in an After Action Report (AAR).**

**In addition, all City employees will be encouraged to make personal/family emergency preparedness a priority, and they will be periodically offered access to Community Emergency Response Team (CERT) training by the Fire Department.**



## PREPAREDNESS ELEMENTS

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**In view of the Operational Area’s susceptibility and vulnerability to natural disasters and other hazards, continuing emphasis will be placed on emergency planning, and assuring the adequacy and availability of sufficient resources to cope with such emergencies. Emphasis will also be placed on mitigation measures to reduce losses from disasters, including the development and enforcement of appropriate land use, design and construction regulations.**

### Public Information

**Public awareness and education prior to an emergency or disaster is crucial to successful public information efforts during and following an emergency or disaster. Various emergency messages and public warning systems utilized by the City of Oceanside take into account the physical, programmatic, and communications needs of individuals with access and functional needs, including essential needs of household pets and service animals.**

### Awareness

**Various emergency warning systems utilized by the City of Oceanside include mobile emergency vehicle sirens and loudspeakers, PA systems, local TV and radio stations, social media, emergency preparedness apps for smartphones, a door-to-door notification by Community Emergency Response Teams (CERT), law enforcement and fire department volunteers, and reserve police officers. During any emergency situation communications with the general public is vital to a safe and organized response. Television and radio will be used to keep the residents of Oceanside informed. KOCT, the Oceanside cable channels (18 and 19) will be utilized to provide frequent and timely updates. Additionally KPBS, public radio (89.5) will become another source of public information to the community.**

**Additionally, the City also has the ability to back up the North Comm communications system if needed. North Comm provides fire communications to nineteen (19) north county fire departments including the City of Oceanside. Also, the City’s system incorporates amateur radio facilities, which are an important source of community information and can provide assistance to activate the City’s CERT volunteers. Annex I “Communications” provides additional information.**



## PREPAREDNESS ELEMENTS

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### AlertSanDiego

Another warning system, called **AlertSanDiego**, is a reverse 9-1-1 system used to notify residences and businesses they may be at risk during an emergency. **AlertSanDiego** provides information on the event including evacuation protocol. The system utilizes the region's 9-1-1 database provided by local telephone companies, and is able to contact both listed and unlisted landline telephone numbers. If the telephone number called is busy or does not answer, the system will redial the number up to three times in an attempt to deliver the message. Oceanside residents and business owners have the option of registering their cellular telephone numbers and email addresses for notifications. **AlertSanDiego** is able to notify hearing-impaired functional needs individuals.

### Education

**Educating the public on all possible hazards that could affect the City of Oceanside and is an ongoing process. Staff produces and distributes hazard awareness programs and information to the City's schools, community groups, business members, and civic organizations. These programs focus on the need of individuals to be knowledgeable about the nature of disaster(s) and proper responses to those disasters. They also encourage citizens to make the necessary preparations for disasters in advance.**

### Community Emergency Response Team (CERT)

**CERT training is a program administered by the Oceanside Fire Department. The purpose of CERT is to create a team of trained volunteer emergency responders who can assist the City during an emergency. During emergency conditions the City can activate the CERT volunteers for operational support in addition to its regular staff.**

**To maintain the training and skills development of its CERT volunteers, the City of Oceanside Fire Department is cooperating in the development of a non-profit volunteer organization called Oceanside CERT. All CERT trained disaster service workers in Oceanside are encouraged to belong to Oceanside CERT. The purpose of Oceanside CERT is to improve communications among CERT volunteers, provide on-going training of CERT volunteers, purchase and maintain supplemental emergency response equipment, and to maintain current contact information of CERT volunteers for easy mobilization.**



## EMERGENCY MANAGEMENT SYSTEM

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### Organizational Concepts

It is the responsibility of government to undertake an ongoing comprehensive approach to emergency management in order to mitigate the effects of hazardous events. Local government has the primary responsibility for preparedness and response activities. When an emergency exceeds the local government's capability to respond, assistance is requested from other local jurisdictions, and State and Federal governments. In any case, the responsibility for and command of the incident remains with the local jurisdiction.

All jurisdictions within the San Diego Operational Area operate under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). SEMS and NIMS are based on the Incident Command System (ICS), which is a management system designed to provide a structure for response to any emergency, large or small and the Multi-Agency Coordination System (MACS).

City staff has the overall responsibility to provide an effective emergency response for the City of Oceanside. The City of Oceanside uses NIMS and SEMS. These emergency management systems provide not only local on-scene management of an incident, but also for the coordination of response activities between neighboring jurisdictions and the County of San Diego.

### Governmental Structure

The structure of the emergency organization is based on the following principals:

- Compatibility with the structure of governmental and private organizations (NIMS).
- Clear lines of authority and channels of communication.
- Simplified functional structure.
- Incorporation into the emergency organization of available personnel resources having disaster capabilities.

A major emergency can change the working relationships between government and industry. For example:

- Consolidation of several departments under a single supervisor, even though such departments normally work independently.
- Formation of special-purpose units (Situation Intelligence, Joint Public Information, and Management) to perform functions not normally required.
- Personnel assigned to such units may be detached from their regular employment when the units are activated.
- Formation of multiple agency or multiple jurisdiction commands to facilitate the response to an emergency.

Changes in the emergency organization as designed may be required to meet operational needs.



## EMERGENCY MANAGEMENT SYSTEM

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Unified San Diego County Emergency Services Organization

**The Unified San Diego County Emergency Services Organization (USDCEs) consisting of the County and the Cities within the Operational Area was established in 1961 by a signed agreement. The Agreement basically provides for:**

**“preparing mutual plans for the preservation of life and property and making provision for the execution of these plans in the event of a local emergency or state of emergency, and to provide for mutual assistance in the event of such emergencies”.**

**The Office of Emergency Services (OES) is the lead agency in the Operational Area’s emergency response effort and serves as staff to the Coordinator of Emergency Services, as well as to the Unified Disaster Council.**

Disaster Service Worker(s)

**There are some City personnel who do not have specific task assignments during times of emergency. These City personnel are automatically designated by State Law as Disaster Service Workers (DSW) during a disaster and serve in the response effort.**

**As stated in Government Code, Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10:**

**“All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers”**

**The term public employee includes all persons employed by the State, or any County, City, or Special District. Other personnel, including volunteers can be quickly registered by the city as Disaster Service Workers, which provides workers compensation coverage to responders.**

Statewide System

**The Operational Area emergency organization, in accordance with SEMS/NIMS, supports and is supported by:**

- **Cities within the Operational Area**
- **The County of San Diego**
- **Special Districts**
- **Other Counties**
- **The State of California**
- **The Federal Government**



## EMERGENCY MANAGEMENT SYSTEM

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Fully activated, the Standardized Emergency Management System consists of the emergency management staffs of all local jurisdictions (including Special Districts), Operational Areas (county-wide), OES Mutual Aid Regions (two or more counties) and State Government. Local jurisdictions are responsible for directing and/or coordinating emergency operations, with the other levels being responsible for coordinating with and/or providing support to the local jurisdictions.

The State of California Emergency Plan identifies three levels of emergencies used to categorize the response. These same levels are used by the Operational Area and are common to all functional Annexes:

### Level I

A minor to moderate incident, wherein local resources are adequate and readily available. A LOCAL EMERGENCY may or may not be proclaimed.

### Level II

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY might be proclaimed.

### Level III

A major 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 EMERGENCY or MAJOR DISASTER will be requested.

### Nationwide System

The National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, local and tribal governments, and private-sector and nongovernmental organizations to work together effectively and to efficiently prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

### Mutual Aid

Mutual aid including personnel, supplies, and equipment is provided in accordance with the California Master Mutual Aid Agreement and other local Mutual Aid Agreements. Mutual aid will be requested when needed and provided when available.



## EMERGENCY MANAGEMENT SYSTEM

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### Private Sector

**The private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs) or Non-Governmental Organizations (NGOs) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. The Office of Emergency Services and the City of Oceanside are constantly working to build and maintain relationships with private sector partners.**



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## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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### General

The emergency management system for the City of Oceanside provides not only for the local on scene management of an incident, but also for the coordination of response activities between the jurisdictions of the operational area.

However, a major emergency can change the working relationships between government and industry and among government agencies. For example, consolidation of several departments under a single coordinator may become necessary, even though such departments normally work independently. Additionally, there may be a need to create the formation of multiple agencies or multiple jurisdiction commands to facilitate the response to an emergency.

As such, Oceanside's emergency management structure is based on the following principles:

1. Compatibility with the structure of governmental and private organizations.
2. Clear lines of authority and channels of communication.
3. Simplified functional structure.
4. Incorporation into the emergency organization of all available personnel resources having disaster capabilities.
5. Formation of special purpose units to perform those activities peculiar to major emergencies.



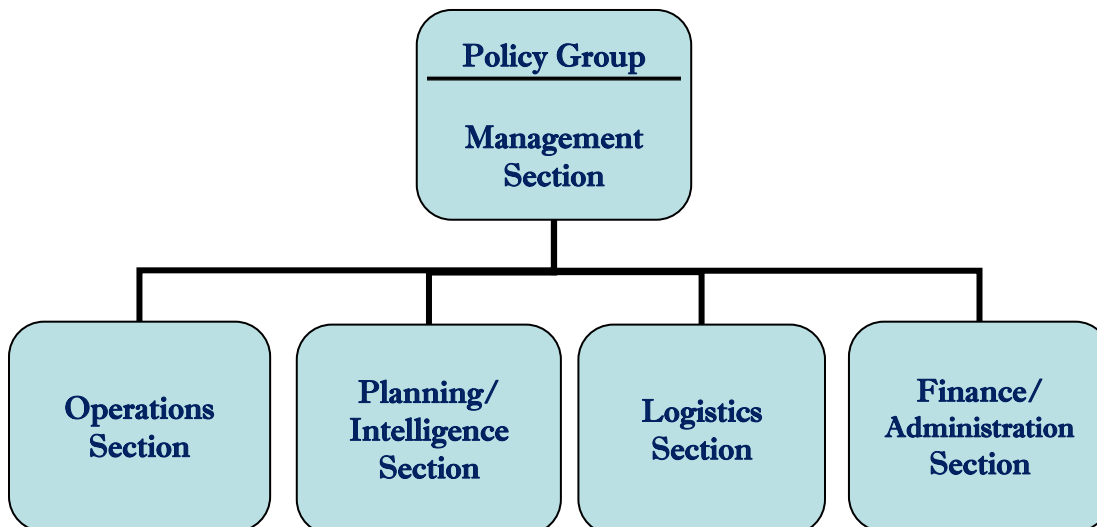
## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This Emergency Plan is designed to provide the framework for responding to any type of emergency or disaster that might impact the City. The basic concept is that the various functions such as evacuation, firefighting, medical assistance, and rescue are the same no matter what the disaster and that planning and training should be done around those functions, not the type of event.

The City of Oceanside's Emergency Plan is not a document that provides step-by-step details for responding to specific emergencies. This Plan is instead one that provides a flexible response system based upon planning, training, and selection of City personnel to staff the various emergency response positions depending on their individual professional expertise, emotional maturity, and ability to make decisions under stress.

This plan is meant to be read and understood before it is needed and is to be activated when an emergency strikes. It is primarily a response reference document and contains little about the other aspects of the City's disaster preparedness programs such as training, exercises, mitigation, and education.

In this plan the local EOC functional organization follows the traditional Incident Command System (ICS) structure with four functional Sections (i.e. Operations, Logistics, Planning/Intelligence, and Finance/Administration) operating under the guidance of a Management Section. The Management Section in turn reports directly to the City's Policy Group. The Policy Group is composed of the City Manager, the Fire Chief and the Police Chief. A diagram of the basic emergency response organization's framework follows:





## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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### ASSIGNMENT OF RESPONSIBILITIES

**Individual assignments for key staff members and the general responsibilities of each city department within the emergency management system are as follows:**

#### City Manager

**By designated ordinance is the Director of Emergency Services; disaster declarations; policy decisions; has the authority to expand or reduce the size of the organizational emergency response structure outside of the traditional ICS model. Has the authority to assign any City employee to area of responsibility that are appropriate to meet the City's emergency needs.**

#### City Attorney

**Prepares proclamations, emergency ordinances, and other legal documents; provides legal advice as required; performs other necessary legal functions; and serves as a liaison with other legal and judicial agencies and sections of government.**

#### City Clerk

**Primarily serves as the City Council Liaison: provides aid, situation reports, and policy directives to the members of the City Council; advises on public information available and assists the Council with progress the City is making with the emergency.**

#### Director of Neighborhood Services

**Serves as the Care & Shelter Branch Director; plans for and coordinates the care and shelter operations within the City.**

#### Director of Human Resources

**Serves as the Logistics Section Coordinator; obtains and manages resources, including personnel and supplies; responsible for providing facilities, services, and material support of the incident.**

#### Director of Financial Services

**Oversees and staffs the Finance Section who administers all fiscal procedures including acquisition, payment, and accounting; coordinates all financial recovery operations; and maintains economic stabilization as required.**

#### Director of Development Services

**Serves as the Damage Assessment Unit Leader; responsible for maintaining detailed records of damage/safety assessment and coordinating with the OA for debris removal assistance.**

#### Director of Library

**Serves as required within the EOC. Primarily as the EOC Check-in / out leader; assists staff with tracking their time and keeping a record of all persons that report to the EOC.**



## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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Director of Public Works / City Engineer

**Serves as the Construction & Engineering Branch Director; coordinates the procurement, distribution, and use of resources required to restore roads, airports, storm drain systems, public buildings, water and wastewater systems, and transit facilities.**

City Planner

**Serves as the Logistics Section Coordinator; obtains and manages resources, including personnel and supplies; responsible for providing facilities, services, and material support of the incident.**

Director of Water Utilities

**Serves as the Utilities Branch Director and may serve as the Operations Section Coordinator; restores, maintains, and operates essential services such as water supply and sewer; and surveys city structures for damage.**

Emergency Manager (Emergency Preparedness Coordinator)

**Serves as EOC Coordinator; coordinates activities of the EOC; and provides comprehensive homeland security and emergency preparedness planning.**

Fire Chief

**Serves as the primary EOC Director; may also serve as Fire & Rescue Branch Director OR the Operations Section Coordinator; manages the City's response to any emergency, natural or man-made; all operational elements in response to the disaster; prevents, controls and suppresses fires; conducts rescue operations; provides and coordinates medical aid, triage and the transportation of injured.**

Information Systems Director

**Serves as the Technology Branch Director in the Logistics Section; responsible for managing all data, computer, and telephone needs of the EOC staff. Serves as a support unit for all other sections.**

Police Chief

**Serves as the alternate EOC Director; may also serve as the Law Enforcement Branch Director OR the Operations Section Coordinator; manages the City's response to any emergency, natural or man-made; receives and disseminates warning information; directs the movement (evacuation) of citizens; controls traffic and enforcement of laws and temporary rules; coordinates with other law enforcement agencies; assists the County Medical Examiner's Office in the operation of a morgue; and supervises emergency communications.**



**ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES**

EOC FUNCTIONAL EMERGENCY MANAGEMENT RESPONSIBILITY MATRIX

P = Primary Responsibility    S = Supporting Role    \*Appointed by City Manager

DEPARTMENTS	MNGMT.	OPERATIONS	PLANNING	LOGISTICS	FINANCE
<b>City Council</b>	<b>S</b>				
<b>City Manager</b>	<b>S / P</b>				
<b>City Attorney</b>	<b>P</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
<b>City Clerk</b>	<b>P</b>		<b>S</b>		
<b>Development Services</b>		<b>P</b>	<b>S</b>	<b>S</b>	<b>S</b>
<b>Neighborhood Services</b>		<b>P</b>		<b>S</b>	
<b>Financial Services</b>				<b>S</b>	<b>P</b>
<b>Fire</b>	<b>P*</b>	<b>S / P</b>	<b>S / P</b>		
<b>Information Systems</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
<b>Library Community Services</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>	<b>S</b>
<b>Police</b>	<b>P*</b>	<b>S / P</b>	<b>S / P</b>		
<b>Public Works City Engineer</b>		<b>P</b>	<b>S</b>	<b>S</b>	
<b>Utilities</b>	<b>S / P</b>	<b>S / P</b>	<b>S</b>	<b>S</b>	
<b>American Red Cross</b>		<b>S</b>		<b>S</b>	



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## EMERGENCY OPERATIONS CENTER

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### EMERGENCY OPERATIONS CENTER (EOC)

Local government employees conduct their daily business from offices that are widely dispersed; however, when a major emergency or disaster occurs, centralized management is needed to enable a coordinated response by decision makers, other emergency service personnel, and representatives from any other organizations that have emergency responsibilities.

With the decision makers located together, staff and other resources can be most effectively utilized and activities can be coordinated so that duplication of effort is minimized.

The City of Oceanside's Emergency Operations Center (EOC) is a centralized location for decision-making and face-to-face coordination in managing our jurisdiction's emergency response. The City of Oceanside performs the following EOC functions:

- Collecting and analysis of damage information
- Receiving and disseminating warnings
- Prioritization of response and support for field operations
- Determining priorities
- Developing policies
- Preparing intelligence / information summaries, situation reports, operation reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating, within established policy, the operations and logistical support of the departmental resources committed to the emergency operations
- Maintaining contact with and support Field Incident Command, other jurisdictions, and other levels of government
- Providing emergency information and instructions to the public
- Making official releases to the news media and scheduling press conferences as necessary





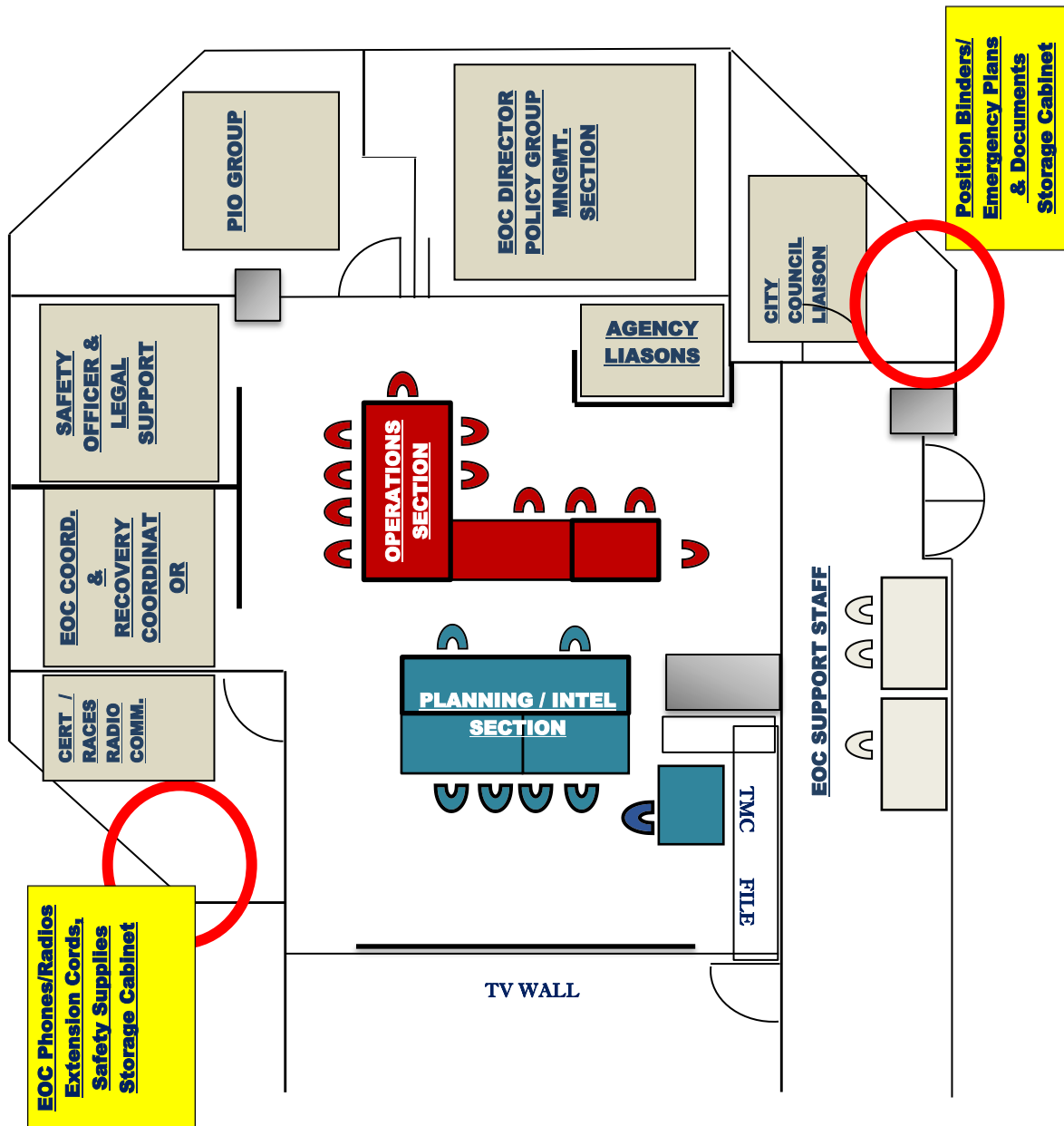
### PRIMARY EMERGENCY OPERATIONS CENTER

#### PRIMARY EMERGENCY OPERATIONS CENTER (EOC)

**Location**

Traffic Management Center/Plaza & Guajome Conference Rooms/ Community Rooms:  
300 North Coast HWY, Oceanside

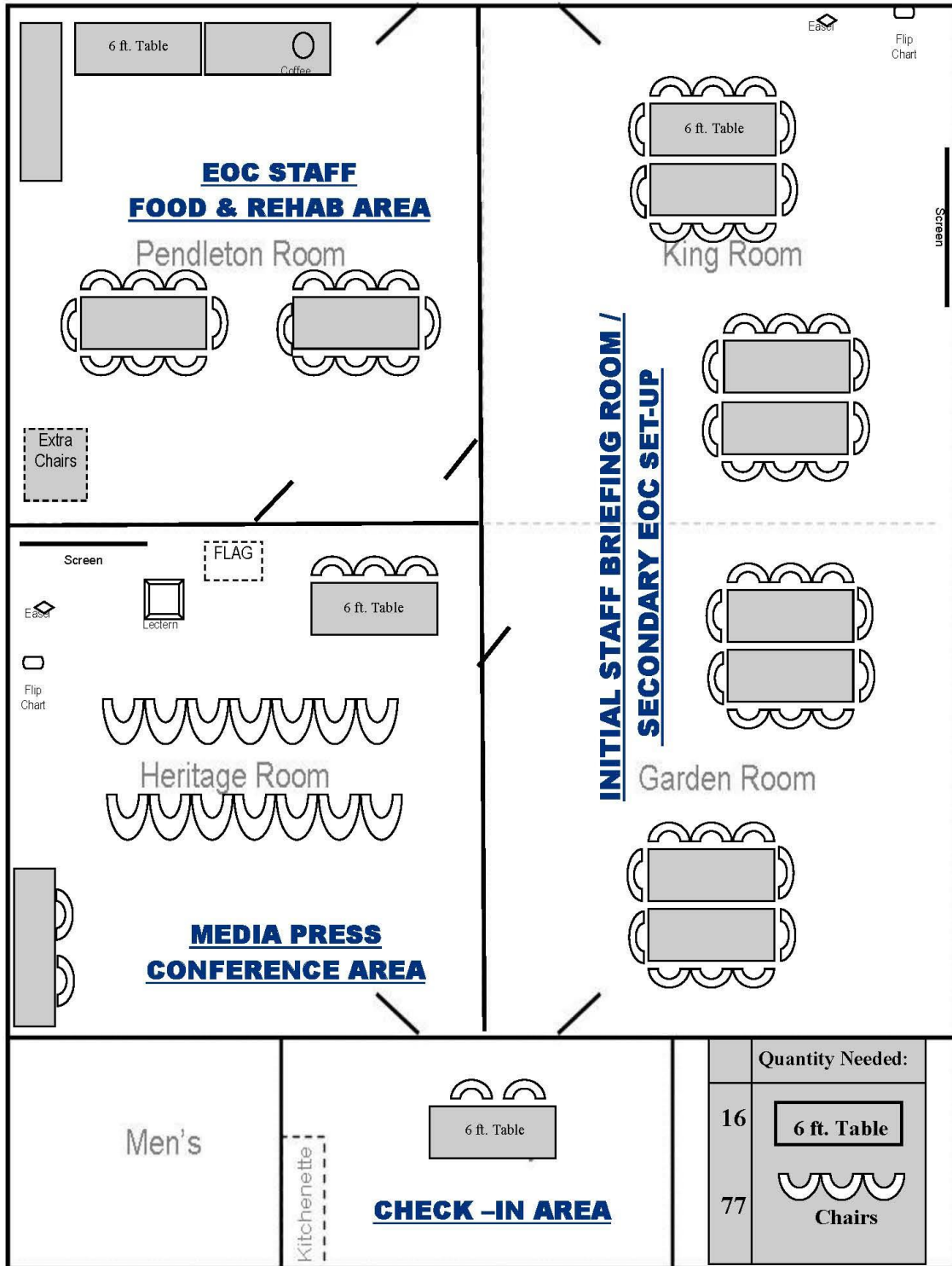
**Activation and Room Set up:** Please see separate document - EOC Set up Procedures





### PRIMARY EMERGENCY OPERATIONS CENTER

### EOC ACTIVATION: COMMUNITY ROOMS LAYOUT



Confidential Document: Property of the City of Oceanside—Emergency Operations Center

Updated: July 2016



## ALTERNATE EMERGENCY OPERATIONS CENTER

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### ALTERNATE EMERGENCY OPERATIONS CENTER (EOC)

The alternate Emergency Operations Center (EOC) is located in the training room of the San Luis Rey Waste Water Treatment Plant. The training room located at this facility provides many of the same functionality as the primary EOC. Alternate EOC supplies are stored in a locked closet in the northeast corner of the training room.

The alternate EOC will be activated only if the primary EOC is damaged, inaccessible, and / or evacuation of the primary EOC staff becomes necessary. The Logistics Section will arrange for relocation of EOC staff to the alternate EOC, and the EOC Director will transfer direction and control authority and notify the Operational Area EOC of the location change. All section coordinators will advise their emergency response field forces on the transition to the alternate EOC.

### Activation and Room Setup Checklist

- ❑ Notify all responding EOC personnel of the change in location to the alternate EOC site at San Luis Rey Waste Water Treatment Plant.
- ❑ Notify Dispatch and the San Diego County Office of Emergency Services (OES) of the change of EOC location. Update information on WebEOC.
- ❑ Locate the setup packet containing the setup checklist and alternate EOC floor plan for the training room located in the locked closet. Rearrange the training room tables and chairs to match the alternate EOC floor plan setup.
- ❑ Contact Information Systems and ask for help setting up the training room with computers and telephones.
- ❑ Connect at least one telephone and computer workstation (PC, monitor, mouse, and keypad) to each of the EOC positions identified on the floor plan. Additional telephones and computer workstations may be added later as required. Cables to connect these items to the network are located within the EOC supply cabinet.
- ❑ Attach the EOC section signs to each station (Management, Operations, Logistics, Planning, and Finance) as identified on the floor plan.
- ❑ Place the EOC position notebooks at the appropriate stations.
- ❑ Notify Dispatch and the San Diego County Office of Emergency Services (OES) when the alternate EOC is operational.

### Alternate EOC

#### Location

San Luis Rey Waste Water Treatment Plant: 3950 North River Road, Oceanside, CA



## ACTIVATION / DEACTIVATION

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The EOC may be partially or fully staffed depending upon the level of activation required. The EOC will be deactivated based on incident status. Deactivation may occur through a gradual decrease in staffing or all at once.

UPON THE ORDER of the Director of Emergency Services (City Manager) or a designated alternate (EOC Director). The Plan may be activated at any one of the following three levels of activation:

**Activation Level 1** Assigned city staff will monitor the event/incident.

**Activation Level 2** The City's Policy Group will meet to decide which components of the City's emergency response organization will be utilized.

**Activation Level 3** The incident/event warrants the complete activation of the City's emergency response organization.

### **Activation Process**

Upon approval of the Director of Emergency Services, or his or her designee, Police Communications personnel will activate the EOC to a Level I, Level II, or Level III based upon the nature of the emergency. The Emergency Manager, in Alert San Diego, maintains EOC positions by levels of activation. Additionally, the EOC Director or his or her designee will contact the County of San Diego OES Duty Officer at (858) 688-9970 and notify him / her of Oceanside's EOC activation / status.



## ACTIVATION LEVELS

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### Level I Activation

**Level I activation is a minor to moderate incident where local resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed. If the incident is within Oceanside, then the EOC may be activated to Level I. If the incident is in another jurisdiction within the Operational Area, the EOC will not be activated unless requested by that jurisdiction or the Operational Area. Depending on the nature of the incident, the Police Watch Commander and the Fire Department Duty Battalion Chief may also want to activate their respective Department Operations Centers (DOCs).**

### Level II Activation

**Level II is a moderate to severe incident where local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY might be proclaimed. If the incident is in Oceanside, the EOC will be activated to at least Level II, and may be activated up to Level III. If the incident is in another jurisdiction within the Operational Area, the EOC may be activated if requested by that jurisdiction or the Operational Area. If the incident is in Oceanside, or if Oceanside is sending significant mutual aid, the Police Watch Commander and the Fire Department Battalion Chief, as well as the Director of Utilities, should consider activating their DOCs.**

### Level III Activation

**Level III is a major disaster wherein resources in or near the affected 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 EMERGENCY or MAJOR DISASTER may be requested. If the incident is in Oceanside, the EOC will activate to Level III. If the incident is in another jurisdiction within the Operational Area, the EOC may activate if requested by that jurisdiction or the Operational Area. If the incident is in Oceanside, the Police Watch Commander and the Fire Department Battalion Chief will activate their DOCs. If Oceanside is sending significant mutual aid to another jurisdiction, then the Watch Commander and Battalion Chief, as well as the Director of Utilities, should consider activating their DOCs.**



## EOC / FIELD INTERACTION

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### Overview

During EOC activation, it is essential that the EOC and field units effectively interact with one another. This interaction occurs through coordination and communication, direction and control interface, and coordination with Department Operations Centers (DOCs).

### Coordination & Communication

During EOC activation, coordination will occur at all levels. Field personnel, via the EOC Director, will coordinate with the Oceanside EOC by using their department-specific staff member located in the EOC.

### Field Units

Under the command of an appropriate authority and using all necessary resources, emergency response personnel carry out tactical decisions and activities in direct response to an incident or threat. The use of SEMS Incident Command System (ICS) at this level is intended to standardize the response to emergencies involving multiple field operations (i.e. fire and rescue, law enforcement, public works, etc.). Agencies with personnel in the EOC do not relinquish their jurisdictional authorities, but develop a single coordinated action plan for the agreed operational period.

### Operational Area

Operational Areas are an intermediate level of the state's emergency services organization that encompasses the County of San Diego and all political subdivisions within the county, including special districts. SEMS regulations specify that all local governments within a county geographic area be organized into a single Operational Area, under which the County Board of Supervisors is responsible for its establishment. The Operational Area coordinates information, resources, and priorities among local governments within the Operational Area, in addition to serving as the coordination and communication liaison between the City of Oceanside and the regional level.

### Regions

Due to size and geography, the state of California has been divided into six mutual aid regions to provide for a more effective application and coordination of mutual aid and other emergency related activities. Information and resources among the Operational Area within the mutual aid region and between the Operational Area and state level are managed and coordinated here. If an Operational Area EOC is activated, the Regional Emergency Operations Center (REOC) will activate at the level necessary to coordinate emergency operations and respond to requests for resources and mutual aid.



## EOC / FIELD INTERACTION

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### Special Districts

One or more special districts may be located within the City of Oceanside, or San Diego County. Examples include school districts, colleges and universities, fire control districts, and utility companies. Special districts need to work with the City of Oceanside to determine how best to establish coordination and communications during an emergency. The ideal solution occurs if the special district has a representative located in the EOC to work with other local government representatives. If this does not work, several alternatives include establishing a special district coordination center or linking representatives via telecommunications.

### Non-Governmental Agencies

The City of Oceanside's EOC establishes communication with private and volunteer agencies that provide services to the City. Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located in the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies, or through involvement of agencies in special multi-agency groups on specific issues.



## DIRECTION & CONTROL / ACTION PLANNING

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### Direction & Control Interface

**ICS will be used to coordinate emergency response recovery operations at the emergency or disaster scene. The ICS organization will maintain open communications and close coordination with the EOC. To the extent possible, all tactical and operational decisions will be made in the field within an ICS structure, while policy and coordination functions will be accomplished from the EOC. Action planning is an essential part of SEMS at all levels. There are two kinds of action plans – Incident Action Plans and EOC Action Plans.**

### Incident Action Plans (Field Level)

**Incident Action Plans, which may be verbal or written, are required for each operational period. SEMS ICS forms should be used whenever possible.**

**Field Level Incident Action Plans should include the following information:**

- **Incident objectives and strategies to achieve these objectives**
- **Tactics appropriate to the selected strategy**
- **Type and number of resources assigned**
- **Overall support organization, including logistics, planning, and finance functions**
- **Communications plan including safety messages**
- **Other essential supporting documentation**





## DIRECTION & CONTROL / ACTION PLANNING

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### EOC Action Plan (EOC Level)

Action planning at the EOC level is also required for each operational period. Typically, operational periods are short during the beginning stages of an emergency, and as the emergency progresses, so do the operational periods. However, a single operational period may not exceed 24 hours. The initial EOC Action Plan may be a verbal plan given by the EOC Director within the first hour of EOC activation. Once the EOC is fully activated, any EOC Action Plans should be written. The primary focus of the EOC Action Plan is on jurisdictional issues. The plan sets overall objectives for the City of Oceanside and may establish the priorities of the jurisdiction.

EOC Action Plans should address the following elements:

- Objectives to accomplish and strategy to achieve these objectives
- Assignments and actions necessary to implement the strategy
- Operational period designation and time frame necessary to accomplish these actions
- Organizational elements activated to support the assignments
- Logistical or other necessary technical support
- May also include mission assignments to departments, policy and cost constraints, and inter-agency considerations

Coordination with Department Operations Centers (DOCs)

A Department Operations Center (DOC) is a designated area within a discipline-specific department, utilized for coordinating response and recovery-related issues. The City of Oceanside's departments shall coordinate information and logistics requests through their discipline-specific representative located in the EOC. However, Incident Commanders may report to Department Operations Centers (DOCs), which in turn will coordinate with the EOC.

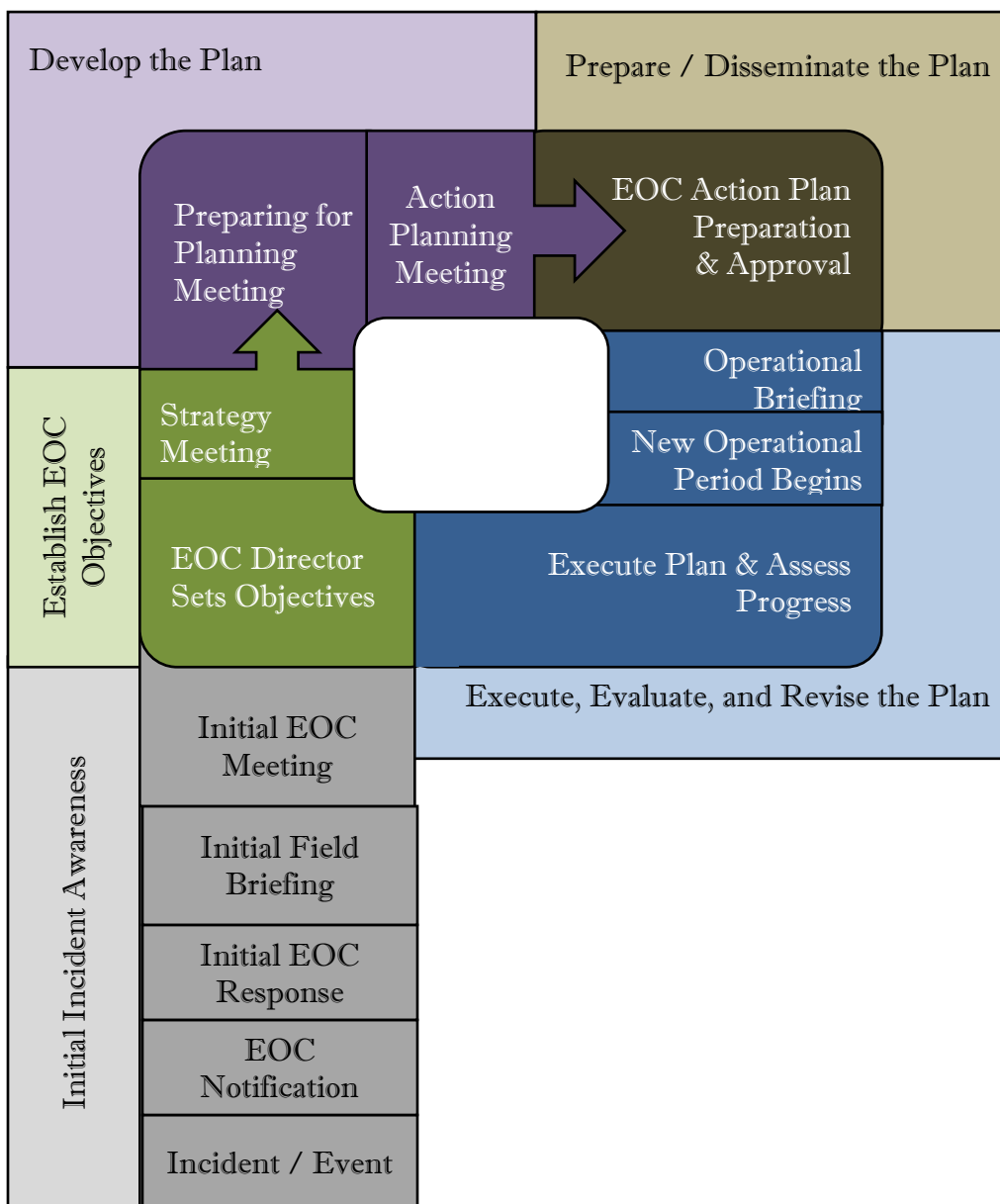


### EOC OPERATIONAL PERIOD CYCLE - PLANNING "P"

#### EOC Operational Period Cycle – Planning "P"

The Planning "P"

**The Planning "P" depicts the stages in the EOC Action Planning process. The leg of the "P" includes the initial steps to gain situational awareness and establish the organizational incident response. Although maintaining situational awareness is essential throughout the life cycle of the incident, the steps in this initial stage are done only one time. Once they are accomplished, incident management shifts into a cycle of planning, operations, and ongoing situational awareness that is repeated each operational period.**





## EOC OPERATIONAL PERIOD CYCLE - PLANNING "P"

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### EOC Operational Period Cycle

#### Initial Incident Awareness

Planning begins with a thorough size-up that provides information needed to make initial management decisions. Effective actions during this stage may mean the difference between a successfully managed incident and one in which effective incident management is achieved slowly or not at all.

This stage focuses on actions that take place prior to the first operational period. While many important things are accomplished during this initial period, efforts focus on gaining an understanding of the situation and establishing initial incident priorities. Gaining an understanding of the situation includes gathering, recording, analyzing, and displaying information regarding the scale, scope, complexity, and potential incident impacts. Comprehensive situational awareness is essential to developing and implementing an effective EOC Action Plan.

#### Establish EOC Objectives

During this stage, the EOC Director establishes incident objectives and provides the guidance necessary to achieve these objectives. Incident objectives drive the incident organization as it conducts response, recovery, and mitigation activities. The EOC Director should establish these objectives based on incident priorities, informed by situational awareness, leader's intent, and delegations of authority.

EOC Section responsibilities include:

#### Command (Management):

Develops the overall incident objectives and strategy, approves resource order and demobilization, and approves the EOC Action Plan by signature.

**Operations:** Assists with developing strategy, and identifies, assigns, and supervises the resources needed to accomplish the incident objectives.

**Planning:** Provides status reports, manages the planning process, and produces the EOC Action Plan.

**Logistics:** Orders resources and develops the Communication Plan.

**Finance:** Develops cost analyses, ensures that the EOC Action Plan is within the financial limits established by the EOC Director, develops contracts, and pays for the resources.



## EOC OPERATIONAL PERIOD CYCLE - PLANNING "P"

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### Develop the Plan

Operational planning is a continuous process, but time-specific operational planning begins immediately following the strategy meeting. The Operations Section develops strategies to meet incident objectives and tactics to accomplish the strategies. Operations Section staff match the work required to execute the tactics to resources to create work assignments that are documented by operational objectives.

The Action Planning Meeting provides the opportunity for the EOC Director and Section Coordinators to review and validate the operational objectives as proposed by the Operations Section Coordinator. The meeting also provides a situational briefing of the incident, confirms availability of required resources, and ensures the EOC Director's directions and objectives are properly addressed.

Action Planning Meeting responsibilities include:

**Planning Section Coordinator:** Give situation and resources briefing and conduct the meeting.

**EOC Director:** State EOC objective and clarify any policy issues.

**Operations Section Coordinator:** State strategies to meet EOC objectives and specify any additional resources needed for incident.

**Logistics Section Coordinator:** Provide status of ordered resources and develop additional resource orders.

**Planning Section Coordinator:** Review any open issues for their resolution and set timeline for EOC Action Plan approval and distribution.

### Prepare / Disseminate the Plan

This stage begins when the Planning Section Coordinator receives the approved operational objectives and starts to develop the EOC Action Plan in preparation for the Operational Briefing (also known as the shift change briefing).

### Execute, Evaluate, and Revise the Plan

The stage continues as the EOC Action Plan is executed, evaluated in response to changing incident priorities, and revised in preparation for the next operational period. This stage includes the Operational Briefing at the end of one operational period cycle and the beginning of the next.



## EOC OPERATIONAL PERIOD CYCLE - PLANNING "P"

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### Operational Briefing responsibilities include:

- |  |   |
|--|---|
| <b>Planning Section Coordinator:</b>   | <b>Performs introductions, welcomes, and provides current situation update and reviews EOC objectives. The Planning Section Coordinator facilitates the Operational Briefing.</b> |
| <b>Operations Section Coordinator:</b> | <b>Provides an overview of current incident status and the progress toward achieving operational objectives and tactical assignments.</b>   |
| <b>Logistics Section Coordinator:</b>  | <b>Provides update of resource status including supply, transportation, food, and any facilities-related issues.</b>  |
| <b>EOC Director:</b>                   | <b>Reviews EOC objectives and reiterates operational concerns.</b>  |
| <b>Planning Section Coordinator:</b>   | <b>Provides any last minute details, announces planning timeline, and adjourns meeting.</b>   |



## EMERGENCY PROCLAMATIONS

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### Emergency Proclamations

As necessary, the EOC staff will convene to evaluate the emergency and may make recommendations for an emergency proclamation. There are three types of possible emergency proclamations: Local Emergency, State of Emergency, and State of War Emergency.

### Local Proclamation

The local governing body or a duly authorized local official, as specified by the appropriate local emergency ordinance may proclaim a Local Emergency. Proclamations will normally be made when there is an actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including terrorism and / or conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy.

The proclamation of a Local Emergency provides the following legal authority:

1. If necessary, request that the Governor proclaim a State of Emergency.
2. Promulgate orders and regulations necessary to provide for the protection of life and property including orders or regulations imposing a curfew within designated boundaries.
3. Exercise full power to provide mutual aid to any affected area in accordance with local Ordinances, Resolutions, Emergency Plans, or agreements thereto.
4. Request that state agencies provide mutual aid.
5. Require the emergency services of any local official or employee.
6. Requisition necessary personnel and material of any department or agency.
7. Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.
8. Impose penalties for violation of lawful orders.
9. Conduct emergency operations without facing liabilities for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities).



## EMERGENCY PROCLAMATIONS

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### State of Emergency

The Governor may proclaim a State of Emergency when a City or County declares an emergency. The Governor may also declare a State of Emergency when conditions of disaster or extreme peril exist that threaten the safety of persons and property within the state.

### Whenever the Governor proclaims a State of Emergency:

1. Mutual aid will be rendered in accordance with approved Emergency Plans whenever the need arises for outside aid in any county, city and county, or city.
2. The Governor shall, to the extent he deems necessary, have the right to exercise within the area designated all police power vested in the state by the Constitution and the laws of the State of California.
3. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
4. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency.
5. The Governor may commandeer or utilize any private property or personnel, (other than the media) in carrying out his responsibilities.
6. The Governor may promulgate issue and enforce orders and regulations, as he deems necessary.
7. The Governor may petition the President of the United States to make a Presidential Declaration of Emergency.

### State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply and all state agencies and political subdivision must comply with the lawful orders and regulations of the Governor.



## SAMPLE EMERGENCY PROCLAMATION

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### Sample Local Emergency Proclamations

- **Existence of a Local Emergency**
- **Resolution Requesting the Governor proclaim A State of Emergency**
- **Resolution requesting the Director of OES Concurrence in a Local Emergency**
- **Existence of a Local Emergency by the Director of Emergency Services for Oceanside**
- **Resolution Continuing the Existence of a Local Emergency**





**PROCLAMATION NO.**

**A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE  
PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, Oceanside City Ordinance No. 73-22 empowers the City Council to proclaim the existence or threatened existence of local emergency when the city is affected or likely to be affected by conditions of disaster or of extreme peril to the safety of persons and property; and

**WHEREAS**, the City Council of the City of Oceanside has been requested by the City’s Director of Emergency Services to proclaim the existence of a local emergency therein; and

**WHEREAS**, the City Council of the City of Oceanside hereby finds that conditions of extreme peril to the safety of persons and property have arisen within the City of Oceanside caused by \_\_\_\_\_

**NOW, THEREFORE**, the City Council of the City of Oceanside does proclaim as follows:

1. That a local emergency now exists throughout the City; and
2. That during the existence of said emergency the powers, functions and duties of the Director of Emergency Services and the emergency organization of the City of Oceanside shall be those prescribed by state law, ordinances, and resolutions of the City and by the City of Oceanside Emergency Plan as approved by the City Council in 2009; and
3. That said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Oceanside, State of California.

**PASSED AND ADOPTED** by the City Council of the City of Oceanside, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

\_\_\_\_\_  
MAYOR OF THE CITY OF OCEANSIDE

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE  
REQUESTING THAT THE GOVERNOR OF CALIFORNIA PROCLAIM A  
STATE OF EMERGENCY**

**WHEREAS**, on \_\_\_\_\_, 20\_\_, the City Council of the City of Oceanside found that due to \_\_\_\_\_

\_\_\_\_\_ a condition of extreme peril to the safety of persons and property did exist in the City of Oceanside; and

**WHEREAS**, in accordance with state law, the City Council declared an emergency did exist throughout the City; and

**WHEREAS**, it has now been found that local resources are unable to cope with the effects of said emergency;

**NOW, THEREFORE**, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. It is hereby declared and ordered that a copy of this resolution be forwarded to the governor of the State of California with the request that the City of Oceanside be proclaimed to be in a state of emergency; and

SECTION 2. It is further ordered that \_\_\_\_\_ (title), is hereby designated as the authorized representative for public assistance and \_\_\_\_\_(title), is hereby designated as the authorized representative for individual assistance of the City of Oceanside for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

**PASSED AND ADOPTED** by the City Council of the City of Oceanside, California, this \_\_\_\_\_day of \_\_\_\_\_, 20\_\_, by the following vote:

\_\_\_\_\_  
MAYOR OF THE CITY OF OCEANSIDE

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



**PROCLAMATION NO.**

**A PROCLAMATION OF THE EXISTENCE OF A LOCAL EMERGENCY BY  
THE DIRECTOR OF EMERGENCY SERVICES FOR THE CITY OF  
OCEANSIDE**

**WHEREAS**, City of Oceanside Ordinance No. 73-22 empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the city is affected or likely to be affected by a public calamity and the City Council is not in session; and

**WHEREAS**, the Director of Emergency Services of the City of Oceanside does hereby find:

1. That conditions of extreme peril to the safety of persons and property have arisen with the City, caused by \_\_\_\_\_  
\_\_\_\_\_;

and

2. That the City Council of the City of Oceanside is not in session and cannot immediately be called into session;

**NOW, THEREFORE**, it is hereby proclaimed as follows:

SECTION 1. A local emergency now exists throughout the City of Oceanside; and

SECTION 2. During the existence of said local emergency the powers, functions and duties of the emergency organization of the City of Oceanside shall be those prescribed by state law, by the ordinances and resolutions of the City of Oceanside and by the City of Oceanside Emergency Plan, as approved by the City Council in 2009.

\_\_\_\_\_  
Director of Emergency Services  
City of Oceanside

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE  
REQUESTING DIRECTOR OF THE OFFICE OF EMERGENCY SERVICES  
CONCURRENCE IN LOCAL EMERGENCIES**

**WHEREAS**, on \_\_\_\_\_, 20\_\_\_\_, the City Council of the City of Oceanside found that due to: \_\_\_\_\_

\_\_\_\_\_, a condition of extreme peril to the safety of persons and property did exist in the City of Oceanside during the period of \_\_\_\_\_; and

**WHEREAS**, in accordance with state law the City Council declared an emergency did exist throughout the City;

**NOW, THEREFORE**, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. A copy of this Resolution be forwarded to the state director of the Office of Emergency Services with a request that the director find it acceptable in accordance with provisions of state law; and

SECTION 2. \_\_\_\_\_ (title) is hereby designated as the authorized representative of the City of Oceanside for the purpose of receipt, processing and cooperation of all inquiries and requirements necessary to obtain available state assistance.

**PASSED AND ADOPTED** by the City Council of the City of Oceanside, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by the following vote:

\_\_\_\_\_  
MAYOR OF THE CITY OF OCEANSIDE

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



**RESOLUTION NO.**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OCEANSIDE  
CONTINUING THE EXISTENCE OF A LOCAL EMERGENCY**

**WHEREAS**, on \_\_\_\_\_, 20\_\_\_\_, the Director of Emergency Services for the City of Oceanside proclaimed the existence of a local emergency due to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ and  
such emergency affected the City and was likely to create a public calamity;

**WHEREAS**, on \_\_\_\_\_, 20\_\_\_\_, the City Council convened at a special emergency session at \_\_\_\_\_ a.m./p.m. and declared a state of emergency due to \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_;

**WHEREAS**, in accordance with the laws of the State of California, the City Council declared an emergency did exist throughout Oceanside;

**WHEREAS**, the City Council did ratify the Proclamation of an Existence of a Local Emergency (attached as Exhibit A) declared by the Director of Emergency Services;

**WHEREAS**, said local emergency continues until \_\_\_\_\_;

**WHEREAS**, it is the intent of the City Council to seek the maximum aid, comfort and restitution of its citizens who are victims of this calamity;

**WHEREAS**, it is the intent of the City Council to do all things necessary to effectuate this intent;

**WHEREAS**, state law requires the City Council review the need for continuing the state of local emergency at least every fourteen (14) days pursuant to Government Code §8630(c)(2) and that the City Council shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant; and



**WHEREAS**, the City Council has received the necessary information and update in order to evaluate the continuing need for a local state of emergency;

**NOW, THEREFORE**, the City Council of the City of Oceanside does resolve as follows:

SECTION 1. The above recitations are true and correct

SECTION 2. The need for this continuing declaration shall be reviewed within fourteen (14) days in accordance with state law.

**PASSED AND ADOPTED** by the City Council of the City of Oceanside, California, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by the following vote:

\_\_\_\_\_  
MAYOR OF THE CITY OF CEANSIDE

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
City Attorney



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## **INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION**

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**Disaster information managed by the City of Oceanside’s EOC is coordinated through agency representatives located in the EOC, or in communication with the Agencies Liaison Officer. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to a develop course of action and manage emergency operations.**

**Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific time the information is needed are part of a City of Oceanside EOC Action Plan.**





## COMMUNICATIONS

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### Notification and Mobilization

**The EOC Coordinator is responsible for maintaining a departmental emergency alert list, which is used to notify key City personnel during the activation of the Oceanside EOC.**

**The County of San Diego Office of Emergency Services has entered into a contract for provision of a mass notification system, called AlertSanDiego. This system is available to the City of Oceanside to notify employees and residents in authorized time of emergency or disaster. An AlertSanDiego notification will be sent as required to each EOC staff member that the EOC is activated. In the event that AlertSanDiego is not operating, each department is responsible for notifying their individual departmental personnel of the EOC activation.**

**Communication protocols and coordination procedures used between response organizations during emergencies and disasters are described in detail in the County of San Diego Operational Area Emergency Plan Annex I: Communications and Warning Systems. Refer to this plan for additional information.**



## ADMINISTRATION

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### Administration

If the City of Oceanside's resources prove to be inadequate during emergency operations, request will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing mutual aid agreements and understandings. Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement, and other local Mutual Aid Agreements within the County of San Diego Operational Area.

Furthermore, under the Standardized Emergency Management System (SEMS), Special Districts are considered local governments. As such, they are included in the emergency planning efforts throughout the Operational Area. Consistent with SEMS, the Operational Area emergency organization supports and is supported by:

1. Cities within the Operational Area
2. The County of San Diego
3. Special Districts
4. Other counties
5. The State of California
6. The Federal Government

Additionally, the National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, local and tribal governments, and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Moreover, the private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs), or Non-Governmental Organizations (NGOs), provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. The County of San Diego Office of Emergency Services (OES) has established the Ready San Diego Business Alliance. This Alliance has a virtual connection to the Operational Area Emergency Operations Center via a social networking system fed through a RSS feed from WebEOC.



## DISASTER SERVICE WORKERS

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**While some City of Oceanside personnel who do not have specific task assignments during a disaster, they are automatically designated by State Law as Disaster Service Workers and serve in the response effort.**

- 1. "All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers," per the Government Code, Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.**
- 2. The term public employee includes all persons employed by the State, or any County, City or public district.**
- 3. Other personnel including volunteers can be quickly registered by County OES as Disaster Service Workers, which provides Workers Compensation and liability coverage.**
- 4. County OES also maintains a list of pre-registered volunteers affiliated with volunteer organizations that have been signed up as Disaster Service Workers.**



## RECOVERY OPERATIONS

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### Finance: Recovery Operations

#### General

**Recovery operations include the development, coordination, and execution of service and site-restoration plans for impacted communities, as well as the reconstitution of government operations and services. Reconstitution of government operations and services can be accomplished through individual, private-sector, non-governmental, and public assistance programs that identify needs and define resources, provide housing and promote restoration and address long-term care and treatment of affected persons. Moreover, recovery involves incident-related cost recuperation, identification and implementation of mitigation measures to reduce or eliminate effects of future incidents, as well as evaluation of lessons learned. Recovery operations should begin during or shortly after a disaster occurs and can be generally divided into two phases, short-term and long-term recovery.**

**No single jurisdiction or agency has the capability and resources to address all disasters or major emergency situations. Therefore, the Unified Disaster Council was established to address disaster related problems on a regional basis. An “Operational Area Recovery Plan” (OA Recovery Plan) has been developed to provide guidance for the San Diego County Operational Area.**

**The OA Recovery Plan is incorporated by reference into the City of Oceanside Emergency Plan. The OA Recovery Plan defines responsibilities, establishes a recovery organization, defines lines of communications, and is designed to be part of the statewide Standardized Emergency Management System (SEMS) and compliant with the National Incident Management System (NIMS).**

**The OA Recovery Plan is an all-hazards recovery plan for incidents of varying magnitude. The OA Recovery Plan incorporates lessons learned from response and recovery efforts within the San Diego Operational Area as well as best emergency management practices from around the nation.**



## RECOVERY OPERATIONS

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### Phases of Recovery

**Recovery operations should begin as soon as possible after the emergency or disaster occurs. Recovery operations are divided into two phases: short-term and long-term.**

#### Short-Term

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery operations will begin during the response phase of the emergency. Short-term recovery operations include all agencies and jurisdictions participating in the incident response. Activities are generally coordinated from within the EOC and recovery activities begin during the response phase of the emergency.

The key objectives of short-term recovery operations are to restore shelter, jobs, services, and facilities quickly and efficiently. These operations include:

- Utility restoration;
- Expanded social, medical and mental health service;
- Re-establishment of government operations;
- Transportation route restoration;
- Debris removal and cleanup operations;
- Building safety inspections; and
- Abatement and demolition of hazardous structures.

Emergency actions may be taken to address specific conditions such as:

- Suspension of evictions;
- Request utilities to provide bill relief;
- Waiver of permit fees for damage repairs;
- Need for temporary housing and business space; and
- Change or alter traffic patterns.

#### Long-Term

The primary goal of long-term recovery operations is to rebuild safely and wisely, reducing future hazards, and optimizing community improvements. The major objectives of these operations include:

- Reconstructed public facilities;
- Coordinated delivery of long-term social and health services;
- Improved land use planning and implementation;
- An improved Emergency Operations Plan;
- Re-establishment of the local economy to pre-disaster levels;
- Recovery of disaster-related costs; and
- Effective integration of mitigation strategies into recovery planning and operations.



## RECOVERY OPERATIONS

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### Recovery Levels

The designated levels for response and recovery are organized according to the Standardized Emergency Management System (SEMS):

**Field:** The field level is where recovery personnel and resources, under command of an appropriate authority, carry out recovery activities.

**Local Jurisdiction:** Local jurisdictions include cities, counties, and special districts. Local jurisdictions manage and coordinate recovery activities with their jurisdiction.

**Operational Area:** The Operational Area is defined as an intermediate level of the State emergency services organization consisting of all political subdivisions within San Diego County. The Operational Area is responsible for managing and/or coordinating information, resources, and priorities among local governments, and serves as the coordination and communication link between the local government level and regional level.

**Region:** Because of its size and geography, the State has been divided into six mutual aid regions. The regional level manages coordinate information and resources among operational areas within the mutual aid region, and between the operational areas and the State level. The regional level also, along with the State level, coordinates overall State agency support for recovery activities within the region.

**State:** The State level manages State resources in response to the needs of the other levels, manages and coordinates mutual aid among the regions and between the regional level and State level. The State level acts as the provider of coordination and the communication link with the Federal disaster recovery system.

**Federal:** Federal resources supplement all local resources from the State to field operations. This task is filled by the Federal Emergency Management Agency (FEMA) in implementing the Individual and Public Assistance programs in declared major disasters.



## RECOVERY ORGANIZATION

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### Recovery Coordination

In the City of Oceanside recovery coordination is the responsibility of the acting Recovery Coordination Officer in the Management Section of the EOC. Each department, through their respective EOC Sections, has specific functional responsibilities in recovering from an emergency or disaster. The City will coordinate its efforts with the San Diego County Operational Area. Depending on the type, nature and severity of the disaster, the Director of Emergency Services may appoint a Recovery Coordinator early in the response phase to begin planning and developing a recovery effort.

### Short-Term Recovery Organization

Oceanside's Director of Emergency Services, or his/her designee, will verify that the short-term recovery phase of the incident is underway and that required documentation and adequate records are being collected and maintained.

### Long-Term Recovery Organization

Oceanside's Director of Emergency Services, or his/her designee, will verify that adequate staffing and accurate records are being collected and maintained to assure maximum reimbursement, and that planning is underway for long-term recovery from the emergency.



### RECOVERY ORGANIZATION

Recovery Coordination Organizational Chart







## DAMAGE ASSESSMENT / DOCUMENTATION / AFTER -ACTION REPORTS

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### Damage Assessment

An initial damage estimate is developed during the emergency response phase. This is followed by a detailed assessment of damage during the recovery phase by the City of Oceanside and special districts. This detailed assessment provides the basis for determining the type and amount of State and / or Federal financial assistance available for recovery. The Damage / Safety Assessment Unit Leader (Building Department) in the Operations Section of the EOC will complete the detailed damage / safety assessment.

### Documentation

The damage assessment documentation should include the location and extent of damage, and cost estimates for debris removal, emergency work, and repairing damaged facilities to pre-disaster conditions. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to the following:

- Roads
- Water control facilities
- Public buildings and equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

### After-Action Reports

The completion of After-Action Reports is part of the requirements of SEMS. If the City of Oceanside declares a local emergency, an After-Action report must be completed and submitted to the San Diego County Office of Emergency Services within ninety (90) days of the close of the incident. The After-Action Report will serve as a source for documenting the City of Oceanside's response activities, identifying areas of success, as well as areas of improvement. It will also be utilized to develop and describe a work plan for implementing improvements.



## DISASTER ASSISTANCE

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### Disaster Assistance

#### Individual Assistance

Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, and sheltering and rental assistance, depending on the extent of damage.

Business loans are available for many types of businesses, including agricultural businesses, to assist with economic and physical losses because of a disaster. Business loans are generally made available through the United States Small Business Administration.

#### Public Assistance

The Public Assistance Program provides Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and certain non-profit facilities. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants.

The City of Oceanside, private agencies, and special districts are responsible for the completion and submission of the required program application and supporting documents for both state and federal public assistance programs. The City is also the primary contact for state and federal field representatives.

Individuals and businesses are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, the City of Oceanside will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency's hotline number for individual assistance.

#### Hazard Mitigation Grant Program

Local governments are provided grants to implement long-term hazard mitigation measures following a major disaster declaration. The purpose is to reduce the loss of life and property due to natural disasters. The Hazard Mitigation Grant Program is authorized under Section 404 of the Stafford Disaster Relief and Emergency Assistance Act. The City of Oceanside is responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster. The City must ensure that each identified project is cost-effective and meets basic project eligibility. The City will also be the primary contact and coordinator for each funded project, until completion of the project.



## ACCESS AND FUNCTIONAL NEEDS

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### Logistics: Access and Functional Needs Population

#### Americans with Disabilities Act (ADA)

**The Americans with Disabilities Act (ADA) is the world's first comprehensive civil rights law for people with access and functional needs and was enacted on July 26, 1990. The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The ADA prohibits discrimination because of access and functional needs in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.**

**To be protected by the ADA, one must have an access or functional need or have a relationship or association with an individual with an access or functional need. An individual with an access or functional need is defined by the ADA as a person who has a physical or mental impairment that substantially limits one of more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA does not specifically name all of the impairments that are covered.**

**The ADA is divided into five parts, covering the following areas:**

#### **Title I: Employment**

**Title I requires employers with 15 or more employees to provide qualified individuals with access and functional needs an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, paid social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's access or functional need before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with access or functional needs, unless it results in undue hardship.**

#### **Title II: State and Local Government (Public Services)**

**Title II covers all activities of state and local governments. Title II requires that State and local governments give people with access and functional needs an equal opportunity to benefit from all of their programs, services, and activities, such as public meetings, employment, recreation programs, aging, health and human services programs, libraries, museums, and special events.**



## ACCESS AND FUNCTIONAL NEEDS

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State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings and facilities. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech functional needs. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Title II mandates that a public entity such as the City of Oceanside operate in such a way that its services, programs and activities, when viewed in their entirety, are readily accessible to, usable by individuals with access and functional needs. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they comply with the nondiscrimination requirements of the ADA. The regulations detailing compliance requirements were issued in July 1991. A self-evaluation is required and intended to examine activities and services, to identify and correct any that are not consistent with the ADA. The entity must then proceed to make the necessary changes resulting from the self-evaluation.

### Title III: Public Accommodations

Title III requires places of public accommodation to be accessible to and usable by persons with access and functional needs. The term “public accommodation” as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

### Title IV: Telecommunications

Title IV covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech functional needs.

### Title V: Miscellaneous Provisions

Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney’s fees, and technical assistance provisions. It also prohibits retaliation against any individual who exercises his or her rights under the ADA and those individuals who assisted individuals exercising their rights.



## ACCESS AND FUNCTIONAL NEEDS

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### Communication & Notification

In order to comply with the Americans with Disabilities Act, communication with people with access and functional needs must be as effective as communicating with others. All public information must be clear and understandable and include accessible visual and audible information. Language assistance services must be provided to persons with limited English proficiency, including bilingual staff, oral interpretation, and written translators. Persons with functional needs must be able to hear verbal announcements, see directional signage, and read and understand messages at a third grade reading level.

### Evacuation & Transportation

The City of Oceanside will attempt to ensure that evacuation vehicles have the capacity to move individuals with functional needs. Potential transportation-dependent persons include persons with functional needs, elders, individuals living in group homes, and those without access to a vehicle. Accessible modes of transportation include wheelchair lift-equipped school buses, transit buses; Para transit vans, taxicabs, limousines, shuttles, non-profit organization vehicles, assisted living vehicles, airport shuttles, car rental shuttles, and Dial-A-Ride. The City will attempt to transport the affected persons with access and functional needs with their caretaker, guide, signal, and service dogs, and necessary equipment and medication.

### Sheltering

All emergency shelter facilities in the City of Oceanside should comply with ADA requirements, including physical accessibility of shelter facilities, effective communication using multiple methods, full access to emergency services, and reasonable modification of programs. Additionally, the City of Oceanside should comply with the Federal Emergency Management Agency's (FEMA) Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters.

#### Accessibility

The City of Oceanside must ensure that there are no access barriers at shelter facilities. If barriers cannot be removed, the City should notify the public and persons with access and functional needs of alternative shelter locations. When possible, the City should incorporate level access, ramps, lifts, elevators, handrails, grab bars, larger toilet cubicles and bathing areas, clear signs, and wider paths, doors, entrances, and corridors in shelter locations. The City should also attempt to eliminate protruding and overhead objects, and incorporate signs, color, and texture to assist hearing impaired individuals and sounds, texture, and aromas to assist visually impaired individuals.



## ACCESS AND FUNCTIONAL NEEDS

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### Staff Training

Shelter staff in Oceanside shelters should be trained to assist individuals with access and functional needs, including eating, dressing, personal hygiene, and transferring to and from wheelchairs. Staff should also be trained in basic communication procedures, such as navigation assistance, writing notes, reading printed information, and completing written forms.

### Guide, Signal, and Service Dogs

The City of Oceanside shelters should allow guide, signal, and service dogs to accompany their owners into shelters. Food, water, and waste disposal supplies should be available and owners should be permitted to take guide, signal, and service dogs outside, without unnecessary delay in re-entry security screening.

### Necessary Shelter Resources

Necessary shelter resources include:

- Medical equipment and services, including wheelchairs, walkers, canes, medication, EMTs, nurses, and caregivers
- Electricity, backup generators, power supplies, power strips and outlets, and charging stations for mobility devices, oxygen machines, and other electronic assistance devices
- Refrigeration for medications and insulin (or temporary coolers with ice)
- Modified beds or cots in specialized locations to allow safe transferring to a wheelchair
- Food and beverages for those with dietary restrictions
- Diapers, formula, baby food, toys, and games for children
- Private areas for individuals with toileting or diaper changing needs
- Quiet low-stimulation “stress-relief zones” (i.e. empty classrooms) for individuals with cognitive disabilities aggravated by stress
- Separate area for rest and relaxation, dedicated to caretakers



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## PLAN DEVELOPMENT AND MAINTENANCE

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### DEVELOPMENT

**This Emergency Operations Plan (EOP) is developed in accordance with State of California Standardized Emergency Management System (SEMS) and Federal National Incident Management System (NIMS) guidelines and mandates. The Plan follows the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101; Version 2.0, dated November 2010 and “A Whole Community Approach to Emergency Management” as defined in FDOC 104-008-1, dated December 2011.**

**The Emergency Manager (Emergency Preparedness Coordinator) for the City of Oceanside is responsible for coordinating emergency planning related to this Plan, and charged with keeping this Plan up to date. The Emergency Manager will review and develop revised drafts of the Plan with city departments, other local governments, and all relevant stakeholders annually.**

**The Emergency Manager will coordinate the Plan with the San Diego County Office of Emergency Services (OES), which serves as a clearinghouse for all Operational Area plans. The California Governor’s Office of Emergency Services (Cal OES) reviews the Plan for determination of SEMS and NIMS critical elements, and to ensure the Plan is consistent with the State of California’s EOP.**





## PLAN DEVELOPMENT AND MAINTENANCE

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### MAINTENANCE

**This Plan is a living document. Problems emerge, situations change, gaps become apparent, State and Federal requirements are altered, and the Plan must be adapted to remain useful and current based on these new realities. As such, the Emergency Manager aka Emergency Preparedness Coordinator (EPC) for the City of Oceanside will review the Plan annually and coordinate any required changes with OES and Cal OES.**

**Additionally, individuals assigned a primary role in the City of Oceanside's EOC are responsible for regular review and maintenance of the Plan. Modifications may occur as a result of identified deficiencies experienced in drills, exercises, or actual incidents; changes in local government and positions; and alterations to emergency management responsibilities, procedures, laws, or regulations.**

**The objective of the City of Oceanside is efficient and timely response during emergencies. This Plan is the first step toward that objective. However, planning alone will not accomplish preparedness. Training and exercising are essential at all levels of government to make emergency operations personnel operationally ready. As such, the City of Oceanside will participate in Operational Area, State, and Federal exercise design and testing of the Plan.**



*City of Oceanside*  
**Emergency Operations Plan**

Part X  
Plan Development and Maintenance



## AUTHORITIES AND REFERENCES

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The California Emergency Services Act (hereinafter called the Act) provides the basic authority for emergency operations during proclaimed state or local emergencies. Local emergency ordinances expand on the Act.

The California Emergency Plan (promulgated by the Governor) is published under the Act. The Plan provides statewide authorities and responsibilities and describes all levels of government during emergencies, including war. Section 8568 of the Act states that *"the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof."* Local Emergency Plans are, therefore, extensions of the California Emergency Plan.

### AUTHORITIES

#### City of Oceanside

- City of Oceanside General Plan
- Cities Readiness Initiative, December 2008
- Continuity of Operations Plan,
- Emergency Operations Plan, 2009
- Henshaw Dam Emergency Action Plan, 2015
- City Ordinance No. 73-22
- Council Resolution No. 06-R0202-1, Adoption of NIMS
- Emergency Action Plan, Flood Response for the San Luis Rey River, U.S. Army Corps of Engineers, 2015-2016
- Mutual Aid Agreements:
  - North Regional Zone Master Mutual Aid Agreement, 2002
  - Joint Powers Agreement: Dispatch, revised 2006
  - Law Enforcement Master Mutual Aid Agreement, 1997
  - Operational Area Public Works Mutual Aid Agreement
  - Operational Area Damage Assessment Mutual Aid Agreement
  - Operational Area CERT Mutual Aid agreement

#### Operational Area

- County of San Diego Emergency Services Ordinance No. 8183, December 1992
- County of San Diego Resolution adopting the California Master Mutual Agreement, December 1950
- Fifth Amended Emergency Services Agreement, Unified San Diego County Emergency Services Organization, 2004



## AUTHORITIES AND REFERENCES

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- San Diego County Animal Control Mutual Aid Agreement
- San Diego County Operational Area Emergency Operations Plan, 2014
- San Diego County Multi-Jurisdictional Hazard Mitigation Plan, August 2015
- San Diego County Mutual Aid Agreement for Fire Department
- San Diego County Mutual Aid Agreement for Public Works
- San Diego County Mutual Aid Agreement for Building Assessments
- San Diego County Terrorist Incident Emergency Response Protocol, June 2005
- San Diego Urban Area Tactical Interoperable Communications Plan, February 2006
- Unified San Diego County Emergency Services Organization, Fifth Amended Emergency Services Agreement, 2005
- Unified San Diego County Emergency Services Organization Resolution adopting the National Incident Management System, September 2005
- Unified San Diego County Emergency Services Organization Recovery Plan, June 2006

### State of California

- Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas
- California Coroners Mutual Aid Plan
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Emergency Operations Plan, July 2009
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California Civil Code, Chapter 9, Section 1799.102 – “Good Samaritan” Liability
- California Government Code (Title 1, Division 4, Chapter 8, Section 3100). *Identifies public agency employees as Disaster Service Workers*
- California Government Code, Division 1 of Title 2, Chapter 7 – Emergency Services Act
- California Government Code, Division 1 of Title 2, Chapter 7 – Preservation of Local Government
- California Government Code, Division 1 of Title 2, Chapter 7.5 – Natural Disaster Assistance Act
- California Government Code, Division 1 of Title 3, Chapter 4 – Temporary County Seats
- California Government Code, Division 2 of Title 19, Chapter 1, Section 8607(a) – SEMS Regulations.
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117
- California Health and Safety Code, Division 20, Chapter 6.95, Sections 25500, et. seq.
- California Health and Safety Code, Division 20, Chapter 7, Sections 25600-25610, dealing with hazardous materials
- Governor's Orders and Regulations for a War Emergency, 1971



## AUTHORITIES AND REFERENCES

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- Incident Command System, Field Operations Guide, ICS 420-1
- Petris (SEMS) SB 1841 Chapter 1069 - Amendments to the Government Code, Article 7, California Emergency Services Act
- Public Works Mutual Aid Plan

### Federal

- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325
- Architectural Barriers Act of 1968, 41 U.S.C. 4151 et seq.
- Civil Rights Act of 1964, Title VI, Public Law 88-352
- Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 2009
- Consolidated Appropriations Act, 2008, Public Law 110-161
- Disaster Mitigation Act of 2000, Public Law 106-390
- Emergency Services Agreement, 2005
- Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, August 2000
- Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*, July 2004
- Fair Housing Act as amended in 1988, 42 U.S.C 3601
- Federal Disaster Relief Act of 1974 (Public Law 93-288)
- Federal Civil Defense Act on 1950 (Public Law 81-920), as amended
- Homeland Security Act of 2002, 6 U.S.C. 101, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 2003
- Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, March 2011
- Homeland Security Presidential Directive 8, Annex I, *National Planning*, February 2008
- National Security Presidential Directive 51 / Homeland Security Presidential Directive 20, *National Continuity Policy*, May 2007
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Rehabilitation Act of 1973, Public Law 93-112
- Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Superfund Amendments and Reauthorization Act of 1986, Public Law 99-149, as amended
- U.S. Army Corps of Engineers – Flood Fighting, Public Law 84-99



## AUTHORITIES AND REFERENCES

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### References

- **A Guide to Federal Aid and Disasters**
- **A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, FDOC 104-008-1 (FEMA)**
- **California Constitution**
- **California Emergency Resources Management Plan**
- **California Emergency Services Act**
- **California Fire and Rescue Emergency Plan**
- **California Hazardous Materials Incident Contingency Plan**
- **California Law Enforcement Mutual Aid Plan**
- **California Master Mutual Aid agreement and supporting mutual aid agreements**
- **California Natural Disasters Assistance Act**
- **California Oil Spill Contingency Plan**
- **Debris Removal Guidelines for State and Local Officials**
- **Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0 (FEMA)**
- **Digest of Federal Disaster Assistance**
- **Disaster Assistance Procedural Manual (published by the California Office of Emergency Services)**
- **Disaster Assistance Procedure Manual (Cal OES)**
- **Homeland Security Exercise and Evaluation Program (HSEEP)**
- **Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA)**
- **Local and Tribal NIMS Integration, Federal Emergency Management Agency**
- **National Incident Management System (NIMS)**
- **National Response Framework (FEMA)**
- **San Diego Urban Area Homeland Security Strategy 2012, San Diego Office of Homeland Security**
- **Standardized Emergency Management System (SEMS) Guidelines**
- **Standardized Emergency Management System (SEMS) Regulations**
- **Threat and Hazard Identification and Risk Assessment Guide, Comprehensive Preparedness Guide (CPG) 201, Second Edition (FEMA)**
- **Threat and Hazard Identification and Risk Assessment (THIRA) 2012, San Diego Urban Area Security Initiative (UASI)**
- **U.S. Nuclear Regulatory Commission**





# FUNCTIONAL ANNEX

2016







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## EOC GENERAL CONSIDERATIONS

### GENERAL CONSIDERATIONS

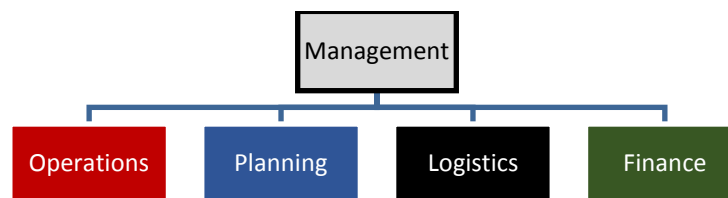
#### Overview

This section contains functional descriptions, responsibilities, and checklists for each position represented in the Oceanside EOC arranged under the organization of SEMS and the ICS system. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within each section.

#### Standardized Emergency Management System (SEMS)

SEMS requires that local governments, operational areas, regional, and state level EOC's provide for the functions of Command, Operations, Planning, Logistics, and Finance. These five primary functions in SEMS provide the foundation for establishing an effective EOC team.

#### EOC Organization



When activated, the five primary EOC functions are established as separate sections of the EOC organization. The functions described here are those activities that may need to be activated during EOC activation. Some variations in duties and responsibilities may be found at different SEMS levels.

#### Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply.

1. Staff the position with the most qualified person in the discipline most closely aligned to the emergency.
2. Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
3. One person may have delegated authority for more than one area of responsibility. Usually this occurs during the early portion of the Activation Phase or in the Demobilization Phase.
4. Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority. If a position is not activated the EOC Director will perform its responsibilities.



## EOC GENERIC CHECKLISTS

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### GENERIC CHECKLISTS

**While checklists for each position are different, several actions are common in the Activation, Operational, and Demobilization Phases of the EOC. Below is a generic Activation, Operational, and Demobilization checklist for all EOC positions to abide by.**

#### ACTIVATION PHASE

- Check in upon arrival at the EOC; locate the appropriate position notebook, vest, and nameplate.**
- Obtain initial incident briefing from your immediate supervisor (EOC Director, Section Coordinator, or Branch Director).**
- If appropriate, set up your assigned workstation; test communications equipment, review your position binder, checklist and responsibilities; and log into WebEOC. Log on instructions to WebEOC are provided in your position binder.**
- Establish and maintain a detailed Activity Log (ICS 214) on WebEOC or on paper, which chronologically describes all your actions taken during your shift.**
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.**
- Track all hours to ensure proper pay.**
- Determine individual resource needs such as a computer, telephone, plan copies, and other reference documents.**
- Determine the initial objectives and priorities for your position and assess the status of Section/Branch/Unit/Field resources.**
- Make all predestinated notifications.**



## EOC GENERIC CHECKLISTS

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### OPERATIONAL PHASE

- Attend situation briefing as directed.**
- Provide information for the EOC Action Plan as requested.**
- Refer all requests for information from outside the City's EOC to the Public Information Officer.**
- Document activities and share information with other Sections as necessary.**
- Advise EOC Director or Section Coordinator on issues affecting response and recovery activities.**
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs. Identify follow up items that need attention.**

### DEACTIVATION PHASE

- Deactivate your position and close out logs when authorized by your supervisor.**
- Ensure that any incomplete actions are communicated to your supervisor and to other EOC personnel as appropriate.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.**
- Check out upon exit of the EOC with the Check-out staff and return your position binder, vest, and nameplate.**
- Clean up your work area before you leave.**



**L: Lead Dept.**  
**S: Supporting Dept.**  
*Specific assignments will be made based on the type and severity of the emergency*

**Oceanside Departments**

	Management						Operations					Planning				Logistics					Finance							
	Director of Emergency Svcs. (Mgmt. Section Coordinator)	EOC Coordinator	Liaison	Public Information	Legal Advisor	Safety Office	Recovery Coordinator	Operations Section Coordinator	Fire and Rescue / Medical	Law Enforcement	Construction & Engineering	Care and Shelter	Planning Section Coordinator	Situation Status	Advanced Planning	GIS / Mapping	Documentation	Logistics Section Coordinator	Personnel / Food	Technology / Communications	Transportation / Facilities	Supply	Donations Management	Finance Section Coordinator	Cost	Time	Claims / Compensation	
City Manager	L			S			L																					
Assistant City Manager	S			S														S										
Police Department	S	S		S				L/S	L			S	L	S														
City Attorney					L																							
City Clerk			L		S	S										L												
Human Resources						L											L	L					S	S	S	S		
Library				S		S										S												
Development services				L						L		L/S	S				S			L	L							
Engineering										L			L/S															
Finance							S															S	L	L	L	L		
Fire Department	L	L	S	S			L	L/S	L			L/S		S														
Recreation & Community Services			L								S											S						
Public Works								S		L			S				S		S	S								
Water Utilities										L		L/S		L					S	S								
Information Technology				S															L									
Neighborhood Services			S								L						S					L						

**City of Oceanside Emergency Operations Center Organization Matrix**

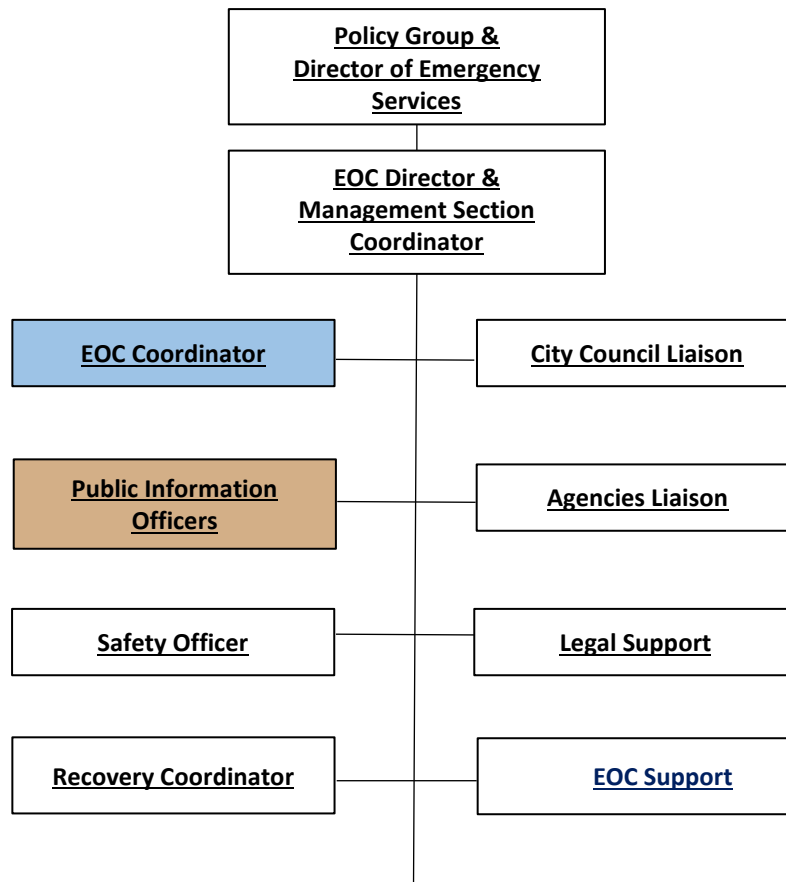


*City of Oceanside*  
**Emergency Operations Plan**

Functional Annex  
EOC General Considerations and Generic Checklists



# POLICY GROUP & MANAGEMENT SECTION





DESCRIPTION:

**The Management Section provides overall direction of the Emergency Operations Center (EOC) and various staff services. In the EOC, the Management staff can be easily identified by the White/Light Blue/Tan vests that staff members will be wearing. This section includes the following checklists:**





## **POLICY GROUP MEMBER**

Elected City Council Members / City Manager

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The Policy Group advises the Emergency Operations Center (EOC) Director on emergency response, recovery, and management issues. The Policy Group set priorities and establish policies governing jurisdictional emergency response operations and activities. Adopts or declares emergency proclamations, resolutions, and ordinances. Serves as a liaison to the citizens, state & federal representatives, and VIPs.

### RESPONSIBLE STAFF AND ALTERNATIVES:

City Council  
City Manager  
Deputy City Manager

COORDINATE THROUGH: City Council Liaison / EOC Director

### RELATED ANNEXES:

Annexes A,B,C,D,E,F,G,H,I,J,K,L,M,O,P, Q, & R

### RESPONSIBILITIES:

- I. Ensures that the EOC Director receives the necessary information and counsel to make effective and timely decisions pertaining to the prevention, response, recovery, and management of emergencies.
- II. Maintain situational awareness of the current emergency response efforts and their effectiveness.
- III. Have a working knowledge of existing government policies, emergency responsibilities, and recovery issues.
- IV. Participate in coordinated, periodic press conferences and news media interviews after briefings are given by the Public Information Officer (PIO).
- V. Convene to receive briefings, review and take action on emergency legislation or policy decisions.
- VI. Maintain communications with the citizens by visiting disaster sites.



## **POLICY GROUP MEMBER**

Elected City Council Members/ City Manager

### Position Checklist

#### **BEFORE AN EMERGENCY**

- Review Council responsibilities and this Emergency Operations Plan.**

#### **ACTIVATION PHASE**

- Review this Emergency Operations Plan and Council Responsibilities.**
- Report to and obtain initial situation briefing from the EOC Director.**
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.**

#### **OPERATIONAL PHASE**

- Advise the EOC Director of how and where to contact you.**
- Obtain situation briefing from the EOC Director or City Council Liaison.**
- Monitor and review potential and/or actual disaster situations.**
- Convene as soon as possible, as requested by the EOC Director, to receive briefings, review and take actions on emergency legislation or policy decisions.**
- If appropriate, report to the EOC, locate and wear your ID Card. Council members are not IN the Emergency Operations Center (EOC) except by invitation of the EOC Director.**
- If advised to, report to Council Classified room as dictated to you at check in.**
- Review applicable sections of this Emergency Operations Plan.**
- Review position responsibilities and clarify issues regarding your authority and assignment.**
- Determine potential issues for the City Council based on the nature, scope, and severity of the emergency.**
- Assist in establishing strategies, priorities, and policies for emergency response activities.**
- Advise, assist, support, and make appropriate recommendations on mitigation, preparedness, response, and recovery to the EOC Director.**
- Ensure planning is initiated and coordinated for the recovery and restoration of vital services and facilities in the City.**



## **POLICY GROUP MEMBER**

Elected City Council Members/ City Manager

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Provide policy direction and support for recovery operations.
- Receive and request ongoing situation briefings, as appropriate, from the City Council Liaison.
- Provide advice and policy guidance to the EOC Director through your City Council Liaison.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Participate in coordinated, periodic press conferences and news media interviews after briefings are given by the Public Information Officer (PIO).
- Maintain communications with the citizens by visiting various disaster sites, including shelters.
- Serve as a liaison to visiting State and Federal elected representatives.
- Maintain contact with the EOC Director/City Council Liaison until all Units have returned to normal operations.

#### DEACTIVATION PHASE

- Coordinate demobilization with the EOC Director.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Review the Generic Checklist.
- Make suggestions for corrections or changes to the Policy Group Checklist.



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## **EOC DIRECTOR**

**Fire Chief / Police Chief / City Manager**

The EOC Director exercises overall management responsibility for response efforts within the affected area, including multi-agency or inter-agency coordination. Establishes the appropriate EOC staffing level and provides support to the Management Section, Policy Group, and all other EOC staff personnel. Ensures that contact is made and maintained with the County's Operational Area EOC and the Incident Command Post (if activated). Oversees the development and implementation of strategic decisions, and approves the ordering and release of resources. Additionally, the EOC Director ensures that the City's Emergency Plan is maintained and staff is adequately trained. The EOC Director has complete authority and responsibility for conducting the overall operation.

In the language of the Incident Command System (ICS), the EOC Director would be called the Incident Commander (IC).

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Fire Chief</b>
<b>Alternate</b>	<b>Police Chief</b>
<b>Supervisor</b>	<b>City Manager</b>

REPORTS TO: **Policy Group / Director of Emergency Services**

### RELATED ANNEXES:

**Annexes A,B,C,D,E,F,G,H,I,J,K,L,M,O,P, Q, & R**

### RESPONSIBILITIES:

- I. Activates the City's EOC and Emergency Operations Plan, as necessary.**
- II. Establish the appropriate staffing level for the EOC and continuously monitor the effectiveness of the emergency response.**
- III. Ensure that inter-agency coordination is accomplished effectively within the EOC.**
- IV. Declare, or request the Declaration of a Local Emergency, in accordance with the City's Emergency Plan.**
- V. Ensure that an effective Incident Action Plan, Mitigation, and Recovery Plan are developed and implemented to effectively deal with the emergency.**



## EOC DIRECTOR

Fire Chief / Police Chief / City Manager

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in all the Management Section.
- Ensure that all training requirements are current and records are maintained.
- Maintain EOC staff readiness.

#### ACTIVATION PHASE

- Review this entire checklist and the generic checklist before taking any action.
- Determine which sections are needed, assign Section Coordinators, as appropriate and ensure they are staffing their sections as needed.
- Determine which Management Section positions are required and ensure that they are filled as soon as possible:
  - Policy Group Members
  - EOC Coordinator
  - Recovery Coordinator
  - Public Information Officer
  - Agencies Liaison
  - City Council Liaison
  - Safety Officer
  - Legal Advisory
- Conduct an initial briefing on the extent of the incident with the Incident Commander and Section Coordinators.
- Determine the appropriate level of EOC activation based on the situation as known.
- Provide a situation briefing to the Policy Group, if activated.
- Authorize and direct mobilization of appropriate personnel for activation and the setup of the EOC.
- Ensure all pre-designated notification are made as appropriate to the event and activation level.
- Report to the EOC and identify yourself as the EOC Director. Ensure the EOC facility is operational including access, facility integrity, communications, utilities, etc.
- Locate the appropriate position binder, put on your vest, display your nameplate, and log in to WebEOC.
- Establish an EOC check-in procedure for arriving staff members.



## EOC DIRECTOR

Fire Chief / Police Chief / City Manager

### Position Checklist

#### ACTIVATION PHASE CONTINUED

- ❑ Schedule an initial EOC Meeting after activation to set “hasty” objectives and make key decisions.
- ❑ Establish appropriate staffing level for the EOC and continuously monitor effectiveness, ensuring appropriate modifications occur as required.
- ❑ Ensure communication about the activation level and response actions are established with the Operational Area EOC.
- ❑ Confer with the EOC Staff to determine what agency representation is needed at the EOC from other jurisdictions, the County, special districts, and other emergency response agencies.
- ❑ Exercise overall management responsibility for the coordination between other emergency response agencies.
- ❑ Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- ❑ Ensure that all key personnel are alerted and/or activated from the City and other agencies.
- ❑ Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- ❑ Serve as the key decision maker in the EOC providing direction, establish priorities, develop incident objectives, and identify constraints and limitations.
- ❑ Estimate incident duration, establish operational work periods, and advise Section Coordinators to plan for relief of personnel.
- ❑ Coordinate with the Policy Group to formally issue an Emergency Proclamation as necessary, and coordinate local government proclamation with other emergency response agencies as appropriate including notification of the Operational Area EOC.
- ❑ Keep the Mayor, City Council, and Operational Area informed of all major decisions.
- ❑ Coordinate periodic briefings to ensure strategic objectives are current and appropriate.



## EOC DIRECTOR

Fire Chief / Police Chief / City Manager

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- In conjunction with the Public Information Officer, conduct news conferences and review media releases for approval.
- Ensure that public protection information is routinely made available to the residents of the City.
- Convene the initial EOC Action Planning meeting.
- Coordinate mutual aid assessments with the Operational Area EOC.
- Prepare to provide mutual aid to neighboring jurisdictions.
- Based on current status reports, establish strategic objectives for the EOC.
- Ensure the Planning/Intelligence Coordinator conducts EOC Action Planning meetings throughout the emergency. Review, approve and authorize their implementation.
- Ensure preparations are made for possible 24-hour EOC operations, including facilities, meals, and staffing.
- Ensure the Planning/Intelligence Coordinator conducts periodic briefings for all EOC staff.
- Ensure all sections are maintaining sufficient documentation of response activities to submit appropriate reimbursement claims.
- Review jurisdictional situation reports prior to submission to the OA EOC.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
- Establish demobilization criteria for deactivation of EOC.

#### DEACTIVATION PHASE

- Notify the Operational Area EOC and other appropriate organizations of the planned demobilization.
- Ensure any open actions not yet completed will be handled after demobilization.
- Ensure EOC Staff complete and submit all required forms, reports, and prepares a summary of the emergency response operations prior to demobilization.
- Be prepared to provide input into the After Action Report.





## EOC DIRECTOR

Fire Chief / Police Chief / City Manager

### Position Checklist

#### DEACTIVATION PHASE CONTINUED

- Authorize the demobilization of all Sections once they are no longer required.**
- Deactivate the EOC and proclaim termination of emergency response efforts.**
- Provide appropriate direction regarding the transition into recovery operations.**
- Leave forwarding information, including pager/cell numbers and email.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Follow generic Deactivation Phase Checklist.**
- Check out upon exit of the EOC with the Check-out staff and return your position binder, vest, and nameplate.**
- Make suggestions for corrections or changes to the EOC Director Checklist.**



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## EOC COORDINATOR

Fire Designee / Police Designee / Emergency Preparedness Coordinator

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The EOC Coordinator is responsible for the efficient operation of the EOC, pre-event coordination with outside agencies, and serves as a resource to the EOC Director. Establishes and coordinates EOC internal management systems. Ensures the EOC facilities are properly supplied so the City’s response personnel can operate efficiently. Maintains the City’s emergency plan and ensures all supporting information referred to in the plan is available to response personnel. Designs and conducts emergency preparedness exercises and is the City’s liaison with other jurisdictions in coordination regional drills. Coordinates visits to the EOC. Assists with or coordinates the development of an After-Action Report following any emergency, or major drill.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Fire Designee / Emergency Coordinator</b>
<b>Alternate</b>	<b>Police Designee</b>

REPORTS TO: **EOC Director**

### RELATED ANNEXES:

**Annexes A,B,C,D,E,F,G,H,I,J,K,L,M,O,P, Q, & R**

### RESPONSIBILITIES:

- I. **Ensure that EOC facilities are properly supplied so the City’s response personnel can operate efficiently.**
- II. **Support the needs of the EOC Director and Policy Group so they can lead the City’s response and recovery.**
- III. **Maintain the City’s emergency plan and ensure all supporting information referred to in the plan is available to response personnel.**
- IV. **Oversee the training of designated EOC staff.**
- V. **Design and conduct emergency response drills and be the City’s liaison with other agencies in coordinating regional drills.**
- VI. **Coordinate the development and review of an After-Action Report following any major disaster or training drill.**



## EOC COORDINATOR

Fire Designee / Police Designee / Emergency Preparedness Coordinator

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Ensure EOC Staff is trained in their responsibilities.
- Make sure call-up lists are up to date.
- Assist the EOC Director in determining appropriate staffing needs.
- Provide assistance and information regarding Section staffing to all EOC positions.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the EOC Coordinator, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the EOC Director on the extent of the incident.
- Assist the EOC Director in determining appropriate staffing for the EOC.
- Turn on your computer and log into WebEOC, if needed.
- Assess incident impacts on City operations and advise the EOC Director as to the extent of EOC activation.
- Provide assistance and information regarding section staffing to Section Coordinator as required.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Assist EOC Director and Section Coordinators in developing overall strategic objectives, as well as section objectives for the EOC Action Plan.
- Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to EOC Staff as required.



## EOC COORDINATOR

Fire Designee / Police Designee / Emergency Preparedness Coordinator

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Provide general advice and guidance to the EOC Director as required including any issues that need addressing or any responsibilities that need assignment.
- Ensure all notifications are made to the Operational Area EOC.
- Ensure all communications with appropriate emergency response agencies are established and maintained.
- Assist the EOC Director and Agencies Liaison Officer in establishing and maintaining Inter-agency Coordination Groups as necessary.
- Assist the Agencies Liaison Officer with coordination of all EOC visits.
- Ensure EOC Staff are properly maintaining all documentation.
- Supervise WebEOC use.
- Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- Assist in shift change issues.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Assist EOC Director with notification to Operational Area EOC and other appropriate organizations of the planned demobilization.
- Ensure EOC staff complete and submit all required forms and documents.
- Assist with transition into recovery operations.
- Coordinate and assist in the completion of an After-Action Report.
- Return EOC to pre-event readiness.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Follow generic Deactivation Phase Checklist.
- Make suggestions for corrections or changes to the Checklist.



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## LEGAL SUPPORT

City Attorney / Assistant or Deputy City Attorney

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The Legal Support provides advice to the EOC Director on all legal matters relating to the emergency. Also assists in drafting Local Emergency Proclamations, implementation of emergency powers, and other legal proceeding, as necessary.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>City Attorney</b>
<b>Alternate</b>	<b>Assistant or Deputy City Attorney</b>

REPORTS TO: **EOC Director**

### RELATED ANNEXES:

**Annexes A,B,C,D,E,F,G,H,I,J,K,L,M,O,P, Q, & R**

### RESPONSIBILITIES:

- I. **Draft or review emergency rules, regulations, or proclamations, as needed.**
- II. **Advise the Policy Group and EOC Director on the legality and/or legal implications of contemplated emergency actions.**
- III. **Establish areas of legal responsibility and/or potential liabilities.**
- IV. **Provide legal justification for mitigation measures.**
- V. **Defend the City against lawsuits.**

*Position checklist continues on next page*



## LEGAL SUPPORT

City Attorney / Assistant or Deputy City Attorney

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Identify sources of potential liability.
- Make sure all required legal documents are available in the EOC.
- Make sure the City Emergency Ordinances are up to date with regard to roles, titles, etc.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Legal Support, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the EOC Director on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Advise EOC Director on proclaiming a Local Emergency or issuing special orders.
- Monitor response efforts and advise EOC Director regarding exposure to liability.
- Prepare proclamations, emergency ordinances, and other legal documents.
- Develop rules and regulations required for acquisition and control of critical resources.
- Provide advice and develop necessary ordinances and regulations to provide a legal basis for evacuations, demolition of hazardous structures, or abatement of hazardous conditions.
- Commence such civil and criminal proceeding as are necessary and appropriate to implement and enforce emergency actions.





## LEGAL SUPPORT

City Attorney / Assistant or Deputy City Attorney

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Assist EOC Director as needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



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## **AGENCIES LIAISON OFFICER**

**Parks and Recreation Manager / Designee**

The Agencies Liaison Officer is a primary point of contact for the County and State OES. Serves as a contact point for assisting agencies. Oversees all liaison activities, including coordinating outside agency representatives for the EOC. Many types of liaisons may be in the EOC at one time depending of the incident. Some of these types may be: fire services, law enforcement, public works, water districts, the American Red Cross, hospitals, schools, small business liaisons, 2-1-1, etc. Also processes requests from the Operational Area (OA) EOC for representatives from the City EOC and/or City Departments.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **Parks and Recreation Manager**

**Alternate**                      **Designee**

REPORTS TO:                      **EOC Director**

### RELATED ANNEXES:

**Annexes**                      **A, I, L, & P**

### RESPONSIBILITIES:

- I. **Agency Liaison should be able to speak on behalf of the agency, within established policy limits, acting as a liaison between their agencies and the City of Oceanside.**
- II. **Oversee all liaison activities, including outside agency representatives assigned to the EOC.**
- III. **Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.**
- IV. **Agency Representatives are responsible for obtaining situation status and resources information from their agencies for the City's EOC. (The City's Liaison officer will provide the same information to the Agency Representative.)**
- V. **In conjunction with the EOC Director and the Public Information Officer (PIO), provide orientation briefings for VIPs and other visitors to the EOC.**



**AGENCIES LIAISON OFFICER**  
Parks and Recreation Manager / Designee

Position Checklist

**BEFORE AN EMERGENCY:**

- Review Liaison responsibilities and this EOP.
- Ensure assisting staff is trained in their responsibilities.
- Ensure that call lists are up to date.

ACTIVATION PHASE

- Report to the EOC and identify yourself as the Agencies Liaison Officer, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the EOC Director on the extent of the incident.
- Turn on your computer and log into WebEOC, if needed.
- Determine staffing requirements.
- Obtain assistance through the Personnel Unit Leader in Logistics, as required.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

OPERATIONAL PHASE

- Maintain a list of assisting agencies and representatives and serve as the point of contact.
- Ensure all onsite agency representatives understand their assigned functions.
- Determine if additional representation is required from agencies related to the EOC activation.
- Facilitate requests for support or information that your contact agencies need or can provide.
- Provide appropriate situational information to the Situation Status Unit of the Planning/Intelligence Section.



**AGENCIES LIAISON OFFICER**  
Parks and Recreation Manager / Designee

Position Checklist

OPERATIONAL PHASE CONTINUED

- ❑ Assist the EOC Director and EOC Manager in conducting regular briefing for the Inter-agency Coordination Group and distribution of the current EOC Action Plan and Situation Report.
- ❑ Request that agency representative maintain communication with their agencies and obtain situation status report regularly.
- ❑ With approval of the EOC Director, provide agency representative from Oceanside's EOC to other EOC's as required and requested.
- ❑ Monitor incident operations to identify current or potential Inter-agency problems.
- ❑ Provide information regarding limitation and capability of assisting agency resources.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEACTIVATION PHASE

- ❑ Following authorization from the EOC Director, release agency representatives when they are no longer required in the EOC.
- ❑ Follow generic Deactivation Phase Checklist.
- ❑ Leave forwarding information, including pager/cell numbers and email.
- ❑ Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- ❑ Make suggestions for corrections or changes to the Checklist.



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**City Council Liaison**  
City Clerk / Designee

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The Liaison to the City Council will provide information to the members of the City Council as to the emergency conditions impacting the City and status of the City’s planned response. Advise Council members of public information materials available and assist the Council with progress reports on the City’s response to the emergency. Attend to the needs and records keeping for the Policy Group.

RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>City Clerk</b>
<b>Alternate</b>	<b>Assistant City Clerk / Designee</b>

REPORTS TO: **EOC Director**

RELATED ANNEXES:

**Annexes A,B,C,D,E,F,G,H,I,J,K,L,M,O,P,Q, & R**

RESPONSIBILITIES:

- I. **Oversee all liaison activities involving the City Council.**
- II. **Ensure that position specific guidelines, policy directives, situation reports, and a copy of the Incident Action Plan are provided to the members of the City Council as background information.**
- III. **In conjunction with the EOC Director and Public Information Officer, provide regular briefings to the City Council on the progress of the incident.**

*Position checklist continues on next page*



## City Council Liaison

City Clerk / Designee

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review Council & Policy Group responsibilities and this EOP.
- Maintain updated contact lists to Policy Group and City staff members.
- Ensure all vital documents are available in the EOC, duplicated and stored.
- Make sure City Council is aware of their roles and responsibilities during a disaster and know where to report to.

#### ACTIVATION PHASE

- Check in upon arrival at the EOC and identify yourself as Council Liaison; locate the appropriate position binder, vest, and nameplate.
- Obtain briefing form from the EOC Director on the extent of the incident.
- Set up your assigned workstation, review your position checklist and responsibilities, and log into WebEOC, if necessary.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Ensure all pre-designated notifications have been made.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Deliver documents and updates to the City Council.
- Fulfill information requests through the EOC Director, as appropriate.
- Attend meetings as necessary.
- Maintain contact with the City Council members (review their checklist).
- Refer all contacts from the media to the Public Information Officer (PIO).
- Assess the need for and coordinate, if requested, liaisons from outside agencies to the City Council.





**City Council Liaison**  
City Clerk / Designee

Position Checklist

OPERATIONAL PHASE CONTINUED

- ❑ Provide regular briefings and copies of relevant documents to members of the City Council as background information, after approval from the EOC Director.
- ❑ Escort, provide update briefings to, and request information for members of the City Council.

DEACTIVATION PHASE

- ❑ Assist EOC Director as needed.
- ❑ Deactivate your position and close out logs when authorized by your supervisor.
- ❑ Ensure that any incomplete actions are communicated to your supervisor.
- ❑ Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- ❑ Check out upon exit of the EOC and return your position notebook, vest, and nameplate.
- ❑ Clean up your work area before you leave.
- ❑ Follow generic Deactivation Phase Checklist.
- ❑ Leave forwarding information, including pager/cell numbers and email.
- ❑ Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- ❑ Make suggestions for corrections or changes to the Checklist.



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## **PUBLIC INFORMATION OFFICER**

**City Manager Appointed**

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The **Public Information Officer (PIO)** is responsible for gathering, consolidating, and verifying information regarding the EOC or jurisdictional emergency response activities before releasing it to the public through various media. The PIO serves as the contact point for news media, develops the format for press conferences, and coordinates media releases. Manages Rumor Control operations. Coordinates with the OA Joint Information Center (JIC) for accurate messaging and platform use. Ensures the public receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, as well as other vital information. Manages a PIO Team who assists the PIO in rumor control and other tasks depending on the incident.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **City Manager Appointed**

**Alternate**                     **City Manager Appointed**

**REPORTS TO:**                **EOC Director**

### RELATED ANNEXES:

**Annexes**                    **A, I, L, & P**

### RESPONSIBILITIES:

- I. Serves as the coordination point for all media releases from the City. Represents the City of Oceanside as its lead PIO and head of its media team.**
- II. Coordinates media releases with PIOs representing other affected agencies, including the OA EOC. Participates in joint information center, if activated.**
- III. Organize the format for press conferences in conjunction with the EOC Director.**
- IV. Ensure that the public within the affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information as directed by the EOC Director and OA JIC.**



## **PUBLIC INFORMATION OFFICER**

City Manager Appointed

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### RESPONSIBILITIES CONTINUED:

- V. Support social media and all other releases as directed**
- VI. Provide all support to the OA JIC and City EOC.**

*Position checklist continues on next page*



## **PUBLIC INFORMATION OFFICER**

City Manager Appointed

### Position Checklist

#### **BEFORE AN EMERGENCY:**

- Review PIO responsibilities and this EOP.
- Maintain an updated media contact list.
- Maintain PIO supplies in the EOC, and ensure all required documents/supplies are in the EOC.
- Train PIO staff on emergency operations procedures & public information protocols.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Public Information Officer, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the EOC Director on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Review public information priorities as established by the Policy Group.
- Make initial contacts with PIOs in other agencies impacted by the emergency conditions and establish lines of communication (Joint Information Center).
- Develop a public information plan, review the plan periodically and update it as changes occur.
- Prepare initial information summary as soon as possible after arrival.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Ensure all information is clear, concise, confirmed, and approved by the EOC Director before release to the public or media.



## **PUBLIC INFORMATION OFFICER**

City Manager Appointed

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Ensure information is disseminated for those with limited proficiency, non-English speaking and access and functional needs individuals.
- Establish a contact source for the media and public use (211 San Diego).
- Maintain a log of messages received, published media releases, and interviews conducted.
- Provide copies of all media release to the EOC Director and Section Coordinator.
- Coordinate with the Situation Unit Leader and identify a method for obtaining verifying information as it develops.
- Coordinate media briefing to include location, format, preparation, and distribution of handout materials.
- Provide adequate staff to answer question from members of the media to include tours of the affected areas as necessary.
- Monitor published and broadcasted public information for accuracy.
- Monitor broadcast media, using information to develop follow-up news releases and rumor control, providing correct information if available.
- Inform the EOC Director of all unusual request and unfavorable media comments. Recommend procedures to improve media relations.
- Respond to special requests for information and attend meetings to update status of the emergency.
- Disseminate and update information on locations to obtain food, shelter, supplies, etc.
- Provide information to the public on transportation routes, road closures, and lifeline status.
- Provide information and issue public warnings regarding unsafe area and structures, road closures, and evacuation routes as necessary.
- Establish contact with neighboring jurisdictions and Operational Area counterparts.
- Ensure that all information is coordinated and verified with OA JIC.
- Establish and assign staff to Field Incident Command Posts as necessary.
- Arrange for necessary workspace, materials, and staffing for news media as necessary.
- Ensure file copies are maintained of all information released.



**PUBLIC INFORMATION OFFICER**  
City Manager Appointed

Position Checklist

OPERATIONAL PHASE CONTINUED

- ❑ Arrange meetings between the media and incident personnel or City Council as requested by the EOC Director.
- ❑ Ensure that the City's official spokespersons are thoroughly briefed about all aspects of the emergency situation.
- ❑ Provide an official list of assistance centers and shelter availability to OA EOC and the public.
- ❑ Maintain information on local, state, and federal assistance programs.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.
- ❑ Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made and responses given. Collect news clippings and TV and videotapes, if available.

DEACTIVATION PHASE

- ❑ Create a final media release and provide the media with a contact telephone number for receiving follow up information.
- ❑ Continue to release status information during the recovery phase.
- ❑ Prepare public information materials related to recovery assistance services.
- ❑ Follow generic Deactivation Phase Checklist.
- ❑ Leave forwarding information, including pager/cell numbers and email.
- ❑ Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- ❑ Make suggestions for corrections or changes to the Checklist.



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## **RECOVERY COORDINATOR**

**City Manager Appointed / Fire / Police**

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The Recovery Coordinator will be appointed by the Policy Group and is responsible for assisting with the development of and directing the implementation of a Recovery Plan. The Recovery Coordinator assists the EOC Director during the transition from the response phase of the emergency into the recovery operations. Responsible for the development and directing the implementation of the recovery plan. The Recovery Coordination Officer assists the EOC Director during the transition to recovery as the response period ends.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary            City Manager Appointed**

**Alternate        Fire / Police Appointed**

**REPORTS TO:    EOC Director**

### RELATED ANNEXES:

**Annexes        A, I, L, P, & R**

### RESPONSIBILITIES:

- I.    Develop and implement a recovery plan in conjunction with the EOC Director.**
- II.   Assist EOC staff in the transition from response operations to the City's recovery phase.**
- III.   Coordinate resolution of sections issues affecting recovery with the EOC Director and Section Coordinators.**

*Position checklist continues on next page*



## RECOVERY COORDINATOR

City Manager Appointed / Fire / Police

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Maintain contact list with outside agencies.
- Prepare supplies in the EOC, if applicable.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Recovery Coordination, locate the appropriate position binders, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the EOC Director on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Coordinate meetings between the Operational Area, State, and Federal resources on disaster recovery issues including financial matters related to cost recovery.
- Determine if proclamations of state of emergency have been made, coordinating with Legal Support as necessary.
- Work with the Planning Section to develop a Disaster Recovery Plan based on input from the EOC Director and Section Coordinators, to include:
  - Permanent restoration and maintenance of life / safety services and return of life / safety staff to normal duties
  - Restoration of essential facilities and utilities
  - Cost recovery
  - Services to victims of the incident (housing, medical, public and mental health, financial assistance, etc.)



## RECOVERY COORDINATOR

City Manager Appointed / Fire / Police

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- **Services to the community at large**
- **Business and economic recovery**
- **Recovery of day-to-day organizational services**
- **Coordinate with the PIO on the development and distribution of public information materials pertaining to recovery operations.**
- **Establish strategies, priorities, and policies for recovery activities.**
- **Determine status of resource available to recover from the incident.**
- **Ensure appropriate staffing and organizational resources are in place for recovery.**
- **Determine long-term recovery actions to restore the community to its pre-incident condition.**
- **Keep the EOC Director and Section Coordinators informed of recovery operations.**
- **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**
- **Provide a final report to the EOC Director on recovery activities and programs.**

#### DEACTIVATION PHASE

- **Continue coordination of post-incident recovery operations including transition of recovery efforts to other responsible agencies.**
- **Follow generic Deactivation Phase Checklist.**
- **Leave forwarding information, including pager/cell numbers and email.**
- **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- **Make suggestions for corrections or changes to the Checklist.**



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## **SAFETY OFFICER**

**Risk and Safety Manager / Human Resources Technician**

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**The Safety Officer is responsible for ensuring and maintaining safe operations within the EOC and among staff personnel. Procures and repairs equipment, obtains necessary supplies, and anticipates hazards or unsafe conditions.**

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary Risk and Safety Manager**

**Alternate Human Resources Technician**

**REPORTS TO: EOC Director**

### RELATED ANNEXES:

**Annexes A, I, L, and P**

### RESPONSIBILITIES:

- I. Ensure the safety of all EOC Staff members by monitoring and maintaining all safe operations.**
- II. Procure and repair equipment / obtain supplies.**
- III. Anticipate and mitigate hazards and unsafe work conditions.**

*Position checklist continues on next page*



## **SAFETY OFFICER**

Risk and Safety Manager / Human Resources Technician

### Position Checklist

#### **BEFORE AN EMERGENCY:**

- Review responsibilities and this EOP.**
- Identify sources of potential liability.**
- Make sure all required documents are available in the EOC.**

#### **ACTIVATION PHASE**

- Report to the EOC and identify yourself as the Safety Officer, locate the appropriate position binder, put on your vest, and display your nameplate.**
- Review this entire checklist and the generic checklist before taking any action.**
- Obtain briefing from the EOC Director on the extent of the incident.**
- Turn on your computer and log into WebEOC, if necessary.**
- Determine staffing requirements.**
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.**
- Track all hours to ensure proper pay.**

#### **OPERATIONAL PHASE**

- Tour the EOC facility and evaluate conditions; advise the EOC Director of any condition and actions that might result in liability, unsafe layout or equipment set-up, etc.**
- Be familiar with particularly hazardous conditions in the facility; take action when necessary.**
- Prepare and present safety briefing for the EOC Director and EOC Staff at appropriate meetings.**
- If the event that caused the EOC activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.**
- Ensure the EOC facility is free from any environmental threats – e.g., radiation exposure, air purity, water quality, etc.**
- Advise EOC staff to notify you of any unsafe working conditions.**
- Monitor EOC staff for signs of stress, unsafe fatigue, etc.**



## **SAFETY OFFICER**

**Risk and Safety Manager / Human Resources Technician**

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Monitor activities to ensure they are being conducted in as safe a manner as possible. Stop or modify any unsafe operations.**
- Coordinate with the Logistics Section to obtain any required safety equipment for the EOC and field personnel.**
- Participate in planning meetings, and include safety message in EOC Action Plan.**
- Investigate accidents in coordination with Compensation/Claims Unit Leader.**
- Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.**
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- Assist EOC Director as needed.**
- Follow generic Deactivation Phase Checklist.**
- Leave forwarding information, including pager/cell numbers and email.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Make suggestions for corrections or changes to the Checklist.**



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## EOC SUPPORT

The EOC Support position works directly with the EOC Director to assist as needed in the implementation, maintenance, and completion of all required EOC tasks and responsibilities.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary** As assigned by the EOC Director

**Alternate** As assigned by the EOC Director

**REPORTS TO:** EOC Director / Assigned Section Coordinator

### RELATED ANNEXES:

**Annexes** A,B,C,D,E,F,G,H,I,J,K,L,M,O,P,Q, & R

### RESPONSIBILITIES:

- I. Assist with the set-up and take down of the EOC.
- II. Assist assigned supervisor as needed.
- III. Complete tasks to best of your ability and communicate with EOC staff about gaps or areas of improvement.

### Position Checklist

### ACTIVATION PHASE

- Check in upon arrival at the EOC and identify yourself as EOC Support; locate the appropriate position binder, vest, and nameplate.
- Obtain briefing form the EOC Director on the extent of the incident.
- Set up your assigned workstation, review your position checklist and responsibilities, and log into WebEOC, if necessary.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- Track all hours to ensure proper pay.



## EOC SUPPORT

### Position Checklist

#### OPERATIONAL PHASE

- Attend situation briefing as directed.**
- Ensure adequate supplies are available for section staff.**
- Ensure incoming phone calls are answered and messages are documented.**
- Assist staff members with WebEOC monitoring and updating.**
- Provide information for the EOC Action Plan as requested.**
- Assist members with communications between sections.**
- Document activities and share information with other Sections as necessary.**
  
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- Assist EOC Director as needed.**
- Deactivate your position and close out logs when authorized by your supervisor.**
- Ensure that any incomplete actions are communicated to your supervisor.**
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.**
- Check out upon exit of the EOC and return your position notebook, vest, and nameplate.**
- Clean up your work area before you leave.**
- Follow generic Deactivation Phase Checklist.**
- Leave forwarding information, including pager/cell numbers and email.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Make suggestions for corrections or changes to the Checklist.**

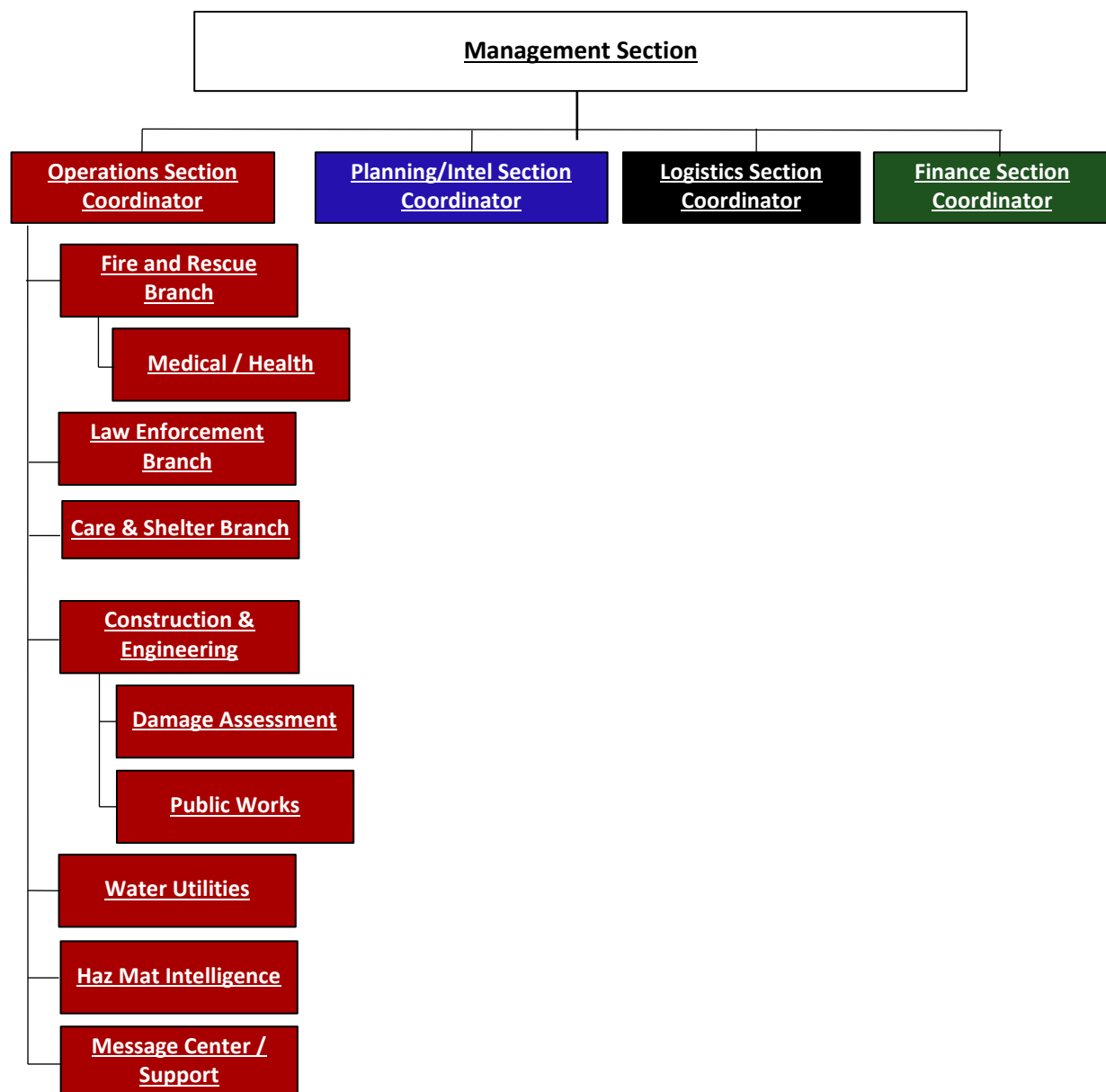


*City of Oceanside*  
Emergency Operations Plan

Functional Annex  
Policy & Management Section



# OPERATIONS SECTION





DESCRIPTION:

**The Operations Section manages the tactical operation of the emergency response. The person filling the position of Section Coordinator is based on the type of incident (Ex. FIRE: hazmat, rescue; LAW ENFORCEMENT: Civil Order, Demonstration; PUBLIC SERVICES: utility disruption, building destruction). In the EOC the Operations Section staff can be identified by the RED vests that staff members will be wearing. This section includes the following checklists:**



## **OPERATIONS SECTION COORDINATOR**

**Deputy Fire Chief / Police Captain**

The Operations Sections Coordinator is responsible for the management and oversight of all tactical operations. Ensures the operations function is carried out within the EOC. This includes the coordination of response and the implementation of the objectives identified in the EOC Action Plan. Manages the activities of the following branches: Fire and Rescue, Law Enforcement, Health/Medical, Care and Shelter, Construction & Engineering, HazMat, and Utilities.

The EOC Director will fill the position of Operations Section Coordinator depending on the nature of the incident.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary          Deputy Fire Chief**

**Alternate        Police Captain**

**REPORTS TO:      EOC Director**

### RELATED ANNEXES:

**Annexes        A, B, C, D, E, F, G, H, I, J, M, O, P, Q, & R**

### RESPONSIBILITIES:

- I. Ensures that the Operations Function is carried out within the EOC.**
- II. Exercises overall responsibility of the Operations Section activities.**
- III. Ensures the EOC Director receives the necessary information and counsel to make effective and timely decisions pertaining to the prevention, response, recovery, and management of emergencies.**
- IV. Ensures that objectives and assignments identified in the Action Plan are carried out effectively.**
- V. Establishes the appropriate level of staffing within the Operations Section, continuously monitoring their effectiveness and modifying accordingly.**
- VI. Maintains situational awareness of the current emergency response efforts and their effectiveness.**
- VII. Has a working knowledge of existing government policies, emergency responsibilities and recovery issues.**



## OPERATIONS SECTION COORDINATOR

Deputy Fire Chief / Police Captain

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review Operations Sections Coordinator responsibilities and this EOP.
- Estimate emergency staffing levels.
- Ensure checklist items and assignments are updated in all the Operations Section Checklists.
- Ensure all section call lists are current.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Operations Section Coordinator, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the EOC Director on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
  
- Ensure the Operations Section is set up and staffed properly with equipment and supplies are in place.
- Activate organizational elements and functions within the section. Ensure the section is properly staffed for 24-hr operations as needed:
  - Fire and Rescue Branch
  - Law Enforcement Branch
  - Medical and Health Branch
  - Care and Shelter Branch
  - Construction/ Engineering Branch
  - Utilities Branch
- Support field operations and maintain communication.
- Notify Personnel Unit Leader of the Operation Section personnel being activated.
- Determine if there are mutual aid request needed and initiate coordination with appropriate mutual aid systems as required.
- Obtain a current communications status briefing from the Communications Unit Leader in Logistics to ensure the EOC has adequate equipment set-up and internet connections are available as required.



## OPERATIONS SECTION COORDINATOR

Deputy Fire Chief / Police Captain

### Position Checklist

#### ACTIVATION PHASE CONTINUED

- ❑ Establish communications with Department Operations Center (DOCs) and with Incident Commander(s), as necessary, and coordinate accordingly with EOC Objectives.
- ❑ Determine the activation status of other EOC's in the Operational Area and establish communication links with their Operations Section, as necessary.
- ❑ Identify key issues currently affecting the Operations Section and meet with section personnel to determine appropriate section objectives for the first operational period.
- ❑ Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- ❑ Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- ❑ Ensure the operations functions, objectives, and assignments are effectively executed, including coordination between response agencies.
- ❑ Keep the EOC Director informed of the situation status, effectiveness of operations, and special conditions as they arise.
- ❑ Ensure that situation and resource information is provided to the Planning Section on a regular basis or as the situation requires.
- ❑ Monitor and review incident intelligence.
- ❑ Advise, assist, support and make appropriate recommendations on mitigation, preparedness, response and recovery to the EOC Director.
- ❑ Assist in establishing strategies, priorities and policies for emergency response activities.
- ❑ Ensure that all media contacts are referred to the Public Information Officer.
- ❑ Ensure that all fiscal and administrative requirements are complete and coordinated through the Finance/Administrative Section.
- ❑ Coordinate as necessary with the OA EOC.
- ❑ Ensure planning is initiated and coordinated for the recovery and restoration of vital services and facilities in the City.





## OPERATIONS SECTION COORDINATOR

Deputy Fire Chief / Police Captain

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Provide policy direction and support for recovery operations.
- Ensure that all section personnel are maintaining their individual Activity logs (ICS 214).
- Oversee the development of the operations objectives for the EOC Action Plan.
- Provide the Planning Section with the Operations Section's objectives prior to each EOC Action Planning Meeting.
- Assign and brief operations personnel in accordance with the EOC Action Plan.
- Keep the EOC Director advised and briefed on operations.
- Determine needs and request more resources when necessary through the Logistics Section as appropriate.
- Oversee establishment and maintenance of communications with affected areas.
- Assign specific work tasks to field units when necessary.
- Receive, evaluate, and authorize dissemination of emergency operational information.
- Update PIO with all emergency information as it becomes available.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs. Identify follow up items that need attention.

#### DEACTIVATION PHASE

- Authorize the deactivation of organizational elements within the Operations Section when they are no longer needed.
- Ensure all field units are accounted for during deactivation.
- Assist EOC Director as needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



## OPERATIONS SECTION COORDINATOR

Deputy Fire Chief / Police Captain

### Position Checklist

#### EARTHQUAKE SUPPLEMENT

- ❑ Ensure that Operations Section Units take action to protect personnel and emergency equipment from possible aftershock.
- ❑ Verify reports; poll field units and key facilities to determine situation in their area and their ability to function.
- ❑ If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- ❑ Review the “Earthquake” checklist supplements for the various Operations Section Units.

#### HAZARDOUS MATERIALS SUPPLEMENT

- ❑ Ensure that field units take action to protect personnel and emergency equipment from possible contamination or exposure.
- ❑ Verify reports and obtain estimates of the area that may be affected by the release of the hazardous material.
- ❑ Review the “Hazardous Materials” checklist supplements for the various Operations Section Units.

#### FIRE SUPPLEMENT

- ❑ Ensure that action is taken to protect personnel and emergency equipment from possible damage by floodwaters.
- ❑ Verify reports and obtain estimates of the area that may be affected and projected containment, control, and extinguishment.
- ❑ Review the “Fire” checklist supplements for the various Operations Section Units.
- ❑ Ensure adequate Fire personnel staffing of the Emergency Operations Center.
- ❑ Review the State and County Fire Mutual Aid Plans.



## OPERATIONS SECTION COORDINATOR

Deputy Fire Chief / Police Captain

### Position Checklist

#### FLOOD SUPPLEMENT

##### Warning Phase: Flooding Expected

- Ensure that action is taken to protect personnel and emergency equipment from possible damage by floodwaters.
- Review the inundation maps for the area. Review appropriate maps from the Public Works regarding the affected areas.
- Verify reports and obtain estimates of the area that may be affected.
- Review the “Flood” checklist supplements for the various Operations Section Units.
- Place emergency services on standby.
- If a flood appears imminent, have Law Enforcement warn and evacuate potential inundation area.

##### Impact Phase: Flooding Occurs

- Have Law Enforcement activate evacuation procedures.
- Review the “Flood” checklist supplements for the various Operations Section Units.



## OPERATIONS SECTION COORDINATOR

Deputy Fire Chief / Police Captain

### Position Checklist

#### TERRORISM SUPPLEMENT

##### Early Crisis

- Monitor crisis developments and keep key officials informed.
- Review and, if necessary, update the following:
  - Protection Plans and related supporting plans and procedures.
  - Mutual aid agreements with other jurisdictions, state agencies, and private organizations.
- If evacuation appears imminent, review and update plans for:
  - Evacuation.
  - Providing routing, destination instructions, and other information to the public and organizations.
  - Controlling and coordinating traffic.
  - Marking routes, vehicles, and equipment; establishing pass or identification system for key personnel and vehicles.
  - Re-deploying fire equipment and coordinating mutual aid fire operations.
  - Redistributing pharmaceuticals and medical supplies, and assigning medical personnel to evacuation areas.

##### Worsening Crisis

- Review or develop shelter facility plans and procedures for upgrading, expedient shelter construction, ventilation, and stocking.
- Expand fire prevention programs and abate fire hazards, modifying or confirming fire contingency plans as needed.
- Take actions to protect institutionalized persons.
- Improve medical capability; release dischargeable patients; prepare to expand bed capacity.



## OPERATIONS SECTION COORDINATOR

Deputy Fire Chief / Police Captain

### Position Checklist

#### NUCLEAR ATTACK OPERATIONS

- Suspend all operations outside shelter, except those required for safety of shelter occupants.
- Have everyone take shelter.
- Provide:
  - Law Enforcement support to shelter managers.
  - Shelter-based medical support.
- Have Fire and Rescue activate emergency fire watch.



## **FIRE & RESCUE BRANCH**

### **Fire Battalion Chief / Fire Captain**

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Provides the Operations Section Coordinator of the Emergency Operations Center (EOC) with expertise on all areas related to Fire and Rescue Operations, maintains awareness of all Fire and Rescue activities conducted in the jurisdiction, and provides coordination of resource requests from Fire Services if they cannot be filled through existing Fire mutual aid.

#### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **Fire Battalion Chief**

**Alternate**                    **Fire Captain**

REPORTS TO:                **Operations Section Coordinator**

#### RELATED ANNEXES:

**Annexes**                **A, B, D, E, F, I, K, L, M, P, & Q**

#### RESPONSIBILITIES:

- I. Maintain situational awareness of fire, hazardous materials, and search and rescue operations conducted throughout the City.**
- II. Monitor and coordinate with City Fire Incident Command Post(s) to ensure situation status is received and tracked by the Situation Status Unit (Planning Section).**
- III. Coordinate through the Logistics Section, the mobilization and transportation of resources not available via fire mutual aid.**

*Position checklist continues on next page*



## **FIRE & RESCUE BRANCH**

Fire Battalion Chief / Fire Captain

### Position Checklist

#### **BEFORE AN EMERGENCY:**

- Review Fire and Rescue responsibilities and the Emergency Operations Plan.**
- Ensure that all training requirements are current and records are maintained.**
- Maintain equipment readiness and call up lists.**

#### **ACTIVATION PHASE**

- Report to the EOC and identify yourself as the Fire & Rescue Branch, locate the appropriate position binder, put on your vest, and display your nameplate.**
- Review this entire checklist and the generic checklist before taking any action.**
- If appropriate, assist with the EOC setup.**
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.**
- Turn on your computer and log into WebEOC.**
- Establish contact with field operations and maintain communication.**
  
- If the mutual aid system is activated, coordinate the use of fire resources with North Comm and the Operational Area.**
- Determine the status of transportation routes for unit access. Coordinate with the Law Enforcement and the Construction & Engineering Branches.**
- Identify equipment, personnel commitments, and their locations.**
- Identify anticipated equipment and personnel shortages.**
- Check communications to ensure dispatching and reporting systems are operating efficiently.**
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.**
- Prepare objectives for the Fire & Rescue Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.**
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.**
- Track all hours to ensure proper pay.**



**FIRE & RESCUE BRANCH**  
Fire Battalion Chief / Fire Captain

Position Checklist

OPERATIONAL PHASE

- Maintain status reports of the fire and rescue mission(s) being conducted.**
- Identify field personnel and equipment commitments, locations, and shortages.**
- Establish priorities for procurement and allocation of available resources.**
- Advise the Incident Commander(s) of current plan for operations.**
- Ensure communication between the EOC and Incident Command is ongoing.**
  
- Inventory the availability of public / private rescue personnel, teams, and equipment.**
- Determine staffing requirements.**
- Place available public / private search and rescue resources on standby.**
- Work with Law Enforcement to warn and evacuate the public, as necessary.**
- Relocate fire and other emergency equipment to a safe area, as necessary.**
- Assist in evacuating non-ambulatory persons, as necessary.**
- Mitigate hazardous material incidents and provide information for community releases**
- Determine personnel requirements.**
  
- Determine if current / forecasted weather conditions will support or complicate fires, rescues, hazardous materials release, major medical incidents, etc.**
- Advise field units on shelter locations, medical facilities, and casualty collection points.**
  
- Maintain awareness of and provide support for the OA EOC efforts to:**
  - Inform hospitals and emergency personnel of casualties and potential for exposure to hazardous materials incidents.**
  - Determine the condition of designated field treatment sites, mass care facilities, and casualty collection points.**
  - Coordinate and provide support to field emergency medical care and first aid activities.**
  
- Coordinate with the Medical Branch on care of injured.**
- Assist in warning and evacuation procedures.**
- Coordinate hazardous material spills and release response with the HazMat Branch.**





## **FIRE & RESCUE BRANCH**

Fire Battalion Chief / Fire Captain

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Establish a plan for deployment of search and rescue resources.
- Coordinate with Logistics Section and the Construction & Engineering Branch for debris clearance from routes required for supporting fire and rescue activities, as needed.
- Maintain communications with other fire agencies in the North Zone and the Operational Area.
- Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator before the next EOC Action Planning Meeting.
- Provide support for recovery operations.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities / needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Demobilize when authorized by the Operations Section Coordinator.
- Ensure all field units are accounted for during deactivation.
- Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements, as appropriate.
- Make sure first responders under your authority participate in a debriefing before going home.
- Make sure first responders under your authority receive counseling, as needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



**FIRE & RESCUE BRANCH**  
Fire Battalion Chief / Fire Captain

Position Checklist

EARTHQUAKE SUPPLEMENT

- Move all emergency equipment to open areas to prevent damage in the event of aftershocks.
- Check to make sure there is minimal risk of aftershocks before moving equipment back inside.

FLOOD SUPPLEMENT

- Check the inundation maps to verify the area affected and available evacuation routes as needed.
- Continue to assist in warning areas not yet flooded.
- Help with flood fighting activities.
- Dispatch teams to search flooded areas for trapped persons.
- Expand search and rescue activities as flood stage diminishes.

HAZARDOUS MATERIALS SUPPLEMENT

- Secure the services of the designated governmental or private hazardous materials cleanup agency.
- Make sure that responding units do not drive through the hazardous material.
- Make sure that operations are conducted from an upwind position, if incident involves fire or toxic cloud.
- Identify spilled or leaked substance. This would include locating shipping papers and/or placards and contacting, as required:
  - Shipper phone # \_\_\_\_
  - Manufacturer phone # \_\_\_\_
  - CalTrans phone # \_\_\_\_
  - County Health Department phone # \_\_\_\_
  - Local chemical cleanup company phone # \_\_\_\_
  - State OES Warning Center 800-852-7550
  - US Coast Guard phone # \_\_\_\_
  - National Response Center 800-424-8802
- Make sure that those working in hazardous areas have adequate protective clothing and breathing apparatus.



## FIRE & RESCUE BRANCH

Fire Battalion Chief / Fire Captain

### Position Checklist

#### HAZARDOUS MATERIAL SUPPLEMENT CONTINUED

- Reevaluate perimeters as the hazardous material is identified and/or environmental conditions change.
- Help medical personnel isolate and remove contaminated or injured persons from the scene.
- Take action to contain and/or prevent the spread of the material.
- Identify radiological situations.
- Provide radiological monitoring, as needed.
- Provide radiological decontamination procedures, as needed.
  
- Avoid attempts to neutralize large volumes of chemical spills (except for contaminated personnel).
- Avoid diluting or washing away spills.
- Identify the clean-up crew.
- Order clean up.

#### FIRE SUPPLEMENT

- Determine perimeters of fire and projected containment, control, and extinguishment.
- Advise Operational Area Fire Coordinator of the situation and request the Operational Area be on stand-by, if prudent.

#### TERRORISM SUPPLEMENT

##### Increased Readiness Phase

- Prepare for the possibility of in-place sheltering, nuclear attack, and evacuation.
- Review and update plans; alert and brief personnel.
- Recruit and train volunteers to expand capabilities, particularly IN radiological monitors.
- Test radiological monitoring equipment and prepare to distribute to pre-designated locations.
- Test warning systems.
- Expand the public information program on fire safety.

##### Actions in Hazard Areas

- Prepare personnel assignments for duty in the hazard area and for support to pre-designated areas.



## FIRE & RESCUE BRANCH

Fire Battalion Chief / Fire Captain

### Position Checklist

#### TERRORISM SUPPLEMENT CONTINUED

- Form liaison teams to be sent to pre-designated areas, as needed.
- Consider measures to reduce vulnerability in high fire risk areas.

#### Actions in Pre-designated Areas

- Train personnel for fire safety inspections of lodging / feeding facilities and fallout shelters.
- Train personnel in the techniques of monitoring fallout shelter upgrading operations.
- Train personnel in the techniques of Evacuation Operations.
- Mobilize all personnel and place on continuous duty.
- Coordinate fire detection procedures with the Law Enforcement.

#### Actions in Hazard Areas

- Send liaison teams to pre-designated areas to coordinate arrival of augmentation forces.
- Assign personnel to duties in the hazard area and as augmentation forces in pre-designated areas.
- Implement 12-hour shift and commuting schedule for the hazard area fire protection forces.

#### Actions in Reception Areas

- Assign tasks to incoming forces dispatched from hazard areas.
- Assign personnel to fire safety inspections and surveillance of lodging / feeding facilities, and fallout shelter upgrading operations.
- Educate people in fire safety.
- If a major fire occurs back in the hazard areas, move firefighting resources from the reception areas.

#### Warning Phase

- Help warn the public.
- Station mobile units at assigned locations and take shelter.
- Assist fallout shelter managers in fire prevention, radiological monitoring, and other activities.



## **FIRE & RESCUE BRANCH**

Fire Battalion Chief / Fire Captain

### Position Checklist

#### TERRORISM SUPPLEMENT CONTINUED

##### **Impact Phase**

- Provide fallout situation status and projected information to Planning Section Coordinator.**
- Lead fire suppression and containment activities.**
- Organize and lead rescue operations.**
- Assist in post-shelter remedial movement operations.**

##### **In Areas Experiencing Fallout:**

- Help manage shelters.**
- Help with post-shelter decontamination.**
- Support fire and rescue operation.**



## **MEDICAL / HEALTH UNIT**

Fire EMS / Fire staff

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The Medical / Health Unit Leader is responsible for the overall coordination of medical care, mental health and environmental health operations and providing all health and medical services required in the Emergency Operations Center (EOC). The Medical / Health Unit Leader coordinates disaster medical status and resources with the Operational Area.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary      EMS Coordinator**

**Alternate      Fire Staff**

**REPORTS TO:      Fire & Rescue Branch Director**

### RELATED ANNEXES:

**Annexes      A, B, C, D, E, F, H, I, L, M, & P**

### RESPONSIBILITIES:

- I.      Coordinate the provision of health services, public, environmental, and mental health-related activities among local, public, and private agencies or groups.**
- II.     Coordinate with the OA EOC Public Health Unit on the potential health effects of disaster related events and preventative health services.**
- III.    Coordinate crisis intervention services to emergency workers, EOC staff, and the public.**
- IV.    If required, inform the public of disaster related health information through the Public Information Officer (PIO). This includes signs and symptoms of outbreaks, protective measures and treatment locations.**
- V.     Coordinate with EOC elements and the OA EOC to ensure the health needs of the public and emergency response workers are being met.**

*Position checklist continues on next page*



## MEDICAL / HEALTH UNIT

Fire EMS / Fire staff

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review position responsibilities and this EOP.
- Ensure staff is trained in their responsibilities.
- Ensure that call lists are up to date.
- Check EMS supplies in the EOC.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Medical / Health Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Fire & Rescue Branch Director on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Work closely with Fire & Rescue Branch Director to determine the scope of incident medical assistance required.
- Determine the status and availability of medical mutual aid resources in the North Zone and the Operational Area, specifically paramedics and ambulances.
- Establish communication with the OA EOC, area hospitals, and other medical facilities to determine their capability to treat victims.
- Determine status and availability of specialized treatment centers, such as burn center.
- Assist the Field units and ICP in providing triage for extricated victims.
- Coordinate with Logistics to obtain necessary supplies and equipment to support medical operations in the field.
- Maintain communications with other fire agencies in the North Zone and Operational Area.



## **MEDICAL / HEALTH UNIT**

Fire EMS / Fire staff

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Keep the Fire and Rescue Branch Director informed of the situation status, effectiveness of operations, and special conditions as they arise.**
- ❑ **Ensure information is provided to the Public Information Officer (PIO) through the Operation Section Coordinator on matters relative to public health.**
- ❑ **Coordinate with the Law Enforcement Branch on any problems associated with the disposal of the deceased.**
- ❑ **Assess mental health needs at local shelters and request additional resources through the OA EOC.**
- ❑ **Coordinate the provisions of crisis intervention, and post-traumatic stress counseling for staff and victims.**
- ❑ **Examine the need for a boil water order or water rationing, including distribution points. Coordinate deliveries with the Logistics Section.**
- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- ❑ **Authorize the demobilization of organizational elements within the Branch when authorized by the Operations Section Coordinator.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**





## MEDICAL / HEALTH UNIT

Fire EMS / Fire staff

### Position Checklist

#### EARTHQUAKE SUPPLEMENT

- Move all emergency equipment and personnel to open areas to prevent damage in the event of aftershocks.
- Check to make sure there is minimal risk of aftershocks before moving equipment back inside.
- Provide medical advisement and support, as needed.

#### FLOOD SUPPLEMENT

- Check the inundation maps to verify the area affected and available evacuation routes, as needed.
- Continue to assist in warning areas not yet flooded.
- Help with flood fighting activities.
- Provide medical advisement and support, as needed.

#### HAZARDOUS MATERIALS SUPPLEMENT

- Make sure that responding units do not drive through the hazardous material.
- Make sure that operations are conducted from an upwind position, if incident involves fire or toxic cloud.
- Make sure that those working in hazardous areas have adequate protective clothing and breathing apparatus.
- Provide medical advisement and support, as needed.
- Help medical personnel isolate and remove contaminated or injured persons from the scene.
- Assist in the coordination to contain and/or prevent the spread of the hazardous material.
- Provide radiological decontamination procedures, as needed.

#### FIRE SUPPLEMENT

- Provide medical advisement and support, as needed.



## MEDICAL / HEALTH UNIT LEADER

Fire EMS / Fire staff

### Position Checklist

#### TERRORISM SUPPLEMENT

##### Increased Readiness Phase

- Prepare for the possibility of in-place sheltering, nuclear attack, and evacuation.
- Review and update plans; alert and brief personnel.
- Recruit and train volunteers to expand capabilities, particularly radiological monitors.
- Test radiological monitoring equipment and prepare to distribute to pre-designated locations.
- Expand public information program on fire safety.



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## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

The Law Enforcement Branch Director is responsible for the coordination of movement, law enforcement, traffic control, and public protection during the incident. The Law Enforcement Branch Director is responsible for providing warning information, including alerting and notifying the public of impending or existing emergencies.

### RESPONSIBLE STAFF AND ALTERNATIVES:

Primary	Police Captain
Alternate	Police Lieutenant

REPORTS TO: Operations Section Coordinator

### RELATED ANNEXES:

Annexes A, C, I, K, L, O, P, & Q

### RESPONSIBILITIES:

- I. Coordinate evacuation operations during a disaster.
- II. Alert and notify the public of the impending or existing emergency.
- III. Coordinate law enforcement and traffic control operations during the disaster.
- IV. Coordinate site security at an incident(s).
- V. Monitor and coordinate with the Law Enforcement Department Operating Center (DOC) activities to ensure situation status is received and tracked by the Situation Status Unit (Planning Section).
- VI. Maintain situation awareness of all law enforcement operations conducted throughout the City of Oceanside.

*Position checklist continues on next page*



## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Estimate emergency staffing levels.
- Develop plans, access control policies, procedures, and forms needed in the EOC/field.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Law Enforcement Branch, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
- If the mutual aid system is activated, coordinate use of law enforcement resources with the Operational Area.
- Support field operations and maintain communication with the OPD Departmental Operations Center (DOC) or ICP.
- Prepare and submit a preliminary status report and major incident reports, as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Maintain status reports of law enforcement operations being conducted.
- Identify field personnel and equipment commitments, locations, and shortages.
- Advise the Incident Commander(s) of current plan for operations.
- Ensure communication between the EOC and Incident Command is ongoing.



## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Coordinate the mobilization, deployment, and organization of law enforcement and traffic control mutual aid operations.
- Ensure Critical Access Workers can enter evacuated areas per re-entry guidelines.
- Provide security for evacuated areas.
- Obtain damage information, particularly at pre-designated key facilities and estimate the affected area(s).
- Coordinate with Construction & Engineering and Fire & Rescue Branches on survey areas.
- Consult with the Care & Shelter Branch to coordinate with animal control and shelter locations for large and domestic animals.
- Provide support for the control of vehicle and pedestrian traffic in impacted areas.
- Participate in the development of a traffic control and evacuation plan in conjunction with the OA EOC, California Highway Patrol, Caltrans, and other OA members' Law Enforcement agencies.
- Request barricades and related items from Logistics Section, as needed.
- Provide information to the PIO, through the Operations Section Coordinator, on matters relative to public safety.
- If protective actions are implemented, ensure all law enforcement personnel in the affected areas are advised and take all necessary actions.
- Ensure that transportation resources are being prepared for deployment, if necessary, to the affected area(s) through the Logistics Section.
- If a curfew is to be imposed, prepare instructions and curfew orders. Submit the orders to the Operations Section Coordinator to secure Policy Group approval. Coordinate release of curfew orders with the PIO.
- Provide security forces for the EOC and staging areas.
- If mass care facilities have been opened, coordinate with the Care and Shelter branch to ensure security is provided for these facilities.
- Develop re-entry traffic control and law enforcement plans. Implement, once re-entry into the affected areas has been authorized.



## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Assist in re-entry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.
- Maintain status on Law Enforcement mission(s) being conducted.
- Maintain communications with other law enforcement agencies in the Operational Area.
- Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Demobilize when authorized by the Operations Section Coordinator.
- Ensure that any open actions are handled by the appropriate section or transferred to other EOC staff, as appropriate.
- Ensure all field units are accounted for during deactivation. Assist Section Coordinator as needed.
- Ensure an orderly de-escalation and timely release of mutual aid, off-duty, and/or reserve personnel.
- Make sure first responders participate in a debriefing before going home.
- Make sure first responders receive counseling, if needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### EARTHQUAKE SUPPLEMENT

- As time permits, dispatch units to survey damage, particularly pre-designated key facilities.
- Drive vehicles out from under cover to prevent damage from aftershocks.

**IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.**

**IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS NEEDED:**

- Provide alternate communications, if telephones or radios are unusable.
- Call in regular personnel and reserves; assign responsibilities according to plan.
- Provide public safety related information to the Public Information Officer.
- Continue surveys for further damage and advise the Operations Section Coordinator of hazards observed.
- Make sure that searched buildings are adequately marked and secured, if necessary.
- Provide traffic control.
- Supervise and monitor patrol traffic and assign units, as required.

#### HAZARDOUS MATERIALS SUPPLEMENT

- Coordinate with the Haz Mat Intelligence staff and the Fire Department upon notification of a hazardous material incident.
- Dispatch units to survey damage and to estimate the extent of the affected area.
- Make sure that responding units do not drive through the hazardous material.
- Work with the Fire District(s) to notify appropriate local, State, and Federal hazard response agencies.
- Ensure that all personnel remain upwind or upstream of the incident site. Re-position personnel and equipment if conditions change.
- Check with Planning Section regarding wind direction and weather forecast.
- Direct designated hazardous incident responders to the incident site.
- Identify spilled or leaked substance. This would include locating shipping papers and/or placards and contacting the following , as required:
  - Shipper phone # \_\_\_\_\_
  - Manufacturer phone # \_\_\_\_\_





## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### HAZARDOUS MATERIALS SUPPLEMENT CONTINUED

- CalTrans phone # \_\_\_\_\_
  - County Health Department phone # \_\_\_\_\_
  - Local chemical cleanup company phone# \_\_\_\_\_
  - CHEMTREC phone # \_\_\_\_\_
  - State OES Warning Center 800-852-7550
  - US Coast Guard phone # \_\_\_\_\_
  - National Response Center 800-424-8802
- Help coordinate medical assistance.
  - Establish a command post with other emergency responders, as necessary.

#### FLOOD SUPPLEMENT

##### Warning Phase

- Check the inundation maps to verify the area affected and available evacuation routes, as needed.
- Alter patrol areas to accommodate flood conditions.

##### Impact Phase

- Coordinate with Public Works for debris clearance.
- Provide alternate communications, as necessary.

#### FIRE SUPPLEMENT

- Support Fire Operations, as needed.
- Verify activation of on-scene Incident Command Post.
- Determine projected containment, control, and extinguishment from Fire and Rescue.
- Determine projected completion time of rescue operations, if not part of fire event.
- Ensure that adequate resources are on the scene.
- Provide information to the Public Information Officer, as appropriate.
- Ensure that relief crews are provided, as needed.



## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### TERRORISM SUPPLEMENT

##### Increased Readiness Phase

- Establish call up procedures for primary and back up movement control staff.
- Provide orientation sessions on the updated plan of action.
- Establish communication with potential support organizations.
- Conduct surveys to confirm availability of resources, including surveillance aircraft.
- Confirm location of Reception and Care Centers and of highway signs to direct evacuees to low risk areas.
- In Reception Areas, set up a system to communicate with units arriving from hazard areas.

##### *If Advised to Improve Capability:*

- Request Public Works to procure materials and to begin making road signs.
- Establish any necessary contracts or arrangements for use of equipment.

##### *If Directed to Attain Maximum Preparedness:*

- Request CalTrans to monitor degree of spontaneous evacuation.
- Work with Planning Section to set up and maintain status boards for major links in the transportation network.
- Ensure that evacuation signs are installed, as needed.

##### Evacuation Operations

##### *If alerted that Evacuation is Imminent:*

- As personnel are available, deploy traffic control personnel to duty stations, including:
  - Signalized intersections where traffic flow would be inhibited.
  - Access control points including locations where freeway access is inhibited.
  - Emergency Highway Traffic Regulation Posts.
  - Parking areas at Reception and Care Centers where efficient traffic flow needs to be maintained.
- Activate surveillance system, including count stations and aerial surveillance.
- Dispatch tow trucks to staging areas.



## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### TERRORISM SUPPLEMENT CONTINUED

##### **When Evacuation Order is announced:**

- Activate all access and traffic controls.
- Obtain frequent reports on traffic conditions and remaining capacities of low risk areas.
- Broadcast continual messages ordering people to evacuate and advising them of road conditions, status of freeway ramps, and remaining capacities to low risk areas. (Coordinate with the Public Information Officer.)
- Change signs along evacuation routes as low risk areas are filled to allocated capacity and as hazard areas are evacuated.
- Evacuees arriving in low risk areas will be directed off the evacuation routes to Reception and Care Centers.
- Once evacuees have been registered and assigned to lodging, the use of private cars will be curtailed.
- Movement operations will then focus on transportation of critical resources and on transporting essential workers to and from hazard and low risk areas.
- Wherever possible, essential workers will be organized into groups and transported by local transit agencies.
- Buses used to transport essential workers will remain in the hazard area throughout the work shift so that essential workers can be transported to assigned shelters near their place of work or to a nearby low risk area.
- Mobilize all personnel and establish shifts, as needed.

##### **Actions in Hazard Areas:**

- Send liaison teams to designated reception areas.
- Relocate personnel and equipment assigned to reception area support.

##### **Actions in Reception Areas:**

- Assign uniformed personnel to Reception and Care Centers.
- Increase patrol coverage of lodging, feeding, and other essential facilities.
- Expand detention capabilities.



## LAW ENFORCEMENT BRANCH

Police Captain / Lieutenant

### Position Checklist

#### NUCLEAR ATTACK OPERATIONS

##### **Attack Warning:**

- Assist in the dissemination of the nuclear attack warning.
- Provide crowd and traffic direction and control during the evacuation.
- When evacuation to shelter is complete, station mobile units at assigned locations and take shelter.
- Assist fallout shelter managers by maintaining law and order.
- Provide transportation assistance for remedial evacuation of people to better shelter or to less contaminated areas.

##### **In Areas Experiencing Weapon-Caused Damage and Fires:**

- Help put out fires.
- Assist in post-shelter remedial evacuation operations.

##### **In Unaffected Areas:**

- Provide support to law enforcement and traffic control operations in damaged areas.



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## **CONSTRUCTION & ENGINEERING BRANCH**

Engineering / Public Works

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The Construction and Engineering Branch is responsible for coordinating and advising EOC staff on procurement, distribution, and use of resources required to restore roads, airports, storm drain systems, public buildings, water and wastewater systems, and transit facilities.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>City Engineer</b>
<b>Alternate</b>	<b>Public Works Director</b>

REPORTS TO: **Operations Section Coordinator**

### RELATED ANNEXES:

**Annexes A, I, J, K, L, & R**

### RESPONSIBILITIES:

- I. Survey and restore all systems that have been disrupted including roads, airports, storm drain systems, public buildings, water and wastewater systems, and transit facilities.**
- II. Assist with compiling a preliminary damage assessment.**
- III. Survey public and private facilities as necessary, assess the damage to such facilities, and coordinate the repair of damage to public facilities.**
- IV. Assist other sections, branches, and units within the EOC as needed with Construction & Engineering issues.**

*Position checklist continues on next page*



## CONSTRUCTION & ENGINEERING BRANCH

Engineering / Public Works

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review responsibilities and this EOP.
- Identify vulnerable facilities, utility and road systems.
- Establish priorities for renovating or relocating vulnerable facilities and road systems.
- Establish priorities for inspecting facilities, utility, and road systems during an emergency.
- Identify sources of structural engineers and heavy equipment.
- Review the City's policy for the level of inspection to be required before a facility is suitable for use.
- Ensure all MOUs, SOPs, and staff training requirements are up to date and on record.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Construction and Engineering Branch, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
- Ensure communication has been established with the Operational Area (OA) EOC: Construction & Engineering staff.
- Dispatch field operations and maintain communication, as needed.
- If mutual aid system is activated, coordinate with Operational Area.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Construction & Engineering Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.



## CONSTRUCTION & ENGINEERING BRANCH

Engineering / Public Works

### Position Checklist

#### OPERATIONAL PHASE

- ❑ **Maintain status reports of operations being conducted.**
- ❑ **Identify field personnel and equipment commitments, locations, and shortages.**
- ❑ **Determine if local resources are adequate to deal with the emergency. If necessary, request additional assistance through the Logistics Section.**
- ❑ **Ensure damage and safety assessments are being carried out for both public and private facilities. Assist with compiling a preliminary damage assessment. Maintain reports on public works operations being conducted.**
- ❑ **Survey and restore all systems that have been disrupted, including roads, airports, storm drain systems, public buildings, water and wastewater systems, and transit facilities.**
- ❑ **Coordinate the acquisition of necessary mutual aid and resources for community infrastructure through the Operational Area.**
- ❑ **Coordinate with the OA EOC and appropriate jurisdictional agencies to secure resources for:**
  - **Emergency debris removal**
  - **Building inspection**
  - **Determine the safety of emergency operations facilities: shelters, reception and care centers**
- ❑ **Determine and document the status of transportation routes into and within affected areas.**
- ❑ **Coordinate debris removal services, as required with the Public Works unit.**
- ❑ **Assist other sections, branches, and units within the EOC as needed with Construction & Engineering issues.**
- ❑ **Advise the Public Information Officer of transportation routes and road, building and bridge closures, disrupted utility systems, etc.**
- ❑ **Coordinate road closures/openings with the Law Enforcement Branch.**
- ❑ **Coordinate the availability of heavy equipment, construction materials, and vehicles through Logistics, as required.**
- ❑ **Establish communication with utility companies serving the affected area.**





## CONSTRUCTION & ENGINEERING BRANCH

Engineering / Public Works

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Determine the status of local resources available to restore utilities, including natural gas and petroleum pipelines, electricity, water, telecommunications, sewage, and television.
- Restore, maintain, and operate essential facilities.
- Construct emergency facilities, as necessary.
- Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Assist in re-entry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Ensure all field units are accounted for during deactivation.
- Assist Section Coordinator, as needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



## CONSTRUCTION & ENGINEERING BRANCH

### Engineering / Public Works / Building

#### Position Checklist

#### EARTHQUAKE SUPPLEMENT

- Check the Emergency Operations Center, key facilities, and other facilities to determine the extent of damage and ability to operate.
- Provide alternate communication links where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.
- Assign teams to inspect buildings and structures critical to emergency operations and public safety.

#### HAZARDOUS MATERIALS SUPPLEMENT

- Provide equipment and crews to support hazardous material teams, as requested.
- Make sure personnel have adequate protective clothing for operations in hazardous areas.
- If hazardous fumes are present, ensure personnel remain upwind or use self-contained breathing apparatus (air tanks).

#### TERRORISM SUPPLEMENT

#### Increased Readiness Phase

##### Prepare to Build Shelters

- Start expanding the cadre of key personnel.
- Review and update plans for organizing shelter building and upgrading operations.
- Distribute the plans and brief officials.
- Determine the number of shelter spaces needed by those remaining in hazard areas.
- Work with officials in reception areas to determine their shelter and sewage capacity needs.
- Review resource needs, including equipment, workers, and building materials.
- Update resource inventories.
- Review availability of resources.
- Contact major suppliers of essential materials (building materials, etc.) and arrange for redistribution should shelter construction be ordered.
- Work with the Finance Section Coordinator to develop standby agreements with contractors.
- Identify contractors.
- Work with the Public Information Officer to encourage residents to volunteer the use of their basements for shelter space.



## CONSTRUCTION & ENGINEERING BRANCH

### Engineering / Public Works / Building

#### Position Checklist

#### TERRORISM SUPPLEMENT CONTINUED

- Review existing shelter surveys and all volunteered home basements to determine which spaces can actually be used.
- Develop detailed upgrading or construction drawings for all needed structures.

#### Start Building Shelters

- Further expand the organizations needed to manage shelter development.
- Obtain contractor services.
- Work with the Public Information Officer to tell residents how to upgrade home basements.
- Restrict the sale and use of essential materials, equipment, and fuel.
- Mobilize all available public resources and private contractors.
- Oversee contractors hired to train shelter construction supervisors and staff.
- Train and manage unskilled laborers at the shelter sites.
- Ask the Public Works Director for construction personnel, equipment, and materials, as necessary.
- Halt all construction except shelter construction.
- Place dirt (protective berms) around buildings that will be used as shelters.
- Shore up doors and windows.
- Check on the resource needs at each shelter site.
- Prepare to put dirt on the roof or the floors above shelter spaces by bracing or shoring up areas as needed to support the extra weight.
- Stock finished shelters with supplies.

#### All-Out Shelter Building

- Enlist the general public as labor, supervised by contractors.
- To reduce the need for heavy equipment, use unskilled labor for digging and placing dirt.
- Assemble materials needed for shielding and shoring, and building ventilation units:
  - Lumber
  - Plywood
  - Sandbags
- Use bulldozers, front end loaders, and backhoes, to dig and place dirt around shelters.
- Soil excavation for home basement upgrading would be performed manually by residents.



## CONSTRUCTION & ENGINEERING BRANCH

Engineering / Public Works / Building

### Position Checklist

#### TERRORISM SUPPLIMENT CONTINUED

- Build ventilation systems.
- Stock shelters.
- Notify the Public Works Director if surplus equipment is available.

#### Warning Phase: Take Shelter

- Help move people into shelters.
- Move mobile equipment to designated locations.
- If you are in a hazard area, take shelter immediately.
- Help with shelter management.

#### After the Attack

- Assess surviving resources.
- In reception areas, continue improving fallout shelters until fallout radiation is detected, then stop work and take shelter.
- Help assess damage.
- Clear debris.



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## **WATER UTILITIES BRANCH**

Water Utilities Director / Designee

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The Utilities Branch is responsible for evaluating the status, maintaining critical water-related facilities, including storm water draining systems, water treatment facilities, and dams, as well as coordinating mutual aid for restoration of utility services within Oceanside from the Emergency Operations Center (EOC).

RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Water Utilities Director</b>
<b>Alternate</b>	<b>Designee</b>

REPORTS TO: **Operations Section Coordinator**

RELATED ANNEXES:

**Annexes A, I, J, K, L, & R**

RESPONSIBILITIES:

- I. Monitor and report utility outages to the EOC on an ongoing basis.**
- II. Coordinate the restoration efforts for water, electricity, natural gas, phone and cable TV utilities and services throughout Oceanside.**
- III. Survey all systems and restore those that have been disrupted.**
- IV. Assess damage and coordinate the repair of damage to essential facilities, utility, and road systems.**
- V. Assist other Sections and Units within the EOC, as needed, with other issues.**

*Position checklist continues on next page*



## **WATER UTILITIES BRANCH**

Water Utilities Director / Designee

### Position Checklist

#### **BEFORE AN EMERGENCY:**

- Review responsibilities and the Emergency Operations Plan.**
- Identify vulnerable facilities and utilities.**
- Establish priorities for addressing vulnerable facilities and systems.**
- Establish priorities for inspecting facilities and utilities during an emergency.**
- Ensure staff is trained on emergency protocol and procedures.**
- Maintain call lists and supplies needed in the EOC.**

#### **ACTIVATION PHASE**

- Report to the EOC and identify yourself as the Utilities Branch, locate the appropriate position binder, put on your vest, and display your nameplate.**
- Review this entire checklist and the generic checklist before taking any action.**
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.**
- Turn on your computer and log into WebEOC, if necessary.**
- Contact counterparts in the Operational Area (OA) EOC and establish lines of communication.**
- Determine staffing requirements.**
- Establish liaison with all utility companies serving the affected area, as necessary.**
- Establish lines of communication with field operations and maintain communication.**
- Determine the status of local resources available to restore utilities after outages.**
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.**
- Prepare objectives for the Utilities Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.**
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.**
- Track all hours to ensure proper pay.**



**WATER UTILITIES BRANCH**  
Water Utilities Director / Designee

Position Checklist

OPERATIONAL PHASE

- Determine and report the status of utilities including the location of damaged pipelines, facilities, and power lines and the anticipated time of restoration of service for:**
  - Natural gas pipelines**
  - Petroleum pipelines**
  - Electricity**
  - Water**
  - Telecommunications (includes cell, landline and radio)**
  - Sewage / waste treatment plants**
  - Television (cable and satellite)**
  
- Maintain status reports of utilities operations being conducted.**
- Identify field personnel and equipment commitments, locations, and shortages.**
- Ensure all utility facilities and personnel in the affected area are advised and take all necessary actions, if protective actions are recommended.**
- Inventory the status of essential City services.**
- Ensure an adequate supply of water is available for firefighting operations.**
- Provide emergency drinking water, if necessary.**
- Coordinate with the County Health Department about any contaminated water use areas and the areas affected.**
  
- Coordinate the acquisition of necessary mutual aid and mutual assistance resources for utilities with the Operational Area and the San Diego County Water Authority, as needed.**
- Advise the Public Information Officer (PIO) through the Operations Section Coordinator of utility status.**
- Coordinate the restoration efforts for water and wastewater utilities and services throughout Oceanside.**
- Close down and isolate damaged sewage disposal systems, as necessary, to protect the water supply.**





**WATER UTILITIES BRANCH**  
Water Utilities Director / Designee

Position Checklist

OPERATIONAL PHASE CONTINUED

- ❑ **Keep the Operations Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.**
- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

DEACTIVATION PHASE

- ❑ **Authorize the demobilization of organizational elements within the Branch when authorized by the Operations Section Coordinator.**
- ❑ **Ensure all field units are accounted for during deactivation.**
- ❑ **Assist Section Coordinator as needed.**
  
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



## WATER UTILITIES BRANCH

Water Utilities Director / Designee

### Position Checklist

The following checklist is identical to the Construction & Engineering Branch. Staff is expected to review the following tasks and assist according to their positions abilities. NOT ALL tasks will be applicable to your position. Work with section staff to ensure that actions are being completed.

#### EARTHQUAKE SUPPLEMENT

- Check the Emergency Operations Center, key facilities, and other facilities to determine the extent of damage and ability to operate.
- Provide alternate communications links where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.
- Assign teams to inspect buildings and structures critical to emergency operations and public safety.

#### HAZARDOUS MATERIALS SUPPLEMENT

- Provide equipment and crews to support hazardous material teams, as requested.
- Make sure personnel have adequate protective clothing for operations in hazardous areas.
- If hazardous fumes are present, ensure personnel remain upwind or use self-contained breathing apparatus (air tanks).

#### TERRORISM SUPPLEMENT

##### Increased Readiness Phase

##### Prepare to Build Shelters

- Start expanding the cadre of key personnel.
- Review and update plans for organizing shelter building and upgrading operations.
- Distribute the plans and brief officials.
- Determine the number of shelter spaces needed by those remaining in hazard areas.
- Work with officials in reception areas to determine their shelter and sewage capacity needs.
- Review resource needs, including equipment, workers, and building materials.
- Update resource inventories.
- Review availability of resources.



## WATER UTILITIES BRANCH

Water Utilities Director / Designee

### Position Checklist

#### TERRORISM SUPPLIMENT CONTINUED

- Contact major suppliers of essential materials (building materials, etc.) and arrange for redistribution should shelter construction be ordered.
- Work with the Finance Section Coordinator to develop standby agreements with contractors.
- Identify contractors.
- Work with the Public Information Officer to encourage residents to volunteer the use of their basements for shelter space.
- Review existing shelter surveys and all volunteered home basements to determine which spaces can actually be used.
- Develop detailed upgrading or construction drawings for all needed structures.

#### Start Building Shelters

- Further expand the organizations needed to manage shelter development.
- Obtain contractor services.
- Work with the Public Information Officer to tell residents how to upgrade home basements.
- Restrict the sale and use of essential materials, equipment, and fuel.
- Mobilize all available public resources and private contractors.
- Oversee contractors hired to train shelter construction supervisors and staff.
- Train and manage unskilled laborers at the shelter sites.
- Ask the Public Works Director for construction personnel, equipment, and materials, as necessary.
- Halt all construction except shelter construction.
- Place dirt (protective berms) around buildings that will be used as shelters.
- Shore up doors and windows.
- Check on the resource needs at each shelter site.
- Prepare to put dirt on the roof or the floors above shelter spaces by bracing or shoring up areas as needed to support the extra weight.
- Stock finished shelters with supplies.

#### All-Out Shelter Building

- Enlist the general public as labor, supervised by contractors.



## WATER UTILITIES BRANCH

Water Utilities Director / Designee

### Position Checklist

#### TERRORISM SUPPLIMENT CONTINUED

- To reduce the need for heavy equipment, use unskilled labor for digging and placing dirt.
- Assemble materials needed for shielding and shoring, and building ventilation units:
  - Lumber
  - Plywood
  - Sandbags
- Use bulldozers, front end loaders, and backhoes, to dig and place dirt around shelters.
- Soil excavation for home basement upgrading would be performed manually by residents.
- Build ventilation systems.
- Stock shelters.
- Notify the Public Works Director if surplus equipment is available.

#### Warning Phase: Take Shelter

- Help move people into shelters.
- Move mobile equipment to designated locations.
- If you are in a hazard area, take shelter immediately.
- Help with shelter management.

#### After the Attack

- Assess surviving resources.
- In reception areas, continue improving fallout shelters until fallout radiation is detected, then stop work and take shelter.
- Help assess damage.
- Clear debris.



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## **CARE AND SHELTER BRANCH**

Housing and Neighborhood Services Director / Designee

The Care and Shelter Branch is responsible for assisting Emergency Operations Center (EOC) staff with the planning and executions of care and shelter operations. Will provide coordination of care and shelter for disaster victims including helping with the efforts of the American Red Cross and other volunteer organizations, assisting the management of animal care and shelter, and implementing a donations management program at care and shelter sites.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Director of Neighborhood Services</b>
<b>Alternate</b>	<b>Neighborhood Services Division Manager</b>

REPORTS TO: **Operations Section Coordinator**

### RELATED ANNEXES

**Annexes A, G, I, K, L, O, & P**

### RESPONSIBILITIES:

#### Care and shelter of people:

- I. **Coordinate with Operational Area (OA) EOC and/or American Red Cross Disaster Operations Center (ARC-DOC) and other volunteer agencies for the provision of food, potable water, clothing, shelter, and other basic necessities.**
- II. **Coordinate with the American Red Cross Disaster Welfare Inquiry Officer to reunite families or respond to inquiries from relatives or friends.**
- III. **Coordinate safety and emergency needs identified by agencies within the EOC with the American Red Cross Liaison Officer.**
- IV. **Implement a donation management program, as needed.**

#### Care and shelter of animals:

- I. **Coordinate with the Operational Area (OA) EOC and the County Department of Animal Control to assist with disaster Animal Services operations within the City of Oceanside.**
- II. **Maintain liaison with the American Red Cross (ARC), volunteer agencies and other representatives within the jurisdiction.**
- III. **Facilitate the transportation of animals to local animal care facilities or to other areas, as requested.**



## CARE AND SHELTER BRANCH

Housing and Neighborhood Services Director / Manager

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review Care and Shelter responsibilities and the Emergency Operations Plan.
- Coordinate with the Red Cross to plan for first aid at shelters.
- Coordinate with Red Cross to pre-identify shelter locations in Oceanside.
- Ensure all necessary supplies are in the EOC or readily available.
- Implement staff training and maintain training records.
- Maintain contact lists for OA, ARC, VOAD, Special Districts, City Staff, etc.
- Secure and maintain adequate sheltering supplies, as possible.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Care and Shelter Branch, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Operations Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Contact counterparts in the Operational Area (OA) EOC and establish lines of communication.
- Determine staffing requirements.
- Establish lines of communication with American Red Cross, OA EOC, and maintain communication.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.
- Prepare objectives for the Care & Shelter Branch and provide them to the Operations Section Coordinator prior to the first EOC Action Planning Meeting.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.



## CARE AND SHELTER BRANCH

Housing and Neighborhood Services Director / Manager

### Position Checklist

#### OPERATIONAL PHASE

- ❑ Identify the care and shelter needs of the City of Oceanside and coordinate with neighboring jurisdictions.
- ❑ Provide a current care and shelter status report to the Operations Section Coordinator, when requested.
- ❑ Coordinate with the ARC Chapter, volunteer service agencies, and County OA EOC for status updates, the provision of food, potable water, clothing, shelter and other basic necessities, as needed.
- ❑ If evacuations are initiated or appear to be imminent, coordinate with the Law Enforcement Branch and the OA EOC Care and Shelter Branch to determine, at a minimum:
  - The boundaries of the evacuation area(s).
  - That activated shelter facilities meet requirements described under the Americans with Disabilities Act.
  - The number of evacuees requiring food and shelter. (It is anticipated that a portion of the evacuees will arrange for their own food and shelter).
  - Designate space within lodging shelter facilities to house The number of evacuees with special needs,
- ❑ Based upon data received by following the previous steps, work with the OA EOC to allocate shelter space and assign evacuees, by area, to facilities.
- ❑ Coordinate the assessment of mass care needs, housing requirements and inventory and allocation of temporary lodging as needed.
- ❑ Ensure the flow of information between City's Care and Shelter facilities and the EOC have been established.
- ❑ Periodically poll jurisdictional mass care facilities to determine the evacuee load and support requirements.
- ❑ Ensure that all shelter sites within the City comply with ADA requirements and that they meet all needs for access.
- ❑ Update the Care & Shelter Board in WebEOC, as necessary.





## CARE AND SHELTER BRANCH

Housing and Neighborhood Services Director / Manager

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Ensure activation of shelters includes:**
  - School personnel are notified
  - Shelter management personnel respond
  - Public Health personnel and equipment are assigned
  - Animal services have been notified
- ❑ **Attempt to provide the following services at each shelter:**
  - Crisis counseling (coordinate with the ARC and the Mental Health Unit Leader in the OA EOC).
  - Security and traffic control (coordinate with the Law Enforcement Branch in the EOC).
  - Resources to enable communications (coordinate with the Logistics Section in the EOC).
  - Care for any pets brought to shelters.
- ❑ **Inform the Public Information Officer (PIO), through the Operations Section Coordinator of current information updates and pertinent information, as needed.**
- ❑ **Ensure specialized services are provided as required for the care of special needs population groups (unaccompanied minors, aged, disabled, etc.).**
- ❑ **Coordinate the consolidation and eventual deactivation of shelters, ensuring an orderly transition from mass care to separate family living to post-disaster recovery.**
- ❑ **Coordinate with the Donations Management Unit to provide for the receipt, storage, handling, and transportation of all supplies donated by the community, especially food safety during an emergency situation.**
- ❑ **Facilitate the relocation of the public from non-ARC/SD County and temporary shelters to shelters with ARC/SD County services whenever possible.**
- ❑ **Implement a donations management program as needed.**
- ❑ **Provide a situational briefing at the end of your operational period to your replacement and Ops Coordinator.**



## CARE AND SHELTER BRANCH

Housing and Neighborhood Services Director / Manager

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

##### Care and Shelter of animals:

- ❑ **If, the OA EOC is activated, coordinate with the Animal Services Coordinator for Animal Control.**
- ❑ **Establish contact with the North County Humane Society coordinator to determine availability and condition of animal sheltering facilities.**
- ❑ **Provide Animal Services information to the Public information Officer (PIO).**
- ❑ **Work with the Donations Management staff to maintain a system to handle equipment and food donated for animal care.**

#### DEACTIVATION PHASE ACTIONS

- ❑ **Authorize the demobilization of organizational elements within the Branch when authorized by the Operations Section Coordinator.**
- ❑ **Assist Section Coordinator as needed.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



## CARE AND SHELTER BRANCH

Housing and Neighborhood Services Director / Manager

### Position Checklist

#### TERRORISM SUPPLEMENT

##### Increased Readiness Operations

- Review and update plans, and alert and brief personnel.
- If the evacuation will be into another county, work with the County and the State Office of Emergency Services to establish a Care and Shelter Organization.
- Activate and expand the Care and Shelter Organization.
- Help provide information to the Public Information Officer.
- Provide services to support the Red Cross, if needed.
- Report shelter status and other required information to the appropriate Emergency Operations Center.
- Work with Fire and Rescue to reduce fire vulnerability.
- Ensure sheltered population is positioned for maximum protection from direct effects:
  - Put maximum number of people in basements, lying down or sitting on the floor, away from doors.
  - If basements are not available, put people in the central part of the building, on lower floors, lying or sitting on the floor out of the line of possible flying glass.
- Monitor arrival of evacuees at Reception and Care Centers and provide information to Law Enforcement for traffic control operations.
- Maintain records of evacuee assignments and report information to the Emergency Operations Center.
- When informed that movement to shelter facilities is complete, notify the Emergency Operations Center.

##### Actions in Hazard Areas

- Activate plans for supporting essential workers, institutionalized persons, the aged, the critically ill, and other persons who cannot be (or refuse to be) evacuated.



## CARE AND SHELTER BRANCH

### Roster of Miscellaneous Telephone Referral Numbers November 1, 2016

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<b><u>Aging and Independence Services Center (County) Hotline</u></b>	<b>(800) 510-2020</b>
<b><u>American Red Cross (San Diego/Imperial Counties Chapter)</u></b>	<b>(858) 309-1200</b>
• Disaster Response	
8am-6pm (weekdays)	<b>(858) 414-8051</b>
After 6pm (weeknights/weekends/holidays)	<b>(858) 357-5887</b>
• Joe Land, Mass Care/Logistics Manager	<b>(858) 309-1302</b>
Mobile:	<b>(858) 357-6307</b>
• Jason Adams, Disaster Program Manager	<b>(858) 309-1307</b>
Mobile:	<b>(858) 243-8242</b>
• Response Department FAX	<b>(858) 309-1289</b>
• General Office:	
3950 Calle Fortunada	
San Diego, CA 92123 (Kearny Mesa)	<b>(858) 309-1200</b>
<b><u>Animal Assistance</u></b>	
• San Diego Humane Society & SPCA (North Campus)	<b>(760) 757-4357</b>
2905 San Luis Rey Road - dogs	
572 Airport Road – cats/small animals	
Oceanside, CA 92058 ( <i>also operates as a shelter</i> )	
• County Shelters (Northern Region)	<b>(619) 767-2675</b>
2481 Palomar Airport Road, Carlsbad, CA 92011	
( <i>Hours: Tuesday-Saturday 9:30 a.m. – 5:30 p.m.</i> )	
• Report Animal Cruelty/Neglect	<b>(619) 243-3466</b>
• Animal Rescue Reserve (ARR)	<b>(619) 299-0871</b>
24-hour emergency hotline	
• Lost & Found	<b>(760) 757-4357 x 2854</b>
<b><u>California Department of Forestry &amp; Fire Protection (San Diego Unit)</u></b>	<b>(619) 590-3100</b>
<b><u>California Highway Patrol (Oceanside Office) – 24 hr. Dispatch</u></b>	<b>(858) 637-3800</b>
<b><u>Camp Pendleton Marine Corps Base (Oceanside)</u></b>	<b>(760) 725-5106</b>
Base Operator	<b>(760) 725-4111</b>
Naval Hospital	<b>(760) 725-1288/1289/1290</b>



**CARE AND SHELTER BRANCH**  
**Roster of Miscellaneous Telephone Referral Numbers**  
**November 1, 2016**

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<b><u>County Office of Education</u></b>	<b>(858) 292-3500</b>
<b><u>Poison Control System</u></b>	<b>(800) 222-1222</b>
<b><u>Radio Stations for EAS (Emergency Alert System)</u></b>	
Primary Station:	<b>KOGO AM 600</b>
Secondary Station:	<b>KPOP AM 1360</b>
<b><u>Salvation Army</u></b>	
• Family Resources Center (FRC) <i>(Emergency assistance, services, and referrals for families and individuals)</i> 6845 University Avenue– Building A, San Diego, CA 92115	<b>(619) 269-1430</b>
• Oceanside Facility: 3935 Lake Boulevard, Oceanside, CA 92056	<b>(760) 631-8212</b>
<b><u>SDG&amp;E – Emergency &amp; Outages Hotline</u></b>	<b>(800) 411-7343</b>
<b><u>Transit Information</u></b>	
• Metropolitan Transit System (MTS) InfoExpress Security (phone / text)	<b>(619) 238-0100</b> <b>(619) 685-4900 or 511</b> <b>(619) 557-4960 / (619) 318-1338</b>
• North County Transit District (NCTD) Safety– Don Filippi (Chief of Safety)(760) 6773 Security- Jaime Becerra (Chief of Transit Enforcement) Lift Reservations- ADA & Seniors	<b>(760) 966-6500</b> <b>966-</b> <b>(760) 966-6508</b> <b>(760) 726-1111</b>
<b><u>Oceanside Unified School District (OUSD)</u></b>	
• OUSD Supervisor Contact- <i>See Weekly Emergency Call-Out list</i>	
<b><u>YMCA – Joe and Mary Mottino Family YMCA</u></b> Cristina Wilson, Associate Executive Director 4701 Mesa Drive Oceanside, CA 92056	<b>(760) 758-0808</b> <b>x 14014</b>



## **DAMAGE ASSESSMENT UNIT**

Building Official / Deputy Building Official

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The Damage Assessment Unit Leader is responsible for the evaluation of all city owned and private structures that may have been damaged in an incident. Is responsible for maintaining detailed records of damage / safety assessment information and supporting the documentation process.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Building Official</b>
<b>Alternate</b>	<b>Deputy Building Official</b>

REPORTS TO: **Construction & Engineering Branch Leader**

### RELATED ANNEXES

**Annexes A, G, H, I, J, K, L, & P**

### RESPONSIBILITIES:

- I. Coordinate ground surveys and survey teams.**
- II. Collect and evaluate incoming damage assessment reports.**
- III. Maintain a current log of damage, including casualties, and property damage.**
- IV. Prepare written Damage Assessment reports.**
- V. Coordinating with State and Federal officials for reimbursement.**

*Position checklist continues on next page*



## DAMAGE ASSESSMENT UNIT

Building Official / Deputy Building Official

### Position Checklist

#### BEFORE AN EMERGENCY:

- ❑ Review Damage Assessment responsibilities and the Emergency Operations Plan.
- ❑ Buy or arrange for a digital camera film to document damage.
- ❑ Ensure Section understanding of the reporting forms and requirements.
- ❑ Ensure Damage Assessment Kits are checked and maintained for immediate use by the survey teams (maps, pens, paper, clipboards, tape measures, flashlights, damage tags).
- ❑ Make sure you and your building inspectors understand how you will work with the other Departments regarding the inspection of structures.
- ❑ Ensure understanding of how and if you will work with the OA EOC and/or the American Red Cross to survey damage.
- ❑ Prepare basic training guidelines for training other employees and mutual aid personnel in the correct forms and the process of recording and documenting damage assessment.

#### ACTIVATION PHASE

- ❑ Report to the EOC and identify yourself as the Damage Assessment Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- ❑ Review this entire checklist and the generic checklist before taking any action.
- ❑ Obtain briefing from the Section Coordinator on the extent of the incident.
- ❑ Turn on your computer and log into WebEOC, if necessary.
- ❑ Determine staffing requirements.
- ❑ Dispatch field operations and maintain communication, if necessary.
- ❑ Establish and maintain communication with the Operational Area (OA) EOC Damage Assessment Leader.
- ❑ Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- ❑ Track all hours to ensure proper pay.



## **DAMAGE ASSESSMENT UNIT**

Building Official / Deputy Building Official

### Position Checklist

#### OPERATIONAL PHASE

- Coordinate with Operational Area regarding local jurisdictional needs.**
- Oversee the initial inspection of the entire City and report locations of damaged structures, utilities, roads, stoplights, and facilities.**
- Give special attention to special hazard areas such as government facilities, schools, utilities, and large occupied buildings.**
- Prepare the initial damage estimate of the City.**
- Collect, record, and total the type and estimated value of damage.**
- Provide as necessary assessment teams to inspect and mark hazardous structures and record damage.**
- Inspect and post critically damaged structures for occupancy or condemnation.**
- Coordinate with the Utilities Branch on damage assessment of water system and private utilities companies on power system damage.**
- Keep the Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- Ensure all field units are accounted for during deactivation.**
- Assist Section Coordinator as needed.**
- Follow generic Deactivation Phase Checklist.**
- Leave forwarding information, including pager/cell numbers and email.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Make suggestions for corrections or changes to the Checklist.**





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## **Public Works Unit**

Public Works Director / Designee

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The Public Works Unit Leader is responsible for coordinating and advising Emergency Operations Center (EOC) Staff on the procurement, distribution, and use of resources required to restore roads, airports, storm drains, buildings, water treatment facilities, and transit facilities. Supports damage assessment and activities. Is responsible for coordinating all construction natured response operations, including road closures, equipment and signage.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Director of Public Works</b>
<b>Alternate</b>	<b>Designee</b>

REPORTS TO: **Construction & Engineering Branch Leader**

### RELATED ANNEXES

**Annexes A, E, I, J, K, L, & P**

### RESPONSIBILITIES:

- I. **Survey all systems and restore those that have been disrupted, including roads, airports, storm drain systems, buildings, wastewater treatment facilities, and transit facilities.**
- II. **Assess damage and coordinate the repair of damage to essential facilities, utility, and road systems.**
- III. **Assist other Sections and Units within the EOC as needed with Public Work Issues.**

*Position checklist continues on next page*



## Public Works Unit

Public Works Director / Designee

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review Public Works responsibilities and the Emergency Operations Plan.
- Identify vulnerable facilities and utility and road systems.
- Establish priorities for renovating or relocating vulnerable facilities and road systems.
- Establish priorities for inspecting facilities and utility and road systems during an emergency.
- Identify sources of structural engineers and heavy equipment.
- Review the City's policies and mutual aid agreements.
- Maintain all call up lists & staff training requirements.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Public Works Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Dispatch field operations and maintain communication, if necessary.
- Establish and maintain communication with the Operational Area (OA) EOC Public Works Leader.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Determine the status of localized and general damage within the City and where road closures are necessary or signage is needed to assist with field response and protection of the public.
- Coordinate with Operational Area regarding local jurisdictional needs.



## Public Works Unit

Public Works Director / Designee

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Maintain communication with the COC so timely information can be available to the Section Coordinator and the Situation Status Unit regarding personnel and resource status.**
- Determine the need for additional staff needed and if mutual aid is necessary.**
- Maintain the need for sandbags and sand to protect public or private property. Establish distribution points.**
- Provide information to the Public Information Officer about Sandbag locations, road closures, utility issues, and public safety information.**
- Coordinate supply needs with the Logistics section. Consider food, water, and personnel needs.**
- Assist other staff members with public work's needs.**
- Plan for the needs of the next operational period.**
- Consider the need to activate any existing material supply contracts needed to meet the City's needs.**
- Oversee the initial inspection of the entire City and report locations of damaged structures, utilities, roads, stoplights, and facilities.**
- Give special attention to special hazard areas such as government facilities, schools, utilities, and large occupied buildings.**
- Prepare the initial damage estimate of the City.**
- Collect, record, and total the type and estimated value of damage.**
- Provide as necessary assessment teams to inspect and mark hazardous structures and record damage.**
- Inspect and post critically damaged structures for occupancy or condemnation.**
- Coordinate with the Utilities Branch on damage assessment of water system and private utilities companies on power system damage.**
- Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**



**Public Works Unit**  
Public Works Director / Designee

Position Checklist

DEACTIVATION PHASE

- Ensure all field units are accounted for during deactivation.**
- Assist Section Coordinator as needed.**
- Follow generic Deactivation Phase Checklist.**
- Leave forwarding information, including pager/cell numbers and email.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Make suggestions for corrections or changes to the Checklist.**



## Public Works Unit

Public Works Director / Designee

### Position Checklist

The following checklist is identical to the Construction and Engineering Branch. Staff is expected to review the following tasks and assist according to their positions abilities. NOT ALL tasks will be applicable to your position. Work with section staff to ensure that actions are being completed.

#### EARTHQUAKE SUPPLEMENT

- Check the Emergency Operations Center, key facilities, and other facilities to determine the extent of damage and ability to operate.
- Provide alternate communications links where needed.
- Move equipment under cover to open areas to prevent damage from aftershocks.
- Assign teams to inspect buildings and structures critical to emergency operations and public safety.

#### HAZARDOUS MATERIALS SUPPLEMENT

- Provide equipment and crews to support hazardous material teams as requested.
- Make sure personnel have adequate protective clothing for operations in hazardous areas.
- If hazardous fumes are present, ensure personnel remain upwind or use self-contained breathing apparatus (air tanks).

#### TERRORISM SUPPLEMENT

##### Increased Readiness Phase

##### Prepare to Build Shelters

- Start expanding the cadre of key personnel.
- Mobilize the Public Works emergency organization.
- Review and update plans for organizing shelter building and upgrading operations.
- Distribute the plans and brief officials.
- Determine the number of shelter spaces needed by those remaining in hazard areas.
- Work with officials in reception areas to determine their shelter and sewage capacity needs.



**Public Works Unit**  
Public Works Director / Designee

Position Checklist

**TERRORISM SUPPLEMENT CONTINUED**

- Review resource needs, including equipment, workers, and building materials.
- Update resource inventories.
- Review availability of resources.
- Contact major suppliers of essential materials (building materials, etc.) and arrange for redistribution should shelter construction be ordered.
- Work with the Finance Section Coordinator to develop standby agreements with contractors.
- Identify contractors.
- Work with the Public Information Officer to encourage residents to volunteer the use of their basements for shelter space.
- Review existing shelter surveys and all volunteered home basements to determine which spaces can actually be used.
- Develop detailed upgrading or construction drawings for all needed structures.

**Start Building Shelters**

- Further expand the organizations needed to manage shelter development.
- Obtain contractor services.
- Work with the Public Information Officer to tell residents how to upgrade home basements.
- Restrict the sale and use of essential materials, equipment, and fuel.
- Mobilize all available public resources and private contractors.
- Oversee contractors hired to train shelter construction supervisors and staff.
- Train and manage unskilled laborers at the shelter sites.
- Ask the Public Works Director for construction personnel, equipment, and materials, as necessary.
- Halt all construction except shelter construction.
- Place dirt (protective berms) around buildings that will be used as shelters.
- Shore up doors and windows.
- Check on the resource needs at each shelter site.



**Public Works Unit**  
Public Works Director / Designee

Position Checklist

**TERRORISM SUPPLEMENT CONTINUED**

- Prepare to put dirt on the roof or the floors above shelter spaces by bracing or shoring up areas as needed to support the extra weight.
- Stock finished shelters with supplies.

**All-Out Shelter Building**

- Enlist the general public as labor, supervised by contractors.
- To reduce the need for heavy equipment, use unskilled labor for digging and placing dirt.
- Assemble materials needed for shielding and shoring, and building ventilation units:
  - Lumber
  - Plywood
  - Sandbags
- Use bulldozers, front end loaders, and backhoes, to dig and place dirt around shelters.
- Soil excavation for home basement upgrading would be performed manually by residents.
- Build ventilation systems.
- Stock shelters.
- Notify the Public Works Director if surplus equipment is available.

**Warning Phase: Take Shelter**

- Help move people into shelters.
- Move mobile equipment to designated locations.
- If you are in a hazard area, take shelter immediately.
- Help with shelter management.

**After the Attack**

- Assess surviving resources.
- In reception areas, continue improving fallout shelters until fallout radiation is detected, then stop work and take shelter.
- Help assess damage.
- Clear debris.





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## EOC SUPPORT

The EOC Support position works directly with the Section Coordinator to assist, as needed, in the implementation, maintenance, and completion of all required EOC tasks and responsibilities.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**EOC Support**                      **As assigned by the Section Coordinator**

**Alternate**                              **As assigned by the Section Coordinator**

**REPORTS TO:**                      **Section Coordinator**

### RELATED ANNEXES:

**Annexes**                      **A,B,C,D,E,F,G,H,I,J,K,L,M,O,P,Q, & R**

### RESPONSIBILITIES:

- I. Assist with the set-up and take down of the EOC.**
- II. Assist assigned supervisor, as needed.**
- III. Complete tasks to best of your ability and communicate with EOC staff about gaps or areas of improvement.**

### Position Checklist

### ACTIVATION PHASE

- Check in upon arrival at the EOC and identify yourself as EOC Support; locate the appropriate position binder, vest, and nameplate.**
- Obtain briefing form the Section Coordinator on the extent of the incident.**
- Set up your assigned workstation, review your position checklist and responsibilities, and log into WebEOC.**
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.**
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.**
- Track all hours to ensure proper pay.**



## EOC SUPPORT

### Position Checklist

#### OPERATIONAL PHASE

- Attend situation briefing as directed.
- Ensure adequate supplies are available for section staff.
- Ensure incoming phone calls are answered and messages are documented.
- Assist staff members with WebEOC monitoring and updating.
- Provide information for the EOC Action Plan, as requested.
- Assist members with communications between sections.
- Document activities and share information with other Sections, as necessary.
  
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Assist Planning Section Coordinator as needed.
- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor.
- Submit all completed forms, reports, and other documents through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- Check out upon exit of the EOC and return your position notebook, vest, and nameplate.
- Clean up your work area before you leave.

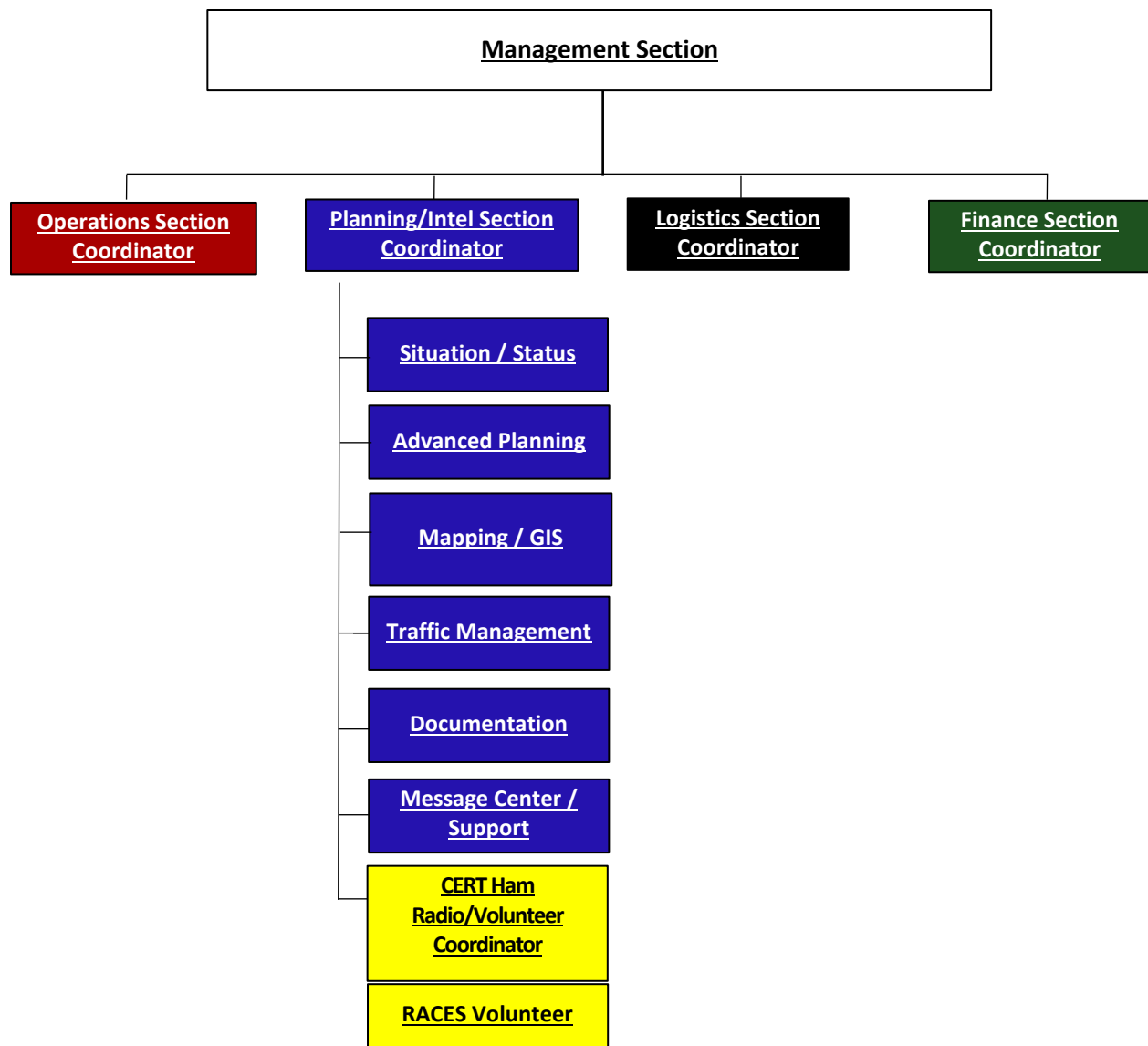


*City of Oceanside*  
Emergency Operations Plan

Functional Annex  
Operations Section



# PLANNING/INTEL SECTION





DESCRIPTION:

**The Planning Section helps plan the response to the emergency. Planning personnel attempt to forecast the future needs and events of the response effort. In the EOC the Planning Section staff can be identified by the Blue vests that staff members will be. This section includes the following checklists:**



## **PLANNING / INTELLIGENCE SECTION COORDINATOR**

**Principle Planner / Fire Captain**

The Planning Section Coordinator is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources. The Planning Section Coordinator is responsible for tracking the emergency and providing information to the EOC Director and the Policy Group. Is also responsible for the development of the EOC Action Plan (IAP) for emergency response; the demobilization plan and the recovery plan. Manages the activities of the following units: Situation Status, Documentation, Advanced Planning, Traffic Management, Mapping/GIS, and the CERT HAM Radio Communications.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **Principal Planner**

**Alternate**                      **Fire Captain**

REPORTS TO:                      **EOC Director**

### RELATED ANNEXES:

**Annexes**                      **A, B, C, D, E, F, G, H, I, J, K, L, M, O, P, Q, & R**

### RESPONSIBILITIES:

- I. **Ensure that the Planning/Intelligence function is carried out within the EOC.**
- II. **Prepare and distribute the EOC Action Plan and periodic Situation Reports.**
- III. **Ensure that objectives and assignments identified in the EOC Action Plan are carried out effectively.**
- IV. **Establish the appropriate level of organization within the Planning/Intelligence Section, continuously monitoring their effectiveness and modifying accordingly.**
- V. **Conduct advance planning activities.**
- VI. **Provide technical support services to the various EOC Sections, Branches, and Units in documenting and maintaining files on all EOC activities.**
- VII. **Keep the EOC Director informed of all significant issues affecting the Planning/Intelligence Section.**



## PLANNING / INTELLIGENCE SECTION COORDINATOR

Principle Planner / Fire Captain

### Position Checklist

#### BEFORE AN EMERGENCY:

- ❑ Review Planning Section Coordinator responsibilities and the Emergency Operations Plan.
- ❑ Ensure checklist items and assignments are updated in all the Planning Section Checklists.
- ❑ Make sure call-up lists and staff training records are up to date.

#### ACTIVATION PHASE

- ❑ Report to the EOC and identify yourself as the Planning Section Coordinator, locate the appropriate position binder, put on your vest, and display your nameplate.
- ❑ Review this entire checklist and the generic checklist before taking any action.
- ❑ Obtain briefing from the EOC Director on the extent of the incident.
- ❑ Turn on your computer and log into WebEOC.
- ❑ Determine staffing requirements.
- ❑ Ensure Planning Section is set up properly and appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ❑ Meet with Operations Section Coordinator and review any major incident reports.
- ❑ Establish contact with neighboring jurisdiction and the Operational Area EOC Planning Section, as necessary.
- ❑ Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operations Period.
- ❑ Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- ❑ Track all hours to ensure proper pay.





## PLANNING / INTELLIGENCE SECTION COORDINATOR

Principle Planner / Fire Captain

### Position Checklist

#### OPERATIONAL PHASE

- Ensure that the Planning / Intelligence function is carried out within the EOC.
- Ensure Planning Section position logs and other necessary files are maintained.
- Ensure the Situation Unit Leader is maintaining current information for the situation report and submits an initial situation status report to the Operational Area (OA) EOC as soon after activation as possible.
- Oversee the establishment of contact with the OA EOC and the receipt of Operation Area Situation Status report.
- Ensure major incident reports and status reports are completed by the Operations Section and are accessible by the Planning Section.
- Establish the appropriate level of organization with the Planning Section, continuously monitoring their effectiveness and modifying accordingly.
- Conduct advanced planning activities.
- Ensure a situation report is produce and distributed to EOC Sections at least once prior to the end of the operational period.
- Lead ongoing situation briefings.
- Ensure all status boards and other displays are kept current and posted information is neat and legible.
- Oversee the preparation of the EOC Action Plan.
- Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefing with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the initial EOC Action Planning Meeting at least one hour after EOC activation and at least one every additional operational period.
- Ensure objectives for each section are completed, collected, and posted in preparation for the next EOC Action Planning Meeting.
- Ensure the results from the EOC Action Planning meeting are documented and distributed to all personnel prior to the start of the next operational period.



## PLANNING / INTELLIGENCE SECTION COORDINATOR

Principle Planner / Fire Captain

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ Work closely with each Unit Leader in the Planning Section to ensure the section objectives are being addressed.
- ❑ Ensure that Geographic Information Systems (GIS) and other technical support services are provided to the various organizational elements within the EOC.
- ❑ Ensure the Documentation Unit Leader maintains files on all EOC activities and provides reproduction and archiving services for the EOC.
- ❑ Ensure Working with the Recovery Coordination to begin planning for recovery operations.
- ❑ Advise the EOC Director and Recovery Coordinator on Planning/Intelligence issues regarding recovery.
- ❑ Prepare an After-Action Report and assist in debriefing.
- ❑ Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- ❑ When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and its up to date.
- ❑ Assist EOC Director as needed.
- ❑ Follow generic Deactivation Phase Checklist.
- ❑ Leave forwarding information, including pager/cell numbers and email.
- ❑ Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- ❑ Make suggestions for corrections or changes to the Checklist.



**PLANNING / INTELLIGENCE SECTION COORDINATOR**  
**Principle Planner / Fire Captain**

Position Checklist

**EARTHQUAKE SUPPLEMENT**

- Ensure that survey units are dispatched to survey for damage, flooding, fires, or other hazards.
- Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- Protect emergency equipment from possible aftershock.
- Evaluate the possibility of dam or levee failures.
- Work with Construction & Engineering to plan for the inspection of buildings and other structures. Plan for:
  - Priorities for inspection.
  - Who will inspect what?
  - Timetable for inspections.
  - Re-entry policy.

**TERRORISM SUPPLEMENT**

**Increased Readiness Operations**

- Monitor crisis development and keep key officials informed.
- Review and, if necessary, update the following:
  - Protection Plans and related supporting plans and procedures.
  - Resource information (personnel, equipment, and supplies), key facilities, and communications.
- If evacuation appears imminent, review and update the following:
  - Pre-designated essential industries, facilities, and services that would have to remain in operation.
  - Evacuation sites that have been reserved for specific organizations.
- Monitor spontaneous evacuation form hazard areas.



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**DOCUMENTATION UNIT**  
City Clerk's Office / Designee

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The Documentation Unit Leader is responsible for collecting, filing, and maintaining all completed incident related documents, including EOC position logs, situation status reports, and EOC Action Plans. Also prepares and distributes the After-Action Report.

RESPONSIBLE STAFF AND ALTERNATIVES:

Primary                      City Clerk's Office

Alternate                    City Clerk Designee

REPORTS TO:                Planning Section Coordinator

RELATED ANNEXES:

Annexes                    A, I, L, P, & R

RESPONSIBILITIES:

- I.    **Collect, organize and file all completed disaster related forms, to include: all EOC Position Logs, Situation Status Reports, Incident Action Plans, and any other related information prior to the end of each operational period.**
- II.   **Provide document reproduction services to all EOC Sections.**
- III. **Coordinate with the Situation Status Unit and PIO to distribute EOC Situation Status Reports, Action Plans, and other documents, as needed.**
- IV. **Maintain a permanent electronic archive of all Situation Reports and Incident Action Plans associated with the incident.**
- V.   **Assist in the preparation and distribution of the After-Action Report.**

*Position checklist continues on next page*



**DOCUMENTATION UNIT**  
City Clerk's Office / Designee

**Position Checklist**

**BEFORE AN EMERGENCY**

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.

**ACTIVATION PHASE**

- Report to the EOC and identify yourself as the Documentation Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Planning Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, as necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

**OPERATIONAL PHASE**

- Meet with the Planning Section Coordinator to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Coordination Officer to determine with EOC material and documents are necessary to provide accurate records and documentation for recovery purposes.
- Establish documentation filing system for:
 

Proclamations	Advance Plans
OA Jurisdiction Activation Forms	Letters/Memos
City Situation Reports	Event Logs
News Releases	Message Forms
Notification System Logs	Activity Logs
Emergency Alert System (EAS) Messages	Briefings



**DOCUMENTATION UNIT**  
City Clerk's Office / Designee

Position Checklist

OPERATIONAL PHASE CONTINUED

- ❑ Initiate and maintain a roster of all activated EOC positions to ensure position logs are accounted for and submitted to the Documentation Unit Leader at the end of each operations period.
- ❑ Reproduce and distribute the Situation Reports and EOC Action Plans.
- ❑ Collect, organize, and maintain all EOC materials as official records. This includes, situation reports, incident action plans, position logs, and email messages associated with the incident.
- ❑ Review records for accuracy and completeness and correct any errors by verifying information with appropriate personnel.
- ❑ Establish a documentation filing system for storing files related to the incident. Permanently store these documents for legal, analytical, and historical purposes.
- ❑ Establish and maintain document reproduction services for EOC Staff.
- ❑ Prepare and distribute the After-Action Report.
- ❑ Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Maintain accurate, up to date EOC activity files and assist in the preparation and distribution of the After-Action Report.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

DEACTIVATION PHASE

- ❑ When directed by the Planning Section Coordinator, begin to deactivate the unit. Make sure all reported information is entered into the activity logs and they are up to date.
- ❑ Make sure all written information developed during the incident is collected and filed.
- ❑ Collect all documentation including emails, notes, documents, logs, and electronic files from all EOC Staff prior to EOC deactivation.



**DOCUMENTATION UNIT**  
City Clerk's Office / Designee

Position Checklist

DEACTIVATION PHASE CONTINUED

- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**





## **SITUATION STATUS UNIT**

### **Water Utilities Management Analysis / Engineering**

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The Situation Status Unit is responsible for the collection, consolidating, organization, and analysis of incident situation information, and displaying that information on the status board in WebEOC. Ensures all information collected from sources is current and validated prior to posting on WebEOC. Evaluate and display information; preparing consolidated reports for the Policy Group and transmitting reports to the Operational (OA) EOC.

#### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Water Utilities Management Analysis</b>
<b>Alternate</b>	<b>Engineering Assistant</b>

REPORTS TO: **Planning Section Coordinator**

#### RELATED ANNEXES:

**Annexes A, I, L, & P**

#### RESPONSIBILITIES:

- I. Oversee the collection, organization, and analysis of incident status information.**
- II. Ensure that information collected from all sources is validated prior to posting on status boards or entering into Web EOC.**
- III. Ensure that an EOC/Incident Action Plan (IAP) is developed for each operation period, based on objectives developed by the Policy Group.**
- IV. Ensure that the City of Oceanside Situation Report is sent to the OA EOC.**

*Position checklist continues on next page*



## SITUATION STATUS UNIT

### Water Utilities Management Analysis / Engineering

#### Position Checklist

#### BEFORE AN EMERGENCY

- Review Situation Status responsibilities and the Emergency Operations Plan.
- Arrange for a camera (with film) and a tape recorder (with tapes) to document damage and to record status board changes.
- Check to make sure maps and status boards in EOC is up to date and available.
- Make sure you understand the reporting forms and requirements.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Situation Status Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Planning Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Oversee the collection and analysis of all incoming incident related information including any damage to property, loss of life or injury, and habitability of public buildings.
- Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit Leader for manual distribution and reproduction as required.
- Collect and consolidate information on damage to public and private sector property, loss of life and injury, and the status of continued occupancy of facilities and structures.
- Identify the location of the incident's progress and development.
- Identify the location(s) of greatest impact and incident potential progression.



## SITUATION STATUS UNIT

### Water Utilities Management Analysis / Engineering

#### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Prepare and submit to the OA EOC, the jurisdictional Situation Report forms as follows:**
  - **Initial report within four hours.**
  - **Subsequent reports to be submitted as conditions warrant (i.e. any significant changes, but at least once each operational period).**
- ❑ **Direct EOC staff on collecting incident status information from resource. Ensure each EOC Section provides a status report for inclusion in the Situation Status Report.**
- ❑ **Prepare a Situation Status Report on the status of the emergency, including identifying the area affected, resource available, resources committed, and resources needed.**
- ❑ **Ensure each section provides their objectives at least 30 minutes prior to each EOC Action Planning Meeting.**
- ❑ **Prepare an EOC Action Report for the incoming operational period staff on the objectives to be accomplished during their shift. Provide the final approved copy to the Documentation Unit Leader for mass production and distribution to all EOC Staff.**
- ❑ **Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations, and special conditions as they arise.**
- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- ❑ **When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



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## **GIS UNIT**

### **GIS Manager / Analyst**

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The GIS Unit is responsible for the display of incident status information obtained from field observers, resource status reports, aerial and other photographs, and other data. Responsible for meeting the EOC's entire incident mapping needs and providing technical assistance to mitigate hazards and/or ensure personnel safety.

**RESPONSIBLE STAFF AND ALTERNATIVES:**

**Primary                      GIS Manager**

**Alternate                    GIS Analyst**

**REPORTS TO:              Planning Section Coordinator**

**RELATED ANNEXES:**

**Annexes                  A, I, L, & P**

**RESPONSIBILITIES:**

- I.     Provide technical observations and recommendations to the EOC Director in specialized areas, as required.**
- II.    Ensure that qualified specialists are available in the areas required by the particular event.**
- III.   Ensure mapping (Geographic Information System, if possible) capabilities and services are available and maintained.**
- IV.   Arrive at the EOC with all technical tools and resources necessary to ensure appropriate set-up of work area. (I.e. software, laptop, reference manuals etc.)**

*Position checklist continues on next page*



**GIS UNIT**  
GIS Manager / Analyst

Position Checklist

**BEFORE AN EMERGENCY**

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Continually work with all departments to ensure that GIS information stays up to date.

**ACTIVATION PHASE**

- Report to the EOC and identify yourself as the GIS Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Planning Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

**OPERATIONAL PHASE**

- Provide technical assistance and recommendations to the EOC staff in specialized areas, as required.
- Ensure mapping capabilities and services are available and maintained.
- Arrive to the EOC with all technical tools and resources necessary to ensure appropriate set-up of work area. (I.e. software, laptop, reference manuals, etc.)
- Display situational and operational information using display boards, maps, and other visual aids.
- Create and display the current EOC organizational chart.
- Establish a situation map.
- Ensure information is current, clear, and concise.
- Maintain a record of all visual displays



**GIS UNIT LEADER**  
GIS Manager / Analyst

Position Checklist

OPERATIONAL PHASE CONTINUED

- ❑ **Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**
- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

DEACTIVATION PHASE

- ❑ **When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



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## **ADVANCED PLANNING UNIT**

Police Designee / Fire Designee

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The Advanced Planning Unit is responsible for looking ahead (36 to 72 hours) in the operation and identifying issues that will have to be addressed including the development of Incident Action Plans, and coordinating with the Recovery Coordinator to develop a recovery plan.

### RESPONSIBLE STAFF AND ALTERNATES:

**Primary**                      **Police Department Designee**

**Alternative**                **Fire Department Designee**

**REPORT TO:**                **Planning/Intelligence Section Coordinator**

### RELATED ANNEXES:

**Annexes**                **A, I, K, L, P, & R**

### RESPONSIBILITIES:

- I. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally 36 to 72 hours and beyond.**
- II. Review all available status reports, action plans and other significant documents for anything requiring consideration in the Advance Plan.**
- III. Determine potential future impacts of the disaster; particularly issues which might modify the overall strategic objectives of the EOC.**
- IV. Provide periodic briefings for the Planning/Intelligence Section Coordinator addressing Advance Planning issues.**
- V. Work with the Recovery Coordinator.**

*Position checklist continues on next page*



## ADVANCED PLANNING UNIT

Police Designee / Fire Designee

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.

#### ACTIVATION PHASE:

- Report to the EOC and identify yourself as the Advanced Planning Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Planning, Operations, and Logistics Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE:

- Ensure that forecasts and plans are made available in a timely manner to the EOC for operational and recovery planning, policymaking and development of public information materials.
- Work with the Recovery Officer in the development of the Recovery Plan.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Submit the Advance Plan to the Planning/Intelligence Section Coordinator for review and approval prior to conducting briefings.
- Assist with the development of an EOC Action Plan and update the action planning process as situations change. Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.



## ADVANCED PLANNING UNIT

Police Designee / Fire Designee

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE:

- ❑ **When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



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## TRAFFIC MANAGEMENT UNIT

### Traffic Management Center Designee(s)

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The Traffic Management Unit is responsible for operations of the traffic signal cameras and the adjustment of signals in major intersections where the City has control systems in place as needed given the incident. Additionally the staff will assist the City with situational awareness and assessment of damage using the traffic management system.

#### RESPONSIBLE STAFF AND ALTERNATES:

Primary TMC Designee

Alternative TMC Designee

REPORT TO: Planning/Intelligence Section Coordinator

#### RELATED ANNEXES:

Annexes A, I, L, & P

#### RESPONSIBILITIES:

- I. Operate the traffic signal controls and camera around the City to gather situational awareness and assist with traffic flow needs, as necessary.
- II. Adjust traffic signals in major intersections.
- III. Assist city staff with information gathering and damage assessment using the traffic management system.
- IV. Assist staff with technical needs in the Traffic Management Center.

*Position checklist continues on next page*



## TRAFFIC MANAGEMENT UNIT

Traffic Management Center Designee(s)

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.

#### ACTIVATION PHASE:

- Report to the EOC and identify yourself as the Traffic Management Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Planning, Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Assist Section in determining the scope of the damage from an incident using the traffic camera system.
- Survey the condition of all intersections under camera surveillance and make necessary corrections to allow traffic to flow properly, as needed.
- Report any damage to the Section coordinator or appropriate staff and discuss any assistance that you can provide.
- Keep current on the changed in traffic conditions as the incident evolves.
- Provide the Planning Section Coordinator with a situational update at least every hour. Log and document all current information concerning road closures and provide information to the Situation Status Unit for entry into WebEOC.
- Assist the Situation Status Unit with updating the data on the Traffic Management Center TV wall, as needed. Keep the Planning Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.



## TRAFFIC MANAGEMENT UNIT

Traffic Management Center Designee(s)

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE:

- ❑ **When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



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## **CERT RADIO OPERATORS UNIT**

### **CERT HAM Radio Designee(s)**

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The CERT EOC HAM Radio Operator is responsible for coordinating the radio communications between the City's EOC and the CERT's NET Control operator and to such alternates locations within the Fire Service Areas. Provide field/ intelligence information back into the EOC for situational awareness. Coordinate with the Operational Area (OA) RACES unit. Responsibilities also include training of new CERT HAM Radio Operators, and maintaining the equipment in the City's EOC radio room and the rooftop antennas.

#### RESPONSIBLE STAFF AND ALTERNATES:

**Primary**                      **CERT HAM RADIO Designee**

**Alternative**                      **CERT HAM RADIO Designee**

**REPORT TO:**                      **Planning/Intelligence Section Coordinator**

#### RELATED ANNEXES:

**Annexes**                      **A, I, L, & P**

#### RESPONSIBILITIES:

- I. Coordinate the radio communications between the City EOC and the CERT Net Control.**
- II. Provide field related information to the EOC for situational awareness.**
- III. Provide backup communication between the field and the EOC, as needed.**
- IV. Coordinate with the OA EOC, RACES unit.**
- V. Train new CERT HAM Radio Operators.**
- VI. Maintain all EOC Radio equipment and antennas.**

*Position checklist continues on next page*



## CERT RADIO OPERATORS UNIT

CERT HAM Radio Designee(s)

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.

#### ACTIVATION PHASE:

- Report to the EOC and identify yourself as the CERT Radio Operator, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Planning, Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Assemble the CERT radio equipment and connect to the CERTS antenna system.
- Test communications with the CERT NET Control Operator and the CERT network.
- Develop reports of damage within the CERT Network and City general. Where possible, attempt to verify the damage assessment reports.
- Report all important information to the Situation Status unit and enter all information into the CERT Activity log. DO NOT report any information into the CERT Network until it has been cleared by the City's PIO.
- Transit information from the EOC to the CERT Network after it is cleared and directed to do so by the EOC Director.
- Assist the OFD and the CERT chain of command with the activation of CERT volunteers, as directed by the City's EOC Directors. Coordinate the reporting of CERT Members to muster locations established by the City with CERT NET control.
- Continuously update the damage assessment information throughout the incident to maintain changing incident status.



## CERT RADIO OPERATORS UNIT

CERT HAM Radio Designee(s)

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Provide alternative communication capabilities to the City, as requested.
- Coordinate with the RACES Radio Operator, as necessary.

#### DEACTIVATION PHASE:

- When directed by the Planning Section Coordinator, begin to deactivate the unit and make sure all reported information is entered into the activity log and Web EOC.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



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## EOC SUPPORT

The EOC Support position works directly with the Section Coordinator to assist as needed in the implementation, maintenance, and completion of all required EOC tasks and responsibilities.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**EOC Support** As assigned by the Section Coordinator

**Alternate** As assigned by the Section Coordinator

REPORTS TO: **Section Coordinator**

### RELATED ANNEXES:

**Annexes A,B,C,D,E,F,G,H,I,J,K,L,M,O,P,Q, & R**

### RESPONSIBILITIES:

- I. **Assist with the set-up and take down of the EOC.**
- II. **Assist assigned supervisor, as needed.**
- III. **Complete tasks to best of your ability and communicate with EOC staff about gaps or areas of improvement.**

### Position Checklist

### ACTIVATION PHASE

- Check in upon arrival at the EOC and identify yourself as EOC Support; locate the appropriate position binder, vest, and nameplate.**
- Obtain briefing form the Section Coordinator on the extent of the incident.**
- Set up your assigned workstation, review your position checklist and responsibilities, and log into WebEOC.**
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.**
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.**
- Track all hours to ensure proper pay.**



## EOC SUPPORT

### Position Checklist

#### OPERATIONAL PHASE

- Attend situation briefing, as directed.
- Ensure adequate supplies are available for section staff.
- Ensure incoming phone calls are answered and messages are documented.
- Assist staff members with WebEOC monitoring and updating.
- Provide information for the EOC Action Plan, as requested.
- Assist members with communications between sections.
- Document activities and share information with other Sections, as necessary.
  
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Assist Planning Section Coordinator, as needed.
- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor.
- Submit all completed forms, reports, and other documents through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- Check out upon exit of the EOC and return your position notebook, vest, and nameplate.
- Clean up your work area before you leave.

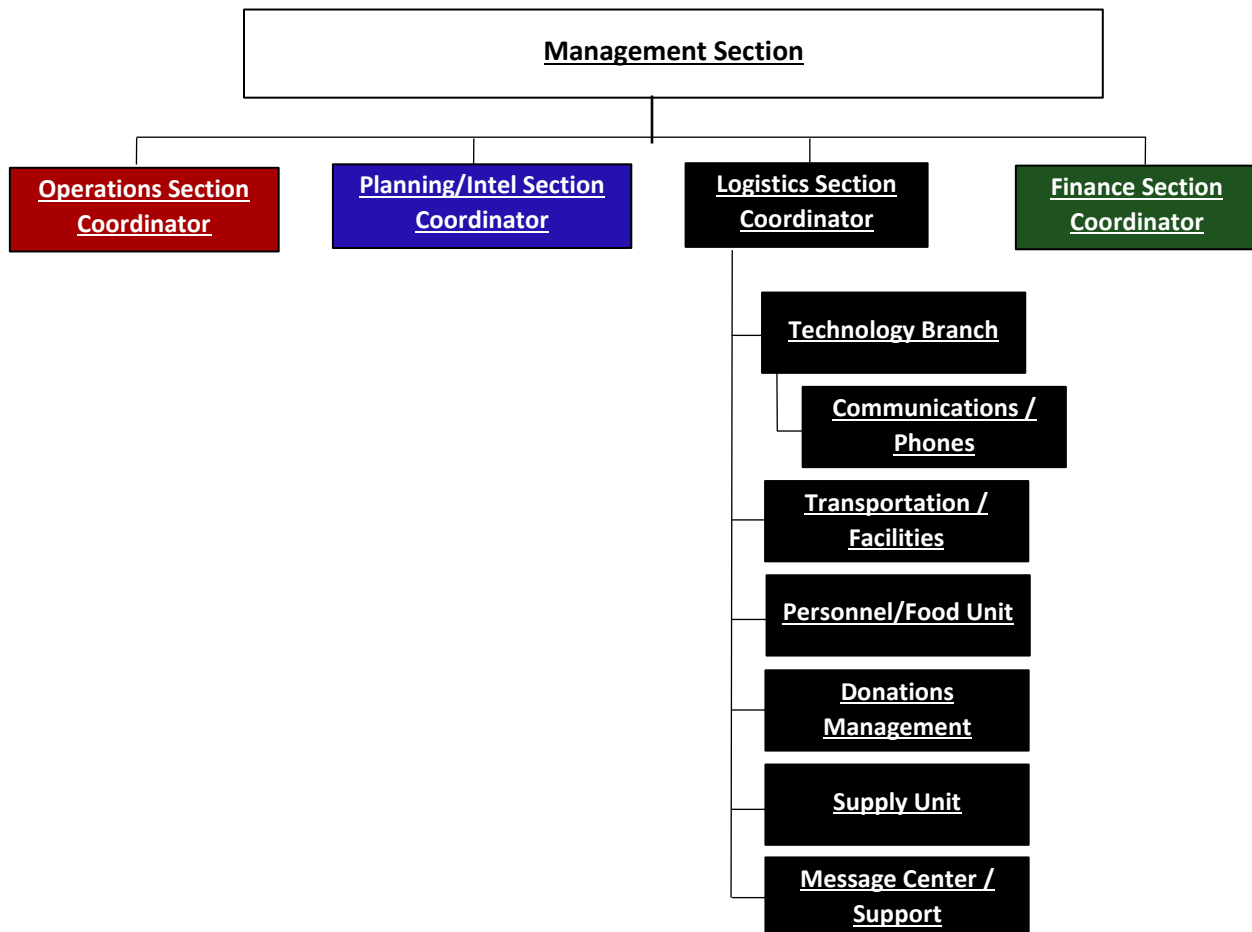








# LOGISTICS SECTION





DESCRIPTION:

**The Logistics Section supports emergency operations by providing needed personnel, equipment, and supplies. Logistics personnel are the “getters” of the emergency response effort. In the EOC the Logistics Section staff can be identified by the Black vests that staff members will be wearing. This section includes the following checklists:**



## **LOGISTICS SECTION COORDINATOR**

Human Resources Director / HR Division Manager

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The Logistics Section Coordinator is responsible for providing the facilities, services, and material support of the incident. The Logistics Section Coordinator is responsible for establishment and management of the Logistics Section including the following units: Communications/IT, Transportation/Facilities, Supply, Section Support and Personnel.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Director of Human Resources</b>
<b>Alternate</b>	<b>HR Division Manager</b>

REPORT TO: **EOC Director**

### RELATED ANNEXES:

**Annexes A, G, I, K, L, M, P, & R**

### RESPONSIBILITIES:

- I. Ensure that the Logistics function is carried out within the EOC.**
- II. Secure any resources required to support the incident, such as communications services, resource tracking, acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging and other support services.**
- III. Ensure that objectives and assignments of the EOC Action Plan are carried out effectively.**
- IV. Establish the appropriate level of organization within the Logistics Section, continuously monitoring their effectiveness and modifying accordingly.**
- V. Coordinate with the Operations Section Coordinator to establish priorities for resource allocation.**
- VI. Keep the EOC Director informed of all significant issues affecting the Logistics Section.**



## LOGISTICS SECTION COORDINATOR

Human Resources Director / HR Division Manager

### Position Checklist

#### BEFORE AN EMERGENCY:

- Review responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in all the Logistics Section Checklists.
- Make sure call-up lists are up to date.
- Maintain an active Vender/Supply List, as well as, Emergency Service Workers training records.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Logistics Section Coordinator, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the EOC Director on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
  
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references, and other resource directories.
  
- Meet with EOC Director and identify immediate resource needs.
- Meet with the Finance Section Coordinator to determine level of purchasing authority for the Logistics Section.
- Assist Branch and Unit Leaders in developing objectives for the Logistics Section, as well as plans to accomplish their objectives within the first operational period, in accordance with the EOC Action Plan.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
  
- Track all hours to ensure proper pay.



## LOGISTICS SECTION COORDINATOR

Human Resources Director / HR Division Manager

### Position Checklist

#### OPERATIONAL PHASE

- ❑ Ensure that the Logistics function is carried out within the EOC.
- ❑ Provide situation status and resource information to the Planning Section Coordinator.
- ❑ Establish the appropriate level of organization within the Logistics Section, continuously monitoring their effectiveness and modifying accordingly.
- ❑ Coordinate with the Operation Sections Coordinator to establish priorities for resources allocation.
- ❑ Secure any resources required to support the incident, such as communications services, resources tracking, acquire equipment, supplies, personnel, facilities, and transportation services; as well as arranging food, lodging and other support services, as needed.
- ❑ Meet regularly with section staff and work to reach consensus on section objective for forthcoming operational periods.
- ❑ Provide the Planning Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each EOC Action Planning Meeting.
- ❑ Ensure that objectives and assignments of the EOC Action Plan are carried out effectively.
- ❑ Ensure the Supply Unit Leader coordinates closely with the Cost Unit Leader in the Finance Section, and all required documents and procedures are completed and followed.
- ❑ Ensure the Transportation/Facilities Unit meets all transportation and facility requirements in support of the Operations Section.
- ❑ Ensure all resources requested and/or received are tacked and accounted for as well as resource ordered through Mutual Aid.
- ❑ Ensure all logistics requests are logged through WebEOC on Task Tracker / Logistical Request – Logistics.



## LOGISTICS SECTION COORDINATOR

Human Resources Director / HR Division Manager

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Make logistical arrangements to utilize other resources outside of impacted incident areas.**
- Obtain, reproduce, and disseminate updated resource inventories and other information to all EOC Sections, as necessary.**
- Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance/Administration Section.**
- Ensure that the Supply and Personnel unit meets the needs of the Operations and Finance Section.**
- Ensure that the Technology and Communications Branch meet the needs of all other sections as needed.**
- Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.**
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**
- Work with the Operations Section Coordinator to identify the personnel needs that exceed the supply of City employees.**
- If personnel needs cannot be met by City employees or volunteer disaster service workers, request aid from the San Diego Operational Area.**
- Assign personnel received from resources outside the City.**

#### *Staff Support*

- Coordinate meals and refreshments for EOC staff.**
- Supply runners to move supplies and messages within the EOC.**
- Make arrangements for sleeping accommodations for EOC staff.**
- Maintain a stock of supplies to keep the EOC staff equipped.**



## LOGISTICS SECTION COORDINATOR

Human Resources Director / HR Division Manager

### Position Checklist

#### *Human Resources*

- Coordinate personnel resources for emergency community services.
- Provide relief crews, as needed.
- Obtain or print forms for registering volunteer disaster services workers (make sure these forms include the loyalty oath).
- Receive and review demands for personnel (use estimates from damage reports if necessary).
- Register, classify, and assign volunteer disaster service workers.
- Determine needs that can be met from available City resources.
- Reassign available City employees who possess the skills needed for disaster response, and inform these reassigned workers of their responsibilities.

#### DEACTIVATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



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## **FOOD UNIT**

### **Human Resources Analyst / Designee**

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**The Food Unit Leader is responsible for supplying food needs for the EOC Staff, including all associated locations (City Hall, Public Works Yard, etc.).**

**RESPONSIBLE STAFF AND ALTERNATIVE:**

**Primary                      Human Resources Analyst**

**Alternate                    Designee**

**REPORTS TO:              Logistics Section Coordinator**

**RELATED ANNEXES:**

**Annexes A, G, I, K, L, & P**

**RESPONSIBILITIES:**

- I.     Coordinating the food and refreshment needs of the EOC Staff, as well as field personnel, if needed.**
- II.   Maintaining an active Vender List and agreements for food and water to be supplied to the EOC and City Staff members at all times.**

*Position checklist continues on next page*



## FOOD UNIT

Human Resources Analyst / Designee

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Food Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Determine food and water requirements for EOC Staff, including all associated City facilities.
- Maintain status of food and water supplies on hand.
- Plan menus, order food, and establish a feeding schedule.
- Determine cooking facilities, cooking assignments, serving, and general maintenance of eating area(s).
- Coordinate with the Care and Shelter Branch Director for food and water requirements of temporary evaluation centers and mass care facilities. Consider special dietary needs.



## FOOD UNIT

Human Resources Analyst / Designee

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Keep the Logistic Sections Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**
- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- ❑ **When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.**
- ❑ **Assist EOC Director as needed.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



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## PERSONNEL UNIT

### Human Resources Analyst / Designee

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**The Personnel Unit Leader is responsible for supporting human resource operations and coordinating the provision of additional personnel and volunteers.**

**RESPONSIBLE STAFF AND ALTERNATIVES:**

**Primary                      Human Resources Analyst**

**Alternate                    Designee**

**REPORTS TO:                Logistic Section Coordinator**

**RELATED ANNEXES:**

**Annexes A, G, I, K, L, & P**

**RESPONSIBILITIES:**

- I. Coordinating/maintain the personnel needs of the EOC Staff, as well as field personnel, if needed.**
- II. Ensure that personnel needs are being met and appropriate procedures are being followed to ensure safety, and records keeping are being met for compensation/reimbursement.**
- III. Maintaining an active list of Disaster Service Worker staff members and Volunteers available for assignment.**

*Position checklist continues on next page*



## PERSONNEL UNIT

Human Resources Analyst / Designee

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Personnel Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- In conjunction with the Documentation Unit Leader, develop and maintain an EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Agencies Liaison Officer and Safety Officer to ensure all EOC staff (including volunteers) receives a current situation and safety briefing upon check-in.
- Coordinate with the Liaison Officer and EOC Coordinator to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.



## PERSONNEL UNIT

### Human Resources Analyst / Designee

#### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Determine if local personnel resources are adequate to support the incident. Continually evaluate personnel needs to determine if additional resources are needed.**
- ❑ **Establish a list of supplemental city personnel and their skills sets.**
- ❑ **If temporary workers or individuals with specialized skills need to be obtained, contact private personnel providers.**
- ❑ **Establish communications with volunteer agencies and other organizations that can provide personnel resources.**
- ❑ **Coordinate with the Finance/Administration Section to provide guidance on emergency timekeeping procedures with respect to salary, benefits, worker compensation and documentation consistent with Federal, State, County, and City guidelines. Assist in implementation of these procedures as needed.**
- ❑ **Process all incoming requests for personnel support. Identify the number of personnel, special qualifications, or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.**
- ❑ **Process requests from the Logistics Section for Reverse 9-1-1 calls to mobilize CERT volunteers, if requested by the Operations Coordinator and approved by the EOC Director.**
- ❑ **To minimize redundancy, coordinate all requests for personnel resources from the field through the Operations Section prior to acting on the request.**
- ❑ **Document names, assignments, and duty hours of all incident personnel.**
- ❑ **Arrange for childcare services for EOC personnel, as required.**
- ❑ **If required, establish registration locations with sufficient staff to register spontaneous volunteers, and issue them disaster serviced worker identification cards.**



## PERSONNEL UNIT

### Human Resources Analyst / Designee

#### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Keep the Care & Shelter Branch Director informed of the situation status, effectiveness of operations and special conditions as they arise. Ensure that all volunteer personnel are well documented, especially at care and shelter facilities, with name, address, and telephone number, including the exact time and locations where they worked.**
- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- ❑ **When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.**
- ❑ **Assist EOC Director as needed.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**





## **TECHNOLOGY BRANCH / COMMUNICATIONS UNIT**

### **Information Technology Designees**

---

The Technology Branch/ Communications Unit is responsible for the primary and back-up communication and information technology systems that are used by response organizations/agencies during the emergency response and recovery periods. In addition, is responsible for developing plans for the effective use of incident communications equipment and facilities, distribution of communications equipment to EOC personnel, and the creation and regular maintenance of such equipment.

#### RESPONSIBLE STAFF AND ALTERNATIVE:

<b>Primary</b>	<b>Director of Information Technology</b>
<b>Alternate</b>	<b>Designee</b>

REPORTS TO: **Logistics Section Coordinator**

#### RELATED ANNEXES:

**Annexes A, I, K, L, & P**

#### RESPONSIBILITIES:

- I. Ensure telephone and computer resources and services are provided to EOC staff, as required.**
- II. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with Operational Area (OA) EOC.**
- III. Ensure that the EOC Communications Center is established to facilitate operations and that adequate communications operators are available for 24-hour coverage.**
- IV. Develop and distribute a communications plan which identifies all systems in use and assigned for the incident.**
- V. Ensure network access for all EOC staff.**
- VI. Assist all EOC staff with any technical or communication needs throughout the operational period.**



## TECHNOLOGY BRANCH / COMMUNICATIONS UNIT

### Information Technology Designees

#### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Test all communications equipment regularly.
- Develop an operations plan to set up the technology needs for an EOC at various locations.
- Make sure computer batteries will hold a charge.
- Make sure equipment will survive impacts of a disaster:
  - All equipment securely anchored.
  - Emergency power for base stations, repeaters, and portable chargers.
- Make sure you have the latest version of the call-up list for City and Operational Area IT staff.
- Make sure that emergency communication channels among IT staff have been clarified and noted.
- Ensure that emergency contact information with the telephone company is kept up to date.
- Determine specific computer requirements for all EOC positions.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Technology/Communications Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Assist with the Set-up of the EOC.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.



## TECHNOLOGY BRANCH / COMMUNICATIONS UNIT

### Information Technology Designees

#### Position Checklist

#### OPERATIONAL PHASE

- Monitor and ensure network access and EOC IT support needs.
- Manage and maintain EOC communications facilities and systems. Ensure Communications Center is properly functioning and maintained.
- Ensure that telephone and computer resources and services are provided to the EOC staff as required.
- Oversee the installation and activation of all I.T. equipment, including telephones within the EOC. Ensure that services are linked with the Operational Area (OA) EOC.
- Create and implement Incident Communications Plan (ICS 205) which identifies all systems in use and lists specific frequencies assigned to the incident.
- Create and maintain Communications List (ICS 205A), as necessary.
- Keep the Technology Branch Director informed of the situation status, effectiveness of operations, and special conditions as they arise.
- Keep all sections informed of the status of the communications systems, particularly those that are being restored.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Assist with the mobilization of the amateur radio resources to augment primary communications systems, as required.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.
- Assist EOC Director as needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.



## TECHNOLOGY BRANCH / COMMUNICATIONS UNIT

### Information Technology Designees

#### Position Checklist

#### DEACTIVATION PHASE CONTINUED

- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Make suggestions for corrections or changes to the Checklist.**
- Assist with the breakdown of the EOC, as needed.**
- Ensure that all equipment is accounted for and returned to its housing location.**



## **TRANSPORTATION / FACILITIES UNIT**

**Public Works Maintenance Supervisor / Designee**

---

The Transportation / Facilities Unit is responsible for the transportation of personnel, equipment, supplies, fuel, energy systems, and equipment for emergency operations. Additionally, the unit is responsible for maintaining the EOC and monitoring the conditions of all public buildings.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Building Maintenance Superintendent</b>
<b>Alternate</b>	<b>Building Maintenance Supervisor</b>

REPORTS TO: **Logistic Section Coordinator**

### RELATED ANNEXES:

**Annexes A, G, I, J, K, L, & P**

### RESPONSIBILITIES:

- I. In coordination with the Law Enforcement Branch, Construction/Engineering Branch and the Situation Status Unit, assist with developing a Transportation Plan to support EOC operations.**
- II. Arrange for the acquisition or use of required transportation services and resources.**
- III. Ensure that adequate facilities are provided for the response effort, including securing access to incident facilities.**
- IV. Supervise facilities maintenance staff to ensure facilities are maintained, including sanitation, lighting, environmental systems, structural assessment, etc.**
- V. Monitor damage to City of Oceanside public buildings and provide updates to the Situation Status Unit.**

*Position checklist continues on next page*



## TRANSPORTATION / FACILITIES UNIT

Public Works Maintenance Supervisor / Designee

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Transportation / Facilities Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Determine the status of:
  - All City of Oceanside owned vehicles and incident facilities.
  - Petroleum products, parts and fuel on hand.
  - Staffing needed to provide sufficient vehicle operators and maintenance.
- Ensure EOC facility and staff support needs are met, including hygiene, sanitation, and sleeping quarters.
- Ensure heating, ventilation, and air conditioning systems are functioning.
- Continually evaluate the transportation needs (personnel, facilities, and equipment) to determine if additional resources are needed.
- Process transportation requests in coordination with the Operation Section.



## **TRANSPORTATION / FACILITIES UNIT**

Public Works Maintenance Supervisor / Designee

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Coordinate with fuel suppliers to establish distribution priorities.**
- ❑ **Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.**
- ❑ **Coordinate with the Operations Section to determine if assistance with facility acquisition and support is needed at the field level**
- ❑ **Maintain facilities, including lighting, sanitation, environmental systems, structure, etc.**
  
- ❑ **Provide the Logistics Section Coordinator with up to date information on the status of transportation vehicles, their locations and capabilities.**
- ❑ **Identify facilities (City owned or available for lease) available to be used in the emergency response as staging areas, warehouses, alternate worksites for city employees, etc.**
- ❑ **Provide City building and facility updates to the Construction & Engineering Branch.**
- ❑ **Document the location of each facility including a general description of furnishing, supplies, and equipment, hours of operation, and manager contact information.**
  
- ❑ **Maintain required records and documentation of personnel and equipment used during the incident.**
- ❑ **In conjunction with the North County Transit District (NCTD), Oceanside Unified School District (OUSD) and the OA EOC Transportation Unit determine the number of buses and other transportation resources available to support an evacuation and establish a transportation resource staging area.**
- ❑ **Order any additional items required (i.e. portable toilets and shower facilities, lighting units etc.) through the Supply/Procurement Unit.**
- ❑ **Keep the Logistics Branch Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**
  
- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**



## TRANSPORTATION / FACILITIES UNIT

Public Works Maintenance Supervisor / Designee

### Position Checklist

#### DEACTIVATION PHASE

- ❑ **As facilities are vacated, coordinate the facilities return to its original condition. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.**
- ❑ **Ensure all field units are accounted for during deactivation.**
- ❑ **When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.**
- ❑ **Assist EOC Director as needed.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**





## **SUPPLY UNIT**

### **Water Utilities / Financial Services**

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**The Supply Unit Leader is responsible for the acquisition of resources needed by the Emergency Operation Center (EOC) Staff to respond to the incident.**

**RESPONSIBLE STAFF AND ALTERNATIVES:**

<b>Primary</b>	<b>Water Utilities Worker</b>
<b>Alternate</b>	<b>Financial Services Designee</b>

**REPORTS TO: Logistic Section Coordinator**

**RELATED ANNEXES:**

**Annexes A, I, K, L, & P**

**RESPONSIBILITIES:**

- I. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.**
  
- II. Coordinate procurement actions with the Finance/Administration Section.**
  
- III. Coordinate delivery of supplies and material, as required.**
  
- IV. Inventory and safeguard supplies on hand.**
  
- V. Respond to requests for supplies from each emergency function.**

*Position checklist continues on next page*



## SUPPLY UNIT

### Water Utilities / Financial Services

#### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Ensure contact lists are maintained and up to date.
- Keep update list of the kinds of resources that one would not be able to find in the yellow pages.
- Review and update allocation procedures for fuel and supplies.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Supply Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Determine if requested types and quantities of supplies and material are available in inventory.
- Determine procurement spending limits with the Cost Accounting / Procurement Unit Leader. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet with the requesting party to clarify types and amount of supplies and material, and verify the request has not been previously filled through another source.



## SUPPLY UNIT

### Water Utilities / Financial Services

#### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **In conjunction with the Transportation/Facilities Unit & the Personnel/Food Unit, maintain a status board or other reference depicting procurement actions in progress and their status.**
- ❑ **Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.**
- ❑ **The Finance Section must approve orders exceeding the purchase order limit before the order can be completed.**
- ❑ **If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance Section for development of necessary agreements.**
- ❑ **Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit Leader.**
- ❑ **Ensure appropriate receipt paperwork is obtained from receiving personnel whenever possible.**
- ❑ **Working with the Transportation Unit Leader, coordinate the moving of resources and supplies from hazard threatened areas.**
- ❑ **Maintain an inventory of all supplies available and expended, including donations.**
- ❑ **Maintain a current resource directory and inventory for necessary supplies, equipment, and services, indicating current location and status of all resources.**
- ❑ **Advise on resources available in City inventory.**
- ❑ **Order, receive, store, and process all incident related resources and supplies, including purchasing or rental of resources.**
- ❑ **Alert procurement personnel, mutual aid partners, contractors, and emergency vendors of possible needs.**
- ❑ **Coordinate donated goods from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.**
- ❑ **Keep the Logistics Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**



## SUPPLY UNIT

Water Utilities / Financial Services

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- ❑ **Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- ❑ **Ensure all rental equipment is accounted for during deactivation.**
- ❑ **When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.**
- ❑ **Assist EOC Director as needed.**
- ❑ **Follow generic Deactivation Phase Checklist.**
- ❑ **Leave forwarding information, including pager/cell numbers and email.**
- ❑ **Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- ❑ **Make suggestions for corrections or changes to the Checklist.**



## **DONATIONS MANAGEMENT**

Neighborhood Services / Designee

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The Donations Management Unit is responsible for the coordination and records management of donated supplies to appropriate locations throughout the city that allow for its proper use. Generally non-profit organizations are better equipped to collect/disseminate donations efficiently. The Donations Management staff is responsible for coordinating with non-profit organizations and the Care and Shelter Branch to managing the incoming and outgoing public donations.

**RESPONSIBLE STAFF AND ALTERNATIVES:**

<b>Primary</b>	<b>Neighborhood Services Designee</b>
<b>Alternate</b>	<b>Designee</b>

**REPORTS TO:** Logistics Section Coordinator

**RELATED ANNEXES:**

**Annexes A, I, K, L, P & R**

**RESPONSIBILITIES:**

- I. Coordinate with the American Red Cross (ARC) and other non-profit organizations for the reception, records management, and allocation of publicly donated goods.**
- II. Coordinate donations drop off and storing locations.**
- III. Maintain an accurate record of supplies received and supplies disseminated for use.**

*Position checklist continues on next page*



## DONATIONS MANAGEMENT

Neighborhood Services / Designee

### Position Checklist

#### BEFORE AN EMERGENCY

- Review responsibilities and the Emergency Operations Plan.
- Make sure forms and supplies in the EOC are available and up to date.
- Maintain an up-to-date contact list with the ARC and other NPOs.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Donations Management Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Logistics Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC.
- Determine staffing requirements.
- Establish and maintain contact with the OA Donations Management Leader.
- Prepare and submit a preliminary status report and major incident reports as appropriate to the Logistics Section Coordinator.
- Prepare objectives for the Technology Branch and provide them to the Logistics Section Coordinator prior to the first EOC Action Planning Meeting.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Open communications with local non-profit organizations and the ARC to take and distribute all donated goods.
- Prepare a public information announcement of the kind of materials needed and which single point of donations can be used.
- Donations can only be made to the single point designated.
- Generally no food can be accepted unless commercially prepared.



## **DONATIONS MANAGEMENT**

Neighborhood Services / Designee

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Maintain a record of all donations received and disseminated.**
- Work with the Finance Section to track cost accounting for reimbursement.**
- Continue to coordinate with your Operations Area EOC counterpart for more information and mutual aid assistance.**
- Facilitate a receiving location, if needed.**
- Facilitate the transportation of donations to needed locations, if needed.**
- Keep the Logistics Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**

#### DEACTIVATION PHASE

- When directed by the EOC Director, begin to deactivate the units in your section. Ensure all reported information is entered into the activities log and it's up to date.**
- Assist EOC Director as needed.**
- Follow generic Deactivation Phase Checklist.**
- Leave forwarding information, including pager/cell numbers and email.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Make suggestions for corrections or changes to the Checklist.**



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## EOC SUPPORT

The EOC Support position works directly with the Section Coordinator to assist as needed in the implementation, maintenance, and completion of all required EOC tasks and responsibilities.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**EOC Support** As assigned by the Section Coordinator

**Alternate** As assigned by the Section Coordinator

REPORTS TO: **Section Coordinator**

### RELATED ANNEXES:

**Annexes A,B,C,D,E,F,G,H,I,J,K,L,M,O,P,Q, & R**

### RESPONSIBILITIES:

- I. Assist with the set-up and take down of the EOC.
- II. Assist assigned supervisor as needed.
- III. Complete tasks to best of your ability and communicate with EOC staff about gaps or areas of improvement.

### Position Checklist

### ACTIVATION PHASE

- ❑ Check in upon arrival at the EOC and identify yourself as EOC Support; locate the appropriate position binder, vest, and nameplate.
- ❑ Obtain briefing form the Section Coordinator on the extent of the incident.
- ❑ Set up your assigned workstation, review your position checklist and responsibilities, and log into WebEOC.
- ❑ Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- ❑ Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- ❑ Track all hours to ensure proper pay.



## EOC SUPPORT

### Position Checklist

#### OPERATIONAL PHASE

- Attend situation briefing, as directed.
- Ensure adequate supplies are available for section staff.
- Ensure incoming phone calls are answered and messages are documented.
- Assist staff members with WebEOC monitoring and updating.
- Provide information for the EOC Action Plan, as requested.
- Assist members with communications between sections.
- Document activities and share information with other Sections, as necessary.
  
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Assist Section Coordinator, as needed.
- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor.
- Submit all completed forms, reports, and other documents through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- Check out upon exit of the EOC and return your position notebook, vest, and nameplate.
- Clean up your work area before you leave.



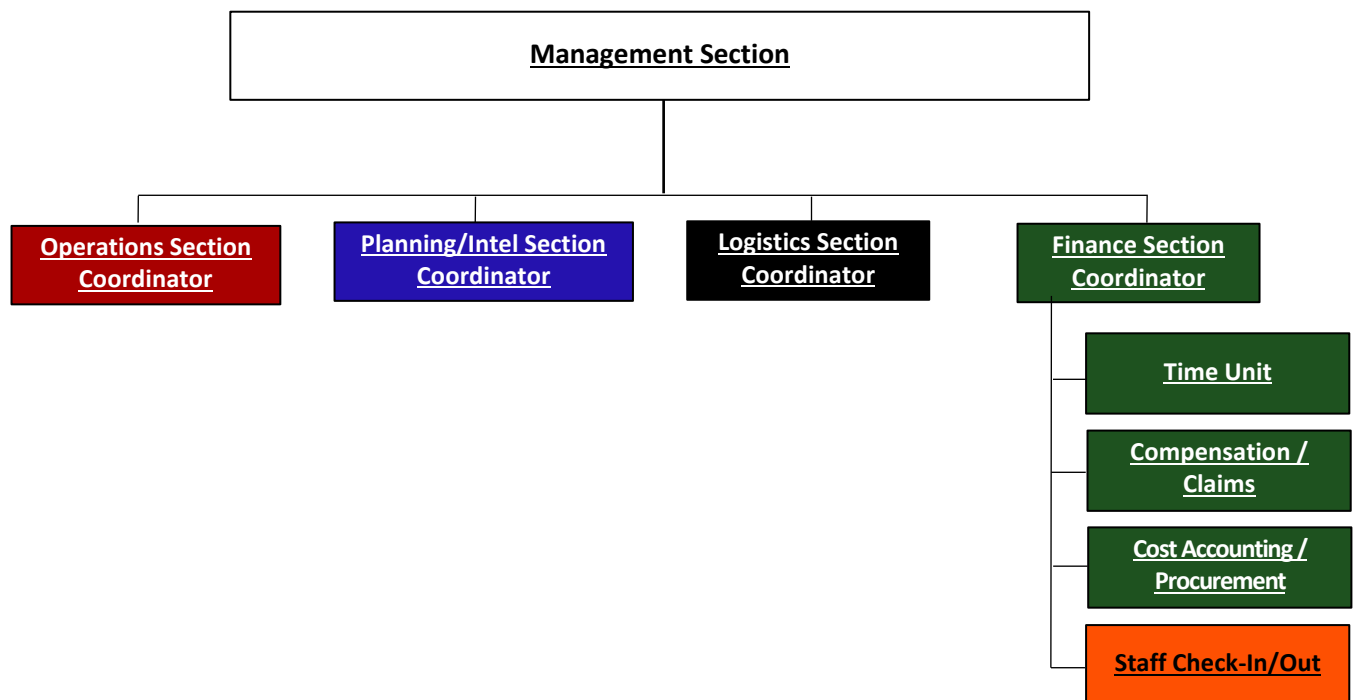
*City of Oceanside*  
Emergency Operations Plan

Functional Annex  
Logistics Section

DRAFT



# FINANCE / ADMINISTRATION SECTION





DESCRIPTION:

**The Finance Section determines the cost of the emergency and has primary responsibility for overseeing all financial aspects. In the EOC, the Finance Section staff can be identified by the Green vests that staff members will be wearing. This section includes the following checklists:**



## **FINANCE SECTION COORDINATOR**

**Director of Financial Services / Manager**

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The Finance/Administration Section Coordinator is responsible for coordinating all financial/administrative aspects of an emergency and the transition to recovery operations, The Finance/Administration Section Coordinator manages the activities of the following units: Time, Compensation/Claims and Cost Accounting/Procurement.

### RESPONSIBLE STAFF AND ALTERNATIVES:

<b>Primary</b>	<b>Director of Financial Services</b>
<b>Alternate</b>	<b>Financial Services Manager or Designee</b>

REPORTS TO: **EOC Director**

### RELATED ANNEXES:

**Annexes A, B, C, D, E, F, G, H, I, J, K, L, M, O, P, Q, & R**

### RESPONSIBILITIES:

- I. Ensure the Finance/Administration function is carried out within the EOC.**
- II. Establish the appropriate level organization within the Finance/Administration Section, continually monitoring their effectiveness and modifying accordingly.**
- III. Designate an internal tracking number for the disaster and distribute to all staff.**
- IV. Work with departments and agencies to ensure that all financial records are maintained throughout the response and recovery.**
- V. Determine purchase order and purchase card limits for the procurement function in the Logistics Section.**
- VI. Coordinate with Logistics Section to track estimated costs of worker's compensation claims.**
- VII. Coordinate with Accounts Payable to ensure that all claims are processed within a reasonable time, given the nature of the situation.**
- VIII. Keep the EOC Director informed of all significant issues affecting the Finance/Administration Section.**



## FINANCE SECTION COORDINATOR

Director of Financial Services / Manager

### Position Checklist

#### BEFORE AN EMERGENCY

- ❑ Review Finance Section responsibilities and the Emergency Operations Plan.
- ❑ Ensure checklist items and assignments are updated in the Finance Section Checklist.
- ❑ Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- ❑ Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- ❑ Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- ❑ Make sure call-up lists are up to date.

#### ACTIVATION PHASE

- ❑ Report to the EOC and identify yourself as the Finance Section Coordinator, locate the appropriate position binder, put on your vest, and display your nameplate.
- ❑ Review this entire checklist and the generic checklist before taking any action.
- ❑ Obtain briefing from the EOC Director on the extent of the incident.
- ❑ Turn on your computer and log into WebEOC.
- ❑ Determine staffing requirements.
- ❑ Meet with the Logistics Section Coordinator and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- ❑ Prepare objectives for the Finance Section and provide them to the EOC Director prior to the first EOC Action Planning Meeting.
- ❑ Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- ❑ Track all hours to ensure proper pay.



**FINANCE SECTION COORDINATOR**  
Director of Financial Services / Manager

Position Checklist

OPERATIONAL PHASE

- ❑ Ensure all financial functions of the incident are performed including maintain financial records of the incident, processing purchasing orders and contracts, worker's compensation claims, and handling travel expense claims, as necessary.
- ❑ Provide financial and cost analysis information, including estimates and recommendations for savings.
- ❑ Keep the EOC Director and Section Coordinator aware of the current fiscal situation.
- ❑ Ensure the Compensations / Claims Unit Leader processes all workers' compensation claims, resulting from the emergency, in a reasonable period given the nature of the situation.
- ❑ Ensure the Time Unit Leader processes all time sheets promptly.
  
- ❑ Direct the Cost Accounting Unit in development and implementation of cost accounting and claiming throughout the response and recovery period.
- ❑ Assist the Recovery Coordinator Officer in developing a recovery plan to include funding sources for significant expenditures expected during the recovery phase.
  
- ❑ Work with departments/agencies to ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and the County of San Diego.
- ❑ Work with the Planning/Intelligence Section Coordinator and the Recovery Director to develop a Recovery Plan.
- ❑ Prepare applications and claims for state and federal reimbursement and assistance.
- ❑ Provide input in all plans for financial and cost analysis.
  
- ❑ Properly prepare and complete all financial obligation documents.
- ❑ Determine reimbursable costs and generate the necessary claims to recover these funds.
- ❑ Provide a financial report detailing response and recovery costs and actual reimbursement claims
- ❑ Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.





## FINANCE SECTION COORDINATOR

Director of Financial Services / Manager

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Provide a final report to the EOC Director on the total response costs, recovery activities, and reimbursement programs.
- Assist EOC Director, as needed.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



## COMPENSATION / CLAIMS UNIT

Financial Services Designee(s)

The Compensation/Claims Unit is responsible for processing all insurance and worker's compensation claims, investigating all claims, tracking the claims and coordinating with the Cost Accounting Unit.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **Financial Services Designee**

**Alternate**                      **Financial Services Designee**

REPORTS TO:                      **Finance Section Coordinator**

### RELATED ANNEXES:

**Annexes                      A, I, L, & P**

### RESPONSIBILITIES:

- I. **Coordinate with City of Oceanside departments and agencies involved in the incident to ensure they document and investigate injuries and property/equipment damage claims involving the City and arising out of the City's response and recovery.**
- II. **Coordinate with the Personnel Unit to track estimated costs of worker's compensation claims.**

*Position checklist continues on next page*



## COMPENSATION / CLAIMS UNIT

Financial Services Designee(s)

### Position Checklist

#### BEFORE AN EMERGENCY

- Review Finance Section responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in the Finance Section Checklist.
- Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- Make sure call-up lists are up to date.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Compensation / Claims Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Finance Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Process, track, and record all insurance claims resulting from the incident.
- Ensure all insurance claims for worker's compensation or physical damages are properly prepared, filed, tracked, and investigated with the Safety Officer.



## COMPENSATION / CLAIMS UNIT

Financial Services Designee(s)

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Investigate all damage claims, injuries, and fatalities as soon as possible.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Maintain a log of injuries and illnesses, and property or equipment damage reported during the incident.
- Document to the extent possible all information and evidence regarding injury claims by City personnel. Use photographs and witness statements. Coordinate with the Legal Support Officer.
- Provide written authority for persons requiring medical treatment.
- Provide correct billing forms for transmittal to doctor and / or hospital.
- Keep informed and report on status of hospitalized personnel.
- Keep the Finance Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Coordinate with appropriate agencies for injured personnel in local hospitals after deactivation.
- Provide a final report detailing total reimbursements from insurance claims and expenditures relate to workers' compensation claims.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



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## **COST ACCOUNTING / PROCUREMENT UNIT**

**Financial Services Designee(s)**

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The Cost Accounting / Procurement Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. Ensures all pieces of equipment and personnel that require payment are properly identified, obtain and record all cost data, analyze, prepare, and maintain accurate records of incident costs. The Cost Accounting/Procurement Unit coordinates information for the jurisdiction with the County, State and Federal representatives on cost, time, procurement and claims activity for timelines and consistency.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **Financial Services Designee**

**Alternate**                      **Financial Services Designee**

REPORTS TO:                      **Finance Section Coordinator**

### RELATED ANNEXES:

**Annexes                      A, I, L, & P**

### RESPONSIBILITIES:

- I.     Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CAL OES).**
- II.    Coordinate fiscal recovery activities with disaster assistance agencies.**
- III.   Prepare and maintain a cumulative cost report for the disaster.**

*Position checklist continues on next page*



## **COST ACCOUNTING / PROCUREMENT UNIT**

Financial Services Designee(s)

### Position Checklist

#### **BEFORE AN EMERGENCY**

- Review Finance Section responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in the Finance Section Checklist.
- Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- Make sure call-up lists are up to date.

#### **ACTIVATION PHASE**

- Report to the EOC and identify yourself as the Cost Accounting / Procurement Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Finance Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### **OPERATIONAL PHASE**

- Collect and maintain documentation of all disaster information for state and federal reimbursement.
- Establish (or implement) an accounting system and special cost codes associated with this emergency.
- Maintain a fiscal record of all expenditures related to the incident.
- Ensure all obligation documents initiated at the incident are properly prepared and accurately identified.



## **COST ACCOUNTING / PROCUREMENT UNIT**

Financial Services Designee(s)

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Gather and analyze information on expenditures, revenues, reimbursements and mitigation program applications and grants.**
- Maintain accurate information on the actual costs for the use of all assigned resources.**
- Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies.**
- Ensure all items of equipment and personnel that require payments are properly identified and costs are tracked.**
- Ensure all Section Coordinators maintain proper records and documentation to support claims.**
- Make recommendations for savings to the Finance Section Coordinator, as necessary.**
- Coordinate with the Documentation Unit Leader on content and format of cost related files to be transferred.**
- Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at the EOC Action Planning Meeting, if required.**
- Collect and compile cost information at the end of each shift.**
- Compile cumulative cost records on a daily basis.**
- Ensure estimate costs are replaced with actual costs when known.**
- Prepare and maintain a cost report to include cumulative analysis, summaries, and total expenditures related to the emergency.**
- Organize and prepare records for audits, as necessary.**
- Keep the Finance Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.**
- Act as the liaison for the EOC with the Operational Area and other disaster assistance agencies to coordinate the cost recovery process.**
- Develop a final report on monetary issues and submit to the EOC Director and the Finance Section Coordinator.**
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.**





## **COST ACCOUNTING / PROCUREMENT UNIT**

Financial Services Designee(s)

### Position Checklist

#### DEACTIVATION PHASE

- Prepare incident cost summaries, as necessary.**
- Follow generic Deactivation Phase Checklist.**
- Leave forwarding information, including pager/cell numbers and email.**
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.**
- Make suggestions for corrections or changes to the Checklist.**



## TIME UNIT

Financial Services Designee(s)

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The Time Unit Leader is responsible for tracking, recording, and reporting all on-duty time for personnel and volunteers working during the incident. Ensures personnel time records, travel expense claims, and other related forms are properly prepared and submitted.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **Financial Services Designee**

**Alternate**                      **Financial Services Designee**

REPORTS TO:                      **Finance Section Coordinator**

### RELATED ANNEXES:

**Annexes                      A, I, L, & P**

### RESPONSIBILITIES:

- I. **Track, record, and report all on-duty time for personnel assigned directly to the emergency. Maintain a copy of the EOC sign-in sheet.**
- II. **Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the City.**

*Position checklist continues on next page*



## TIME UNIT

### Financial Services Designee(s)

#### Position Checklist

#### BEFORE AN EMERGENCY

- Review Finance Section responsibilities and the Emergency Operations Plan.
- Ensure checklist items and assignments are updated in the Finance Section Checklist.
- Become familiar with the procedures for finance-related Disaster Assistance, Disaster Time Keeping, and Disaster Claims.
- Make sure necessary financial and recording forms (to record all costs, to track worker time) are developed, in stock, and easily accessible.
- Be prepared to provide forms (with instructions) to the Emergency Operations Center staff and other personnel as appropriate.
- Make sure call-up lists are up to date.

#### ACTIVATION PHASE

- Report to the EOC and identify yourself as the Time Unit, locate the appropriate position binder, put on your vest, and display your nameplate.
- Review this entire checklist and the generic checklist before taking any action.
- Obtain briefing from the Finance Section Coordinator on the extent of the incident.
- Turn on your computer and log into WebEOC, if necessary.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Ensure the accuracy of submitted time records from all personnel and volunteers.
- Obtain complete personnel rosters from the Personnel Unit Leader & Check in/out staff. Rosters should include EOC Staff and field personnel.
- Provide instructions to ensure time sheets and travel expense claims are properly completed and signed by each employee prior to submitting these forms.
- Establish a file for each employee or volunteer to maintain a fiscal record.



## TIME UNIT

Financial Services Designee(s)

### Position Checklist

#### OPERATIONAL PHASE CONTINUED

- Establish and maintain a file for time reports of rented equipment.
- Keep time records for each EOC shift.
- Ensure all Section Coordinator maintain proper supporting records and documentation to support claims.
- Keep the Finance Section Coordinator informed of the situation status, effectiveness of operations and special conditions as they arise.
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Provide a final report detaining personnel and volunteer time and expense.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



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## EOC STAFF CHECK-IN / OUT UNIT

Library Designee(s)

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The Check-in/out unit is responsible for keeping an accurate record of the City of Oceanside personnel that report to the EOC upon activation and for what amount of time.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**Primary**                      **Library Staff Designee**

**Alternate**                      **Library Staff Designee**

REPORTS TO:                      **Finance Section Coordinator**

### RESPONSIBILITIES:

- I.    **Maintain a current list of personnel assigned to the Emergency Operations Center.**
- II.   **Control the access to the EOC and other facilities being utilized to authorized staff only.**
- III.   **Direct media officials to sign in and remain in the designated Media Briefing area.**
- IV.   **Upon Activation of the EOC, ensure all personnel sign in and direct them to their assigned position.**
- V.   **Upon Deactivation, or next operational period, all personnel sign out of the EOC when they leave their post.**

*Position checklist continues on next page*



## EOC STAFF CHECK-IN / OUT UNIT

Library Designee(s)

### Position Checklist

#### ACTIVATION PHASE

- Report to the EOC, locate the appropriate position binder, put on your vest, and display your nameplate.
- Set-up the Check-In/Out table and supplies.
- Assist other staff with set-up, if necessary.
- Review this entire checklist and the generic checklist before taking any action.
- Determine staffing requirements.
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.
- Track all hours to ensure proper pay.

#### OPERATIONAL PHASE

- Control the access to the EOC to authorized personnel only.
- The Check-in/out unit will maintain a City Police presence at the entrance of the EOC and other utilized areas.
- Keep the EOC Director up to date on positions in the EOC that are not filled.

#### DEACTIVATION PHASE

- Ensure all staff sign out upon leaving the EOC and return their Vests, nametags, and binders to the EOC storage area.
- Follow generic Deactivation Phase Checklist.
- Leave forwarding information, including pager/cell numbers and email.
- Ensure that your required documentation (forms, reports, equipment logs, activity logs, etc.) is completed and provided to the Documentation Unit prior to your release and departure from the EOC.
- Make suggestions for corrections or changes to the Checklist.



## EOC SUPPORT

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The EOC Support position works directly with the Section Coordinator to assist as needed in the implementation, maintenance, and completion of all required EOC tasks and responsibilities.

### RESPONSIBLE STAFF AND ALTERNATIVES:

**EOC Support**                      **As assigned by the Section Coordinator**

**Alternate**                              **As assigned by the Section Coordinator**

REPORTS TO:                      **Section Coordinator**

### RELATED ANNEXES:

**Annexes**                      **A,B,C,D,E,F,G,H,I,J,K,L,M,O,P,Q, & R**

### RESPONSIBILITIES:

- I. Assist with the set-up and take down of the EOC.**
- II. Assist assigned supervisor as needed.**
- III. Complete tasks to best of your ability and communicate with EOC staff about gaps or areas of improvement.**

### Position Checklist

### ACTIVATION PHASE

- Check in upon arrival at the EOC and identify yourself as EOC Support; locate the appropriate position binder, vest, and nameplate.**
- Obtain briefing form from the Section Coordinator on the extent of the incident.**
- Set up your assigned workstation, review your position checklist and responsibilities, and log into WebEOC.**
- Establish and maintain your Activity log on WebEOC or ICS 214 form, which chronologically describes your actions taken during your shift.**
- Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.**
- Track all hours to ensure proper pay.**





## EOC SUPPORT

### Position Checklist

#### OPERATIONAL PHASE

- Attend situation briefing as directed.
- Ensure adequate supplies are available for section staff.
- Ensure incoming phone calls are answered and messages are documented.
- Assist staff members with WebEOC monitoring and updating.
- Provide information for the EOC Action Plan as requested.
- Assist members with communications between sections.
- Document activities and share information with other Sections as necessary.
  
- Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

#### DEACTIVATION PHASE

- Assist Section Coordinator as needed.
- Deactivate your position and close out logs when authorized by your supervisor.
- Ensure that any incomplete actions are communicated to your supervisor.
- Submit all completed forms, reports, and other documents through your supervisor to the Planning Section, as appropriate, prior to your departure.
- Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- Check out upon exit of the EOC and return your position notebook, vest, and nameplate.
- Clean up your work area before you leave.





# APPENDICES

2016





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## GLOSSARY OF TERMS

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-A-

### Access Control Point

**The point of entry and exit from the control zones. Regulates access to and from the work areas.**

### Action Plan

**(See Incident Action Plan)**

### Agency

**An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, and Multi-agency.)**

### Agency Dispatch

**The agency or jurisdictional facility from which resources are allocated to incidents.**

### Agency Executive or Administrator

**Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.**

### Agency Representative

**An individual assigned to an incident from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.**

### Air Operations Branch Director

**The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.**

### Air Tanker

**Any fixed wing aircraft certified by FAA as being capable of transport and delivery of fire retardant solutions.**

### Allocated Resources

**Resources dispatched to an incident.**



## GLOSSARY OF TERMS

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### Area Command

**An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.**

### Assigned Resources

**Resources checked in and assigned work tasks on an incident.**

### Assignments

**Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.**

### Assistant

**Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.**

### Assisting Agency

**An agency directly contributing tactical or service resources to another agency.**

### Available Resources

**Incident-based resources that is ready for deployment.**

-B-

### Base

**The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.**

### Basic Operational Level

**The Basic level represents the minimum capability to conduct safe and effective search and rescue operations at structure collapse incidents. Personnel at this level shall be competent at surface rescue that involves minimal removal of debris and building contents to extricate easily accessible victims from non-collapsed structures.**



## GLOSSARY OF TERMS

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### Branch

**The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).**

-C-

### Cache

**A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.**

### Camp

**A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.**

### Chain of Command

**A series of management positions in order of authority.**

### Check-In

**The process whereby resources first report to an incident. Check-in locations include Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).**

### Chief (Coordinator)

**The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.**

### Clear Text

**The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.**

### Command

**The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.**

### Command Post

**(See Incident Command Post)**



## GLOSSARY OF TERMS

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### Command Staff

**The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed.**

### Communications Unit

**An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.**

### Compacts

**Formal working agreements among agencies to obtain mutual aid.**

### Compensation Unit / Claims Unit

**Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.**

### Complex

**Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to Unified Command.**

### Cooperating Agency

**An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).**

### Coordination

**The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.**

### Coordination Center

**Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.**





## GLOSSARY OF TERMS

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### Cost Sharing Agreements

**Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency and jurisdictional representatives at the incident.**

### Cost Unit

**Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.**

-D-

### Decontamination (DECON)

**That action that is required to physically remove or chemically change the contaminants from personnel and equipment.**

### Delegation of Authority

**A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.**

### Demobilization Unit

**Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.**

### Deputy

**A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.**

### Director

**The ICS title for individuals responsible for supervision of a Branch.**

### Dispatch

**The implementation of a command decision to move a resource or resources from one place to another.**



## GLOSSARY OF TERMS

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### Dispatch Center

**A facility from which resources are assigned to an incident.**

### Division

**Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team (See Group). Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.**

### Documentation Unit

**Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.**

-E-

### Emergency Operations Center (EOC)

**A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.**

### Emergency Operations Plan

**The plan that each jurisdiction has and maintains for responding to appropriate hazards.**

### Emergency Manager

**The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.**

### Engine Company

**Any ground vehicle providing specified levels of pumping, water, hose capacity, and personnel.**

### Evacuation

**The removal of potentially endangered persons from an area threatened by a hazardous incident. Entry into the evacuation area should not require special protective equipment.**

### Event

**A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.**



## GLOSSARY OF TERMS

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### Exclusion Zone

**That area immediately around the spill. That area where contamination does or could occur. The innermost of the three zones of a hazardous materials site. Special protection is required for all personnel while in this zone.**

### Expanded Medical Emergency

**Any medical emergency that exceeds normal first response capabilities.**

-F-

### Finance / Administration Section

**The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.**

### First Responder

**Personnel who have responsibility to initially respond to emergencies such as firefighters, law enforcement, lifeguards, forestry, EMS, ambulance, and other public service personnel.**

### Food Dispenser

**Any vehicle capable of dispensing food to incident personnel.**

### Food Unit

**Functional unit within the Logistics Section responsible for providing meals for incident personnel.**

### Fuel Tender

**Any vehicle capable of supplying fuel to ground or airborne equipment.**

### Function

**In ICS, function refers to the five major activities in ICS, i.e., Management, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.**



## GLOSSARY OF TERMS

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-G-

### General Staff

**The group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. The General Staff consists of:**

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

### Geographic Information System (GIS)

**A Geographic Information System (GIS) is an organized collection of computer hardware, software, geographic data, people, and methods designed to efficiently capture, store, update, analyze, and display all forms of geographically referenced information.**

### Ground Support Unit

**Functional unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.**

### Group

**Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.**

-H-

### Hazardous Material

**Any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination, and requires special care in handling because of the hazards it poses to public health, safety, and / or the environment.**

### Hazardous Materials Incident

**Uncontrolled, unlicensed release of hazardous materials during storage or use from a fixed facility or during transport outside a fixed facility that may affect the public health, safety, and/or environment.**

### Helibase

**The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident.**



## GLOSSARY OF TERMS

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### Helicopter Tender

**A ground service vehicle capable of supplying fuel and support equipment to helicopters.**

### Helispot

**Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.**

### Hierarchy of Command

**(See Chain of Command)**

### Hospital Alert System

**A communications system between medical facilities and on-incident medical personnel, which provides available hospital patient receiving capability and/or medical control.**

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### Incident

**An occurrence, either human caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.**

### Incident Action Plan

**Contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).**

### Incident Base

**Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.**

### Incident Command Post (ICP)

**The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.**



## GLOSSARY OF TERMS

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### Incident Command System (ICS)

**A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.**

### Incident Commander

**The individual responsible for the management of all incident operations at the incident site.**

### Incident Communications Center

**The location of the Communications Unit and the Message Center.**

### Incident Management Team

**The Incident Commander, appropriate Command and General Staff personnel assigned to an incident.**

### Incident Objectives

**Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.**

### Incident Support Organization

**Includes any off-incident support provided to an incident. Examples would be Agency Dispatch centers, Airports, Mobilization Centers, etc.**

### Information Officer

**A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants.**

### Initial Action

**The actions taken by resources, which are the first to arrive at an incident.**

### Initial Response

**Resources initially committed to an incident.**



## GLOSSARY OF TERMS

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-J-

### Jurisdiction

**The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, state, or federal boundary lines) or functional (e.g., police department, health department, etc.). (See Multijurisdictional)**

### Jurisdictional Agency

**The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.**

-L-

### Landing Zone

**(See Helispot)**

### LCES Checklist

**In the wildland fire environment, Lookouts, Communications, Escape Routes, Safety Zones (LCES) is key to safe procedures for firefighters. The elements of LCES form a safety system used by firefighters to protect themselves. This system is put in place before fighting the fire: select a lookout or lookouts, set up a communication system, choose escape routes, and select a safety zone or zones.**

### Leader

**The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.**

### Liaison Officer

**A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.**

### Life-Safety

**Refers to the joint consideration of both the life and physical well-being of individuals.**

### Logistics Section

**The Section responsible for providing facilities, services, and materials for the incident.**



## GLOSSARY OF TERMS

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-M-

Major Medical Emergency

**Any emergency that would require the access of local mutual aid resources.**

Management by Objectives

**In ICS, this is a top-down management activity that involves a three-step process to achieve the incident goal. The steps are establishing the incident objectives, selection of appropriate strategy(s) to achieve the objectives, and the tactical direction associated with the selected strategy. Tactical direction includes selection of tactics, selection of resources, resource assignments, and performance monitoring.**

Medical Group / Division Organizational Structure

**This is designed to provide the Incident Commander with a basic expandable system for handling patients in a multi-casualty incident.**

Medical Supply Cache

**A cache consists of standardized medical supplies and equipment stored in a predetermined location for dispatch to incidents.**

Medical Team

**Combinations of medical trained personnel who are responsible for on scene patient treatment.**

Medical Unit

**Functional unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.**

Message Center

**The Message Center is part of the Incident Communications Center and is co-located or placed adjacent to it. It receives records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.**

Mobilization

**The process and procedures used by all organizations federal, state, and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.**





## GLOSSARY OF TERMS

---

### Mobilization Center

**An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.**

### Morgue (Temporary on Incident)

**Area Designated for temporary placement of the dead. The Morgue is the responsibility of the Medical Examiner's Office when a Medical Examiner's representative is on-scene.**

### Multi-Agency Coordination (MAC)

**A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.**

### Multi-Agency Coordination System (MACS)

**The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS.**

### Multi-Agency Incident

**An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.**

### Multi-Casualty

**The combination of numbers of injured personnel and type of injuries going beyond capability of an entity's normal first response.**

### Multi-jurisdictional Incident

**An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under Unified Command.**

### Mutual Aid Agreement

**Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.**



## GLOSSARY OF TERMS

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-O-

### Officer

**The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.**

### Operational Period

**The period scheduled for execution of a given set of operational actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although not over 24 hours.**

### Operations Coordination Center (OCC)

**Primary facility where Multi-Agency Coordination System operations occur. It houses the staff and equipment necessary to perform the MACS functions.**

### Operations Section

**The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.**

### Out-of-Service Resources

**Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.**

-P-

### Personal Protective Equipment (PPE)

**That equipment and clothing required to shield or to isolate personnel from the chemical, physical, and biologic hazards that may be encountered at a hazardous materials incident.**

### Personnel Accountability

**The ability to account for the location and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and personnel are working within these guidelines.**

### Planning Meeting

**A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.**



## GLOSSARY OF TERMS

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### Planning Section

**Responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as the Technical Specialists.**

### Procurement Unit

**Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.**

-R-

### Radio Cache

**A supply of radios stored in a pre-determined location for assignment to incidents.**

### Recorders

**Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance / Administration Units.**

### Refuge Area

**An area identified within the Exclusion Zone, if needed, for the assemblage of contaminated individuals in order to reduce the risk of further contamination or injury. The Refuge Area may provide for gross decontamination and triage.**



## GLOSSARY OF TERMS

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### Reporting Locations

**Location or facilities where incoming resources can check-in at the incident.**

### Rescue

**The removal of victims from an area determined to be contaminated or otherwise hazardous. Rescue shall be performed by emergency personnel using appropriate personal protective equipment.**

### Resources

**Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.**

### Responder Rehabilitation

**Also known as “rehab”; resting and treatment of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.**

-S-

### Safe Refuge Area (SRA)

**An area within the Contamination Reduction Zone for the assemblage of individuals who are witnesses to the hazardous materials incident or who were on site at the time of the spill. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.**

### Safety Officer

**A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.**

### Search Marking System

**A standardized marking system employed during and after the search of a structure for potential victims.**



## GLOSSARY OF TERMS

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### Section

**That organizational level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance / Administration. The Section is organizationally between Branch and Incident Commander.**

### Segment

**A geographical area in which a task force/strike team leader or supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.**

### SEMS (Standardized Emergency Management System)

**A system utilizing ICS principles including the five elements of Command, Operations, Planning, Logistics, and Finance/ Administration. SEMS is used in California at five levels: Field Response, Local Government, Operational Areas, Regions, and State.**

### Service Branch

**A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.**

### Single Resource

**An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.**

### Site

**That area within the Contamination Reduction Control Line at a hazardous materials incident.**

### Site Safety Plan

**An Emergency Response Plan describing the general safety procedures to be followed at an incident involving hazardous materials.**

### Situation Unit

**Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Coordinator.**

### Span of Control

**The supervisory ratio of from three-to-seven individuals, with five-to-one being established as optimum.**



## GLOSSARY OF TERMS

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### Staging Area

**Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.**

### Strategy

**The general plan or direction selected to accomplish incident objectives.**

### Strike Team

**Specified combinations of the same kind and type of resources, with common communications and a leader.**

### Structure / Hazards Marking System

**A standardized marking system to identify structures in a specific area and any hazards found within or near the structure.**

### Supervisor

**The ICS title for individuals responsible for command of a Division or Group.**

### Supply Unit

**Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.**

### Support Branch

**A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.**

### Support Resources

**Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff.**

### Supporting Materials

**Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.**



## GLOSSARY OF TERMS

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-T-

### Tactical Direction

**Direction given by the Operations Section Coordinator which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.**

### Tactics

**Deploying and directing resources on an incident to accomplish the objectives designated by strategy.**

### Task Force

**A combination of single resources assembled for a particular tactical need, with common communications and a leader.**

### Team

**(See Single Resource)**

### Technical Specialists

**Personnel with special skills that can be used anywhere within the ICS organization.**

### Temporary Flight Restrictions (TFR)

**Temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety, and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.**

### Time Unit

**Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.**

### Triage

**The screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of medical personnel, equipment, and facilities.**

### Triage Personnel

**Responsible for triaging patient's on-scene and assigning them to appropriate Treatment Areas.**

### Triage Tag

**A tag used by triage personnel to identify and document the patient's medical condition.**



## GLOSSARY OF TERMS

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### Type

**Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.**

-U-

### Unified Area Command

**A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command)**

### Unified Command

**In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.**

### Unit

**The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.**

### Unity of Command

**The concept by which each person within an organization reports to one and only one designated person.**







## RESOURCE MANAGEMENT

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### Purpose

To maximize the survival of people, prevent and / or minimize injuries, and preserve property and resources in Oceanside by making use of all available work forces, equipment, and other resources in the event of a natural, man-made, or national security emergency / disaster affecting the City.

Effective response to any emergency or disaster requires the ability to find, obtain, distribute, and track resources in the most productive manner possible to satisfy needs that are generated by the emergency.

Resource Management involves coordination and use of personnel, equipment, supplies, facilities, and services.

### Situation

The City of Oceanside is vulnerable to many types of disasters including: wildfires, earthquakes, floods, hazardous material incidents / accidents aircraft accidents, storms, energy / fuel shortages, water contamination, and terrorism.

### Assumptions

1. The Emergency Manager will maintain the Resource Manager Inventory located in the Operational Area's WebEOC.
2. Response agencies will sustain themselves during the first 24 hours of an emergency.
3. Evacuees located in a mass care facility will receive necessary life-sustaining services from the facility.
4. The City of Oceanside will acknowledge the potential for donations, given any emergency; even a forecasted emergency; that generates sustained media coverage.
5. If the City is depending on mutual aid to cover resource shortfalls, it assumes some parties to the agreement will themselves be affected and unable to provide the resources.
6. Pressure on the Resource Management function to supply unmet needs of response agencies may be reduced by assistance from the next higher level of government.



## RESOURCE MANAGEMENT

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### Concept of Operations

#### Determining Needs

The Operations Section in the EOC has the primary responsibility for determining resource needs, because Operations oversees the field personnel and field command post(s) responding to the incident. The Operations Section consists of five functions: Law Enforcement, Fire/Rescue, Public Works and Engineering, Utilities, and Care and Shelter.

- **Care & Shelter Branch:** Responsible for the planning and execution of evacuation and mass care and sheltering operations. Provide care and shelter for disaster victim's and coordinate efforts with the American Red Cross and other volunteer agencies.

The Planning Section in the EOC plays a support role in determining resource needs. The Planning Section is responsible for gathering and disseminating incident information, and as such has insight into future resource needs for the next operational period and beyond.

In determining resource needs and communicating those needs to the Logistics Section for resource ordering, the following essential information must be given:

- What is needed and why (be as specific as possible)
- How much is needed
- Who needs it
- Where is it needed
- When is it needed

#### Obtaining Resources

The Logistics Section has the primary responsibility for obtaining resources. If there is a Logistics function at the Incident Command Post in the field, they have the responsibility for ordering resources for that incident. The Logistics Section in the EOC has the responsibility for ordering emergency resources for the City as a whole, and in support of the incident, if requested by the Incident Command Post.

In most cases, the logistics section in the ICP will be the ones ordering additional personnel, equipment, and supplies for that incident. However, if the Incident Command Post requests resource-ordering support from the EOC, then the EOC should step in and order the requested resources.



## RESOURCE MANAGEMENT

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The Logistics Section in the EOC has sole responsibility for ordering emergency resources for the City as a whole. For example, ordering of food and water for an emergency shelter and ordering of personnel to staff the shelter should come from the Logistics Section in the EOC, not from the ICP.

Before ordering resources from outside the City, the Logistics Section should first look at City inventory, then local commercial sources, and if the necessary resources are not available locally, then the Logistics Section at the Operational Area EOC should be contacted.

The Logistics Section in the EOC is broken up into the following functions and responsibilities:

- **Food Unit**: Responsible for supplying food needs for the EOC staff, including all association locations.
- **Personnel Unit**: Responsible for supporting human resource operations and coordinating the provision of additional personnel and volunteers.
- **Communications Unit**: Responsible for developing plans for the effective use of incident communications equipment and facilities, distribution of communications equipment to incident personnel, and the creation and maintenance of the Incident Communication Plan.
- **Transportation / Facilities Unit**: Responsible for maintaining the EOC and monitoring other City building and facilities. Ensures adequate facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and necessary materials. Responsible for the transportation of personnel, equipment, supplies, subsistence stocks, fuel, energy systems, and equipment for emergency operations.
- **Supply Unit**: Responsible for ordering equipment and supplies required for incident operations.
- **Technology Branch**: Responsible for managing all computer and telephone needs of the EOC Staff.



## RESOURCE MANAGEMENT

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### Tracking Resources

The Planning/Logistics Section in the EOC, is responsible for tracking resources. However, resources must also be tracked at the Incident Command Post, Check-In locations in the field, and at Staging Areas.

- **Check-In:** There may be one or more Check-In locations in the field that report to the Incident Command Post. Check-In is ideally co-located with Staging, but can also be located at the ICP or at the Incident Base. When resources report to staging, they are required to check-in so that they can be tracked. Resources will stay in staging until they are assigned to the incident, in which case their status will be updated with their assignment. Resources have three possible statuses: assigned (on the incident), available (at staging), or out of service (for rest, mechanical problems, etc.). When the status of a resource changes, it must be updated.
- **Resource Unit (ICP):** The Resource Unit at the Incident Command Post will track resources at Staging, assigned to the incident, or resting at the Incident Base. As with the Check-In locations, they will track and update the status of resources. If there are several command posts, each ICP will only track the resources assigned to them or at their staging and base areas. Therefore, on a major incident, it may be necessary to contact several command posts to gain a clear overall picture of resource status.



## RESOURCE MANAGEMENT

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### **Maintaining Financial Accountability**

The Finance Section in the EOC is responsible for keeping records of purchases and rentals during a disaster. The Finance Section must differentiate between purchases and rentals for the incident, and those not related to the incident. This means that incident-related expenditures must be tracked separately from other expenditures. This rule also applies to personnel costs such as payroll, worker's compensation, and other such costs.

- **Compensation / Claims Unit:** Responsible for the overall management of claims relating to injury and management of claims related to property damage.
- **Cost Accounting / Procurement Unit:** Responsible for providing cost analysis data for the incident to help the planning and recovery efforts. Ensures all pieces of equipment and personnel that require payment are properly identified, obtain and record all cost data, analyze, prepare, and maintain accurate records of incident costs.
- **Time Unit:** Responsible for tracking, recording, and reporting all on-duty time for personnel and volunteers working during the incident. Ensures personnel time records, travel expense claims, and other related forms are properly prepared and submitted.



## DONATIONS MANAGEMENT

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### Donations Management

An uncontrolled influx of donated goods has played havoc with emergency response operations many times in the past. When people see others suffering because of a disaster, they want to help. Many times, they help by donating goods in the form of food, clothing, and other items to disaster victims. However, tons of unsolicited donations arriving at an incident site can hinder rather than help the response.

### Assumptions

1. Many people will lose property and may require sheltering and other services.
2. Many people will be in need of basic supplies such as food and water, and clothing.
3. People in other parts of the country will hear of the emergency and donate food and other material goods to relieve suffering.
4. Government organizations are not well equipped to receive, store and distribute massive amounts of donated goods.
5. Charitable organizations receive, store, distribute donated goods on a daily basis, and can do so effectively in an emergency.
6. The City of Oceanside will turn over responsibility for handling donated goods to Interfaith Community Services, the Salvation Army, and the American Red Cross as local charitable organizations. Interfaith and the Salvation Army will be contacted first, as they have facilities within the City. In addition, the American Red Cross will be using its resources to open and staff shelters and may not have staffing to handle donated goods as well.

### Responsibilities

#### Donations Management

The Donations Management Unit at the Oceanside EOC will be the single point of contact between the EOC and charitable organizations and will be responsible for coordinating donations management operations between the City of Oceanside and charitable organizations. Additionally, the Donations Management Unit is responsible for designating a site to be used for an initial Donations Staging Area (DSA) if necessary. Donations would only be received at the Donations Staging Area if they cannot be redirected to North County Interfaith, the Salvation Army, or the American Red Cross.

#### Public Information Officer

The Public Information Officer is responsible for assisting charitable organizations in releasing information and instructions to the public on what to donate, where to send donations, and how to donate.



*City of Oceanside*  
**Emergency Operations Plan**

Appendices  
Resource Management





## AGENCY CONTACT LIST

### County, State & Federal Disaster Agencies & Relief Organizations

<b>211 San Diego</b>	<b>211</b>
<b>American Red Cross</b>	<b>858.309.1200</b>
<b>Blood Bank</b>	<b>619.441.1804</b>
<b>Burn Institute</b>	<b>858.541.2277</b>
<b>Cal OES Watch Center</b>	<b>916.845.8911</b>
<b>FEMA Watch Center</b>	<b>510.627.7802</b>
<b>Salvation Army Emergency Services</b>	<b>619.446.0200</b>
<b>SD County OES Duty Officer</b>	<b>858.688.9970</b>

### Law, Fire, & Other Organizations

<b>Cal Fire Dispatch</b>	<b>619.442.1615</b>
<b>Caltrans Dispatch</b>	<b>858.467.3090</b>
<b>DEA – Drug Enforcement Agency</b>	<b>858.616.4100</b>
<b>FBI San Diego</b>	<b>858.565.1255</b>
<b>SD County Sheriff Department</b>	<b>858.565.5200</b>
<b>SD Joint Terrorism Task Force</b>	<b>858.320.1800</b>
<b>SDG&amp;E Duty Officer</b>	<b>858.503.5152</b>

### Health Care Organizations & Local Hospitals

<b>Center for Disease Control</b>	<b>800.232.4636</b>
<b>SD County Environmental Health</b>	<b>619.338.2222</b>
<b>SD County Health &amp; Human Services</b>	<b>866.262.9881</b>
<b>Alvarado Hospital</b>	<b>619.287.3270</b>
<b>Fallbrook Hospital</b>	<b>760.728.1191</b>
<b>Kaiser Foundation Hospital</b>	<b>619.528.5000</b>
<b>Palomar Health Downtown Campus</b>	<b>760.739.3000</b>
<b>Palomar Medical Center</b>	<b>442.281.5000</b>
<b>Pomerado Hospital</b>	<b>858-613-4000</b>
<b>Rady Children’s Hospital</b>	<b>858.576.1700</b>
<b>Scripps Hospital Encinitas</b>	<b>760.633.6501</b>
<b>Scripps Hospital La Jolla</b>	<b>858.626.4123</b>
<b>Sharp Memorial Hospital San Diego</b>	<b>858.939.3400</b>
<b>Tri-City Medical Center</b>	<b>760.724.8411</b>



## SUPPORTING DOCUMENTATION

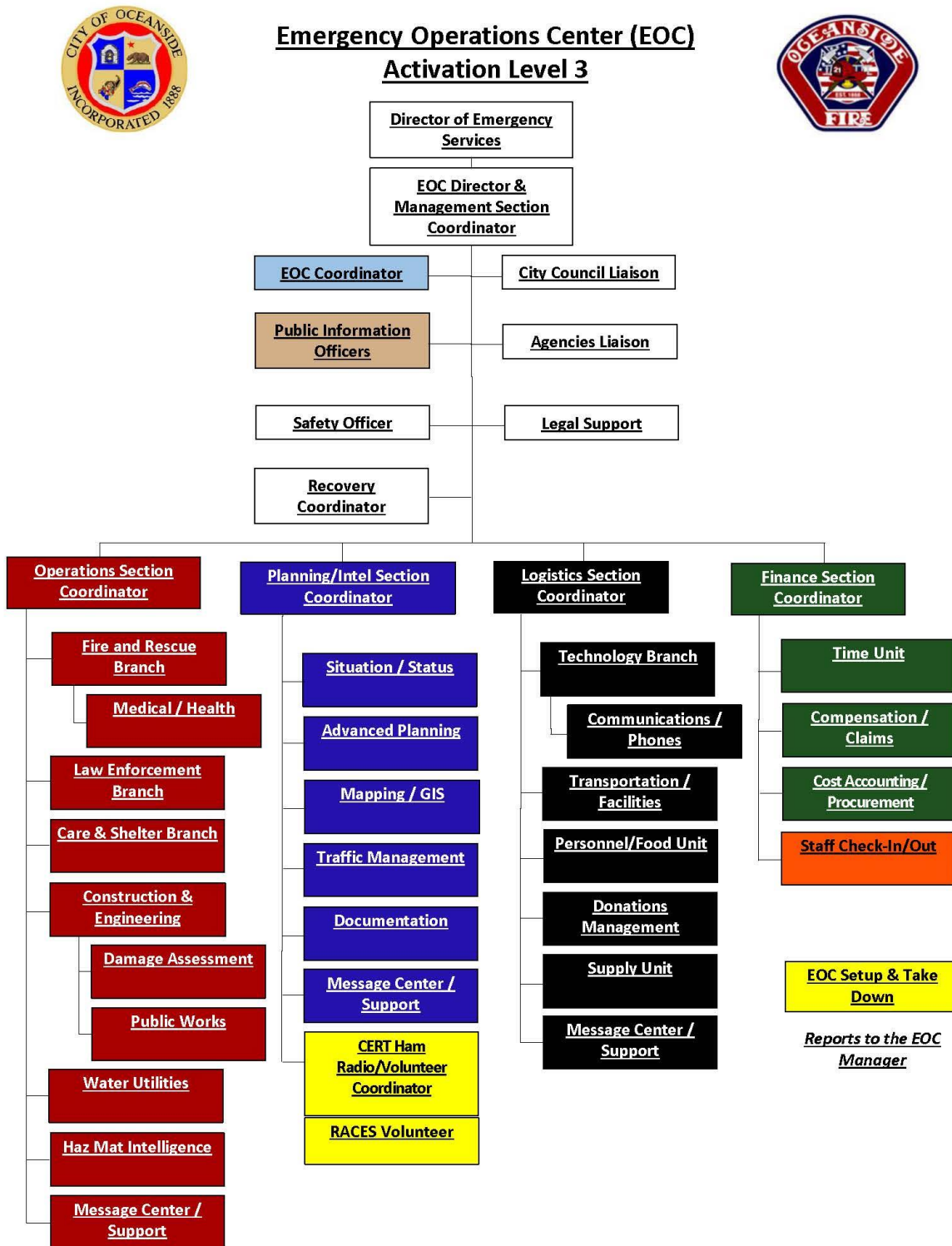
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### Supporting Documentation

- 1. After action reports and corrective actions from previous training, planning, and exercises.**
- 2. California Governor's Office of Emergency Services (Cal OES) Emergency Operations Plan (EOP) Crosswalk for Plan Review.**



City of Oceanside Emergency Functions (as Defined by SEMS)



Location: CityWideDrive: > EOC > Org. Chart

Last Updated by the Disaster Preparedness Coordinator November, 2016



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*City of Oceanside*  
**Emergency Operations Plan**

**Appendices**  
Supporting Documentation



# HAZARD ANNEX

2016





City of Oceanside Hazard Assessment:

**This hazard assessment provides information on the various hazards that the City of Oceanside faces. The City of Oceanside is vulnerable to a wide range of hazards. On a daily basis, our population is at risk of being confronted by problems ranging from relatively isolated incidents such as a structure fire or small hazardous materials incident, to the regional impact of a catastrophic earthquake. The most severe hazards the city faces are from Fire, Earthquake, Hazardous Materials, Floods, Tsunamis, and Coastal Storms. These threats can occur singularly, as in the case of a coastal storm, or as a group, such as an earthquake that is large enough to cause fires and hazardous materials spills.**



## HAZARDOUS MATERIALS

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### Hazardous Materials

The usage of hazardous substances by businesses and industry is common in sections of the City of Oceanside. There are over 290 occupancies in the City that store, handle or produce hazardous materials in a quantity greater than 500 pounds, 55 gallons, or 200 cubic feet. The substances used vary widely and include Ammonia, Chlorine, Gasoline, Hydrochloric Acid, Oil and Oil Waste, Sodium Hydroxide, and Sulfuric Acid. The most common businesses that utilize these hazardous substances are service stations, metal finishing and plating companies, electronics manufacturing, fiberglass manufacturing, and laundries.

Hazardous materials incidents can create significant problems for responders during earthquakes. Given the vast quantities of hazardous materials stored, used, and transported within the region, hazardous materials spills and leaks will most likely rank only behind fire and medical problems in terms of their potential to overwhelm the responders.

Hazardous material protocols and coordination procedures used between response organizations during emergencies and disasters are described in detail in the County of San Diego Operational Area Emergency Plan Annex H: Environmental Health Operations. Refer to this plan for additional information.

### Types of Hazardous Substance Emergencies

#### Illegal Drug Manufacturing

Illegal methamphetamine manufacturing may occur in all parts of the City's responsibility area. Meth labs have been found in cars, vans, trucks, rental housing, private residences, mini-storage warehouses, and motels. Wastes from the manufacture of illegal drugs have been found in remote as well as populated areas, on private and public property, in parks, schoolyards, and play areas.

#### Transportation

A great number of hazardous materials incidents in the City of Oceanside involve transportation accidents on streets and roadways. Because a number of factors make rail shipment impractical, hazardous materials are transported primarily by truck within the City's responsibility area. The intersecting freeways and many of the City's surface streets are often congested; this increases the possibility that a hazardous materials transporter may be involved in an accident.





## HAZARDOUS MATERIALS

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### Fixed Facilities

Many facilities in the City of Oceanside store and use large numbers of hazardous materials, and generate numerous hazardous wastes. Agriculturally based establishments are also of concern because they store large amounts of fertilizers and pesticides. Of particular concern are the following facilities:

- SDG&E
- Bulk storage and handling of LPG
- Plating facilities
- Product fabrication facilities
- High hazard chemical storage

Although efforts to solve hazardous waste problems currently emphasize waste reduction, many types of facilities are necessary to manage the City's hazardous waste stream. There are six main groups of hazardous waste facilities:

- Transfer and Storage Facilities
- Aqueous Treatment Facilities
- Organics Recycling Facilities
- Solidification or Stabilization Facilities
- Incinerators
- Residuals repositories

Not all of these facility types are currently found in the City of Oceanside. Each facility presents special concerns with respect to hazardous substance emergencies. This includes issues such as the proximity of the facility to sensitive populations, the types of wastes treated, and the nature of the treatment processes used.

### Releases to Surface Waters

Hazardous substance emergencies involving releases to surface waters may include flood control channels, storm drains, estuaries, streams, or lakes.



## HAZARDOUS MATERIALS

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There are many possible sources of releases to surface waters. These include releases of sewage from overflows and breaks of lines, spills from commercial and recreational vessels, intentional and unintentional spills through storm drains, and releases from businesses and industries adjacent to bodies of water.

### Abandoned Wastes / Illegal Disposal

Abandoned wastes typically include substances left behind by facilities and businesses vacating premises, dumping along roadsides and in open areas, and underground burial. Since the early 1980s, the implementation of strict laws and regulations, such as the Resource Conservation and Recovery Act (RCRA), has made these practices more difficult than in the past. However, a number of factors ensure that such activities may continue to occur. These include the following:

- As of August 8, 1990 the land disposal of all untreated hazardous waste is prohibited under the Hazardous and Solid Waste Amendments of RCRA
- The costs of proper disposal are high and continue to increase
- Treatment and disposal facilities for hazardous wastes must be carefully selected, operated, and monitored to ensure the safety of human lives and the environment

Because of these issues, and because industrial processes will continue to generate hazardous waste, unauthorized disposal of these materials will continue to be an issue of concern. Therefore, emergency responses will continue to be required for events resulting from such activities for some time to come.



## DAMS

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### Failure of Henshaw Dam:

Dam failure causes loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation zone. Damage to electric generating facilities and transmission lines could also impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of the dam and the population downstream, could easily exceed the response capability of the local community. Damage control and disaster relief support would be required from other local governments and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives. Extensive search and rescue operations could be required to assist trapped or injured persons. Emergency medical care, food, and temporary shelter would be required for injured or displaced persons. Identification and burial of many deceased persons would pose difficult problems and public health would be a major concern. These and other emergency operations could be severely hampered by the possible loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services.

OES maintains the DAM Evacuation Plans for the entire OA. The plans contain information about the physical situation, effected jurisdictions, evacuation routes, unique institutions and event responses. Each plan also contains: a master phone list; inundation maps showing direction of flow and inundation area boundaries; hospitals; multipurpose staging areas; command post/sites; and mass care and shelter facilities/sites.

### City of Oceanside Dam Risk

In the event of a failure of the Henshaw Dam which is owned and operated by Vista Irrigation district, it has been estimated by the State Division of Safety of Dams that the floodwaters would arrive in Oceanside within eight hours and reach a depth of several feet. The inundation area would encompass over 20% of the City and involve over 40,000 residents and business owners in the San Luis Rey valley area. While the recent flood control projects should help contain the water in a less than full dam failure event, if the Henshaw dam is nearly full, the series of levees and holding ponds will be overwhelmed quickly. Additionally, it is estimated that it will take between 20 and 36 hours before the floodwaters receded to their pre-event levels.



## OTHER HAZARDS IN THE CITY OF OCEANSIDE

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### Drought

With a 90% dependence on imported water, the San Diego Operational Area is faced with the ever-present threat of drought or water shortage. If the San Diego region had to rely exclusively on locally produced water, a population of only about 300,000 could be sustained.

During an average rainfall year, the existing water reservoirs are far from full. In the event that additional local reservoirs were constructed, they would provide for additional short-term storage, but would have little impact on satisfying the water needs of this Operational Area.

Over the next 20-30 years, Arizona is expected to take more of its entitlement to Colorado River supplies, decreasing the amount of surplus water available to the Metropolitan Water District of Southern California (MWD). MWD's other supply source, the State Water Project (SWP), has yet to construct the facilities necessary to deliver the total amount of water for which MWD contracted in the 1960s. Therefore, there is some uncertainty over future imported water supplies for the Southern California region.

Efforts are being made to secure more water from both the Colorado River and the SWP. MWD is attempting to increase its firm Colorado River supplies by financing conservation programs on the river and using the conserved water. MWD is also seeking to store an increased amount of water in Lake Mead, and to gain water through improvements in reservoir operations and management.

These efforts are expected to improve the reliability of regional water supplies. MWD has a goal of meeting all of its member agency water demands, even during dry years. The San Diego County Water Authority's current reliability goal is to meet 100 percent of its member agency demand 90 percent of the time, 90 percent of the demand 98 percent of the time, and never deliver less than 80 percent of demand.

Water conservation is now considered a cost effective means of obtaining "new" water supplies. In addition, pricing adjustments and, if necessary, mandatory restrictions on water use are further measures which can be used to manage limited water supplies in times of emergencies.

### City of Oceanside Drought Overview

The Water Division operates and maintains the City's water treatment, distribution and metering. Approximately 87 percent of Oceanside's water is purchased from the San Diego County Water Authority. Oceanside purchases raw water and treats it at the Robert A. Weese Filtration Plant. The remaining 13 percent of Oceanside's water comes from the Mission Basin. This brackish groundwater is extracted and becomes potable water through a desalting process at the Mission Basin Groundwater



## OTHER HAZARDS IN THE CITY OF OCEANSIDE

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**Purification Facility.** The department also reclaims wastewater at the San Luis Rey Wastewater Treatment Plant and uses it to irrigate the Oceanside Municipal Golf Course. The Water Division operates and maintains over 500 miles of waterlines that distribute water throughout the City, and 12 reservoirs with a capacity of 50.5 million gallons.

Usage in 2015/2016 varies greatly by customer class. While residential customers make up 92.6% of Oceanside's accounts, they use about 65.2% of the water, commercial accounts make up 3.7% of the City's customers and use 9.4% of the water, industrial accounts make up 0.03% of customers and use 4.7% of the water, irrigation accounts make up 3.4% of customers and use 17.5% of the water, and agriculture accounts make up 0.3% of customers and use 5.9% of water.

Generally in San Diego County drought situations are handled through water conservation. Identifying and eliminating water waste is essential to achieving the state mandated reductions. Despite the City's growth in population, between 2007 and 2015 Oceanside residents and business owners reduced water use by 17%.

### Earthquake

A major earthquake occurring in the San Diego County Operational Area to the City of Oceanside could cause a great many casualties, extensive property damage, fires, flooding, and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, landslides, dam failure, and tsunamis. The time of day and season of the year would also have a profound effect on the number of dead and injured and the amount of damage sustained. Such an earthquake could be catastrophic in its effect on the population and could exceed the response capability of the City. Damage control and disaster relief support would be required from all local governments and private organizations as well as the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Injured or displaced persons would need emergency medical care, food, and temporary shelter. Identification and burial of the dead would pose difficult problems; and public health would be a major concern. Mass evacuation could be essential to save lives, particularly in areas below dams. Many families would be separated, particularly if the earthquake should occur during working hours and a personal inquiry or locator system would be imperative to maintain family support systems. Emergency operations could be seriously hampered by the loss of communications; damage to transportation routes; and by the disruption of public utilities and services.

Extensive local, state and federal assistance would be immediately required and could continue over an extended period. These recovery efforts would require activities such as



## OTHER HAZARDS IN THE CITY OF OCEANSIDE

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Removal of debris and clearing roadways, demolishing unsafe structures, assisting in reestablishing public services and utilities, and providing continuing care and welfare for the affected population, including temporary housing for displaced persons.

### Landslides

Seismically induced landslides are a function of the vibratory motion associated with ground shaking, which increases the potential for mass movement on slopes. The degree of impact from seismic activity depends on a number of factors, including earthquake magnitude, intensity, and duration, as well as natural slope stability. Considering the currently stable condition of most sloped areas in the Oceanside region, a generally low potential exists for seismically induced landslide effects. This would increase locally wherever slope conditions are less stable, particularly in developed areas where conditions of natural slope equilibrium have been altered.

### Fire

The City of Oceanside topography, consisting of a semi-arid climate and wildland/urban interface, when fueled by shrub overgrowth, occasional Santa Ana winds, and high temperatures, creates an ever-present threat of wildland fire. Extreme weather conditions such as high temperature, low humidity, and/or winds of extraordinary force may cause an ordinary fire to expand into one of massive proportions. The nature of the construction and ever-increasing proximity of structures to watershed cover is conducive to fast moving fires.

### Structural Fires

In Oceanside, there were approximately 849 actual fires in 2014. This actual fire figure only includes those incidents considered to be fires and does not include calls dispatched as a fire where it was determined not to be a fire or the fire/smoke was never found.

Major earthquakes can cause uncontrolled fires, break water mains, sever major communications, and damage utilities. Private, commercial, and military air traffic is constantly increasing, presenting the problem of falling aircraft or emergency landings, which could result in major fires.

### Flood Hazards and Coastal Storms:

Floods are a natural component of the hydrological cycle. The hydrological cycle is the evaporation of water from the sea into the air, back onto the land as precipitation, and returning eventually to the sea. Sometimes rainfalls in such abundance that the ground becomes saturated and streams, rivers and lakes exceed their natural capacities as the water attempts to find its way to the sea.

Floods strike in a variety of forms including: sea surges driven by strong storms; tsunamis



## OTHER HAZARDS IN THE CITY OF OCEANSIDE

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resulting from seismic activity; inland ravine flooding resulting from excess rain, reservoir failure, melting snow, a waterway blockage from landslide, or the inappropriate placement of structures along a flood-plain. A flood is any relatively high stream-flow that over-tops the natural or artificial banks in any reach of a stream. Floods are compared based on their recurrence over a period of years (i.e., the average number of times a flood of a given magnitude is likely to occur). The 100-year flood is a flood that has the probability of being equaled or exceeded once every 100 years. It is also expressed as a 1% probability of being equaled or exceeded in any given year.

Floods can generally be classified as slow-rise or flash floods. Slow-rise floods are often preceded by a gradual increase in water level, and with it, an increased concern for preparedness. Traffic control, news releases, sandbagging, and evacuation are all tools that can be used in combating the slow-rise flood. Conversely, flash floods can happen anywhere and often occur without much warning. They are most common in mountain canyons, dry creek beds, and high deserts. A sudden thunderstorm or heavy rain, dam failure or sudden spill can cause a flash flood. By definition, there are no slow-rise floods in San Diego County.

The watersheds are all small enough that reaction time is relatively short. The National Weather Service's definition of a flash flood is a flood occurring in a watershed where the time of travel of the peak of flow from one end of the watershed to the other is less than six hours. There are no watersheds in San Diego County that have a longer response time, hence the need for immediate response when heavy rain occurs. Flash floods in this county range from the stereotypical wall of water to a gradually rising stream.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by floodwater, to secure utilities, to cordon off flooded areas and to control traffic. These actions often overtax local agencies, requiring outside resources.

### City of Oceanside's Flooding Risk

The City of Oceanside is a coastal city in southern California subject to periodic inundation which can result in the loss of property, threat to life, disruption of commerce, etc.

The City of Oceanside is a participant in the National Flood Insurance Administration program through the Federal Emergency Management Agency (FEMA), which provides federal flood insurance subsidies and federally financed loans for property owners in flood-prone areas. In order to qualify for federal flood insurance, the City must identify flood hazard areas, develop, and implement a system of protective controls. The City, in conjunction with the County and the Army Corps of Engineers, conducted studies that resulted in the development of Flood Insurance Rate Maps and subsequent flood risk zones for insurance. The City also does extensive planning and community outreach to ensure that the effected communities are well informed of their flooding risks and how to mitigate



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and/or prepare. Existing flood hazard conditions are primarily the result of insufficient drainage facilities to carry storm water runoff to the appropriate channels.

### Tsunami Hazards

The San Diego coastline, inclusive of Oceanside's 4 miles of beach, has been identified as having a moderate risk for experiencing the effects of a damaging tsunami, the City of Oceanside is implementing a Tsunami Information Program.

A tsunami (seismic sea wave) is a series of waves most commonly caused by an earthquake beneath the sea floor or by a large undersea landslide. Tsunamis can cause great loss of life and property damage where they come ashore.

A large local source geologic event, either earthquake or undersea landslide, occurs at or near the California coast, the first waves may reach coastal communities within minutes after the ground stops shaking. There may be little or no time for authorities to issue a warning. Awareness of your environment is an individual's key to survival in the event of a *local source* tsunami. If you are on or near the beach and feel a strong earthquake lasting 60 seconds or more, immediately move inland to higher ground. If there is a noticeable rapid recession in water away from the shoreline; this is nature's tsunami warning and it should be heeded. If you are unable to move inland, find refuge above the third floor in a reinforced concrete building. Because of delays getting to your vehicle and possible traffic congestion, go on foot if at all possible.

A distant source Tsunami may provide local emergency authorities more time to provide a timely warning to the residents/visitors of Oceanside. Upon notification of a Tsunami Watch or Warning from the National Weather Service, the City of Oceanside would immediately begin public notification.

Oceanside is a nationally recognized TsunamiReady Community. Although the threat of a large tsunami impacting the City of Oceanside is small, should it occur, the consequences would be great. In response to this threat to the lives and property of our residents and visitors, Tsunami Hazard Zones have been established. In addition, supplemental Tsunami Emergency Evacuation Plans have been developed, access routes were identified and signs were installed in the geographic areas identified within the 42 foot run-up zone calculated by the State Office of Emergency Services and the University Of Southern California, Tsunami Research Group.

The watersheds are all small enough that reaction time is relatively short. The National Weather Service's definition of a flash flood is a flood occurring in a watershed where the time of travel of the peak of flow from one end of the watershed to the other is less than six hours. There are no watersheds in San Diego County that have a longer response time, hence the need for immediate response when heavy rain occurs. Flash floods in this county range from the stereotypical wall of water to a gradually rising stream.





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### Nuclear Incidents

The San Onofre Nuclear Generating Station (SONGS) site is located on the coast of Southern California in San Diego County, approximately 50-60 miles equidistant from the cities of Los Angeles and San Diego. The 83.63-acre site is entirely contained within the 125,000-acre Camp Pendleton Marine Corps Base military reservation.

Interstate Highway 5 and the Santa Fe Railroad both pass within 1,000 feet of the plant site and run alongside the coast. In the Oceanside area, Highways 76 and 78 run inland and cross I-15 which travels in a north-south direction, about 25 miles east of the plant site.

San Onofre is a pressurized water reactor type generating station using lightly enriched uranium dioxide ( $UO_2$ ) as fuel. A full fuel load is approximately 72 tons of  $UO_2$  in pellet form. This fuel poses no problem or concern in its un-irradiated state, since it is of very low radioactivity. Highly radioactive by-products would be the main offsite hazard in a nuclear generating station incident.

It is assumed that whenever a nuclear generating station is, or has been generating power, a nuclear incident is possible. The principal deterrent to an incident is prevention, through correct design, construction, and operation, to assure that the integrity of the reactor system is maintained. Protective systems are automatically activated to counteract the effects of any part of the reactor system failing.

The uncontrolled release of radioactive material is considered the main hazard resulting from an incident at SONGS. The radioactive inventory of the facility arises from several sources, which can be generally classified into two groups--fission products, and activation products. Fission products are radioactive by-products of the nuclear fission process. The fission products can be further classified as particulates, radioiodine, and radioactive noble gases.

These fission products are insulated from the environment by a minimum of three physical barriers. Activation products are created by the activation of reactor structural materials and impurities in the reactor coolant. As with fission products, these activation products are isolated from the environment by physical barriers. During normal operations, activation products are removed from the core and processed as radioactive waste. Physical barriers and administrative controls minimize releases of fission and activation products to the environment.

In an accident, physical barriers may be damaged and / or control of the radioactive material may be lost or reduced, potentially resulting in uncontrolled releases of radioactive material. Uncontrolled releases would most likely be to the atmosphere, although surface releases of radioactive liquid are possible. Atmospheric releases are dispersed by winds. Surface liquid releases either enter the earth or run off into the ocean. The passage of the atmospheric



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release (plume) results in direct radiation exposure to people in its path, and can result in contamination of environmental surfaces by fallout. Radioactive material could enter the Food chain (by contamination of pasture, livestock, water supplies, or agricultural products) and result in additional exposure to people in the affected area.

The chances of a nuclear weapon or a dirty bomb affecting the City of Oceanside are very small; however, the City continues to train and prepare its employees and emergency responders to recognize and respond to these types of incidents. The likelihood of a transportation incident involving a nuclear material is present due to three major freeways with the City, Interstate 15, Highway 76, and Highway 78. In the event of a radiological emergency involving the transportation of nuclear waste, nuclear utilities have signed a nationwide agreement providing that the closest facility offer equipment and technical assistance. Emergency responders within the City of Oceanside are also trained on a regular basis to respond to these types of emergencies.

### Power Outages

San Diego Gas and Electric (SDG&E) services the City of Oceanside citizens. The City may be affected with power outages for various reasons, including high winds, storms, and damaged power poles. When a power outage occurs every effort is made to contact affected residents and assure that those with access and functional needs equipment have a contingency plan.

### Public Health Emergency

During a public health emergency, state, local, and private stocks of medical supplies could be depleted quickly. Rapid access to large quantities of pharmaceuticals and medical supplies would be vital, although such quantities may not be readily available.

### Terrorism

With the military bases, biomedical firms, and high tech research facilities spread throughout San Diego County, the San Diego County Operational Area could become a target for future terrorist attacks. Throughout the City of Oceanside, there are a limitless number of potential terrorism targets, including abortion clinics, religions facilities, government offices, public place, schools, power plants, hospitals, utility infrastructures, water storage facilities, dams, and private homes of prominent individuals, financial institutions, and other target locations.

Although Oceanside does not have a history of terrorist incidents, it is important to be prepared to take protective measures, in the event a Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS) alert is issued for Oceanside or a nearby jurisdiction.

Additionally, please see the San Diego Urban Area Security Initiative (UASI) Threat and Hazard Identification and Risk Assessment (THRIA) dated December 2012, and the 2012 San



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**Diego Urban Area Homeland Security Strategy, for further information on threats and hazards to the City of Oceanside. As both of these documents are For Official Use Only (FOUO), and all Portions of these documents are deemed by the City of Oceanside to be records of its homeland security preparedness, these documents are exempt from public disclosure by Section 6254 (aa) of the California Government Code and are included in this Plan by reference only.**



*City of Oceanside*  
Emergency Operations Plan

Hazard Annex  
Hazardous Materials