



Portions of this document may contain sensitive information pertaining to the deployment, mobilization, and tactical operations of the City of Kingsburg government in response to emergencies. Although the vast majority of this plan is available for public review, certain sensitive portions that include personal privacy information or information with significant implications on City, State, or National security have been secluded to attachments that are exempt from public disclosure under the provisions of the California Public Records Act (California Government Code §§ 6250 - 6276.48). Refer any request for a copy of this document to the City of Kingsburg Fire Chief.



LETTER OF PROMULGATION

Approval Date: December 15, 2010

TO: OFFICIALS, EMPLOYEES, AND CITIZENS OF THE CITY OF KINGSBURG

The preservation of life, property, and the environment is an inherent responsibility of local, state, and federal government. The City of Kingsburg has prepared this Emergency Operations Plan to ensure the most effective and economical allocation of resources for the maximum benefit and protection of people and property in time of emergency.

While no plan can completely prevent death and destruction, good plans carried out by knowledgeable and well-trained personnel can and will minimize losses. This plan establishes the emergency organization, assigns tasks, specifies policies and general procedures, and provides for coordination of planning efforts of the various emergency staff and service elements utilizing the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the National Response Framework.

The objective of this plan is to incorporate and coordinate all the facilities and personnel of the City of Kingsburg into an efficient organization capable of responding effectively to any emergency.

This Emergency Operations Plan is an extension of the California Emergency Plan. It will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City Of Kingsburg and Council members give full support to this plan and urge all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Kingsburg.

Concurrence with this promulgation letter constitutes the adoption of the Emergency Operations Plan by the City of Kingsburg, which includes the adoption of SEMS and NIMS. This Emergency Operations Plan will become effective on approval by the Mayor and City Council.

Bruce Blayney
Mayor, City of Kingsburg

A handwritten signature in blue ink that reads "B. Blayney". The signature is written over a horizontal line that serves as a signature line.



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SIGNED CONCURRENCE PAGE

Having reviewed the foregoing City of Kingsburg Emergency Operations Plan and approved same, I hereto set my signature.

Name/Title/Agency

Date



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RESOLUTION NO. 2010-58

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF KINGSBURG
ADOPTING AN EMERGENCY OPERATIONS PLAN FOR SAID CITY

WHEREAS, the City of Kingsburg is subject to large-scale disasters such as Earthquake, Fire, Flood, Terrorism and other serious hazards; and

WHEREAS, the City of Kingsburg may face major problems during an emergency such as being isolated from surrounding communities and resources to assist in responding to a disaster; and

WHEREAS, the overall objective of emergency management for the City of Kingsburg is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disaster, technological incidents and national security emergencies; and

WHEREAS, the City of Kingsburg's emergency management is committed to provide effective life safety measures while reducing property loss and damage to the environment and provide for rapid resumption of impacted businesses and community services; and

WHEREAS, the City of Kingsburg is primarily responsible for emergency actions and will commit all available resources to save lives, minimize injury to persons and minimize damage to property and the environment; and

WHEREAS, the City of Kingsburg Emergency Operations Plan serves as a basis for effective response to any hazard that threatens Fresno County; and

WHEREAS, the City of Kingsburg Emergency Operations Plan serves as a legal and conceptual framework for emergency management in the City of Kingsburg.

NOW, THEREFORE, the City Council of the City of Kingsburg **HEREBY DOES RESOLVE** that the aforesaid Plan hereby is approved and adopted as the City of Kingsburg's Emergency Operations Plan.

I, Sue Bauch, City Clerk of the City of Kingsburg, do hereby certify that the foregoing resolution was duly adopted and passed by the Kingsburg City Council at a meeting of said Council on the 15th day of December, 2010, by the following vote:

- AYES: Councilmember(s): Bergstrom, Reilly, Smith, and Mayor Blayney
- NOES: Councilmember(s): None
- ABSENT: Councilmember(s): Karstetter
- ABSTAIN: Councilmember(s): None

CITY CLERK'S CERTIFICATION
I, Susan Bauch, City Clerk of the City of Kingsburg, hereby certify that the foregoing is a true and correct copy of the complete original thereof on file with the City of Kingsburg.

Sue Bauch, City Clerk
City of Kingsburg

12/20/10
Date Susan Bauch, City Clerk
City of Kingsburg



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PART ONE

Introduction

This Emergency Operations Plan addresses the City of Kingsburg's planned response to emergency situations associated with natural disasters, technological incidents, and national security emergencies in both war and peacetime. The most critical time in nearly all emergency situations is the first initial hours of the event. Effective emergency response requires immediate action with the correct resources in terms of personnel and equipment. This plan will assist the Kingsburg Director of Emergency Services to determine the applicable level of activation of the plan and to implement the operational concepts required by the emergency.

This plan is a preparedness document designed to be read, understood, and exercised prior to an emergency. It provides the planning basis for hazard identification, disaster preparedness, emergency response, and recovery efforts. The Plan creates a uniform structure for emergency management and is written primarily for City Management Staff, City Employees, Federal, State and County Governments, Special Districts who serve City of Kingsburg residents, and Private and Volunteer Organizations involved in emergencies. City departments identified in this plan will develop and maintain current Standard Operating Procedures (SOP's), which will detail how their assigned responsibilities will be performed to support implementation of the Emergency Operations Plan.

Purpose and Scope

This plan identifies the City of Kingsburg's planned response to emergencies and the Emergency Operations Center (EOC) activation criteria and procedures. The plan does not focus on routine emergencies and the procedures to respond to such incidents, but is flexible enough to be used in all emergencies and will facilitate response and short-term recovery activities. Instead, the operational concepts reflected in this plan concentrate on extraordinary emergencies and disasters, which can generate unique situations requiring unusual emergency responses and use of resources. Such disasters pose major threats to life, the environment, and property and can impact the well being of large numbers of people.

SEMS/NIMS Integration

This plan integrates regulations pertaining to California's SEMS and meets the requirements of the concepts and principles established in the NIMS. Homeland Security Presidential Directive 5 (HSPD 5) directs the United States Department of Homeland Security (DHS) to lead a coordinated national effort with other federal departments and agencies, as well as state, local and tribal governments to establish a National Response Framework (NRF).

The City of Kingsburg recognizes these directives and designed the Emergency Operations Plan based on the principles and concepts of the Incident Command System (ICS). The SEMS/NIMS create a standardized incident management system that is scalable and modular,



and can be used in incidents of any size/complexity. The ICS functional areas include command, operations, planning, logistics and finance/administration. The SEMS/NIMS incorporate such principles as the Operational Area concept, the Unified Command (UC), and the Area Command (AC), ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government. Homeland Security Presidential Directive 8 (HSPD 8) is a companion policy to HSPD 5 and provides guidance and standards for preparedness activities to include training, exercising, employee certification, credentialing and National Resource Typing Protocols.

Activation of the Kingsburg EOP

Activation of the Kingsburg EOP plan occurs as a result of one of the following conditions:

- On the order of the official designated by the City of Kingsburg' Ordinance No. 335 provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the ordinance
- When the Governor has proclaimed a State of Emergency in an area including this jurisdiction
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code)
- A Presidential declaration of a National Emergency
- Automatically on receipt of an attack warning or the observation of a nuclear detonation

Plan Format

The format consists of five parts and appendices that include legal and supporting documents to the EOP:

- Part One - introduction and administrative features of the Plan
- Part Two - concept of operations including the principles and methods used to carry out emergency operations
- Part Three - hazards and threats to the City to provide a rationale for prioritizing emergency preparedness actions for specific hazards
- Part Four - emergency operations center with direction and checklists for each ICS functional position
- Part Five - recovery operations



This Emergency Operations Plan (EOP) is subject to information updates and changes. The use of this Record of Revisions table helps manage EOP modifications throughout the life of this document. All attempts have been made to ensure the accuracy of the information within this EOP as of the initial distribution date. The Fire Chief, or a designee, will maintain the official copy of the Emergency Operations Plan.

Distribution List

This distribution list names the departments or agencies receiving copies of the Kingsburg Emergency Operations Plan:

Department	Copies
Cal EMA, Central	1
Mayor/City Council	5
City Manager	1
City Clerk	1
City Attorney	1
Finance Director/Assistant City Manager	1
Kingsburg Fire Department	2
Human Resources Coordinator	1
Planning & Community Development	1
Building	1
Police Department	4
Office of Emergency Services/EOC	1
Public Works Maintenance	1
Community Services Coordinator	1
American Red Cross	1
Kingsburg School District	1
Kingsburg Joint High School	1
Selma-Kingsburg-Fowler County Sanitation District	1
Fresno County Operational Area	1

Training, Documentation and Exercises

The Kingsburg Fire Department Chief is responsible for coordination and scheduling of training and exercising of this plan. The City of Kingsburg's Emergency Management Organization will conduct regular exercises of this plan to train all necessary City staff in the proper response to disaster situations. An exercise is a simulation of a series of emergencies for identified hazards affecting the City. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. If necessary, the public will be made



aware of these exercises through normal media communications. Exercises will be conducted utilizing the concepts and principles of the SEMS/NIMS.

All employees having any responsibilities in emergency response or being assigned a position in the EOC will be trained on the EOP. The appropriate SEMS/NIMS/ICS training will be provided to all public safety, EOC, and first responder personnel. The ICS training courses have been revised to reflect lessons learned since their release in 2006. The courses of training will be selected from the following list, commensurate with individual and supervisory responsibilities:

- IS-700.a: NIMS An Introduction
- IS-800.b: National Response Framework, An Introduction
- IS-100.b: Introduction to Incident Command System, ICS 100
- IS-200.b: ICS for Single Resources and Initial Action Incidents, ICS 200
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS Command and General Staff—Complex Incidents

City departments should document the training provided to emergency response personnel. The Fire Chief and Human Resources maintain copies of NIMS/SEMS training records as follows:

- An individual training record for each person, kept in his or her personnel file, or in a separate training record file. The name of the course, instructor, location, and date of the course should be included in the training record.
- Maintenance of the individual training record for as long as the person is employed in a position that involves an emergency response role. Records of personnel involved in an actual emergency are archived for five years after the close of a disaster or indefinitely.
- Documentation of the agency's NIMS/SEMS training program including copies of the training materials used, such as instructor syllabus, lesson plans, student notebook, exercises and tests.

Emergency Proclamations

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by Ordinance 335, adopted by the City Council on September 5, 1972. A Local Emergency proclaimed by the City Manager must be ratified by the City Council within seven days. The governing body must review the need to continue the proclamation at least every fourteen days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the city caused by natural or man-made situations.



The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful orders
- Conduct emergency operations without incurring legal liability for performance or failure of performance (see Article 17 of the Emergency Services Act for privileges/immunities)

State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents
- The Governor is requested to do so by local authorities
- The Governor finds that local authority is inadequate to cope with the emergency
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance

When a State of Emergency has been proclaimed:

- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area;
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency
- The Governor may suspend the provisions of orders, rules or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of their office
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary



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, additionally:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

Kingsburg Emergency Organization

The California Emergency Services Act requires the City of Kingsburg to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. The Director of Emergency Services is responsible to the City Council and Disaster Council per the Kingsburg Municipal Code Chapter 2.40. All departments and agencies will use ICS for the emergency response and provide emergency related information to the City's EOC. The following Emergency Organization Matrix shows the City departmental functional responsibilities for SEMS.

City of Kingsburg Emergency Organization Matrix

Department/ Agency	Management	Operations	Planning/ Intelligence	Logistics	Finance/ Administration	Recovery
City Manager	P	S	S	S	S	S
Asst. City Manager/ Finance Director	P	S	S	S	P	P
City Attorney	S				S	S
City Clerk	S		S	S	S	S
Building/Code Enforcement		S	S			P
City Engineer		S	P	S		P
Fire/EMS	P	P	S	S	S	S
Law Enforcement	P	P	S	S	S	S
Planning	S	S	P	S		P
Public Works	P	P	S	S	S	S
Human Resources	S	S	S	P		S
Community Services	S	S	S	P	S	S
Schools			S		S	S



Department/ Agency	Management	Operations	Planning/ Intelligence	Logistics	Finance/ Administration	Recovery
Volunteer Agencies		S	S	S		
Fresno County Fire Protection District	S	S	S	S	S	S
Fresno County Coroner	S	S	S	S		
Fresno Co. EMSA	S	S	S	S		S
Fresno County Operational Area	S	S	S	S	S	S

FUNCTIONAL RESPONSIBILITIES OF LOCAL DEPARTMENTS/AGENCIES
P = Primary Responsibility S= Support Role

Continuity of Government

A major disaster or national security emergency could result in the death or injury of key government officials, or the partial or complete destruction of established seats of government and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Alternate Seat of Government

Section 23600 of the California Government Code provides alternate seats of government:

- The City Council shall designate alternative city seats, which may be located outside city boundaries
- Real property cannot be purchased for this purpose
- A resolution designating the alternate city seats must be filed with the Secretary of State
- Additional sites may be designated subsequent to the original site designations if circumstances warrant

In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be as follows:

- 1st Alternate: Kingsburg Fire Department Station 2,
1880 Bethel Avenue, Kingsburg, CA
- 2nd Alternate: Kingsburg Reagan Elementary School Multi-Purpose Room
1180 Diane Avenue, Kingsburg, CA



3rd Alternate: Selma-Kingsburg-Fowler (SKF) Sanitation District Office
11301 Conejo Avenue, Kingsburg CA

Lines of Succession

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster. Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed.

The City Manager is designated as the Director of Emergency Services. The Assistant Director of Emergency Services is appointed by the director, as well as the successor to the position of Director of Emergency Services. Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

1st Alternate: Assistant City Manager
2nd Alternate: Police Chief
3rd Alternate: Fire Chief

Notification of any successor changes shall be made through the established chain of command. Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8633 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located;
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated)
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated)

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision. Article 15, Section 8643 of the Emergency Services Act describes the duties of a governing body during emergencies as follows:



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

City of Kingsburg Lines of Succession

These key departments or officials have provided for continuity through designating successor positions.

City Manager	<ol style="list-style-type: none">1. City Manager2. Assistant City Manager3. City Clerk
Police Department	<ol style="list-style-type: none">1. Chief of Police2. Sergeant3. Field Training Officer
Fire Department	<ol style="list-style-type: none">1. Fire Chief2. On-duty Captain3. Senior Firefighter
Public Works Department	<ol style="list-style-type: none">1. Assistant PW Director2. Water Operator II
Public Information	<ol style="list-style-type: none">1. City Manager2. Police Information Officer3. Fire Information Officer



Vital Record Protection

The City Clerk is responsible for the preservation of vital records in the City. Vital records are defined as those records that are essential to:

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

The City Clerk's Office stores hardcopy minutes, resolutions, deeds, and contracts in the City Hall Vault.

Requirements of the Americans with Disabilities Act

The City of Kingsburg must ensure that disaster planning, response, and recovery takes into consideration the citizens protected by the Americans with Disabilities Act. Access to civic life by people with disabilities is a fundamental goal of the Americans with Disabilities Act. To ensure that this goal is met, Title II of the ADA requires State and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events -- but also to policy changes that governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of State and local governments. In addition, governmental entities must ensure effective communication -- including the provision of necessary auxiliary aids and services -- so that individuals with disabilities can participate in civic life.

Emergency preparedness and response programs must be made accessible to people with disabilities and is required by the Americans with Disabilities Act of 1990 (ADA). Disabilities include but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers.

Included in the City's planning efforts for those with disabilities are:

- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power



- Accessibility for mobility devices or service animals while in transit or at shelters
- Accessibility to emergency information

The City of Kingsburg will make every effort to address the needs of citizens with disabilities. Initially the priorities will be on lifesaving operations, evacuations and stabilization of the incident. The City of Kingsburg will take into consideration the special needs of individuals with disabilities such as issues with communications, mobility, and accessibility. Resources may be limited and it may take additional time to deal with the needs of individuals with disabilities.

Animal Care Considerations

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. An annex addressing these needs will be developed and incorporated into this plan.

Authorities and References

The following documents provide emergency authorities for conducting and/or supporting emergency operations:

Federal

- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
- Homeland Security Presidential Directive (HSPD) 8, National Preparedness
- U.S. Department of Homeland Security National Incident Management System (NIMS)
- U.S. Department of Homeland Security National Response Framework (NRF)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), as amended
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

State

- Standardized Emergency Management System (SEMS) Regulations; Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California Emergency Services Act ; Chapter 7 of Division 1 of Title 2 of the Government Code
- California State Emergency Plan
- California Natural Disaster Assistance Act ;Chapter 7.5 of Division 1 of Title 2 of the Government Code



- California Hazardous Materials Incident Contingency Plan
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- California Master Mutual Aid Agreement

Local

- Resolution No. 663 accepting California Disaster and Civil Defense Mutual Aid Agreement by City of Kingsburg, adopted July 16, 1951
- Ordinance No. 335, Chapter Title 2, Chapter 2.40, Emergency Services Organization, adopted September 5, 1972 by the City Council, found in the Kingsburg Municipal Code pertaining to Emergency Conditions
- County of Fresno Resolution, adopting the California Master Mutual Aid Agreement, adopted 1950
- Resolution No. 1365, adopting Workmen's Compensation Benefits for Volunteers, adopted September 20, 1982
- Resolution No. 1659, adopting the County of Fresno Hazardous Materials Area Plan
- Resolution No. 623, adopting the California Law Enforcement Mutual Aid Compact, adopted in August 1950
- Fresno County Fire Service Operational Area Mutual Aid Plan
 - Resolution No. 96-18, accepting Participation in Fresno County Operational Area & Statewide SEMS, adopted May 1, 1996
 - Resolution No. 2006-55, Integrating the NIMS/SEMS Emergency Management Systems into the City Emergency Response Program
 - Resolution No. 2009-27, Incorporating the Fresno County Multi-Hazard Multi-Jurisdictional Mitigation Plan into the Safety Element of the City of Kingsburg's General Plan, adopted May 20, 2009
- Resolution No. 2006-55 integrating the NIMS and SEMS Emergency Management Systems into the City Emergency Response Program
- Resolution No. _____ adopting an emergency operations plan by Kingsburg City Council on _____.

References

- Federal Response Plan (FEMA)
- Disaster Assistance Procedure Manual (Cal EMA)
- California Emergency Resources Management Plan



- California Master Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- Emergency Managers Mutual Aid Plan (dated November 1997)
- An ADA Guide for Local Governments: U.S. Department of Justice
- Pets Evacuation and Transportation Standards Act, H.R. 3858
- Fresno County Multi-Hazard Mitigation Plan June 2000



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PART TWO

Concept of Operations

Operations during emergencies involve a full spectrum of response levels. Some emergencies or disasters will be preceded by a warning period, which provides sufficient time to warn the community and implement mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid.

Phases of Emergency Management

Emergency management activities during peacetime and national security emergencies are often associated with the four federal emergency management phases indicated below. However, not every disaster necessarily includes all indicated phases.

- Preparedness Phase
- Response Phase
- Recovery Phase
- Mitigation Phase

Preparedness Phase

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster to develop operational capabilities and effective responses to a disaster. Disaster plans are developed and revised to guide disaster response and increase available resources. Planning activities include developing hazard analyses, training response personnel, and improving public information and communications systems, all toward a position of increased readiness for a disaster.

The receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon will initiate increased readiness actions. Actions to be accomplished include, but are not necessarily limited to the points listed below:

- Review and update of emergency plans, SOPs/EOPs, and resources listings
- Public awareness information and education programs regarding disaster preparedness
- Inspection of critical facilities
- Recruitment of additional staff
- Mobilization of resources
- Testing warning and communications systems



Response Phase

The emergency response phase has three types of response actions taken in support of an emergency or disaster:

Pre-Emergency Response – When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas
- Advising threatened populations of the emergency and apprising them of safety measures to be implemented
- Advising the City Council and the Fresno County Operational Area of the emergency
- Identifying the need for mutual aid and requesting such through the Fresno County Operational Area
- Requesting an emergency proclamation by local authorities

Emergency Response – During this phase, emphasis is placed on saving lives and property, controlling the situation and minimizing the effects of the disaster. Immediate response is accomplished in the City of Kingsburg by timely and effective deployment of local government agencies. One of the following conditions will apply to the City during this phase:

- The situation can be controlled without mutual aid assistance from outside the City
- Evacuation of portions of the City is required due to uncontrollable immediate and ensuing threats
- Mutual aid from outside the City is required
- The City is either minimally impacted or not impacted at all, and is requested to provide mutual aid to other jurisdictions

The City of Kingsburg will give priority to the following operations:

- Dissemination of accurate and timely emergency information and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities



When local resources are overwhelmed and additional resources are required, requests for mutual aid will be initiated through the Fresno County Operational Area. Fire and law enforcement agencies will request mutual aid directly through established mutual aid coordinators through existing agreements. If required, the California Emergency Management Agency (CalEMA) may be requested by Fresno County to coordinate and establish one or more Disaster Support Areas (DSA's) where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in the affected area(s).

Depending on the severity of the emergency, the Kingsburg EOC may be activated and the Fresno County Operational Area may activate as well. A state of emergency may be proclaimed at the city and/or county levels. The CalEMA Secretary may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with the CalEMA Secretary and/or Governor. CalEMA may also activate the State Operations Center (SOC) in Sacramento to support State Regions, state agencies, and other entities in the affected areas and to ensure the effectiveness of the state's emergency response. The State Regional EOC (REOC) in Mather will support the Fresno County Operational Area. If the Governor requests and receives a Presidential declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and control state and federal recovery efforts in supporting local operations. All emergency response efforts and initial recovery support will be coordinated by the REOC.

Sustained Emergency – In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated.

Recovery Phase

Recovery operations address the procedures for accessing Federal and state programs available for individual, business, and public assistance following a disaster. Examples of recovery activities include:

- Restoring utilities
- Applying for state and federal assistance programs
- Conducting hazard mitigation analysis
- Identifying residual hazards
- Determining and recovering costs associated with response and recovery
- Demobilizing operations
- After action reporting



Mitigation Phase

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards, which exist within the City and are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

- Local ordinances and statutes (zoning ordinance, building codes and enforcement, etc.)
- Structural measures
- Tax levies or abatements
- Public information and community relations
- Land use planning
- Professional training

The City of Kingsburg participated in the Fresno County Multi-Hazard Mitigation Plan, June 2008. The hazards are identified in Part Three of this Emergency Operations Plan.

Emergency Levels of Activation

The magnitude of the emergency will dictate the City of Kingsburg's response level. Response levels are used to describe the type of event, extent of coordination or assistance needed, and degree of participation from city departments.

Level 1 – Minor Emergency – No EOC Activation Required

A minor incident that can be managed by first responders and resources from within the jurisdiction. The EOC will not be activated. Off-duty personnel may be recalled to back fill personnel assigned to the incident. City and/or mutual aid police, fire, public works, or medical responders use ICS procedures.

Level 2 – Moderate Emergency – Activation Should be Considered

A moderate to severe emergency in which the City of Kingsburg resources are not adequate and mutual aid is required. Key management personnel from the involved departments will co-locate to provide jurisdiction coordination. The Kingsburg EOC may be partially or fully activated based on the severity of the situation. Off-duty personnel will likely be recalled. A local emergency may be requested wherein the Fresno County Operational Area would be notified. Indications that the EOC should be activated include:

- If the incident has escalated due to the number of jurisdiction departments or agencies involved, or personnel and resources required where the coordination of the incident is not efficiently accomplished at the scene or at another location
- Any of the persons authorized to activate the City of Kingsburg EOC determines that coordination of the response/recovery would be enhanced by multi-department or multi-agency coordination in the EOC



- When the level of request for varied resources from the City are received from adjacent cities, the county or the state to respond outside the city and coordination of these requests are better facilitated at one central point
- If incidents are of such magnitude that coordination of the response to the incident is not possible (e.g., regional flooding, major earthquake, fire, HAZMAT incident requiring extensive documentation or presenting evacuation/rescue problems, or other mass casualty incident)
- When the resources of the City of Kingsburg to respond or recover from a disaster or other emergency are overwhelmed

Level 3 – Major Emergency - Full EOC Activation

A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive county, state and/or federal resources are required. A proclamation of emergency will be made and communications and coordination with the Fresno Operational Area EOC will be maintained. The overall response and early recovery activities will be managed from the City EOC. Off-duty personnel will be recalled and long-term planning for human resources will be conducted.

National Incident Management System (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS). The NIMS integrates existing best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments, and private sector and non-governmental organizations work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. There are six components within the NIMS; Command and Management; Preparedness; Resource Management; Communication and Information Management; Supporting Technology; and Ongoing Management and Maintenance. Federal and State government agencies are required to use NIMS, while local government agencies and special districts must use NIMS in order to be eligible for federal funding for emergency and disaster preparedness activities. The National Incident Management System is patterned after California's Standardized Emergency Management System and they are compatible emergency management systems.

Standardized Emergency Management System (SEMS)

SEMS is required by the California Emergency Services Act (Government Code Section 8607(a)) for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to



be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Incident Command System (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is structured to facilitate activities in five major functional areas: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. All of the functional areas may or may not be used depending on the needs of the incident.

As a system, ICS is extremely useful providing an organizational structure for incident management, and guiding the process for planning, building, and adapting that structure.

SEMS Organizational Levels

Fully activated, SEMS consists of five organizational levels: field response, local government, operational areas, Cal EMA Mutual Aid Regions, and State government.

Field Response Level

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The City of Kingsburg Police, Fire, and Public Works Departments serve at the field response level. SEMS regulations require the use of ICS at the field level of a multi-agency or multi-jurisdictional incident. There are five major management functions in ICS:

- Command
- Operations
- Planning/intelligence
- Logistics



- Finance/administration

Requests for any resources or support that cannot be filled at the field level are requested through a Department Operations Center or the City Emergency Operations Center.

Local Government Level

A local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. The City of Kingsburg is responsible for coordinating with other local governments, the field response level, and the operational area, and for providing mutual aid within their capabilities. The City of Kingsburg will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- Use SEMS when a local emergency is declared or proclaimed, or the local government EOC is activated
- Establish coordination and communications with Incident Commander(s) either through departmental operating centers (DOCs) to the EOC, when activated, or directly to the EOC, when activated
- Use existing mutual aid systems for coordinating fire and law enforcement resources;
- Establish coordination and communications between the City of Kingsburg EOC when activated, the Fresno Operational Area, and any state or local emergency response agency having jurisdiction at an incident within the city's boundaries
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

A local government under SEMS is defined as a city, county, city and county, school district, or special district. The Kingsburg Elementary Charter School and the Kingsburg Joint Union High School Districts are the schools and districts within the City of Kingsburg. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint-powers-authority (JPA) established under Section 6500 et seq. of the code.

The development of SEMS is a cooperative effort of all departments and agencies within the City of Kingsburg with an emergency response role. The Fire Department and Human Resources Department has the lead staff responsibility for SEMS development and planning with responsibilities for:

- Communicating information within the City of Kingsburg on SEMS requirements and guidelines
- Coordinating SEMS development among departments and agencies
- Identification of all departments and agencies involved in field level response
- Identification of departments and agencies with department operations center (DOC's)



- Coordinating with other local governments, the operational area and volunteer and private agencies on development of SEMS
- Incorporating SEMS into the City of Kingsburg Emergency Operations Plan and procedures
- Incorporating SEMS into the City of Kingsburg emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Kingsburg. The emergency role of these special districts should be determined and provisions made for coordination during emergencies
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies

The City of Kingsburg will participate in the Fresno Operational Area organization and system for coordination and communication within the operational area.

Multi/Inter-Agency Coordination

Multi-agency or Inter-agency coordination is defined as the participation of agencies and disciplines working together in a coordinated effort to facilitate decisions for overall emergency response activities including the sharing of critical resources and the prioritization of incidents.

Unified Command

Unified command allows agencies with responsibility for an 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, autonomy, responsibility, or accountability.

Operational Area Level

The operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities and special districts. There are 58 Operational Areas within the State. The Operational Area has an Agreement in place that defines roles and responsibilities, as well as jurisdictional authority in an emergency. The City of Kingsburg is signatory to this agreement. The Fresno Operational Area is comprised of all local government agencies within Fresno County boundaries, which includes Fresno County Departments, incorporated cities, school districts, and special districts, of which 63 agencies have elected to join the operational area. The operational area is responsible for:

- Coordinating information, resources and priorities among local governments within the Fresno Operational Area
- Coordinating information, resources and priorities between the regional level and the local government level



- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

The Fresno County Office of Emergency Services, located within the Department of Public Health, Environmental Health System is the lead agency for the Fresno Operational Area, which includes the City of Kingsburg. All local governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

Activation of the Operational Area during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations
- Two or more cities within the operational area have proclaimed a local emergency
- The county and one or more cities have proclaimed a local emergency
- A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b)
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
- The operational area is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements
- The operational area has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations, which are obtained through existing mutual aid agreements.

Regional Level

The regional level manages and coordinates information and resources among operational areas. Cal EMA has divided California into three Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. Kingsburg is in the Inland Administrative Region, and in Mutual Aid Region V, which includes Mariposa, Merced, Madera, Fresno, Kings, Tulare, and Kern Counties. Combined, Region V and Region IV make up the Inland Region, both of which are managed through the Regional Emergency Operations Center (REOC) at the Cal EMA Inland Region Office, 3650 Schriever Avenue, Mather, CA. The REOC's are managed and staffed by Cal EMA personnel.

State Level

In response to the emergency needs and requests from local governments and operational areas, the state level manages state resources and coordinates mutual aid among the mutual aid regions and between the regional and state levels. The state level also serves as the coordination and communication link between the state and the federal disaster response system. The state Cal EMA office is located at 2800 Meadowview Road, Sacramento, CA.



Federal Level

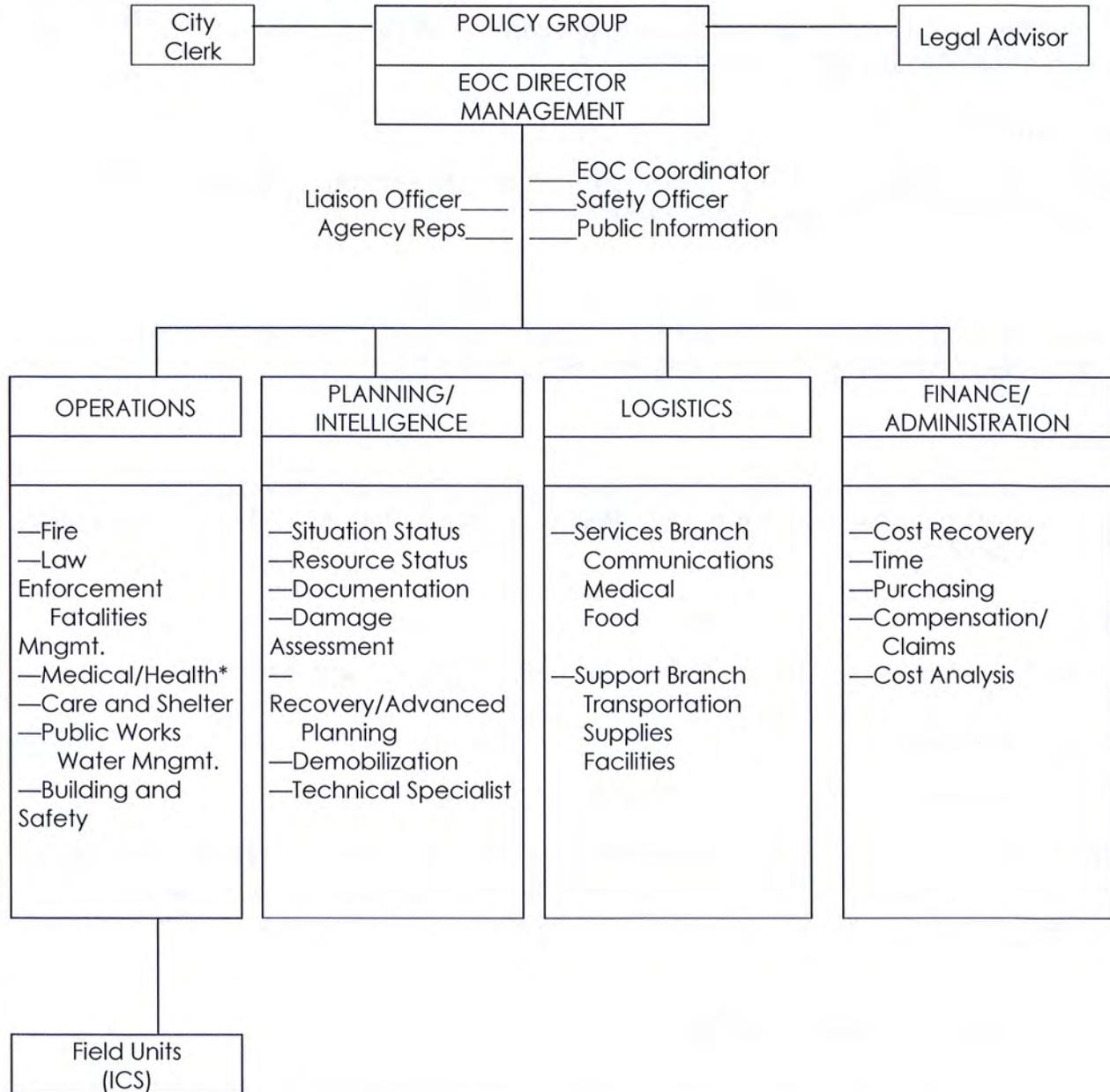
The Department of Homeland Security has designated the Federal Emergency Management Agency (FEMA) to serve as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of Emergency Support Functions as defined in the National Response Framework. All contact with FEMA and other federal agencies is made through the Operational Areas during the response phase. During the recovery phase, there may be direct city contact with FEMA and other federal agencies.

Response Information Management System (RIMS)

Cal EMA uses a software program for electronically sharing disaster information such as situation reports, flash reports, damage assessments, resource allocations and requests, and other information developed at the state, regional and OA during disaster response. This is known as the Response Information Management System or RIMS. The RIMS program is used for resource requests, resource tracking, and other information exchanged between local governments, operational areas, and the REOC. RIMS can be used between cities, special districts, and Operational Areas.



CHART 1 – Kingsburg Emergency Organization



* May be County representatives.



SEMS EOC Organization

SEMS regulations require local governments to provide for the five management functions as the basis for structuring the EOC organization:

Management

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

Operations

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

Planning/Intelligence

Responsible for collecting, evaluating, and disseminating information; developing the City of Kingsburg' EOC Action Plan and After-Action Report in coordination with other functions; and maintaining documentation.

Logistics

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

Finance/Administration

Responsible for financial activities and other administrative aspects.

The EOC organization may include representatives from the school districts, emergency communications organizations such as Radio Amateur Civil Emergency Services (RACES), volunteer agencies, and private agencies with significant response roles such as the American Red Cross (ARC) and Salvation Army.

Field Level Incident Command System

The concepts, principles and organizational structure of the ICS will be used in managing field operations. The size, complexity, hazard environment, and objectives of the situation will determine the ICS size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are communicated to field and EOC personnel through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the EOC Director as to situation and resource status through established communications channels. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at the Command Post.



When multiple agencies respond to the incident, the IC will establish a Unified Command/Multi-Agency Coordination System and agency representatives will be asked to report to the Liaison Officer. Outside agencies including those from county, state and federal agencies will participate in the Unified Command/Multi-Agency Coordination System by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

Field/EOC Communications and Coordination

The City's communication plan outlines the communications channels and protocols to be used during an incident. The City's communication plan will be included as a separate appendix to this plan. Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the EOC.

The City EOC will communicate situation and resource status information to the Fresno County Operational Area and other outside agencies via designated countywide emergency reporting systems.

Field/EOC Direction and Control Interface

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the city level by the EOC Director.

It is the responsibility of the Incident Commander to communicate critical information to the EOC Director in a timely manner.

Field/EOC Coordination with Department Operations Centers (DOCs)

If a department within the City establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the City EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the EOC. DOCs act as an intermediate communications and coordination link between field units and the City EOC.

EOC Action Plans

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



Action planning is an important management tool that involves:

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

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

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

Coordination with Field Response Level

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City of Kingsburg EOC may be activated to coordinate the overall response while the ICS is used by field responders. Incident Commanders may report to department operations centers (DOCs), which in turn will coordinate with the EOC. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

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

Coordination with Fresno County Operational Area

Coordination and communications should be established between activated local government EOCs and the operational area. The Fresno County Operational Area EOC has VHF radios programmed with frequencies (one to transmit - one to receive) for the City of Kingsburg Fire Department and Police Department (to be tested). The communications link may be through the radio system, telephone, fax, or amateur radio.

Fresno County Operational Area will direct the most heavily impacted cities to coordinate and communicate directly with the County/Operational Area EOC. Fresno County will use an



Operational Area Multi-agency Coordination System (MACS) concept when developing response and recovery operations. When and where possible, the County will include jurisdictional representatives in planning for jurisdictional support.

Special District Involvement

The emergency response roles of the Kingsburg Union Elementary School District and Kingsburg Joint Union High School Districts are generally focused on normal services. During disasters, the Districts may be more extensively involved in the emergency response by assisting the city and/or other local governments.

The school district should have a liaison assigned to coordinate with the Kingsburg EOC. Coordination and communications should be established with each district that is involved in the emergency response, other local governments, and the operational area. This may be accomplished in various ways depending on the local situation. Relationships among special districts, cities, county government, and the operational area are complicated by overlapping boundaries and by the multiplicity of special districts. Special districts need to work with the local governments in their service areas to determine how best to establish coordination and communications in emergencies.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

Coordination with Volunteer and Private Sector Agencies

The City of Kingsburg EOC will establish communication with private and volunteer agencies that provide services to the city. The American Red Cross and Salvation Army are agencies that play key roles assisting in the emergency response. These agencies, if significantly involved in an incident, may assign a representative to the Kingsburg EOC as an Agency Representative. Some agencies may have several personnel participating in functional elements in the EOC, e.g., Red Cross personnel may be part of the staffing for the Care and Shelter Unit of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOC's should be represented within the operational area level EOC. Coordination with volunteer and private agencies that do not have representatives at an EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

In an emergency, governmental response is an extraordinary extension of responsibility and action, coupled with normal day-to-day activities. Normal governmental duties will be



maintained, with emergency operations carried out by those agencies assigned specific emergency functions.

Statewide Emergency Management

Governments at all levels must work together effectively, along with the private sector, business and industry, community based organizations and volunteers, to meet the challenges posed by a disaster.

All resources available within the State that may be applied in disaster response and recovery phases, together with the private sector, are collectively referred to as the California Emergency Organization (See Chart 2). The goal is to support emergency activities to protect life, property, and the environment. During a state of war emergency, a state of emergency, or a local emergency, the Cal EMA Director will coordinate the emergency activities of all State agencies (California Emergency Services Act, §8587).

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. Some emergency responses are led by designated State agencies. Such agencies have jurisdiction at the State level or those emergencies or disasters. Resource requests for response and recovery originate at the lowest level of government and are progressively forwarded to the next level until filled. When support requirements cannot be met with State resources, the State may request assistance from those federal agencies having statutory authority to provide assistance in the absence of Presidential Declarations. The State may also request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93288 as amended.

California has established essential communications support procedures between the OA's, the REOC, the State Operations Center (SOC), and other State agencies to provide the information links for elements of the California Emergency Organization. This communications infrastructure includes the use of the Response Information Management System (RIMS), and the California portion of the National Warning System.

California Master Mutual Aid Agreement

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement*, which is entered into by local governments and the State of California. The various departments and agencies within the political subdivisions, municipal corporations, and public agencies agree to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal, and state monies may be appropriated to reimburse public agencies that aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster



assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

Mutual Aid System

The statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in the diagram in Chart 3.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS and NIMS does not alter these existing systems, but enhances the facilitation of mutual aid through the local government, operational area, regional, and state levels.

Emergency Management Assistance Compact (EMAC)

California is a signatory to the interstate EMAC; a congressionally ratified organization that provides form, structure, and procedures for rendering emergency assistance between states. Once the governor has declared a state of emergency, Cal EMA will assess the needs for the emergency incident. California can then request resources through the EMAC network for assistance provided by other states in the nation. The use of EMAC resolves two of the key issues regarding mutual aid, liability, and reimbursement so that a disaster impacted state can request and receive assistance from other member states quickly and efficiently.

Within California, there is several discipline specific mutual aid plans that work in conjunction with the Master Mutual Aid Agreement. These plans derive their authority from the California Emergency Services Act and from the California Disaster and Civil Defense Master Mutual Aid Agreement.

The individual disciplines work within the policies and procedures of the specific plans:

- Law Enforcement Mutual Aid Plan
- Search and Rescue Mutual Aid Plan
- Coroner Mutual Aid Plan
- Fire and Rescue Mutual Aid Plan
- Urban Search and Rescue Mutual Aid Plan
- Emergency Managers Mutual Aid Plan

Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from



within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Law and Fire Mutual Aid Coordinators work within existing Mutual Aid agreements and plans and do not work through the Operational Areas for requests and assignments for mutual aid.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional, and state levels. When EOC's are activated, all discipline-specific mutual aid systems should establish coordination and communications within the respective local, operational area, regional, or state EOC's.

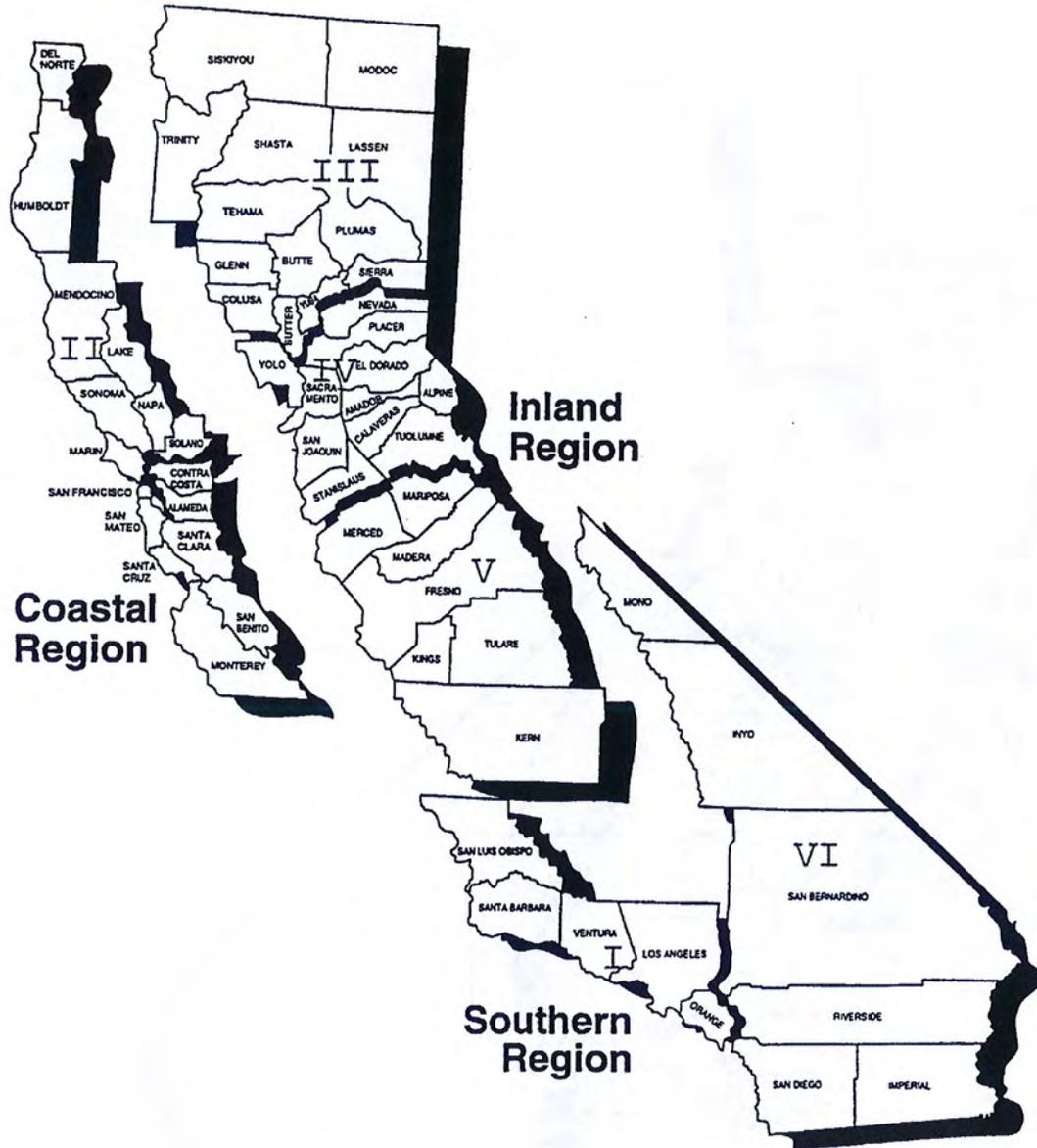
Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

Kingsburg Mutual Aid Requests

The City of Kingsburg will make mutual aid requests through the Fresno County Operational Area via the Fresno County Sheriffs Dispatch via telephone at 559-488-3111. Additionally, the 24-hour phone number for the County of Fresno Office of Emergency Services is 559-488-3791. Requests for Fire and Emergency Management mutual aid may be made through the Kingsburg Fire Dispatch Center, which will contact the County Fire Emergency Communications Center, which is the Operational Area and Regional dispatch center for fire resources.



MAP 1 – Cal EMA Administrative Regions and Mutual Aid Regions





MAP 2 – Fire and Rescue Mutual Aid Regions



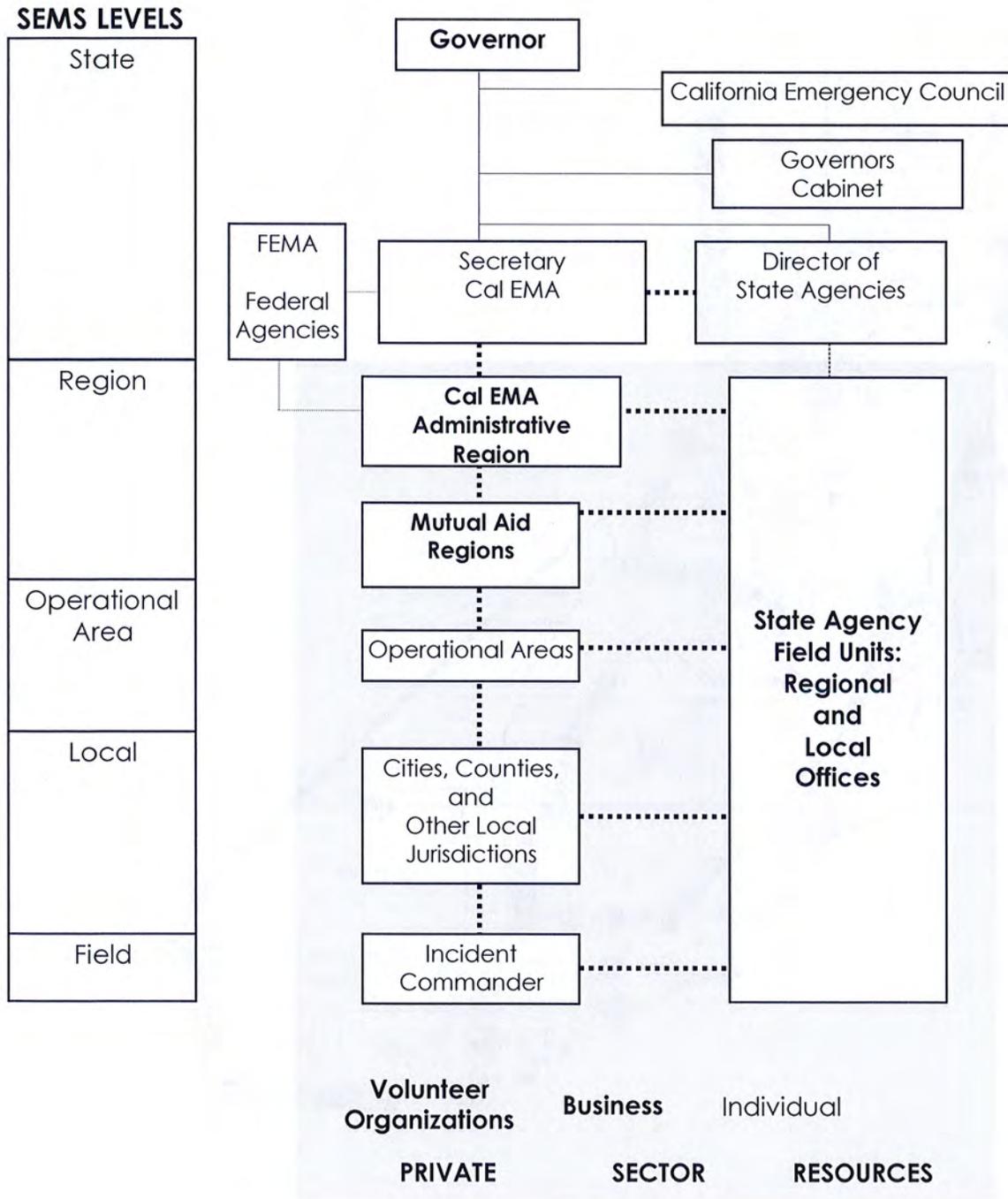


MAP 3 – Law Enforcement and Coroner Mutual Aid Regions





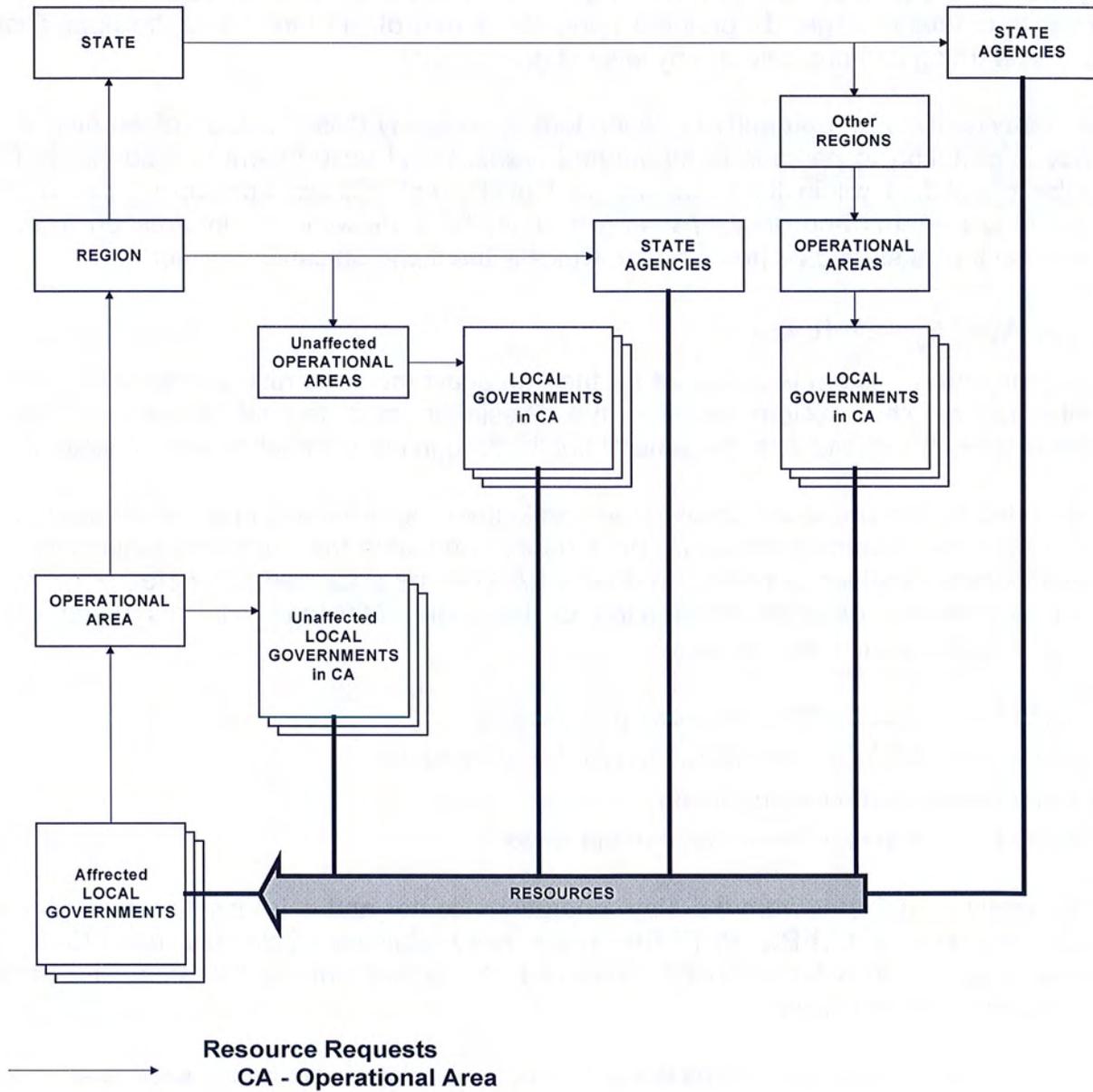
CHART 2 – California Emergency Organization



- Emergency Management Lines of Authority
- Emergency Resource Coordination/Support
- Coordination per FEMA/Cal EMA MOU Federal State Agreement



CHART 3 – Mutual Aid System





Alerting and Warning

Warning is the process of alerting governmental forces and the general public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government.

Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the population within their jurisdiction. Government officials accomplish this using various warning systems and devices that can originate or disseminate information from a central location that is staffed 24 hours a day, typically the communications center.

Emergency Alert System (EAS)

The Emergency Alert System is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state, and local governments to communicate with the general public through commercial broadcast stations.

EAS is operated by the broadcast industry on a volunteer basis according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One - Presidential Messages (carried live)
- Priority Two - EAS Operational (Local) Area Programming
- Priority Three - State Programming
- Priority Four - National Programming and News

State programming originates from the state operations center and is transmitted through the state using the state's CLERS VHF/UHF radio relay stations. California has 30 EAS Operational Areas within radio reception range of EAS stations serving the area. The State message priorities are as follows:

- Priority One - Immediate and positive action without delay is required to save lives
- Priority Two - Actions required for the protection of property and instructions to the public requiring expedient dissemination
- Priority Three - Information to the public and all others

Emergency information is broadcast directly through the transmitters to all broadcasters in Fresno County simultaneously and to school districts and businesses with more than 100 employees, who by law must monitor this frequency. Examples of emergencies identified by Fresno Operational Area that may warrant an alert are an earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents, and hazardous



material accidents. Local EAS voice and video broadcasts are accomplished at the Fresno Operational Area Emergency Operations Center facility. In Fresno County and the City of Kingsburg, EAS activations can be authorized by the following positions:

- Sheriff of Fresno County or designate
- Chairman of the Fresno County Board of Supervisors or designate
- Mayor of the City of Kingsburg or a designee
- Chief of Police of the City of Kingsburg or a designee
- Authorized representative of the National Oceanic and Atmosphere Administration

The EAS is administered under the authority of the Sheriff of Fresno County. Messages from the City of Kingsburg are sent to the Sheriff's Communications Center for dissemination. The message must be a voice message that can be prerecorded. The Local Primary 1 station is KJM 580 (Radio) and KFSN Channel 30 (Television).

National Warning System (NAWAS)

NAWAS is a dedicated wire-line system that provides two-way voice communications between the federal warning centers, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point, and each of the local warning points. Circuits then extend to county warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System (CLETS)).

NAWAS is tested three times daily at unscheduled times. Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test through Cal EMA. On alternate Wednesdays, the CHP conducts a test at 10:00 a.m. local time.

Backup communications systems for CALWAS alerts include:

- CESFRS - California Emergency Services Fire Radio System
- CESRS - California Emergency Services Radio System
- CLEMARS - California Law Enforcement Mutual Aid Radio System
- CLERS - California Law Enforcement Radio System
- CLETS - California Law Enforcement Telecommunications System



National Weather Service (NWS)

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies. The Weather Service can also access NAWAS to announce severe weather information. Advisories and weather emergency issuances for Fresno County are issued out of the San Joaquin Valley Weather Forecast Office of the National Weather Service located at 900 Foggy Bottom Road, Hanford, CA.

California State Warning Center (CSWC)

The CSWC is a signal and information conduit for Cal EMA and a central information hub for statewide emergency communications. The CSWC is under the command and direction of the CHP, and staffed by sworn officers and civilian emergency services communications personnel. The CSWC provides service to all California law enforcement agencies and their officers 24 hours a day, 365 days a year. Additionally, the CSWC will provide the means by which fire service agencies can communicate intelligence information to the FBI.

The following is a list of current functions and responsibilities of the CSWC:

- Facilitates multi-regional and statewide AMBER Alerts
- Carries out critical incident notifications, warnings, and tactical alerts to all involved agencies and organizations
- Conducts computer crime incident notifications
- Conducts homeland security incident notifications
- Conducts hazardous material notifications
- Monitors natural disasters and coordinates emergency response
- Monitors and maintains state and national emergency response communications
- Conducts Governor and executive staff notifications
- Facilitates toxic call-outs (drug labs)

Operational Area Satellite Information System (OASIS)

OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub that allows virtually uninterrupted communication between state, regional, and operational area level EOC's. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel and are capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.



Emergency Digital Information System (EDIS)

The EDIS provides local, state, and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems such as the Emergency Alert System. The main purpose of EDIS is to distribute official information to the public during emergencies; although, non-emergency uses of EDIS are permitted as long as they do not interfere with more urgent transmissions.

EDIS may be used to transmit information in the following categories, listed in priority order:

1. **FLASH** - Alerts and warning of immediate life-safety value to members of the public
2. **NEWS** - Information of immediate benefit to the public. Releases in this category may include reports of unusual natural, social, or technological events; notices of government activities requiring specific action by members of the public; road and traffic information and instructions for those affected by an emergency
3. **INFO** - Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, airspace restrictions
4. **TEST** - Transmissions to verify operation of equipment and for training of originating personnel

Confidential or sensitive information should never be transmitted over EDIS as the equipment to receive the messages is easy to obtain.

Emergency News Network (ENN)

The ENN is a subset of the EAS. It is a digital format that allows messages to be sent via the State of California's EDIS system. The media, schools, large businesses, and anyone who monitors the AQMD channels will receive the digital message. It is less restrictive than an EAS broadcast and can be originated by any agency with access to a Justice Data Interface Controller terminal. It allows for routine or test messages in addition to emergency messages.

Local Cable TV

Channel 30, KFSN provides the public with alerting and notification of various disaster situations. City TV will provide directions to the citizens via scrolled information. This includes a leader that will scroll across any TV station that is turned on directing viewers to tune to their local cable channel for more information.

Kingsburg does not maintain a siren system. Other systems used for warning of the public utilized by the City of Kingsburg include mobile emergency vehicle sirens and loudspeakers, local TV and radio and door-to-door notification by law enforcement volunteers, explorers and reserve deputies and officers.



Evacuation and Mass Care/Shelter

Emergency evacuation planning involves several governmental agencies and private organizations performing such functions as warning, evacuation decision-making, communications, traffic control, and shelter management. These agencies and organizations also have an indispensable role in emergency preparedness planning.

The decision to evacuate should be made jointly, between the involved agencies (Fire, Police, Community Services, etc.) and the City. There are four types of evacuation:

- Limited – A small group of people from a small area
- Mass – Entire city, suburb, or region from a large area
- Spontaneous – Orders not necessary; danger obvious
- Forced – Governmental authority invoked (409.5 CA. Pen. Code, et seq.) to move people from threatened areas.

Specific evacuation requirements will vary with each situation, but should be carried out in a manner consistent with other critical functions. Under ideal circumstances there will be enough time for radio and/or television stations to broadcast the required evacuation information via the Emergency Alert System, and if sufficient time is available, copies of the evacuation order or notice and route. Regardless of the means, the evacuation warning should include the following minimum information:

- Type of evacuation (voluntary or mandatory)
- Best available route(s) out of the area
- Location of evacuation center(s) and/or shelter(s)
- Anticipated duration of the emergency
- Time remaining before the situation becomes critical

Shelter located within the City of Kingsburg will be opened under the authorization of the American Red Cross (ARC), and may be staffed by City employees and/or volunteers that are qualified to operate a shelter. Due to a number of requirements for establishing a shelter, not every location that has been pre-identified as a potential shelter site will be opened. Each shelter will accommodate people with disabilities as it is a requirement for shelters to be American with Disabilities Act (ADA) compliant. If a disabled person requires a caretaker, that caretaker will need to stay with the disabled person in the shelter to accommodate their needs. The City will also assist people in locating shelter for their pets per the Pets Evacuation and Transportation Standards Act of 2006.



PART THREE

Threat Summary and Assessment for City of Kingsburg

This section of the Plan consists of a series of threat summaries based on the City's Safety Element of the General Plan, May 20, 2009, and results of the Fresno County (Kingsburg) Multi-Hazard Mitigation Plan. The purpose of the analysis is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur.

General Description

The City of Kingsburg is a charter city located in Fresno County in the Central San Joaquin Valley of California. According to the January 2010 State of California Department of Finance Information, the city has a total area of 2.89 square miles and a total population of 11,259.

The County seat is in the City of Fresno, which is 20 miles north of Kingsburg. Kingsburg is surrounded by Tulare County on its eastern and southern boundaries, and Kings County to the south. The Union Pacific Railroad and California State Highway 99 both run through the middle of the City. The Kings River, a major waterway that starts in the Sierra Nevada Mountains and runs through the lower part of the San Joaquin Valley, is close to the City's southern and eastern boundaries.

Kingsburg's climate can be described as Mediterranean. The summers are hot and dry, and moderate temperatures and light precipitation characterize winters. Temperatures range from 100 degrees in the summer to a low of 25-30 degrees in winter with an average rainfall of 17 inches during the rainy season from late October to early April.

Kingsburg is primarily a bedroom community with development being 72% residential, 20% commercial, and 8% industrial, which limit the sales and property tax base. Agriculture is the primary industry within and around Kingsburg. The largest employers are the Del Monte Foods Plant, Sun Maid Growers, and Guardian Glass Industries.

Kingsburg has identified critical facilities as being the City government facilities, four elementary schools, one middle school, one high school, five pre-school or child-care centers, one skilled nursing facility, and one senior citizen residential facility. The City has its own police, fire, and public works departments. The City contracts with Fresno County for the following services:

- Selma-Kingsburg-Fowler County Sanitation District: Solid Waste services
- Waste Management: Household Waste and Recycling Services
- Peters Engineering Group: City Engineering Services
- Consolidated Irrigation District: Ground Water Recharging
- Fresno-Madera Area Agency on Aging: Senior-Citizen resources and programs



- Fresno County EMS: Fire and Ambulance Emergency Dispatch Services
- Fresno County Sheriff's Office: Automatic Aid for Law Enforcement
- City of Fresno Police Department: Automatic Aid for Law Enforcement
- Fresno County Fire Protection District: Automatic Aid for Fire Services
- Tulare County Fire Department: Automatic Aid for Fire Services
- Fresno County EMS: ALS Ambulance Services
- Risk Management Authority: Risk Management Services
- Central Valley Street Sweeping: Street Sweeping Services

The City relies on; Kingsburg Police Department, Fresno County Sheriff's Department, Fresno County EMS, and Fresno County Fire Protection District for communications assistance. The City also relies on the American Red Cross for assistance with emergency shelters and other necessary emergency services.

Threat Assessments

The following threat assessments identify and summarize the hazards that could impact the City:

- Major Earthquake
- Hazardous Materials
- Flooding and Dam Failure
- Fire
- Severe Weather
- Agricultural Hazards
- Transportation – Air and Rail
- Civil Unrest
- Terrorism
- Public Health Emergencies
- National Security Emergency

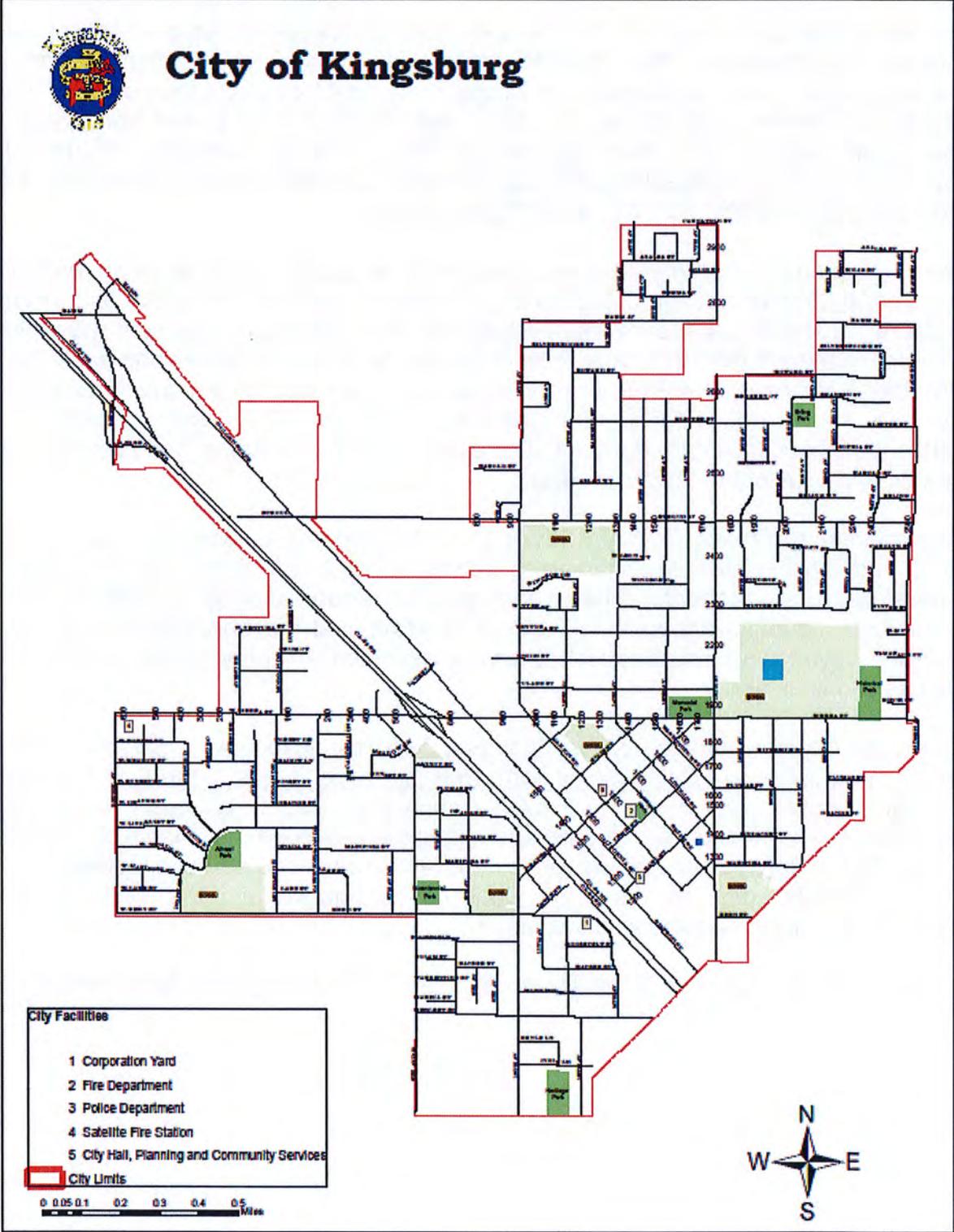
Emergency Response Actions

Emergency response actions applicable to all hazards are included in Part Four; Checklist Actions, for each ICS Section.

References: For more detailed information and maps, refer to the City's Local Hazard Mitigation Plan (Fresno County Multi-Hazard Mitigation Plan 2008.)



MAP 4 – City of Kingsburg Map





Threat Assessment 1- Major Earthquake

A major earthquake and ground shaking can cause significant social disruption and damage to buildings and infrastructure in the City of Kingsburg due to the close proximity of earthquake faults. Earthquakes can cause structural damage, injury, and loss of life, as well as damage to infrastructure networks, such as water, power, gas, communication, and transportation. A significant earthquake could occur and exceed the response capabilities of the City of Kingsburg. Response and disaster relief support would be required from other cities, private organizations, and from the state and federal governments.

The extent of damage from an earthquake is determined by the magnitude of the earthquake, distance from the epicenter, and characteristics of surface geology. An active fault is defined by the California Geological Survey as one that has had surface displacement within the last 11,000 years, although the 1975 Oroville earthquake, the 1983 Coalinga earthquake, and the 1987 Whittier Narrows earthquake occurred on faults not previously recognized as active. An inactive fault shows no evidence of movement in the last 200 years or geologic time, suggesting that these faults are dormant. There are a number of active and potentially active faults within and adjacent to Fresno County.

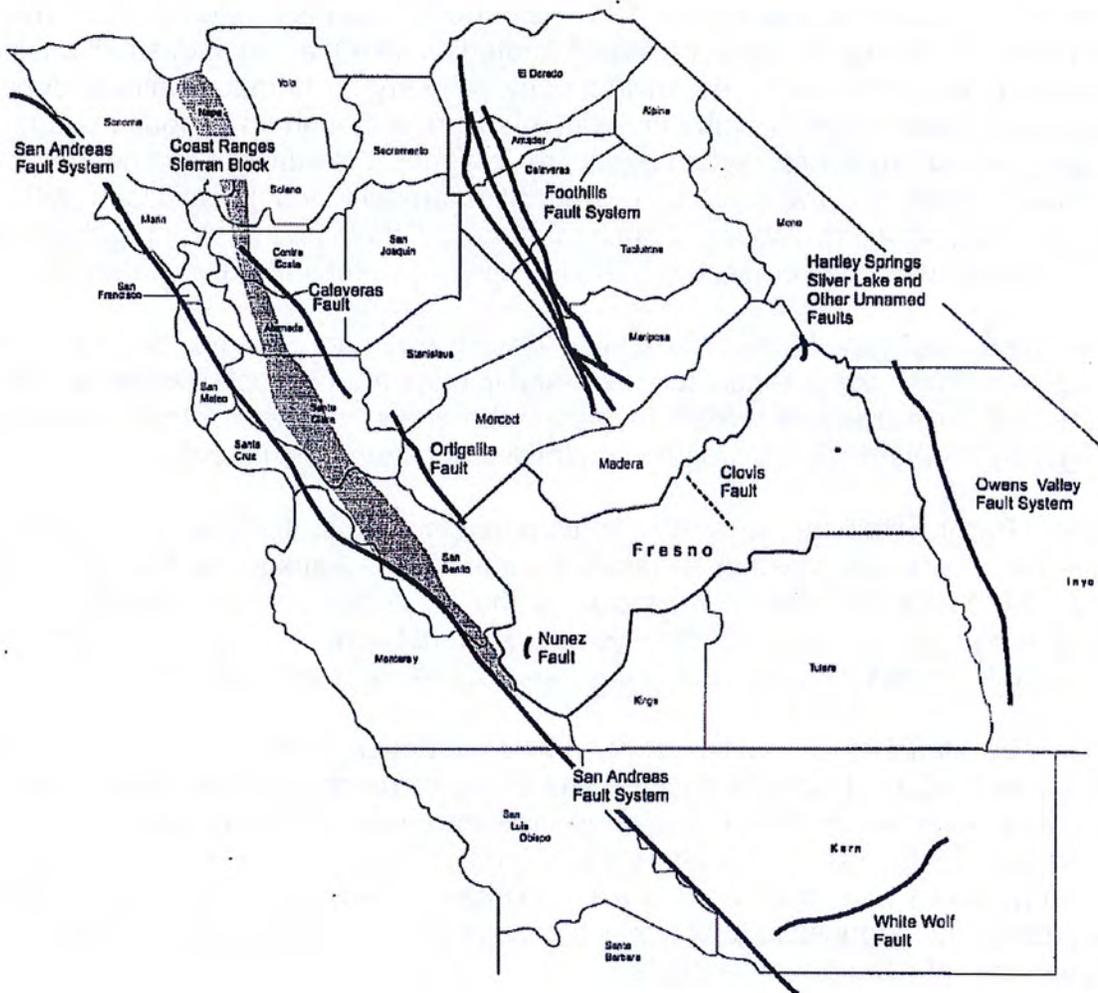
The valley portion of Fresno County is located on alluvial deposits, which tend to experience greater ground shaking intensities than areas located on hard rock. Therefore, structures in the valley areas would tend to suffer greater damage from ground shaking than those located in the foothill and mountain areas. There are 36 un-reinforced masonry buildings in the City, mostly in the downtown area. City Hall is an un-reinforced masonry building that has been identified as a critical facility.

Most of Fresno County, from approximately Interstate 5 east, is located in Seismic Zone 3, as defined by the most recent California Uniform Building Code. Areas in the Coast Range and foothills and a small area along the Fresno County-Inyo County boundary are located in Seismic Zone 4. The nearest active earthquake faults are located more than 55 miles to the east in the Sierra Nevada mountains. Kingsburg has experienced several noticeable ground movement incidents, such as the 1983 Coalinga earthquake and the 1989 Watsonville earthquake, but no local damage was sustained.

See Figure 1 on the following page for an illustration of the regional faults within Fresno County.



FIGURE 1 – County of Fresno Regional Faults



 NORTH No Scale	Approximate Fault Location	Fresno County General Plan Regional Faults. Figure 9-2
	Inferred Fault Location Blind Thrust Fault Zone	

SOURCE: California Division of Mines and Geology, Fault
 Activity Map of California and Adjacent Areas, Scale
 1:750,000 Geologic Data Map No. 6, 1994; EIP Associates,
 March 1997.



Threat Assessment 2 - Hazardous Materials Incident

The City of Kingsburg is susceptible to a hazardous materials release from the result of transportation accidents or spills of stored materials used at an industrial business. The significance of the problems to the environment, property, or human health is dependent on the type, location and quantity of the material released. Although hazardous material incidents can happen almost anywhere, certain areas are at higher risk. Jurisdictions near roadways that are frequently used for transporting hazardous materials and jurisdictions with industrial facilities that use, store, or dispose of such materials all have an increasing potential for major mishaps, as do jurisdictions crossed by certain railways, waterways, airways and pipelines.

California State Highway 99 and the Union Pacific Railroad both run through the heart of Kingsburg. Along with the potential for death and injuries from multiple vehicle accidents, there is the potential for hazardous material spills as numerous commercial transportation vehicles travel Highway 99 with various types and quantities of hazardous materials.

The Union Pacific Railroad is strictly a commercial freight transportation system. Large quantities and numerous types of hazardous materials are transported through Kingsburg by rail on a daily basis. Of particular concern is the large number of liquefied petroleum gas vessels that are transported on the system. A derailment and fire, with large exploding liquefied petroleum gas vessels, could cause widespread damage to the City.

There are also stationary quantities of hazardous materials used by the agricultural industry that are stored and used within Kingsburg and in the surrounding areas. There is the potential for hazardous materials releases from large industrial plants in Kingsburg, such as Guardian Glass and Del Monte. Facilities such as these throughout the City are less of a threat current laws and regulations requiring them to have contingency and evacuation plans. The Kingsburg Fire Department is responsible to check compliance of these facilities and maintain records of stored quantities of hazardous materials.

Additional causes of hazardous materials spills could be clandestine dumping of toxic or hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, illegal dumping of hazardous materials may proportionately. Besides the immediate effect of hazardous materials incidents on scene, there are also ancillary effects such as the impact on waterways and drainage systems, and the evacuation of schools, business districts, and residential areas.

Note: For specific information refer to the County Environmental Health Hazardous Materials Area Plan.

Threat Assessment 3 - Flooding

The City of Kingsburg can be flooded by excessive rainfall or dam inundation. Heavy rain can flood storm drains and create localized flood problems. The primary effect of flooding is the threat to life and property. People and animals may drown; structures and their contents may



be washed away or destroyed; roads, bridges, and railroad tracks may be washed out; and crops may be destroyed. Floods are usually referred to in terms of their frequency of occurrence, such as 50 or 100-year floods.

Within Fresno County are systems of levees to hold back floodwaters. The Federal Emergency Management Agency (FEMA) recently revised its flood maps and most of the existing levees in Fresno County were not certified to withstand a 100-year flood event. In addition, FEMA re-designated a large parcel of land (7200 homes) from Zone X, which signifies levee protection in a 100-year flood, to Zone A, which signifies a flood hazard.

Flooding is inevitable for cities within Fresno County, including the City of Kingsburg. Prior to the Fresno Metropolitan Flood Control District and related flood control and urban drainage systems came into being, flooding occurred frequently. The flood control system, consisting of a series of holding basins, channels, and other facilities divert storm water away from both rural and urban areas, but the levees are old and there is no guarantee they will prevent flooding from a significant storm.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning within hours, days, or weeks, while flash floods may have an extremely short warning time, if any at all. Flash flood warnings usually require immediate evacuation within the hour.

According to the City of Kingsburg Storm Drain Master Plan, there are several flooding problem areas in the City. These areas are primarily a result of undersized pipes where the runoff exceeds the pipe capacity even for minor storms, damaged curb and gutters where the flow lines have been disrupted due to raised gutters and other obstructions, or damaged drain pipes. It is expected that the majority of streets will remain open, and evacuations of any sort should be easily facilitated.

The majority of the damaged lines are downtown, where the storm drainpipes are some of the oldest in the system. The undersized lines are located along Kern Street near Roosevelt Elementary School and along Mariposa Street near Lincoln Elementary School.

The areas that have curb and gutter flow line damage are generally in the older residential areas, including the areas south and west of Kingsburg High School. The downtown areas along Washington, Lincoln, and Lewis streets also have damaged curbs and gutters.

Once flooding begins, personnel will be needed to assist in rescuing persons trapped by floodwaters, securing utilities, cordoning off flood areas, and controlling traffic. The Public Health Department would be actively involved in addressing the public health impact of a flood, such as disease and environmental health issues. These actions may overwhelm local agencies, and additional personnel and resources may be required. It is anticipated that existing mutual aid resources would be used as necessary to augment local resources.



The City participates in the National Flood Insurance Program (NFIP), joining the program on November 30, 1983. There are three stages of storm flooding response actions:

Stage I (Flood Watch)

Stage I indicates light to moderate rain. Monitor storm to establish precise nature of flood risk. Alert key personnel. Ensure availability of Shelters (if it is later necessary to evacuate and look after local people). Ensure availability of sandbags at pre-designated locations

Stage II (Flood Warning or Urban and Small Stream Advisory)

Stage II means moderate to heavy rain. Monitor storm constantly to establish precise nature of flood risk and evolving situation. Establish liaison with all emergency services agencies and consider whether to set up the EOC. Deploy staff to risk areas to monitor river levels. If needed alert staff to open shelters. Deploy reserve sand bags. Post flood warnings in affected areas.

Stage III (Flood Statement)

Stage III signifies a continuation of heavy rain and a threat to private property and persons. Areas should be evacuated. In addition to the Flood Warning activities, open shelters, assist with evacuation of flooded area(s), deploy staff to assist in spreading flood warnings, liaison with media to pass on important information.

Flooding from Dam Failure

Kingsburg is in the mapped inundation area of Pine Flat Dam. Pine Flat Reservoir is located in the foothills of the Sierra Nevada Mountains, approximately 30 miles northeast of Kingsburg. The construction of the 440-foot Pine Flat Dam on the Kings River was completed in 1954. The project's primary purposes are flood control, irrigation, water conservation, and recreation. When completely full, Pine Flat Reservoir is 20 miles long, holds 1 million acre-feet of water, and covers 5,790 acres with 67 miles of shoreline. The upper Kings River is the main tributary that fills the reservoir. According to the Kings River Conservation District, the water management agency encompassing Fresno, Kings and Tulare counties, "In the event of a major release from Pine Flat Dam, downstream flooding could occur over agricultural lands near the riverbanks and possibly within the Cities of Reedley and Kingsburg." The Kings River is located approximately one mile from Kingsburg's eastern, southeastern, and southern boundaries.

Dam failures can also result from earthquakes, erosion of the face or foundation, improper sitting, rapidly rising floodwaters, and structural/design flaws. The Pine Flat Dam is a concrete gravity designed dam. The Jeff L. Taylor Pine Flat Power Plant is a hydroelectric generation station operated by Kings River Conservation District and is located at the base of the dam.

A dam failure will cause loss of life, damage to property, and other ensuing hazards, as well as the displacement of persons residing in the inundation path. Damage to electric transmission lines could impact life support systems in communities outside the immediate hazard areas. A catastrophic dam failure, depending on size of dam and population downstream, could exceed



the response capability of local communities. Damage control and disaster relief support would be required from other local governmental and private organizations, and from the state and federal governments. Mass evacuation of the inundation areas would be essential to save lives, if warning time should permit. Extensive search and rescue operations may 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 dead persons would pose difficult problems; public health would be a major concern. Many families would be separated, particularly if the failure should occur during working hours.

These and other emergency/disaster operations could be seriously hampered by the loss of communications, damage to transportation routes, and the disruption of public utilities and other essential services. Governmental assistance could be required and may continue for an extended period. Actions would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population including, as required, temporary housing for displaced persons.

Figure 2 shows the waterways within Fresno County.



Threat Assessment 4 - Fire

Commercial-industrial fires and residential fires are the two most likely locations for a major incident involving fire in Kingsburg. The City is not located in a wildland-urban interface area.

The Kingsburg City Fire Department, established in 1912, is a combination department that provides both fire and ambulance services not only to the citizens of Kingsburg, but also to those citizens in the surrounding unincorporated areas of Fresno, Kings, and Tulare Counties. The Department has two stations, only Station 1 located at 1460 Marion St. is staffed 24 hours a day 365 days a year.

The City of Kingsburg Fire Department provides fire, rescue, and emergency medical services to the community. The Kingsburg Fire Department has an operations manual describing procedures for fire related emergencies within the city. The maximum height of a structure is three stories with the majority of the buildings being less than that. New construction within the city is governed by the Planning and Community Development Department and must follow the uniform Building, Electrical, Fire, and Mechanical Codes.

Due to the large amount of square footage in industrial and commercial buildings, fire starting in any classification could spread quickly. As with high-rise buildings, most commercial and industrial buildings are equipped with automatic sprinklers. In the event of a system shutdown, fire may spread quickly and become large in a matter of minutes.

Threat Assessment 5 - Severe Weather

Severe weather in Kingsburg could be any destructive weather event, but typically is a localized thunderstorms that bring heavy rain, hail, lightning, and strong winds. The following weather events have the potential of occurring in Kingsburg.

Drought

Groundwater is the source of domestic water supply for Kingsburg. The groundwater basin is recharged primarily by rainfall and infiltration, storm water runoff, infiltration from irrigated ditch flows and seepage in the Kings River bottom, and water conservation recharge to natural sloughs in the nearby agricultural area. Agriculture on the west side of the San Joaquin Valley relies largely on water transferred through the Sacramento-San Joaquin Delta from Northern California. The effects of a four-year drought have severely narrowed the periods in which massive pumps can be used to move water from north to south. Less water means less acreage planted, creating a spike in unemployment and economic hardship for farm laborers and their communities. The geologic drought has shown how agriculture affects many lives, impacting communities well beyond the farm sector. For the past several years, the City's water utility has been operating at maximum peak performance due to the drought conditions.



Extreme Heat

Extreme heat is defined as temperatures that reach ten degrees or more above the average high temperature for the region and last for several weeks. Extreme temperature can have severe impacts on human health and mortality, natural ecosystems, agriculture, and other economic sectors. From 1979-2003, more people in the United States died from extreme heat than from hurricanes, lightning, tornadoes, floods, and earthquakes combined.

People suffer heat-related illness when their bodies are unable to compensate and properly cool themselves. The body normally cools itself by sweating. But under some conditions, sweating isn't enough and a person's body temperature rises rapidly. Very high body temperatures may damage the brain or other vital organs. The City has a cooling station plan administered by the Community Services Department. The fire and police stations, city hall, and the senior center serve as cooling centers. Kingsburg has a high population of elderly residents that are more vulnerable during extreme heat events.

Extreme Cold/Freeze

Winter temperatures are usually mild with infrequent cold spells dropping below freezing. Heavy frost occurs almost every year, typically around the last week of November. The potential for extreme cold that would cause life threatening conditions are not that likely, although pipes may freeze and burst in homes or buildings that are poorly insulated or without heat. Freezing temperatures can and do cause significant damage to the agricultural industry in and around Kingsburg.

Fog

The interior California valleys have a unique fog condition called "Tule fog." Tule fog is a thick ground fog that settles in the San Joaquin Valley and Sacramento Valley areas of California's Great Central Valley. Tule fog forms during the late fall and winter, typically from November through March, after the first significant rainfall. This phenomenon is named after the tule grass wetlands (*tulares*) of the Central Valley. Accidents caused by the tule fog are the leading cause of weather-related casualties in California.

Severe fog events have contributed to multi-vehicle traffic accidents with multiple casualties along Highway 99 in Kingsburg. The most notable event occurred in November 2003 when 108 cars and 18 big rig trucks collided in the fog on Highway 99 near Fresno. A similar accident occurred in 1998 involving 74 vehicles in a chain-reaction accident that killed two people and injured 51, all due to the heavy fog. These incidents require assistance from the City's emergency responders and also cause traffic to be diverted through the town, increasing the number of accidents there. Kingsburg does have a fog plan that involves constant replacement of signage and street striping to maintain visibility. The school districts implement a foggy day schedule when needed.



Heavy Rain/Thunderstorm/Hail/Lightning

Storms in the Fresno County area are generally characterized by heavy rain often accompanied by strong winds, lightning and hail. Approximately ten percent of the thunderstorms that occur each year in the United States are classified as severe. A thunderstorm is classified as severe when it contains one or more of the following phenomena: hail that is three-quarters of an inch or greater, winds in excess of 50 knots (57.5 mph), or a tornado.

Short-term, heavy storms can cause both widespread flooding as well as extensive localized drainage issues. With the increased growth of the area, the lack of adequate drainage systems has become more of an issue. In addition to the flooding that often occurs during these storms, strong winds, when combined with saturated ground conditions, can down very mature trees.

Threat Assessment 6 - Agricultural Emergencies

Agriculture includes animal and plant products that are produced and consumed within the state. Damage to agriculture, including loss of crops and death of animals, can be the secondary impact of another emergency such as severe weather, flooding, or can result from disease and pest infestation.

- Disruption in production or distribution of agriculture products can result in food shortages and high un-employment
- Agriculture products, including those produced within California and those shipped into the state, are at risk of contamination at various points in the production cycle

The lands surrounding Kingsburg (Fresno, Kings, and Tulare counties) are all involved in agricultural production of dairy, citrus, grapes/raisins, and nuts. Crop losses in the surrounding area due to weather related hazards have economic impacts in Kingsburg. Some of the primary businesses in Kingsburg are agricultural, including Del Monte and Sun Maid Raisin.

Kingsburg's agriculturally based economy is vulnerable to freezes, heat waves, flooding, and insect infestations. Past winter freezes have affected the citrus industry and previous heat waves affected the dairy and poultry industries. Any time a hazard-related event results in reduced crop or product production, Kingsburg is negatively impacted by loss of revenue to major businesses. The associated unemployment affects the crime rate, housing market, local businesses, and the City's sales tax revenues.

Threat Assessment 7 - Transportation: Air and Rail

The skies above Kingsburg are occupied by aircraft originating and departing from a number of airports located in California. The airport nearest to Kingsburg handling the greatest amount of air traffic is Fresno - Yosemite International Airport. There are numerous other small airfields in the surrounding regions, including;

- Fresno Chandler Executive Airport



- Sierra Sky Park Airport
- Arnold Ranch Airport
- Community Regional Medical Center Heliport
- Valley Medical Center Heliport
- PG&E, Fresno Service Center Heliport
- Turner Field Airport
- Selma Airport
- Visalia Municipal Airport

A major air crash that occurs in a populated residential area can result in catastrophic loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from federal, state and other local governments, and in certain instances, private organizations.

It is expected that few, if any, airline passengers will survive a major air crash. The intense fires limit search and rescue operations. Extensive law enforcement is needed to block off the affected area and control the crowds of onlookers and media personnel. Injured or displaced persons will require emergency medical care, food, and temporary shelter. Many families may be separated, particularly if the crash occurs during working hours; and a locator system should be established at a location convenient to the public. Investigators from the National Transportation and Safety Board and the Fresno County Coroner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster. The American Red Cross is mandated by Congress to provide assistance to families and victims of air crashes.

Transportation: Train Incident/Derailment

The Union Pacific Railroad is a commercial freight transportation system. Large quantities and numerous types of hazardous materials are transported through Kingsburg by rail on a daily basis. Although warning devices have been installed to decrease the potential for a rail incident, increased rail and vehicle traffic in the City allow for the occurrence in the future.



Of particular concern is the large number of liquefied petroleum gas vessels that are transported on the system. A derailment and fire, with large exploding liquefied petroleum gas vessels, could cause widespread damage to the City, as has happened in other communities across the country. Safety issues include: derailments, hazardous materials releases, sabotage, and right-of-way accidents.

Figure 3, below, shows the City's critical facilities map with the locations of the rail lines.



Threat Assessment 8 – Civil Unrest

The disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature referred to as civil unrest. Civil unrest can be the result of long-term dissatisfaction with authority, social/economic factors or racial or religious tensions. Civil unrest is usually noted by the fact that normal on-duty police and public safety personnel cannot adequately deal with the situation until additional resources can be acquired.

Situations of civil unrest may include, but not be limited to:

- Neighborhood problems
- Mistrust of local authorities
- Problems in the school system, on and off campus

Threat Assessment 9 - Terrorism

Fresno County has a diverse population. The County and its cities are home to many business and government agencies, transportation infrastructure, and cultural facilities, which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the United States. A variety of political, social, religious, cultural, and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of assault styles must be considered, including simple letter bombings, assassinations with small arms, major car bombings, etc. Use of explosive devices remains the weapon of choice for terrorist activity. Related activities include bomb threats, which disrupt the normal operations of transit systems, government or corporate facilities. Locations likely to be targets include airports, mass transit targets and government facilities. Entertainment and cultural facilities may also be targeted. The potential for nuclear, biological or chemical terrorism is also a concern. These types of emergencies would necessitate detailed contingency planning and preparation of emergency responders to protect their communities.

The Federal Bureau of Investigation is the lead federal agency for all terrorist activities within the United States. The FBI coordinates this activity with local law enforcement through the Joint Regional Intelligence Center.

Threat Assessment 10 - Public Health Emergencies

Widespread public health emergencies, referred to as “pandemics”, occur when a disease, often a strain of influenza, emerges to which the population has little immunity. The 20th century saw three such pandemics, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world.



Public health experts are always concerned about the risk of another pandemic where a disease spreads between and amongst species. When strains of animal disease interact with the common strains of human diseases, a mutation can occur, creating a disease capable of human-to-human transmission, initiating a pandemic. Depending on the nature of such a disease, between 25 to 35 percent of the population could become ill. This level of disease activity would disrupt all aspects of society and severely affect the economy.

To ensure consistent planning efforts, federal, state, and county public health agencies use the World Health Organization (WHO) pandemic phases as described below for their planning efforts.

Inter-pandemic Period		General Definition	
Phase 1		<ul style="list-style-type: none"> • No new influenza virus subtypes detected in humans. • May or may not be present in animals. • If present in animals, the risk of human infection is considered to be low. 	
Phase 2		<ul style="list-style-type: none"> • No new influenza virus subtypes detected in humans. • A circulating animal virus subtype may be detected in animals. • There may be a substantial risk of human disease. 	
Pandemic Alert Period		General Definition	
Phase 3		<ul style="list-style-type: none"> • Humans have been infected with a novel virus subtype but human-to-human transmission has not occurred or only in rare instances of close contact. 	
Phase 4		<ul style="list-style-type: none"> • Small cluster(s) of cases with limited human-to-human transmission are documented, but spread is highly localized. • Virus is not well adapted to humans. 	
Phase 5		<ul style="list-style-type: none"> • Larger cluster(s) appear, but human-to-human spread is still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be highly transmissible. • The risk of pandemic is now substantial. 	
Pandemic Period		General Definition	
Phase 6		<ul style="list-style-type: none"> • Increased and sustained transmission is documented in the general population. 	
Post-Pandemic Period		General Definition	
Phase 7		<ul style="list-style-type: none"> • Continuing public health actions, including communication with the public on issues such as when public gatherings can resume and continued monitoring of possible outbreaks of infection, etc. 	



The Fresno County Department of Public Health is the lead department for the county's response. The Department of Public Health will work closely with local jurisdictions to ensure that:

- Planning efforts are consistent throughout the county
- Official information will be provided to the jurisdictions in a timely manner
- Pharmaceutical distribution planning, training and exercising is conducted
- The organization is SEMS/NIMS compliant

In Fresno County, quarantine and isolation practices would not be enforceable or practical. The City will work in conjunction with county, state, and federal agencies to aggressively promote basic sanitation and hygiene public education programs. The City will, at the direction of the Public Health Officer for Fresno County, implement the procedures and protocols as recommended.

Threat Assessment 11 - National Security Emergency

National security emergencies are typically war-related events or those events, which threaten our national infrastructure, both physical and human, including those, which hold the potential for destabilizing our national economy. National security emergencies could also include events such as severe petroleum shortages, disruption to food production and the supply chain or a public health emergency such as a pandemic. National security emergencies are, by their nature, catastrophic events, which impact us not just on a local or regional level, but threaten the well being of the entire country.

Response activities to the nuclear materials threat will be far reaching and will consist of in-place protection measures, relocation, and spontaneous evacuation.



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PART FOUR

Emergency Operations Center

The primary purpose of an EOC is to coordinate support for field level emergency responders and develop and maintain awareness of the emergency situation for decision makers. The EOC is a location from which centralized emergency management can be performed during a major disaster. This facilitates a coordinated response by the Director of Emergency Services, emergency management staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

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

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

EOC Location

Primary: Police Department Training Room, 1300 California Street, Kingsburg, CA

Alternate: Fire Station #2, 1880 Bethel Avenue, Kingsburg, CA

The Alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. All field Incident Commanders will be notified of the transition to the alternate EOC.



EOC Organization Structure

The City of Kingsburg operates under the NIMS/SEMS emergency management structure discussed in Chapter 2. The City of Kingsburg Emergency Operations Plan complies with the legal stipulations of the Federal Homeland Security Presidential Directive (HSPD-5) and State of California Code of Regulations, Title 19, Division 2, which contain provisions relevant to emergency response. The basic City of Kingsburg EOC organizational structure consists of five functional Sections including Management, Planning, Logistics, and Finance (See Chart 1).

The Kingsburg EOC reports to the Fresno County Operational Area (OA). SEMS regulations require an operational area EOC to be activated when a local government within the operational area activates its EOC, and/or when two or more cities within the Operational Area have declared a local emergency. The County Administrative Officer, designated by County Ordinance, will function as the Operational Area Coordinator and will have overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will also be the focal point for information transfer and requests by the cities within the County.

EOC Activation and Deactivation

The City Manager, Chief of Police, Fire Chief and Director of Public Works has the authority to activate the EOC. Whenever the EOC is activated, the City Manager and Chief of Police shall be notified. The official activating the EOC will contact the Kingsburg Police Emergency Communications Center and:

- Identify themselves
- Briefly describe the situation requiring EOC activation
- Request a Level I, Level II or Level III activation
- Request notification of Level 1, Level II or Level III staff

Additionally, the City Manager, Chief of the Police, Fire Chief, and or the Director of Public Works will determine when it is appropriate to deactivate the EOC.

Designated and trained City employees, directed by the City Manager who serves as the Director of Emergency Services, staff the EOC. The Director of Emergency Services has the authority to direct all EOC activity and is responsible for the City's overall emergency management policy and coordination. This is accomplished through the joint efforts of all city departments, other public and private organizations, and volunteer agencies.

EOC Activation will take place under the following circumstances:

- A significant earthquake causing damage in the City or neighboring jurisdictions
- An uncontrolled release or failure of the Pine Flat Dam



- An impending or a Declared State of War Emergency
- An emergency situation that has occurred or is likely to occur of such a magnitude that it will require a large commitment of resources for two or more city departments over an extended period of time

The Field Incident Commander and Operations Section Coordinator positions will both be determined by the type of emergency/disaster that has occurred:

Emergency Type	Field Incident Commander / Operations Section Coordinator		
	Fire	Police	Public Works
Aircraft Disaster		X	
Civil Disturbance		X	
Dam/Reservoir Failure	X		
Earthquake		X	
Fire	X		
Flooding/Severe Weather			X
Hazardous Material	X		
Industrial Accident	X		
Major Electrical Outage		X	
Water Supply Incident			
Radiological Incident	X		X
State of War		X	
Storm/Drain/Sewer Discharge			X
Terrorism/Bomb Threat		X	X
Traffic/Transportation Incident		X	

EOC Notification Procedures

Essential personnel have been identified and assigned emergency positions for emergency response in the City of Kingsburg. The Kingsburg Police Emergency Communications Center (Dispatch) will make the notifications once authorized to do so by the appropriate official.

The following notifications will be made:

Level - I EOC Activation

- City Manager or alternate
- Chief of the Police or alternate
- Fire Chief or alternate
- Director of Public Works or alternate



Level - II EOC Activation

- Level I Notifications Personnel
- Assistant City Manager/Finance Director
- Police Department PIO or alternate PIO
- Fire Department Communications
 - Fire Chief or alternate
 - On duty Captain to serve as EOC Operations Section Coordinator
- City Attorney or alternate
- Director of Public Works and a supervisor for that department
- City Clerk or alternate
- Community Services Coordinator or alternate
- Planning and Development Director or alternate

Level - III EOC Activation

- Level I and II Notifications Personnel
- Administration Staff
- Pertinent Off Duty Personnel
- Building Official

Disaster Service Workers

According to Chapter 8, Division 4 of Title 1, Section 3100 of the California Government Code, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. In the event of a local emergency, the City Manager/Director of Emergency Services may require the emergency services of any City officer or employee and may requisition necessary personnel or materials of any City department or agency (Kingsburg Resolution 1365).

Emergency Personnel Assignments

It is the responsibility of Department Heads and supervisors to assign employees to one of the three emergency categories: essential, back-up, or stand-by. This applies, in particular, to those Departments that do not have day-to-day emergency response roles or responsibilities. Considerations to be made when assigning personnel to one of the three categories should be based on assigned role during an emergency, miles traveled to work, and family care.

Essential personnel are those employees who are needed at work to provide City emergency services and support. Personnel should be assigned specific reporting locations and roles in advance, if possible. Essential personnel should report to work immediately following an emergency or as soon as the situation at home allows. Work shifts will fall within an Operational Period that is determined in the EOC Action Plan. The Operational Period is



typically 12 hours in length, but may be as many hours as necessary to complete the objectives in the EOC Action Plan.

Back-up personnel are those employees specifically assigned to fill in for an essential person who is unable to report to work or to relieve an essential person. They also should be assigned specific work locations and roles in advance. They should be prepared to report to work as soon as possible after being notified they are needed. Staff assigned to this category may require extra time for traveling to work. Home preparation is also very important for this group.

Stand-by employees are those who are not needed immediately at work to provide emergency services, but may be needed to continue the day-to-day operations of the department. Stand-by employees may be used to work in the EOC or support other departments in their emergency operations. If they are at work when disaster strikes, they may be released to go home, when conditions permit and there is no work for them to perform. Stand-by employees may not be required to report to work immediately, but should report for duty as scheduled.

Emergency Reporting Procedures

If a disaster occurs during the regular workday, all staff should contact their immediate supervisor for instructions or return to the office and await further instructions.

It is the responsibility of each City department to develop specific procedures for notifying employees when they are to report for work following a disaster according to the guidelines contained in this plan. Employees should be informed of when and where they should report for duty before an emergency occurs. Employees that are reporting for duty from outside the City should be prepared upon request by any law enforcement official to show proper City identification and explain purpose for gaining entry to the City.

Employees recalled for duty following a disaster should report immediately to their work Department or alternate location as designated for emergency instructions. Members of the Emergency Operations Team should report to the EOC or alternate EOC, whichever is activated. The Police Department Conference Room will be the primary meeting location for all City Department Heads. The Council Chambers conference room will be pre-designated location of the City Council.

Automatic EOC Activation

A minimum of a Level II EOC Activation will be initiated when an earthquake of 6.0 or greater magnitude occurs within a 30 mile radius of the City of Kingsburg, or a 7.0 earthquake has occurred within the three counties area of Fresno, Kings and Tulare.

If telephones are not operating, employees should listen to the radio for emergency information to determine the extent of damage. If reports indicate extensive damage to the Kingsburg area, employees should report to work as previously directed by their department supervisor.



In other disaster situations such as a hazardous materials incident, flood, or major fire, some City employees may not know if they are supposed to report to work. Generally, during these situations, a supervisor or an assigned member of their department who will provide emergency instructions will contact an employee.

Emergency Communications

The EAS Communications Operations Order (COO) for the San Joaquin Valley Local Area includes a provision for the National Weather Service to aid Local Area counties in activating an EAS warning message. The LP1 station is: KMJ 580 (radio) and the LP2 station is KFSN channel 30 (television). During an emergency, City radios should be limited to emergency radio traffic only. The City is working toward identifying local amateur radio operators for assistance during a disaster.

Emergency Work Provisions

Employees should carry and be prepared to show their City identification Card at any time while on duty. City Identification may be required to obtain meals, lodging or gain access designated city facilities or operations. Special temporary identification cards may be issued through the Emergency Operations Center.

Employees assigned to the EOC or requested to report for duty following a disaster may be assigned to work a twelve hour rotating schedule with twelve hours on duty and twelve hours off duty. Employees will be paid for any overtime according to their MOU's or contracts.

Certain provisions will be made for those employees required to report to duty following a disaster. It is the responsibility of all supervisors to coordinate feeding and sheltering of emergency workers with the EOC. Emergency workers assigned to fixed posts or otherwise unable to obtain meals on their own will be provided meals. Lodging arrangements for emergency workers should be based on the employees assigned hours and miles traveled to and from work. Other special provisions required by an emergency worker should be requested through supervisors to the EOC.

If an employee is required to stay on duty following a disaster, the employee may request assistance in notifying family contact through a supervisor or the EOC. Emergency information and family contacts will be maintained and updated regularly for this purpose.

EOC Communications Center

In addition to the standard P.G. & E. electrical service the Police Department has a diesel powered back-up generator that is set to start automatically once the power level begins to drop. The generator provides service to the entire building and is located on the east side of the building behind a fenced area. Emergency lights in the Communications Center turn on automatically during a power failure. The generator adjacent to the Police Department also powers them.



Police Communications Center Systems

Some computers have an Uninterruptible Power Supply (UPS) while others will restart once the power fails. The radio/communications system has its own UPS to control it until while the generator takes over. The Police Communications Center is the Public Safety Answering Point (PSAP) for the City of Kingsburg, answering 9-1-1 calls from the citizens. The alternate PSAP for the Kingsburg 9-1-1 system is the Fresno County Sheriff's Department. The Back-up system for the business lines for the Police Department and the EOC is a call-forwarding feature to any external phone number via Motorola Visionphone (TDN9048A). The transmission systems and receivers for the police dispatch console and police radios are as follows:

- Dispatch console- Motorola Commandstar, VISR-2000 VHF repeater
- Mobile radios- MaxTrac, M1225
- Portable radios- HT1000, MT1000, HT750, CP200

Fire Department Communications Center

The Fire Department Communications Center is located at the County of Fresno EMS Communications Center, 4555 East Hamilton Ave., Fresno, CA. In the event of a power outage, an UPS battery backup system provides power to the equipment, radio consoles, radio voting equipment, voice-logging tape, and computer equipment. A generator supplies backup power to the building.

EOC Setup Procedures

If primary EOC is damaged or unusable, post information regarding location of alternate EOC. If inside the building when damage occurs, examine the site and building from the outside for signs of damage, contact building and safety immediately for a critical facility inspection, use extreme caution in entering a building that appears to be damaged, never enter a damaged building alone.

- Receive instructions to set up EOC
- Confirm proper authority is delegated to activate EOC
- Obtain a briefing on the situation
- Report to the primary EOC
- First qualified city management staff to arrive at EOC assumes role of EOC Director until City designated EOC Director arrives
- All employees designated to set up EOC will check in with the Police Dispatcher
- EOC Director will assign duties and ensure EOC Unit log is opened
- Ensure that the incoming Unit personnel are fully briefed



- Conduct a safety/damage assessment of the facility (depending on the type/severity of situation) and document the following:
 - Structure checked for visible damage
 - Utilities checked for any damage, leaks, downed wires, etc
 - If power failure, checked generator is functioning
 - All EOC Team personnel wear protective safety equipment
 - EOC Team personnel, time on duty and assignments

EOC Setup Duties

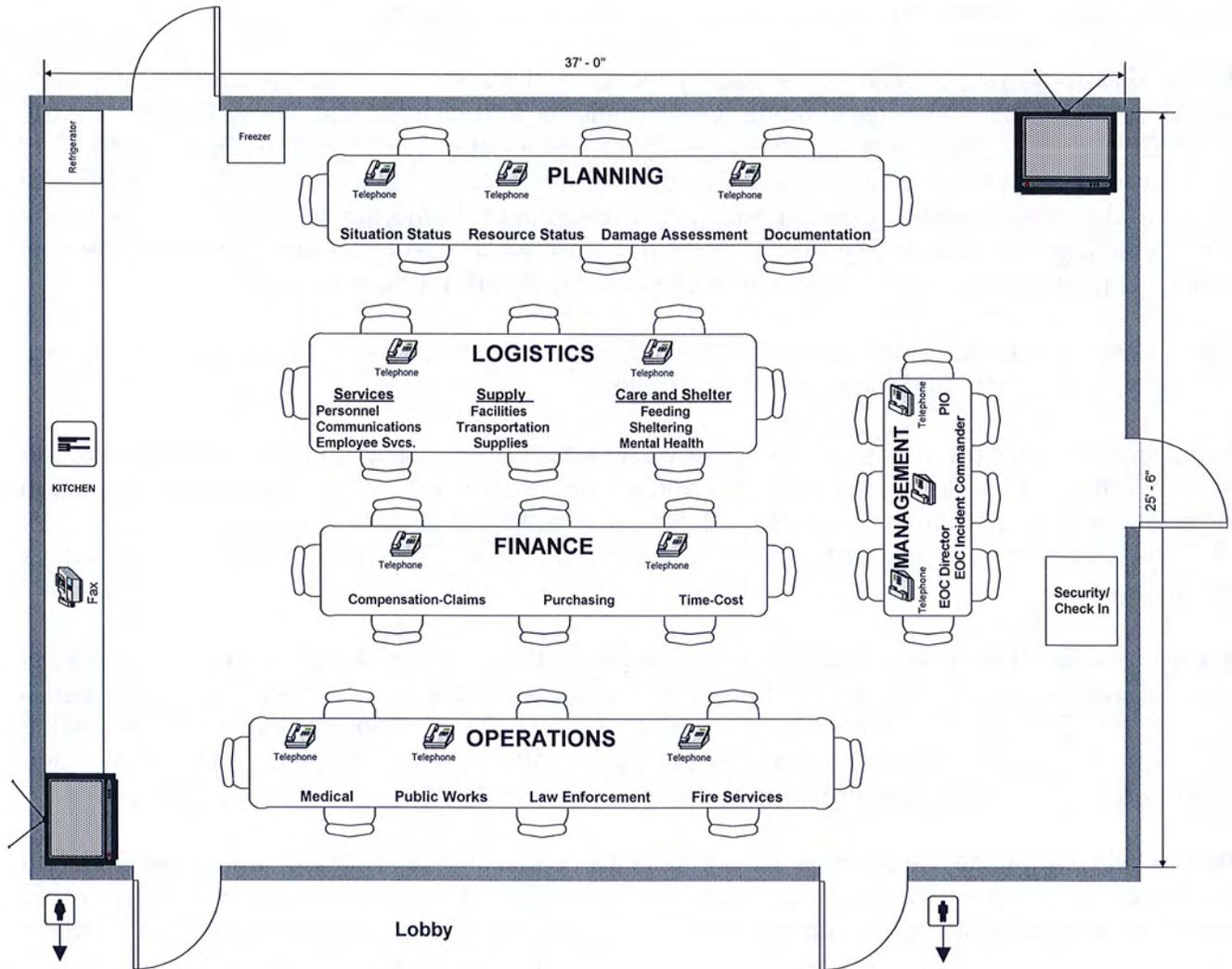
- Set up tables in according to drawing (See example EOC set up – Chart 4)
- Set up chairs at each table according to EOC drawing. Ensure extra chairs are available for additional EOC personnel
- Plug phones from each position box into phone jack
- Check phones for functioning dial tone
- Place EOC vests at each table position
- Place clerical items from each position box at each table position
- Anticipate potential situation changes, such as severe aftershocks, in all EOC planning. Develop a backup plan for all procedures requiring off-site communications
- Ensure electronics are functioning – television, fax, computers, printers etc
- To accommodate large scale parking needs, utilize street parking and take over the roadways to the south and west of the facility
- Secure the doors, place signage on doors for no public access and employee entrance

Deactivation

- Ensure that all EOC Sections are deactivated and the order to shut down the EOC has been given
- Unplug all telephones and place into each position's respective box
- Put all clerical supplies/EOC vests in each position box
- Secure EOC position boxes away
- Put tables and chairs away
- Remove signage at doors
- Open street parking to employees and public.



CHART 4 – Example EOC Setup





EOC Section Descriptions and Assignments

The Kingsburg EOC is compliant with the Standardized Emergency Management System (SEMS) as required by Government Code Section 8607(a). The City has designated primary and alternate personnel who will be trained to fill the EOC positions.

Policy Group is responsible for assisting the EOC Director in the development of policy, overall strategy, and rules, regulations, proclamations, and orders. The Policy Group consists of all City Council members or their designated alternate. The Legal Advisor is the City Attorney and a member of the Policy Group. The City Clerk is also a member of the Policy Group and is responsible for documenting and recording all emergency orders and decisions of the policy group. The Policy Group does not work within the EOC and reports to the City Council Chambers room or an alternate location determined after the disaster.

The SEMS functions represented in the EOC are Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. The Management Section is staffed by the City Manager, members from the Fire, Police, City Manager's Office and other City Departments, as needed, the Personnel Manager, and the Emergency Services Coordinator.

Operations Section is responsible for coordinating all jurisdictional operations in support of the response to the emergency through implementation of the EOC Action Plan. Supervisors from the Fire Department, Police Department, and Public Works Department, forming a Unified Command to ensure coordinated planning, shall staff the Operations Section initially and integrated tactical operations are conducted.

Planning/Intelligence Section is responsible for collecting, evaluating, and disseminating information; developing the organizational level's action plan in coordination with the other functions; and maintaining documentation. Staffing of this section will include representatives from Planning and Community Development, Police, Fire, Public Works, and support staff.

Logistics Section is responsible for providing facilities, services, personnel, equipment, and materials. Representatives from the Police, Public Works, Information Systems, Purchasing or Community Services will staff this section.

Finance/Administration Section is responsible for financial activities and administrative aspects not assigned to the other functions. Members of the Finance Department staff the Finance/Administrative Section.

All EOC Responder Checklists

There are certain standard tasks that are done by all EOC responders at the onset of the EOC activation, throughout the assigned shift, and when the position is demobilized. A standard



checklist has been developed for the Activation, General Operations, and Demobilization phases and the tasks are to be performed during their assignment in the EOC. This list will also be included in the checklist notebooks at each position within the EOC:

All EOC Responders Standardized List

Activation Phase Tasks

- Check-in, sign roster, confirm EOC Responder position and report to your designated Supervisor
- Confirm EOC Responder position and obtain shift length, shift change times, briefing / meeting timelines and general EOC policies from your Supervisor
- Report to your workstation and don the appropriate position vest
- Review your EOC Responder Position Checklist; clarify any issues regarding your authority and assignment with your Supervisor
- Ensure that all required supplies for your workstation are available and equipment is working properly e.g. phones, radios, forms, lists, maps, computer links, etc
- Obtain initial incident briefing
- Obtain contact information for counterparts at the Fresno County Operational Area EOC, DOCs/BOCs, and other relevant agencies established lines of communications

General Operations Phase Tasks

- Refer all media inquires or contact to the EOC PIO
- Attend all meetings and briefings for your position
- Maintain current status reports and displays for your position
- Advise your Supervisor of any status/situation updates
- Provide input to and review the EOC Coordination Plan; execute the tasks of your section and monitor progress with the EOC Director's stated objectives
- Maintain accurate records of personnel, equipment, and materials. Record all expenditures and forward to the Finance & Administration Section
- Deposit all paper documents with the Planning & Intelligence Section's Documentation Unit at the end of your shift
- Brief your relief at shift-change time. Ensure that activities in progress are identified and follow-up requirements are communicated and fully understood



Demobilization Phase Tasks

- Begin demobilizing when authorized by your Supervisor
- Ensure that any open actions are completed or transferred to other EOC elements, as appropriate
- Ensure that all required forms and reports are completed; close out activity logs, return all checked out equipment, and provide all documentation to the Planning & Intelligence Section's Documentation Unit prior to your release and departure from the EOC
- Inform counterparts at the Fresno County Operational Area EOC and DOC's, and other relevant agencies that your position is being demobilized
- Leave forwarding information, including pager/cell numbers and email with the Planning & Intelligence Section's Documentation Unit Leader
- Participate in all scheduled debriefings and critiques of the emergency response. Be prepared to provide input to the After-Action Report



EOC MANAGEMENT SECTION

Management Section Position Checklists

- Policy Group
- Legal Advisor
- EOC Director
- EOC Coordinator
- Liaison Officer
- Agency Representative
- EOC Safety Officer
- Public Information Officer

Attachment #1 – Sample PIO Media Policy

Overview

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

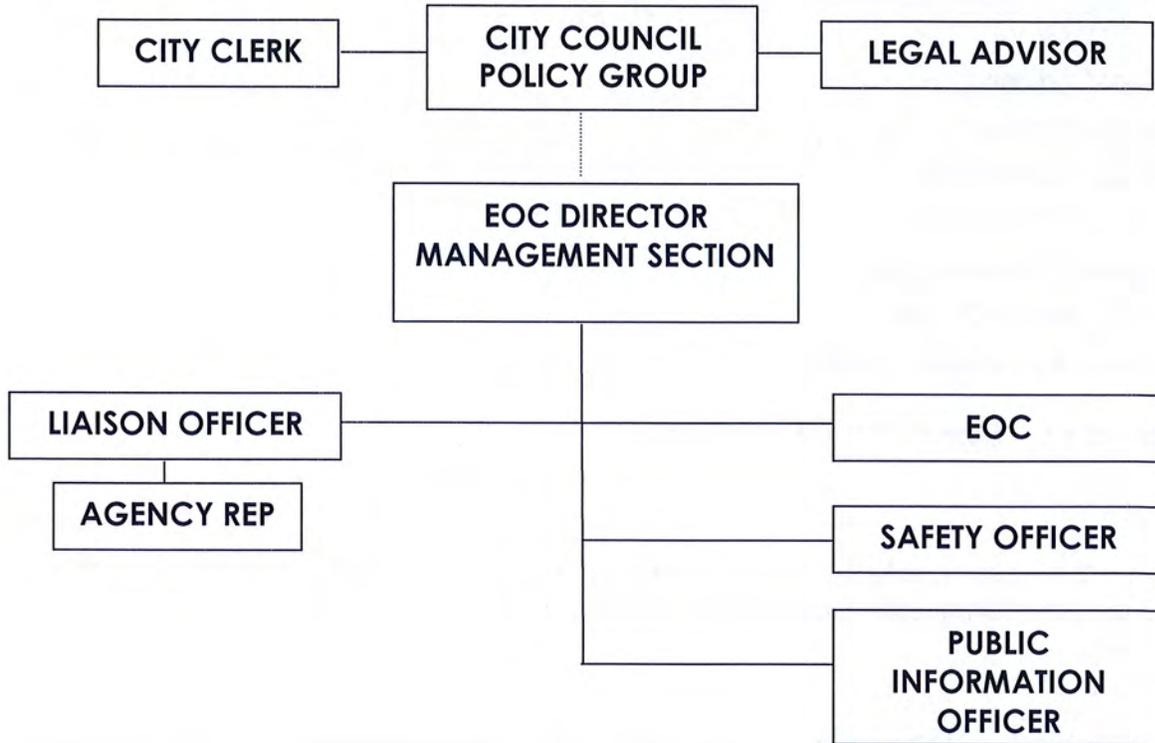
Objectives

The overall objective of emergency management is to ensure the effective management of response and recovery activities and resources in preparing for and responding to situations associated with all hazards. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies
- Establish priorities and resolve any conflicting demands for support
- Prepare and disseminate emergency public information to inform, alert and warn the public
- Disseminate damage information and other essential data
- Ensure that all EOC Sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs



**MANAGEMENT SECTION
ORGANIZATION CHART**





POLICY GROUP

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Mayor and City Council Members

Print Name: _____

ALTERNATE: Mayor Pro-Tem and City Council Members

Print Name: _____

SUPERVISOR: Electorate

Print Name: _____

GENERAL DUTIES:

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

RESPONSIBILITIES:

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



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

STARTUP ACTIONS:

- Check in at the City Council's Chambers room
- Receive incident briefing from the EOC Director
- Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed
 - Three (3) members of the City Council are needed for an official quorum
 - Emergency proclamations must be ratified within seven (7) days
 - Approve extraordinary expenditure requirements as necessary
- Review, at least every 14 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant
- In consultation with the EOC Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency
- Oversee the release of official statements
- Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO) and Field Incident Commander
- Provide interviews to the media as arranged by the PIO
- Refer all requests for emergency information to the EOC Director or Public Information Officer
- Serve on and coordinate activities of the Disaster Council

POSITION OPERATIONAL DUTIES:

- Develop or utilize existing citizen's advisory group to address concerns
- Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information
- Consider developing a plan to provide a Local Assistance Center (LAC) location that can be utilized for information and assistance to citizens and businesses impacted by an emergency



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

Note: Council members should refrain from direct involvement with City or joint City/County/State EOC activities. Council members will be provided information updates through the EOC Director.



LEGAL ADVISOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: City Attorney

Print Name: _____

ALTERNATE: Assistant City Attorney

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

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

RESPONSIBILITIES:

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



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director
- Develop rules, regulations and laws required for the acquisition and/or control of critical resources
- Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control
- Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions
- Advise the EOC Director on areas of legal responsibility and identify potential liabilities
- Advise the City Council, EOC Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies
- Prepare documents relative to the demolition of hazardous structures or conditions



EOC DIRECTOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: City Manager

Print Name: _____

ALTERNATE: Assistant City Manager

Print Name: _____

SUPERVISOR: City Council

Print Name: _____

GENERAL DUTIES:

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

RESPONSIBILITIES:

Overall management and coordination of the City of Kingsburg emergency response and recovery efforts.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION START-UP ACTIONS:

- Identify yourself as the EOC Director *by putting on the vest with your title*. Print your name on the EOC organizational chart next to your assignment
- Direct the implementation of the City of Kingsburg's' Emergency Operations Plan
- Determine level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed
- Notify the Fresno County Operational Area that the City EOC is activated via the notification procedures
- Assign staff to initiate check-in procedures
- Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name
- Ensure the EOC is properly set up and ready for operations
- Activate Department Emergency Voicemail
- Appoint the necessary EOC Section Coordinators (General Staff) and ensure they are in place as soon as possible and are staffing their respective units
 - EOC Operations Section Coordinator
 - EOC Planning/Intelligence Section Coordinator
 - EOC Logistics Section Coordinator
 - EOC Finance/Administration Section Coordinator
- Ensure that the Management Section is staffed as soon as possible at the level needed
 - Public Information Officer
 - Liaison Officer
 - EOC Coordinator
 - Safety Officer
- Request additional personnel to maintain a 24-hour operation as required
- Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities



- Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts
- Prepare work objectives for Section staff, brief staff and make staff assignments
 - Ensure that all EOC Management Team meetings, General Staff meetings and policy decisions are documented by a scribe
 - Ensure that telephone, radio and data communications with other facilities are established and tested
 - Ensure that all departments account for personnel and work assignments
 - Confirm the delegation of authority. Obtain any guidance or direction as necessary
 - Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section
 - Schedule the first planning meeting
 - Confer with EOC Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies
 - Ensure that the field agency representatives have been assigned to other facilities as necessary
 - Determine need and establish, if necessary, a deputy director position
 - Establish the frequency of briefing sessions

POSITION OPERATIONAL DUTIES:

- Carry out responsibilities of all other EOC Sections not currently staffed
- Assess situation, work in progress, resources and estimate incident duration
- Set up EOC planning meeting schedule with all EOC Section Coordinators.
- Develop overall strategy with the EOC Section Coordinators
- Ensure that EOC Sections are carrying out their principle duties:
 - Implementing operational objectives per the EOC Action Plan.
 - Preparing action plans and status reports.
 - Providing adequate facility and operational support.



- Providing administrative and fiscal record keeping and support.
- Develop and issue appropriate rules, regulations, proclamations and orders
- Initiate Emergency Proclamations as needed
- Establish City Hall hours of operation
- Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation
- Conduct periodic briefing sessions with the City Council to update the overall situation
- Set priorities for restoration of city services
- Hold action-planning meeting of section and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:
 - Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area
 - Obtain any additional information from other sources on the current situation assessment
 - Review availability and status of ordered, in route, or staged resources
 - Establish with staff the next Operational Period for which the EOC Action Plan should be developed
 - Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources
 - Establish assignments for available and incoming resources based on current and forecast situation and established priorities
 - Determine need for additional resources. Establish specific responsibilities for ordering
 - Discuss and resolve any internal coordination issues
 - Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary
 - Establish time for next action planning meeting
- Approve and authorize the implementation of the EOC Action Plan developed and prepared by the EOC Planning/Intelligence Section and EOC Management Team
- In conjunction with the EOC Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination
- Authorize PIO to release information to the media and to access the Emergency Alert System (EAS) as needed
- Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Supply (Personnel) Unit of the Logistics Section



- In conjunction with the EOC Safety Officer, establish and maintain a safe working environment
- Ensure that proper security of the EOC is maintained at all times
- Ensure that the EOC Liaison Officer is providing for and maintaining positive and effective inter-agency coordination
- Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate
- Notify Fresno County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation
- Proclaim termination of the emergency and proceed with recovery operations



EOC COORDINATOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Emergency Services Coordinator

Print Name: _____

ALTERNATE: Personnel and Training Sergeant

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

- Ensure the EOC is set up and ready for activation
- Coordinate EOC internal management systems
- Liaison with outside public jurisdictions and internal departments
- Assist and serve as an advisor to the EOC Director and General Staff as needed
- Provide information and guidance to the EOC Management Team
- Maintain contact with the Fresno County Operational Area EOC Liaison Officer
- Serve (temporary assignment) as a Section Coordinator if assigned by the EOC Director
- Coordinate all visits to the EOC

RESPONSIBILITIES:

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



LIAISON OFFICER

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Print Name: _____

ALTERNATE: Print Name: _____

SUPERVISOR: **EOC Director**
Print Name: _____

GENERAL DUTIES:

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

RESPONSIBILITIES:

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



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Arrange for VIP tours and coordinate with the PIO and Field Incident Commanders.
- Contact all on-site Agency Representatives. Make sure:
 - They have signed into the EOC
 - They understand their assigned function
 - They know their work location
 - They understand EOC organization and floor plan (provide both)
- Determine if outside liaison is required with other agencies such as:
 - Local/county/state/federal agencies
 - Schools
 - Volunteer organizations
 - Private sector organizations
 - Utilities not already represented
- Determine status and resource needs and availability of other agencies
- Brief Agency Representatives on current situation, priorities and EOC Action Plan
- Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC
- Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries
- Respond to requests for liaison personnel from other agencies
- Act as liaison with state or federal emergency response officials and appropriate city personnel
- Determine if there are communication problems in contacting outside agencies. Provide information to the Communications Unit of the EOC Logistics Section
- Know the working location for any Agency Representative assigned directly to a branch/group/unit
- Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branch/Group/Unit Coordinators



- Respond to requests from Sections, Branches and Units for Agency information. Direct requests to appropriate Agency Representatives
- Provide periodic update briefings to Agency Representatives as necessary



AGENCY REPRESENTATIVE

Date: _____ Start Time: _____ End Time: _____

PRIMARY: American Red Cross

Print Name: _____

Salvation Army

Print Name: _____

Kingsburg Elementary Charter School District

Print Name: _____

Kingsburg Joint Union High School District

Print Name: _____

Other

Print Name: _____

ALTERNATE: As assigned by Agencies

Print Name: _____

SUPERVISOR: Liaison Officer

Print Name: _____

RESPONSIBILITIES:

As an individual assigned to the EOC from another agency, the Agency Representative should represent his/her agency with the authority to make decisions and commit resources within the given established limits.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Obtain current situation briefing from person you are relieving, or from the EOC Liaison Officer
- Contact EOC sections or branches/groups/units appropriate to your responsibility, and advise them of your presence and assigned work location
- If relocating to work directly with a functional branch/group/unit, advise Liaison Officer of your location
- Facilitate requests for support or information that your agency can provide
- Keep up to date on the general status of resources and activity associated with your agency
- Provide appropriate situation information to the Situation Status Unit of the EOC Planning/Intelligence Section
- Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings
- Inform your agency periodically on EOC priorities and actions that may be of interest



EOC SAFETY OFFICER

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Risk Management Manager

Print Name: _____

ALTERNATE: Personnel Manager

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist
- Stop or modify all unsafe operations
- Ensure for the security of the EOC, the EOC personnel and adjacent parking areas

RESPONSIBILITIES:

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



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Secure information regarding emergency conditions
- Tour the entire facility area and determine the scope of on-going operations
- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc
- Coordinate with the Supply (Personnel) Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations
- Be familiar with particularly hazardous conditions in the facility
- Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, potable water availability, etc.)
- If the events that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks
- Coordinate with law enforcement for the security of the EOC, the personnel working in the EOC, and the adjacent parking areas
- Keep the EOC Director advised of safety conditions
- Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure



PUBLIC INFORMATION OFFICER

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Police, Fire, City Hall, or Public Works PIO (Incident Specific)

Print Name: _____

ALTERNATE: Public Information Team

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted in the EOC (See Attachment #1 – Sample Media Policy)
- Review and coordinate all related information releases, including dissemination of emergency information to city departments to keep employees apprised of the situation
- Follow the Joint Information System (JIS) protocols, which include protocols for the Joint Information Center (JIC)
- If a Fresno County Operational Area JIC is activated, ensure that the City's public information is coordinated with the JIC as appropriate

RESPONSIBILITIES:

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



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Secure guidance from the EOC Director regarding the release of available information
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate
- Coordinate all media events with the EOC Director
- Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media
- Establish the Media Center at a site to be determined by the Emergency Services Director, away from the EOC, Command Post and incident for media use and dissemination of information. Announce safe access routes to Media Information Center for media
- Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas
- Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas
- Develop an information release program
- Interact with other branches/groups/units to provide and obtain information relative to public information operations
- Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed
- Maintain an up-to-date picture of the situation for presentation to media
- Obtain, process, and summarize information in a form usable in presentations
- Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information
- As required, periodically prepare briefings for the jurisdiction executives or elected officials
- Respond to information requests from the EOC Director and EOC Management Team



- Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information
- Establish and staff a hot-line to answer inquiries from the public as needed
- Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc
- Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc
- Broadcast emergency information/updates on local TV, and City TV-Channel, either through the message board or live taping of Mayor or EOC Director
- Arrange for meetings between media and city officials or incident personnel
- Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, City Council and Field Incident Commanders
- Assist in making arrangements with adjacent jurisdictions for media visits
- Determine which radio and TV stations are operational
- Determine requirements for support to the emergency public information function at other EOC levels
- Monitor broadcast media, and use information to develop follow-up news releases and rumor control
- When federal emergency response teams respond, coordinate activities through the Fresno County Operational Area to ensure coordination of local, state and federal public information activities
- Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.)
- Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures
- Prepare instructions for people who must evacuate from a high-risk area, including evacuation routes; types and quantities of clothing needed, food, medical items, etc
- During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips



- Issue timely and consistent advisories and instructions for life safety, health and assistance:
 - What to do and why
 - What not to do and why
 - Hazardous areas and structures to stay away from
 - Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.)
 - Location of mass care shelters, first aid stations, food and water distribution points, etc.
 - Location where volunteers can register and be given assignments
 - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take
 - Instructions from the Coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal
 - Weather hazards when appropriate
 - Public information hotline numbers
 - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration
 - Local, state and federal assistance available; locations and times to apply
 - How and where people can obtain information about relatives/friends in the emergency/disaster area (Coordinate with the Red Cross on the release of this information)
- Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
- Through the Fresno County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media
- Ensure file copies are maintained of all information released and posted in the EOC
- Provide copies of all releases to the EOC Director
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories



ATTACHMENT #1 - SAMPLE MEDIA POLICY

1. Purpose: This guideline defines policies and procedures for the planned release of information to the news media.

2. Policy: To ensure efficiency, consistency and quality in dealings with the news media and in the character of City news releases, the City's policy is to have all planned news releases coordinated through the Public Information Officer. The procedures of this guideline need not apply in emergency situations or to the release of City documents, police files or other documentation to the news media.

3. Responsibility:

- A. **Public Information Officer:** The Public Information Officer (PIO) is responsible for arranging news conferences and public service announcements, drafting all releases, and approving informational advertising placed in the news media. Departments may consult the Public Information Officer for help in arranging these media releases, advertisements, or with additional news media matters such as interviews, etc
- B. **Responsibility for Legal Notifications:** Legally required notifications are to be processed through the City Clerk or appropriate department
- C. **Departments/Divisions:** Departments and divisions are responsible for coordinating planned releases of information to the news media through the Public Information Officer
- D. **Questions:** When questions arise from the public, the news media and others, they should be answered or addressed in a timely manner and according to the following levels of responsibility
 - i. The City Manager will provide information on policy issues or issues which have citywide significance or impact
 - ii. The City Manager, Department Directors, and Executive Staff provide information on the planning, direction, effect and status of policies and programs within their areas of responsibilities
 - iii. The Police Chief or Fire Chief
 - iv. First Amendment rights will not be abridged and media information shall be specifically identified as to authority

4. Definitions:

- A. **Informational Advertising:** Media advertising purchased to transmit information to the public; not including legal notifications
- B. **Interviews:** Series of questions by representative(s) of news organizations(s)
- C. **News Conferences:** Meetings for the release of information to which several news sources are invited



- D. News Releases: Written information supplied to the news media
- E. Public Service Announcements: Brief notifications to be run as radio and TV fillers; generally air for one to two weeks
- F. Public Information Officer: City Manager, Assistant City Manager, and the Police Department or Fire Department PIO

5. Procedure:

A. Departments/Divisions:

- i. Departments or divisions planning to release information to the news media shall complete the Publication Request and Information Form and forward the form to the Public Information Officer
- ii. Notification to the media of scheduled disruptions in City services shall be coordinated through the Public Information Officer
- iii. All forms requesting media releases shall be signed or initialed by the department or division head. Until the form is reprinted with a signature line, the department or division head may sign or initial the form below the "Name" field
- iv. When practicable, the Public Information Officer should be informed of a pending interview at the time the interview is requested and may be consulted for help in preparing for the interview
- v. Timeframes for receipt of the form by the Public Information Officer are:
 - a. Informational Advertising: One to Two weeks ahead of the event
 - b. News Conferences: One week ahead of the event
 - c. News releases: One week ahead of the event
 - d. Public Service Announcements: Three to four weeks ahead of the event
- vi. If the nature of the subject or event makes it impossible to notify the Public Information Officer within the timeframes specified above, notification should be given as soon as it is determined that information needs to be released to the news media
- vii. It may not be possible to coordinate the release of emergency information with the Public Information Officer or to coordinate interviews at fire, police or other emergency scenes. Depending on the nature of the emergency, it may be more practical to contact the Public Information Officer as soon after the information is released as possible

B. Public Information Officer:

- i. Upon receiving a completed Publication Request and Information Form, the Public Information Officer will complete the news release, arrange the news conference, or take other action depending on the kind of media release requested



- ii. When notified of a pending interview, the Public Information Officer may contact the reporter about the interview subject and help the interviewee prepare for the interview. If requested by the interviewee, the Public Information Officer will attend the interview
- iii. If a newsworthy subject or event comes to the attention of the Public Information Officer in a manner other than through a Publication Request and Information Form, the Public Information Officer will contact the department about releasing the information to the news media. With the Department Head's approval, the information will then be released
- iv. On the day information is released to the news media, the Public Information Officer will forward to the Department Head a copy of any news release issued. The appropriate Department Head will always be informed when information about the City is released to the news media



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EOC OPERATIONS SECTION

Operations Section Position Checklists

- EOC Operations Section Coordinator
- Fire Branch
- Medical/Health Branch
- Law Branch – Fatalities Management
- Public Works Branch – Water Management
- Care and Shelter Branch
- Building and Safety Branch

Overview

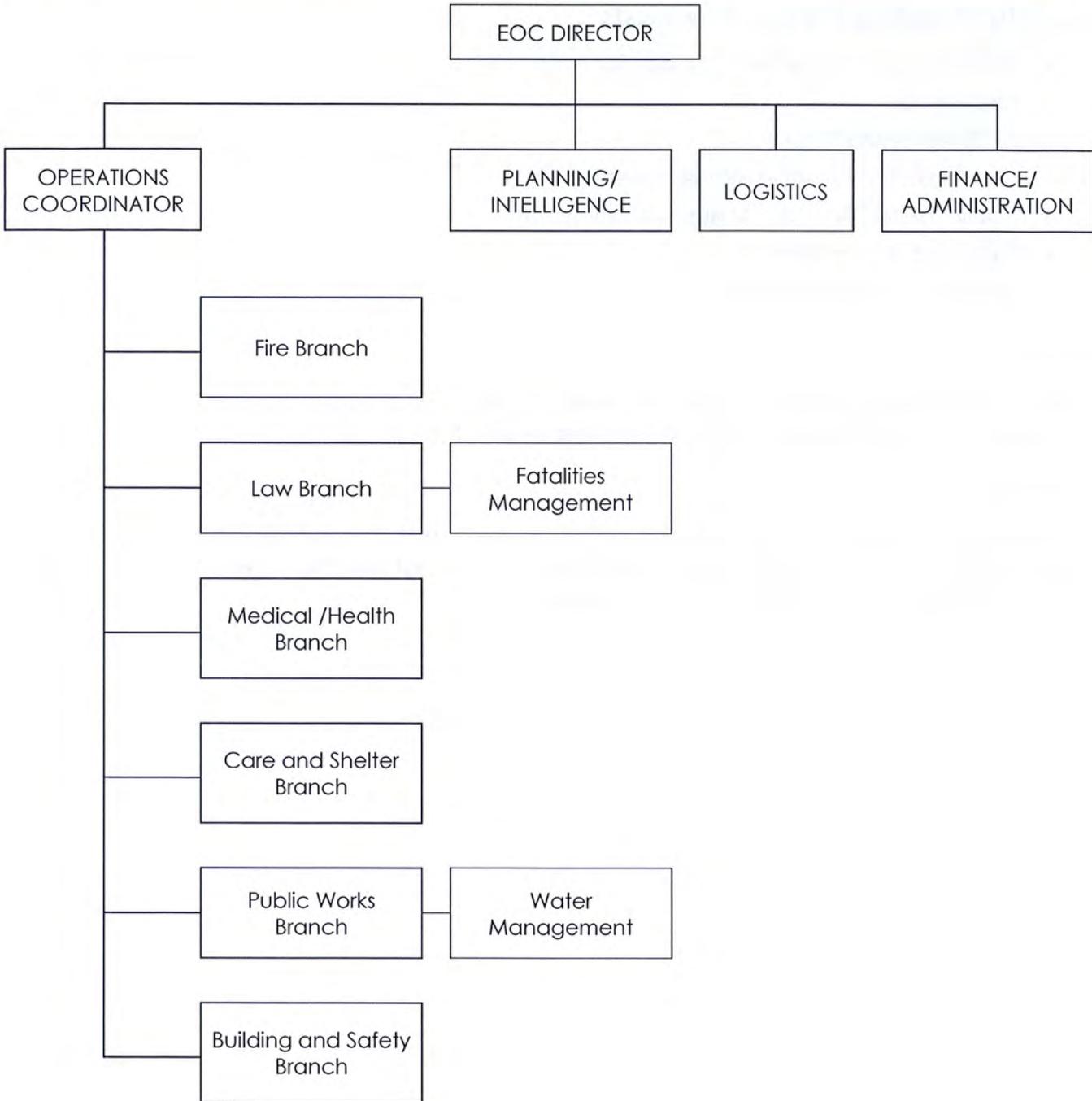
The EOC Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency.

Objectives

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



EOC OPERATIONS SECTION





EOC OPERATIONS SECTION COORDINATOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Fire Chief, Police Chief, Public Works Director

Print Name: _____

ALTERNATE: Fire Dept. Representative, Police Dept. Representative, P.W. Associate Engineer

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

- Ensure that the EOC Operations Function is carried out, including the coordination of response for all operational functions assigned to the EOC, such as Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively
- Establish the appropriate level of Unit organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly
- Exercise overall responsibility for the coordination of Unit activities within the EOC Operations Section
- Ensure that the EOC Planning/Intelligence Section is provided with status reports and major incident reports with current information
- Conduct periodic EOC Operations briefings for the EOC Director as required or requested
- Overall supervision of the EOC Operations Section.

RESPONSIBILITIES:

Responsible for the coordination and support of all incident-related operational activities and the management of the EOC Operations Section. An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the EOC Action Plan for the corresponding period of responsibility.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

SECTION START-UP ACTIONS:

- Confirm that key EOC Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- Activate organizational elements within your EOC Section as needed and designate leaders for each element or combination of elements:
 - Fire Branch
 - Law Branch
 - Medical/Health Branch
 - Care and Shelter Branch
 - Public Works Branch
 - Building and Safety Branch
- Request additional personnel for the EOC Section to maintain a 24-hour operation as required
- Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
 - Current situation assessment
 - Identification of specific job responsibilities
 - Identification of co-workers within the job function and/or geographical assignment
 - Availability of communications
 - Location of work area
 - Identification of eating and sleeping arrangements as appropriate
 - Procedural instructions for obtaining additional supplies, services and personnel
 - Identification of operational period work shifts
- Inform the EOC Director and General Staff when your Section is fully operational
- Open and maintain Section activity logs
- Using activity log maintain all required records and documentation to support the EOC After-Action Report and the history of the emergency/disaster. Document:
 - Messages received
 - Action taken
 - Decision justification and documentation
 - Requests filled



- EOC personnel, time on duty and assignments
- Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities
- Prepare work objectives for EOC Section staff and make staff assignments
- Meet with other activated EOC Section Coordinators
- From the Situation Status Unit of the EOC Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your EOC Section operations. Provide information to appropriate Units
- Participate in the EOC Director's action planning meetings
- Ensure that all your EOC Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period
- Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known

POSITION OPERATIONAL DUTIES:

- Establish field communications with affected areas
- Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the EOC Planning/Intelligence Section
- Determine the need to evacuate and issue evacuation orders
- Determine the need for In-Place Sheltering and issue notification orders
- In coordination with the Situation Status Unit of the EOC Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident
- Display on maps the primary and alternate evacuation routes, which have been determined for the incident
- Identify, establish and maintain staging areas for field Operations-related equipment and personnel
- Direct EOC Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an EOC Incident Report
- Provide copies of the daily EOC Incident Report to the Documentation Unit of the EOC Planning/Intelligence Section at end of each operational period
- Coordinate the activities of all departments and agencies involved in the operations



- Determine resources committed and resource needs.
- Receive, evaluate, and disseminate information relative to the Operations of the disaster/emergency
- Provide all relevant emergency information to the Public Information Officer
- Conduct periodic EOC Operations Section briefings and work to reach consensus for forthcoming operational periods
- Work closely with the EOC Planning/Intelligence Section Coordinator in the development of the EOC Action Plan
- Work closely with each Branch/Unit leader to ensure EOC Operations Section objectives as defined in the current EOC Action Plan are being addressed
- Ensure that intelligence information from Branch/Unit leaders is made available to the EOC Planning/Intelligence Section
- Coordinate with the Facilities and Supply Units of the EOC Logistics Section on animal care issues
- Ensure that all fiscal and administrative requirements are coordinated through the EOC Finance/Administration Section, i.e., notification of any emergency expenditures
- Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the EOC Planning Section



FIRE BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Fire Captain

Print Name: _____

ALTERNATE: Firefighter

Print Name: _____

SUPERVISOR: EOC Operations Section Coordinator

Print Name: _____

GENERAL DUTIES:

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

RESPONSIBILITIES:

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



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

EOC BRANCH START-UP ACTIONS:

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Fire Department personnel are in the EOC or have been notified
- Clarify any issues regarding your authority and assignment and what others in the organization do
- Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities
- Ensure that field units begin safety assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section

GENERAL OPERATIONAL DUTIES:

- Ensure that the Safety/Damage Assessment plan is being carried out by field units
- Obtain regular briefings from field command post(s) or DOC
- Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch

POSITION OPERATIONAL DUTIES:

- Assess the impact of the disaster on the Fire Department operational capacity
- Set Fire Department priorities based on the nature and severity of the disaster
- Attend planning meetings at the request of the EOC Operations Section Coordinator
- Assist in the preparation of the EOC Action Plan
- Estimate need for fire mutual aid
- Implement personnel, equipment, and resources to urban search and rescue operations



- Request mutual aid resources through proper channels and notify the EOC Operations Section Coordinator:
 - Order all fire resources through the Fire Emergency Communications Center, who will coordinate requests with the Fresno County Emergency Communications Center
 - Order all other resources through the Logistics Section
- Report to the EOC Operations Section Coordinator when:
 - EOC Action Plan needs modification
 - Additional resources are needed or surplus resources are available
 - Significant events occur
- Report to the Operational Area Fire and Rescue Coordinator on major problems, actions taken, and mutual aid resources available or needed
- Alert all emergency responders to the dangers associated with hazardous materials and fire (Reference Fresno County Fire Protection District Hazardous Materials Area Plan)
- Conduct hazardous materials management and operations
- Provide emergency medical care and transportation of injured to care facilities
- Assist in dissemination of warning to the public
- Provide fire protection and safety assessment of shelters
- Provide support for radiation monitoring and decontamination operations (Reference Fresno County Fire Protection District Hazardous Materials Area Plan)
- Check with the other EOC Operations Section Branches on the status of the emergency
- Coordinate with the Food and Facilities Units of the EOC Logistics Section for feeding and shelter of fire personnel
- Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents, and/or other potential problems
- Review and approve accident and medical reports originating within the Fire Branch
- Resolve logistical problems reported by the field units



MEDICAL/HEALTH BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Fresno County Department of Public Health/EMS

Print Name: _____

ALTERNATE: Kingsburg EMS

Print Name: _____

SUPERVISOR: EOC Operations Section Coordinator

Print Name: _____

Due to the lack of resources of the City of Kingsburg in this function, the City must rely on Fresno County for Public Health. In the event of a major disaster, there may be an extended period of time before the County service can be provided. As resources allow, the Kingsburg EMS will coordinate the appropriate actions until the County responds.

GENERAL DUTIES:

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

RESPONSIBILITIES:

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



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Access County medical/health response by contacting the Fresno County Operational Area
- Arrange for emergency medical support and hospital care for disaster victims during and after an incident
- Determine number and location of casualties that require hospitalization
- Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Fresno County Operational Area EOC
- In the event of an evacuation, coordinate with the Law Branch to reduce the patient population in hospitals, nursing homes, and other care facilities
- Provide continued medical care for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated
- In conjunction with the Shelter Branch, establish and staff medical care stations at shelter facilities
- Establish and operate first aid stations for emergency workers as appropriate to the incident
- Coordinate with the Supply (Personnel) Unit of the EOC Logistics Section to obtain additional health/medical personnel
- In conjunction with the Transportation Unit of the EOC Logistics Section, coordinate transportation and care of injured persons to treatment areas
- Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc
- Provide to the PIO the locations of shelters, first aid facilities, Casualty Collection Points, public health hazards and mitigation procedures and other information for press release
- In conjunction with the Situation Status Unit of the EOC Planning/Intelligence Section, establish a patient tracking system
- Protect sources of potable water and sanitary sewage systems from effects of potential hazards
- Identify sources of contamination dangerous to the health of the community and post as needed



- Coordinate inspection of health hazards in damaged buildings
- Coordinate with the Fresno County Operational Area in developing procedures to distribute medications to shelters or treatment areas as needed
- Coordinate with the Fresno County Operational Area in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc
- Coordinate local medical staff with National Disaster Medical System (NDMS) responders

ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR RESERVOIR FAILURE:

- Identify facilities subject to flooding and prepare to move people from facilities

ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIAL INCIDENTS:

- Identify patients and notify hospitals if contaminated or exposed patients are involved
- Implement the Radiological Protection Procedures as needed



LAW BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Police Department Manager

Print Name: _____

ALTERNATE: Police Department Supervisor

Print Name: _____

SUPERVISOR: EOC Operations Section Coordinator

Print Name: _____

GENERAL DUTIES:

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

RESPONSIBILITIES:

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



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS:

- Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- Ascertain if all key Police Department personnel are in the EOC or have been notified
- Clarify any issues regarding your authority and assignment and what others in the organization do

POSITION OPERATIONAL DUTIES:

Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Fatalities Management, Animal Care, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Reservoir Failure.

MOBILIZATION:

- Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of callback status in accordance with current department emergency procedures
- Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities
- Alter normal patrol procedures to accommodate the emergency situation

INITIAL RESPONSE:

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



EVACUATION:

- Designate area to be warned and/or evacuated
- Develop the warning/evacuation message to be delivered. At a minimum the message should include:
 - Nature of the emergency and exact threat to public
 - Threat areas
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
- Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:
 - Notifying police units to use loudspeakers and sirens to announce warning messages
 - Determining if helicopters are available and/or appropriate for announcing warnings
 - Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director
 - Use the Emergency Alert System (EAS) for local radio and television delivery of warnings. The Police Chief, Fire Chief and City Manager have the authority to request an EAS warning via Fresno County Sheriff's Department
 - Using explorers, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the EOC Logistics Section
 - Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
- Warn all special populations such as non-English speaking and hearing and sight impaired persons of the emergency situation/hazard by:
 - Using bilingual employees whenever possible
 - Translating all warnings, written and spoken, into appropriate languages
 - Contacting media outlets (radio/television) that serve the languages you need
 - Utilizing TDD machines and 9-1-1 translation services to contact the deaf
 - Using pre-identified lists of disabled and hearing and sight impaired persons for individual contact
- Check vacated areas to ensure that all people have received warnings
- Implement the evacuation portion of the EOC Action Plan
- Establish emergency traffic routes in coordination with the Public Works Branch



- Coordinate with the EOC Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation
- Ensure that evacuation routes do not pass through hazard zones
- Identify alternate evacuation routes where necessary
- Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the EOC Logistics Section for transportation
- Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible
- Establish evacuation assembly points
- Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies
- Coordinate with Care and Shelter Branch to open evacuation centers
- Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas
- Place towing services on stand-by to assist disabled vehicles on evacuation routes
- Monitor status of warning and evacuation processes
- Coordinate with the Public Works Branch for access control and to obtain necessary barricades and signs

SECURITY:

- Enforce curfew and other emergency orders, as identified in the EOC Action Plan
- Request mutual aid assistance through the Law Enforcement Mutual Aid Coordinator
- Coordinate security in the affected areas to protect public and private property
- Coordinate security for critical facilities and resources.
- Coordinate with the Public Works Branch for street closures and board up of buildings
- Coordinate law enforcement and crowd control services at mass care and evacuation centers
- Ensure access control to damaged areas
- Provide information to the PIO on matters relative to public safety



- Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary
- Consider vehicle security and parking issues at incident facilities and coordinate security if necessary
- Develop procedures for safe re-entry into evacuated areas

FATALITIES MANAGEMENT:

- Activate the EOC Fatalities Management Unit if the Coroner is needed and the County cannot provide service (See Attachment #2 – Coroner Procedures)
- Ensure that Coroner notification has been made to the Fresno County Operational Area. Determine the expected time of arrival
- Coordinate the removal and disposition of the dead if requested by the County Coroner
- Continually attempt to contact the County Coroner to advise of condition and needs. Return control of function as soon as possible to that office
- Establish temporary morgue facilities
- Coordinate with local morticians for assistance
- Coordinate with the Supply and Transportation Units of the EOC Logistics Section to arrange for cold storage locations and transportation for temporary body storage
- Coordinate with the Supply Unit of the EOC Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items
- Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures
- Advise all personnel involved in body recovery operations of the specific documentation requirements
- Ensure that assigned personnel and volunteers are monitored for stress, morale, or psychological problems related to body recovery operations.
- Consider changing shifts at six hours if involved in body recovery
- Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Supply (Personnel) Unit of the EOC Logistics Section
- Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency
- Provide assistance to the County Coroner in the identification of remains if requested
- Notify next of kin as advised by the Coroner



- Provide data on casualty counts to the Fresno County Operational Area
- In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination
- Be prepared to relocate morgue facilities if they are located in flood-prone or reservoir inundation areas
- Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries

ANIMAL CARE:

- Coordinate with appropriate animal care agencies and the Facilities Unit of the EOC Logistic Section for potential shelters for animals per the PETS Act. Take required animal control measures as necessary

ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIALS INCIDENTS:

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

ADDITIONAL ACTIONS IN RESPONSE TO A MAJOR AIR CRASH:

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

ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR RESERVOIR FAILURE:

- Notify all units in and near inundation areas of flood arrival time
- Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed
- Coordinate with local Television Channels and PIO to notify radio stations to broadcast warnings



PUBLIC WORKS BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Assistant Public Works Director

Print Name: _____

ALTERNATE: Water Specialist

Print Name: _____

SUPERVISOR: Operations Section Coordinator

Print Name: _____

GENERAL DUTIES:

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

RESPONSIBILITIES:

Coordinate all Public Works operations; maintain public facilities, operating utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed. Necessary units or groups may be activated as needed to carry out these functions.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS:

- Ascertain if all key Public Works Department personnel are in the EOC or have been notified
- Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation
- Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities
- Ensure that field units begin the safety assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section

POSITION OPERATIONAL DUTIES:

- Receive and process all requests for Public Works resources
- Maintain back-up power in the EOC
- Assure that all emergency equipment has been moved from unsafe areas
- Mobilize personnel, heavy equipment and vehicles to designated general staging areas
- Obtain Public Works resources through the EOC Logistics Section, utilizing mutual aid process when appropriate
- Allocate available resources based on requests and EOC priorities
- Determine priorities for identifying, inspecting and designating hazardous structures to be demolished
- Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards
- Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities
- In coordination with the Fresno County Department of Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area



- Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis
- Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event
- Coordinate with the Supply Unit of the EOC Logistics Section for sanitation service during an emergency
- Support clean-up and recovery operations during disaster events
- Clear debris from waterways to prevent flooding. Drain flooded areas, as needed
- Develop a debris removal plan to facilitate city clean-up operations, which addresses:
 - Identification of agencies such as the Fresno County Sanitation District and coordination of the debris removal process
 - Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
 - Cooperation with various waste management regulatory agencies to address associated debris removal problems
 - Identification and establishment of debris collection sites
 - Evaluation of potential recycling of debris
 - Prioritization and completion of the debris removal process

WATER MANAGEMENT DUTIES:

- Determine the need to staff a water task group and secure resources through the Logistics Section
- Contact the Fresno County Department of Health, local water utilities, Public Works, Fire Department, Police Department and other sources to compile situation information including:
 - Cause and extent of water system damage for both domestic and fire hydrant systems
 - Estimated duration of system outage
 - Geographical area affected
 - Population affected
 - Actions taken to restore system
 - Resources needed to reactivate system
 - Emergency potable water needs (quantity and prioritized areas)
- Notify the Fresno County Operational Area EOC of the situation and need for mutual aid and participate in conference calls as requested



- Contact Department of Health Services and request situation report for affected areas (including information on boil water order areas)
- Evaluate and prioritize potable water needs (quantity/location/duration—minimum two gallons per person per day)
- In coordination with the EOC Logistics Section, identify and obtain potable water resources (If necessary, recommend EOC Director request mutual aid to identify and/or obtain water resources.)
- Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.)
- In coordination with the EOC Logistics Section, identify and secure staff resources needed to operate water distribution points (If necessary recommend that the EOC Director request mutual aid to obtain required staff resources.)
- Consult with Department of Health Services District Office, water utilities and PIO for appropriate public information announcements and media interface
- Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water

Note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration.



CARE AND SHELTER BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Community Services Coordinator

Print Name: _____

ALTERNATE: Recreation Services Manager

Print Name: _____

SUPERVISOR: EOC Operations Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Identify the care and shelter needs of the community
- Work with the Fresno County Chapter of the American Red Cross to establish shelters as required
- Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims
- Via the media, encourage residents to go to the shelter nearest their residence

RESPONSIBILITIES:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

START-UP ACTIONS:

- Ascertain if all key Care and Shelter personnel are in the EOC or have been notified
- Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities

POSITION OPERATIONAL DUTIES:

- If the EOC is activated, contact Fresno County Chapter of the American Red Cross and request an ARC liaison for the City of Kingsburg EOC
- Identify the care and shelter needs of the community, in coordination with the other Operations Branches
- Determine the need for an evacuation center or mass care shelter
- Contact the Fresno County Chapter of the American Red Cross any time a mass care facility is required
- Identify and prioritize which pre-identified shelter site will be used and determine its availability
- Ensure that a Building Inspector has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock
- If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations
- In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the American Red Cross
- Coordinate with the Supply (Personnel) Unit of the EOC Logistics Section to contact volunteer agencies and recall city staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs
- Coordinate with the Fresno County Operational Area Care and Shelter Unit for sheltering of residential care and special needs populations
- Provide and maintain feeding areas within the shelter that are free from contamination and meet all health, safety, and ADA standards



- Coordinate with the Fresno County Chapter of the American Red Cross, Salvation Army, and other volunteer agencies for emergency mass feeding operations
- Coordinate with the Fresno County Operational Area Care and Shelter Unit, the American Red Cross, other volunteer organizations, and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc
- Coordinate with the Communications Unit of the EOC Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities
- Coordinate with the Facilities Unit of the EOC Logistics Section for the care or pets of the evacuated or sheltered people
- Coordinate with the Transportation Unit of the EOC Logistics Section for the transportation of evacuated people to the shelter/s
- Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any city expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section
- Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Food Unit of the EOC Logistics Section if requested by Red Cross
- Coordinate with the Facilities Unit of the EOC Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities, which may be threatened by any hazardous condition
- Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed



BUILDING AND SAFETY BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Building Official

Print Name: _____

ALTERNATE: Building Inspector

Print Name: _____

SUPERVISOR: EOC Operations Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Begin the immediate inspection for re-occupancy of key city facilities by departments responsible for emergency response and recovery
- Provide the engineering support as requested for other EOC Operations Section Branches; i.e. Urban Search and Rescue teams
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City
- Provide safety assessment information and statistics to the Damage Assessment Unit of the EOC Planning/Intelligence Section
- Impose emergency building regulations as determined from performance of structures
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes

RESPONSIBILITIES:

The Building Official in the City of Kingsburg is the ultimate authority in evaluating all City owned and private structures that may have been damaged in an incident. The Building official is responsible in determining whether a building is inhabitable and safely accessible, or not, and to give orders regarding the accessibility to be enforced by local law enforcement.

In a large incident, the need for outside resources to accomplish building inspection will be required. This branch handles the coordination of such incoming resources. In the event mutual aid is requested from the County of Fresno to assist with building and safety services, this checklist will be used by the local contact person or a city representative to coordinate with the County. Similarly, private contract building officials should use this checklist during emergency events requiring activation of the EOC.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

START-UP ACTIONS

- Ascertain if all key Building and Safety Department personnel are in the EOC or have been notified
- Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities

POSITION OPERATIONAL DUTIES:

- Coordinate with Fresno County Building and Safety regarding local jurisdictional needs
- Activate the Operational Area Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
 - EOC/DOC's
 - Police stations
 - Fire stations
 - *Hospitals
- Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
 - *Public schools
 - Public Works facilities
 - Potential HazMat facilities, including gas stations
 - Designated shelters
 - Un-reinforced masonry buildings
 - Concrete tilt-up buildings
 - Multi-story structures—commercial, industrial and residential
 - *Mobile homes/modular structures
 - Single-family dwellings

*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.



Use a Three Phased Approach to Inspection Based Upon Existing Disaster Intelligence:

- General Area Survey of structures
 - ATC-20 Rapid Inspection (See Attachment #4 – ATC Safety Assessment)
 - ATC-20 Detailed Inspection (See Operations/Safety/Damage Assessment.)
- Be prepared to start over due to aftershocks
 - After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance
 - Assess the need and establish contacts for requesting or providing mutual aid assistance
 - Alert and stage safety assessment teams as needed
 - Implement procedures for posting of building occupancy safety status using ATC-20 guidelines
 - Consider activate a data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section
 - Arrange for necessary communications equipment from the Communications Unit of the EOC Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
 - Brief all personnel on Department Emergency Operating Procedures and assignments
 - Assess the need to require potentially unsafe structures to be vacated
 - Provide structural evaluation of mass care and shelter facilities to the Shelter Branch
 - Provide public school inspection reports to the state Architect
 - Consider establishing an area field site to direct and coordinate safety assessment and inspection teams
 - Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
 - Provide policy recommendations to appropriate city officials for:
 - Emergency building and safety ordinances
 - Expediting plan checking and permit issuance on damaged buildings
 - Coordinate with the PIO to establish public information and assistance hotlines
 - Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections



- Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; Cal EMA; local Building and Safety; insurance carriers and other local, state and federal agencies. If needed, request police escort of safety assessment and inspection personnel



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EOC PLANNING / INTELLIGENCE SECTION

EOC Planning/Intelligence Section Position Checklists

- EOC Planning/Intelligence Section Coordinator
- Situation Status Unit
- Resource Status Unit
- Documentation Unit
- Damage Assessment Unit
- Recovery/Advanced Planning Unit
- Demobilization Unit
- Technical Specialist

Overview

The EOC Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the EOC Planning/Intelligence Coordinator on various courses of action from their departmental level perspective.

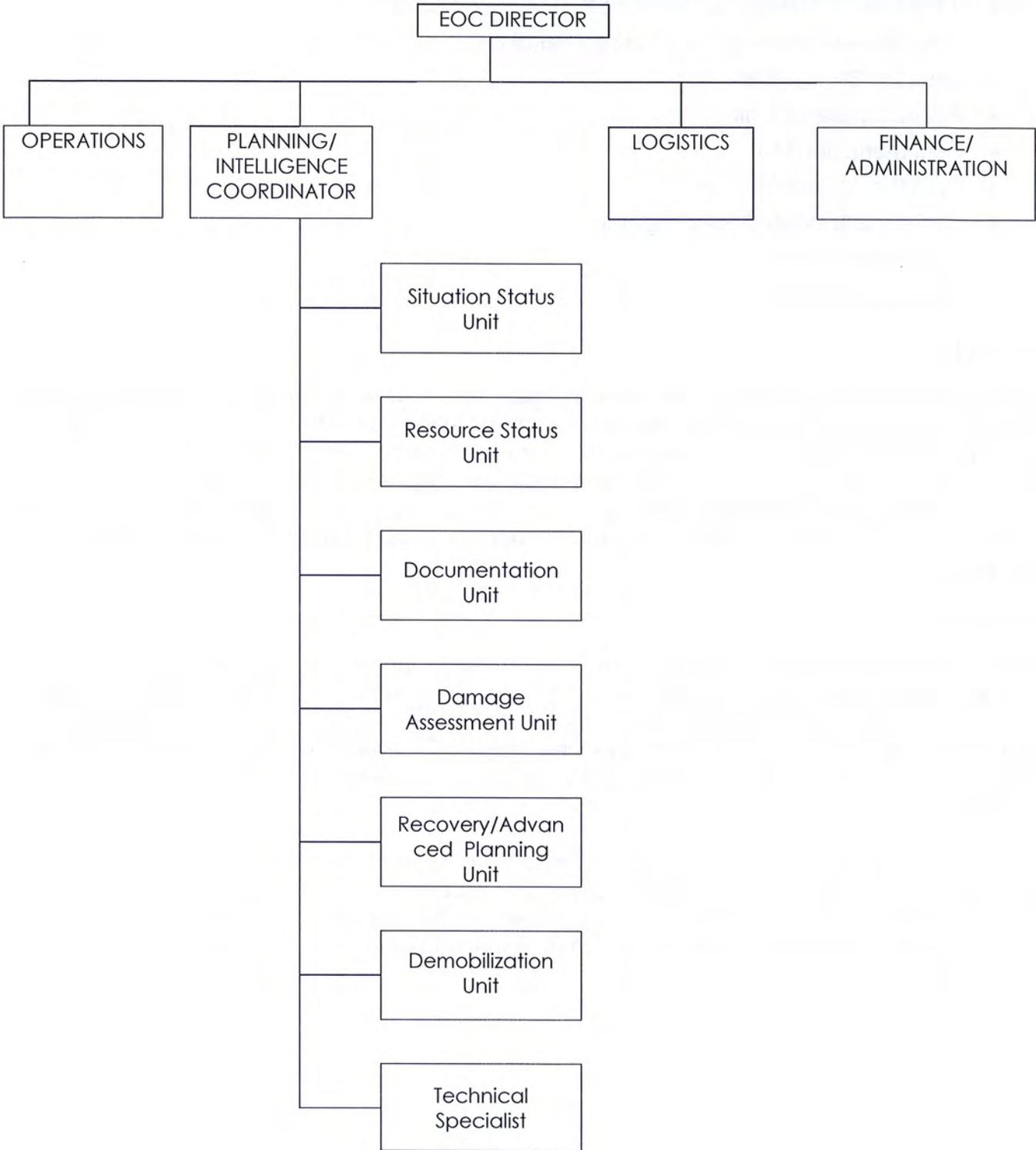
Objectives

The EOC Planning/Intelligence Section is responsible for overall supervision of collecting, verifying and analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the City EOC Action Plan and facilitating the action planning meeting; conducting recovery and advanced planning activities; providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities.

The information gathered needs to be reported in an expeditious manner to the various EOC sections, City departments and the Fresno County Operational Area. The EOC Planning/Intelligence Section is also responsible for the detailed recording of the response effort and the preservation of these records during and following the disaster.



**PLANNING/INTELLIGENCE SECTION
ORGANIZATION CHART**





EOC PLANNING/INTELLIGENCE SECTION COORDINATOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Planning and Development Director

Print Name: _____

ALTERNATE: Police Sergeant

Print Name: _____

Public Works Supervisor

Print Name: _____

Fire Department Representative

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:
 - Collecting, analyzing and displaying situation information
 - Preparing periodic situation reports
 - Initiating and documenting the City's Action Plan and After-Action Report
 - Planning for long term response and advanced planning
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required Exercise overall responsibility for the coordination of branch/group/unit activities within the Section
- Report to the EOC Director on all matters pertaining to Section activities

RESPONSIBILITIES:

Collect, evaluate, forecast, formulate, disseminate and use of information about the development of the incident and status of resources.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

SECTION START-UP ACTIONS

- Confirm that all key EOC Planning/Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Situation Status Unit
 - Resource Status Unit
 - Documentation Unit
 - Damage Assessment Unit
 - Recovery/Advanced Planning Unit
 - Demobilization Unit
 - Technical Specialist
- Review major incident reports and additional field operational information that may pertain to or affect Section operations
- Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC
- Direct the Situation Status Unit leader to initiate collection and display of significant disaster events
- Direct the Resource Status Unit leader to initiate collection and display of resources needed, ordered, en-route, awaiting assignment and demobilization
- Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units
- Direct the Recovery/Advanced Planning Unit to conduct planning for long term response, demobilization, and recovery actions

POSITION OPERATIONAL DUTIES:

- Assess the impact of the disaster/emergency on the City of Kingsburg, including the initial safety/damage assessment by field units



- Develop situation analysis information on the impact of the emergency from the following sources:
 - Fire Department
 - Police Department
 - Public Works Management
 - Kingsburg Community Services
 - Transportation Sector
 - Red Cross, Fresno County Chapter
 - Media (Radio and Television)
- Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Fresno County Operational Area, and the public
- Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Fresno County Operational Area via the notification procedures
- Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives
- Assemble information on alternative strategies
- Identify the need for use of special resources
- Initiate the EOC Action Plan development for the current and forthcoming operational periods
- Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential
- Ensure coordination of collection and dissemination of disaster information and intelligence with other sections



SITUATION STATUS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Planning & Development Secretary

Print Name: _____

ALTERNATE: Police Sergeant or Public Works as assigned

Print Name: _____

SUPERVISOR: EOC Planning/Intelligence Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Collect, organize and analyze situation information from EOC sources
- Provide current situation assessments based on analysis of information received from a variety of sources and reports
- Develop situation reports for dissemination to EOC Planning/Intelligence Section Coordinator, EOC Director and other section coordinators to initiate the action planning process
- Transmit approved reports to the Fresno County Operational Area
- Develop and maintain current maps and other displays (locations and types of incidents)
- Assess, verify and prioritize situation information into situation intelligence briefings and situation status reports
- Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area
- Evaluate the content of all-incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate EOC Sections, summarize, and provide current information on central maps and displays
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC

RESPONSIBILITIES:

Collect and organize incident status and situation information and evaluate, analyze, and display information for use by EOC staff.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
 - Location and nature of the disaster/emergency
 - Special hazards
 - Number of injured persons
 - Number of deceased persons
 - Road closures and disaster routes
 - Structural property damage (estimated dollar value)
 - Personal property damage (estimated dollar value)
 - City of Kingsburg resources committed to the disaster/emergency
 - City of Kingsburg resources available
 - Assistance provided by outside agencies and resources committed
 - Shelters, type, location, and number of people that can be accommodated
- Prepare and maintain EOC displays
- Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc
- Develop sources of information and assist the Planning/Intelligence Section Coordinator in collecting, organizing and analyzing data from the following:
 - Management Team
 - Operations Section
 - Logistics Section
 - Finance/Administration Section
- Provide for an authentication process in case of conflicting status reports on events
- Meet with the Planning/Intelligence Section Coordinator and the EOC Director to determine needs for planning meetings and briefings. Determine if there are special information needs
- Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information
- Provide information to the PIO for use in developing media and other briefings



- Establish and maintain an open file of situation reports and major incident reports for review by other sections/units
- Determine weather conditions; current and upcoming. Keep up-to-date weather information posted
- Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc
- In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation
- Provide situation status information in response to specific requests
- Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning/Intelligence Section Coordinator
- Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Coordinator and transmit to the Fresno County Operational Area
- Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Coordinator
- Assist at planning meetings as required. Provide technical assistance
- During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation



RESOURCE STATUS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Fire, Police, Public Works Representatives

Print Name: _____

ALTERNATE: Fire, Police, Public Works Representatives

Print Name: _____

SUPERVISOR: EOC Planning/Intelligence Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Verifying proper check-in and check-out of personnel in the EOC
- Preparing and maintaining displays, charts, and lists reflecting current status and location of personnel, critical resources, transportation, and support equipment
- Maintaining a master list of resources assigned to the incident

RESPONSIBILITIES:

The Resource Status Unit Leader is responsible for tracking the location and status of all resources acquired by the EOC. The Resource Status Unit Leader provides situational awareness to EOC staff on acquired resources by keeping a master list of all resources en route or committed to emergency operations. They will coordinate with the Situation Status Unit for updating status boards to reflect changing resource status, and with the Operations and Logistics Sections to review resource requests/procurements to avoid duplication of effort.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Establish contact with the ICP, DOCs, OP AREA EOC Resource Tracking Units, and other outside agencies as required, to coordinate information sharing procedures to include:
 - Coordinate resource status / location boards and update information sharing procedures
- Develop backup procedures for information sharing in the event that network data links are interrupted
- Meet with the Logistics Section to develop procedures for the identification and updating of acquired EOC resources
- Develop procedures for tracking acquired EOC resources from acquisition / procurement to final destination
- Develop a master list of all resources committed to the operation
- Coordinate with the Situation Status Unit to ensure that resource status boards are included in situation updates and briefings as required
- At the beginning of each Operational Period review previous information on the status of allocated resources to include:
 - New Purchases / Rentals
 - New volunteers / Personnel
 - New Donations
 - New Supplies/Equipment / Facilities
 - Location of en route resources and estimated time of arrival
 - Current status of deployed resources
- Meet with the Logistics Section Coordinator and identify current status of en route resources; identify backlogs and delays
- Coordinate with the Situation Status Unit on the current status of acquired EOC resources; highlight backlogs and delays
- Coordinate with the GIS Mapping Unit Leader to update GIS products to indicate locations and status of EOC resources as required
- Maintain a master list that captures date & time resources were acquired, type and category of acquired resources per NIMS classification guidelines, quantity, status / condition, destination and estimated time of arrival



- Prepare a report on the status of acquired resources for the Planning & Intelligence Section Coordinator prior to the EOC Director's initial Management Staff meeting
 - Highlight backlogs and delays
 - Provide estimated time of arrival for critical resources
- Prepare Resource Status / Location reports for the Planning & Intelligences Section Coordinator prior to the Planning Meeting and Operations meeting as part of the EOC Action Planning process. Reports should include resources committed and estimated time of arrival for resources en route
- Provide additional Resource Reports as directed by the Planning & Intelligence Section Coordinator for EOC Staff
- Ensure that all Resource Status / Location reports are shared with other activated EOCs in the Operational Area once approved for release
- Brief the Planning & Intelligence Section Coordinator on major problem areas that need or will require solutions
- Archive all Resource Status / Location reports for use in developing After-Action Reports
- Provide final reports to the Documentation Unit, Recovery & Reconstruction Unit Leader, and Cost Unit detailing total assets deployed and post-emergency status
- Provide input to the Documentation Unit Leader for the After-Action Report recommendations



DOCUMENTATION UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: As Assigned

Print Name: _____

ALTERNATE: As Assigned

Print Name: _____

SUPERVISOR: EOC Planning/Intelligence Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events
- Assist other parts of the EOC organization in setting up and maintaining files, journals, and special reports
- Collect and organize all written forms, logs, journals, and reports at completion of each shift from all sections
- Establish and operate a Message Center at the EOC, and assign appropriate internal and external message routing
- Provide documentation and copying services to EOC staff
- Maintain and preserve disaster/emergency files for legal, analytical, and historical purposes
- Compile, copy and distribute the EOC Action Plans as directed by the Section Coordinators
- Compile, copy and distribute the After-Action Report with input from other sections/units

RESPONSIBILITIES:

Compile and distribute the City's EOC Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained for official records
- Contact other EOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system
- Coordinate documentation with the Situation Status Unit
- Following planning meetings, assist in the preparation of any written action plans or procedures
- Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units
- Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form
- Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning/Intelligence Section Coordinator
- Identify and establish a "runner" support system for collecting, duplicating journals, logs and message center forms throughout the EOC
- Establish copying service and respond to authorize copying requests
- Establish a system for collecting all section and unit journal/logs at completion of each operational period
- Periodically collect, maintain and store messages, records, reports, logs, journals, and forms submitted by all sections and units for the official record
- Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Coordinator



DAMAGE ASSESSMENT UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Building Official

Print Name: _____

ALTERNATE: Building Supervisor

Print Name: _____

SUPERVISOR: EOC Planning/Intelligence Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Collect safety/damage assessment information from the EOC Operations Section and other verifiable sources and prepare appropriate reports
- Provide safety/damage assessment information to the EOC Planning/Intelligence Section Coordinator
- Coordinate with the Building and Safety Branch of the EOC Operations Section for exchange of information
- Coordinate with Fresno County Public Works representative when assigned to the City
- Utilize the Fresno County Operational Area safety/damage assessment procedures and forms

RESPONSIBILITIES:

Maintain detailed records of safety/damage assessment information and support the documentation process.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the EOC Operations Section
- Prepare safety/damage assessment information and provide to the EOC Planning/Intelligence Section Coordinator for approval
- Collect, record and total the type, location and estimate value of damage
- Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc
- Provide documentation to Legal Advisor on those structures that may need to be demolished in the interest of public safety
- Coordinate with the American Red Cross, utility companies, and other sources for additional safety/damage assessment information
- Coordinate with all EOC Operations branches (Police, Fire, Public Works, Medical/Health, Care and Shelter and Building and Safety) for possible information on damage to structures
- Provide final safety/damage assessment reports to the Documentation Unit



RECOVERY/ADVANCED PLANNING UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Fire, Police, Public Works, Finance Representatives

Print Name: _____

ALTERNATE: Fire, Police, Public Works, Finance Representatives

Print Name: _____

SUPERVISOR: EOC Planning/Intelligence Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Ensure that the City of Kingsburg receives all emergency assistance and disaster recovery costs for which it is eligible
- Ensure that the City of Kingsburg is prepared to participate jointly with FEMA, Cal EMA, Fresno County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance
- Ensure that required and/or approved mitigation measures are carried out
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed

RESPONSIBILITIES:

Ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all advanced planning for long term operations and initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Identify issues to be prioritized by the EOC Director on restoration of services to the City
- Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses
- Maintain contact with Fresno County Operational Area and Cal EMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs
- In coordination with the Building and Safety Branch of the EOC Operations Section, establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property
- In coordination with the Building and Safety Branch of the EOC Operations Section, establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe Building
- In coordination with Building and Safety Branch of the EOC Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and arrangements are made for appropriate hearings, if at all possible
- Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process
- With Section Coordinators, develop a plan for initial Recovery Operations
- Prepare the EOC organization for transition to Recovery Operations



DEMOBILIZATION UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Fire, Police, Public Works Representatives

Print Name: _____

ALTERNATE: Fire, Police, Public Works Representatives

Print Name: _____

SUPERVISOR: EOC Planning/Intelligence Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Provide assistance to the EOC Planning/Intelligence Section Coordinator and EOC Director in planning for the EOC demobilization
- Develop demobilization strategy and plan with Section Coordinators
- Prepare written demobilization plan or procedures for all responding departments and agencies if necessary
- Follow through on the implementation of the plan and monitor its operation

RESPONSIBILITIES:

Prepare an EOC Demobilization Plan to ensure the orderly, safe, and cost-effective release of personnel and equipment.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Coordinate with the field level Demobilization Unit Leader
- Review the organization and current staffing to determine the likely size and extent of demobilization effort
- Request the General Staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority
- Coordinate with the Agency Representatives to determine:
 - Agencies not requiring formal demobilization
 - Personal rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- Evaluate logistics and transportation capabilities to support the demobilization effort
- Prepare a Demobilization Plan to include the following:
 - Release plan strategies and general information
 - Priorities for release (according to agency and kind and type of resource)
 - Phase over or transfer of authorities
 - Completion and submittal of all required documentation
- Obtain approval of the Demobilization Plan from the EOC Director
- Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities
- Supervise execution of the Demobilization Plan
- Brief EOC Planning/Intelligence Section Coordinator on demobilization progress



TECHNICAL SPECIALIST

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Agency Specific

Print Name: _____

ALTERNATE: Agency Specific

Print Name: _____

SUPERVISOR: EOC Planning/Intelligence Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Provide technical expertise to the EOC Planning/Intelligence Section and others as required

RESPONSIBILITIES:

Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Develop a plan for operations and support of field operations as requested. Assign specific responsibilities
- Keep the EOC Planning/Intelligence Section Coordinator advised of your position status and activity and on any problem areas that now need or will require solutions
- Act as a resource to members of the EOC staff in matters relative to your technical specialty



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EOC LOGISTICS SECTION

EOC Logistics Section Position Checklist

- EOC Logistics Section Coordinator
- Service Branch
 - Communications - Information and Computer Systems
 - Medical
 - Food
- Support Branch
 - Transportation Unit
 - Supplies - Personnel
 - Facilities Unit

The Logistics Section can be divided into two Branches – Service and Support – that are managed by Branch Directors. When activated, these Branch Directors work under the supervision of the Logistics Section Coordinator, and are responsible for the management of all service and support activities in the EOC and supporting the incident. The Service Branch Director supervises the operations of the Communications, Medical, and Food Units. The Support Branch Director supervises the operations of the Transportation, Supply, and Facilities Units. The primary responsibilities of the Branch Directors are to determine the level of service required to support operations, organize and prepare assignments for Branch personnel, coordinate activities of Branch Units, and resolve Branch problems. If there were not a need to activate the Branch Director level positions, the Logistics Section Coordinator would be responsible to supervise the Branch Units as required.

Overview

The EOC Logistics Section's primary responsibility is to provide all necessary personnel, supplies, equipment, support, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, EOC, etc. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during emergency/disaster conditions will be according to established Disaster Accounting procedures developed by the Finance/Administration Section in the EOC, unless authorized by the EOC Director or emergency orders of the City Council.

Objectives

The Logistics Section provides support to all the other sections within the Kingsburg Emergency Organization for the duration of the incident. Any personnel, equipment, supplies, or services required by the other sections will be ordered through the EOC Logistics Section.

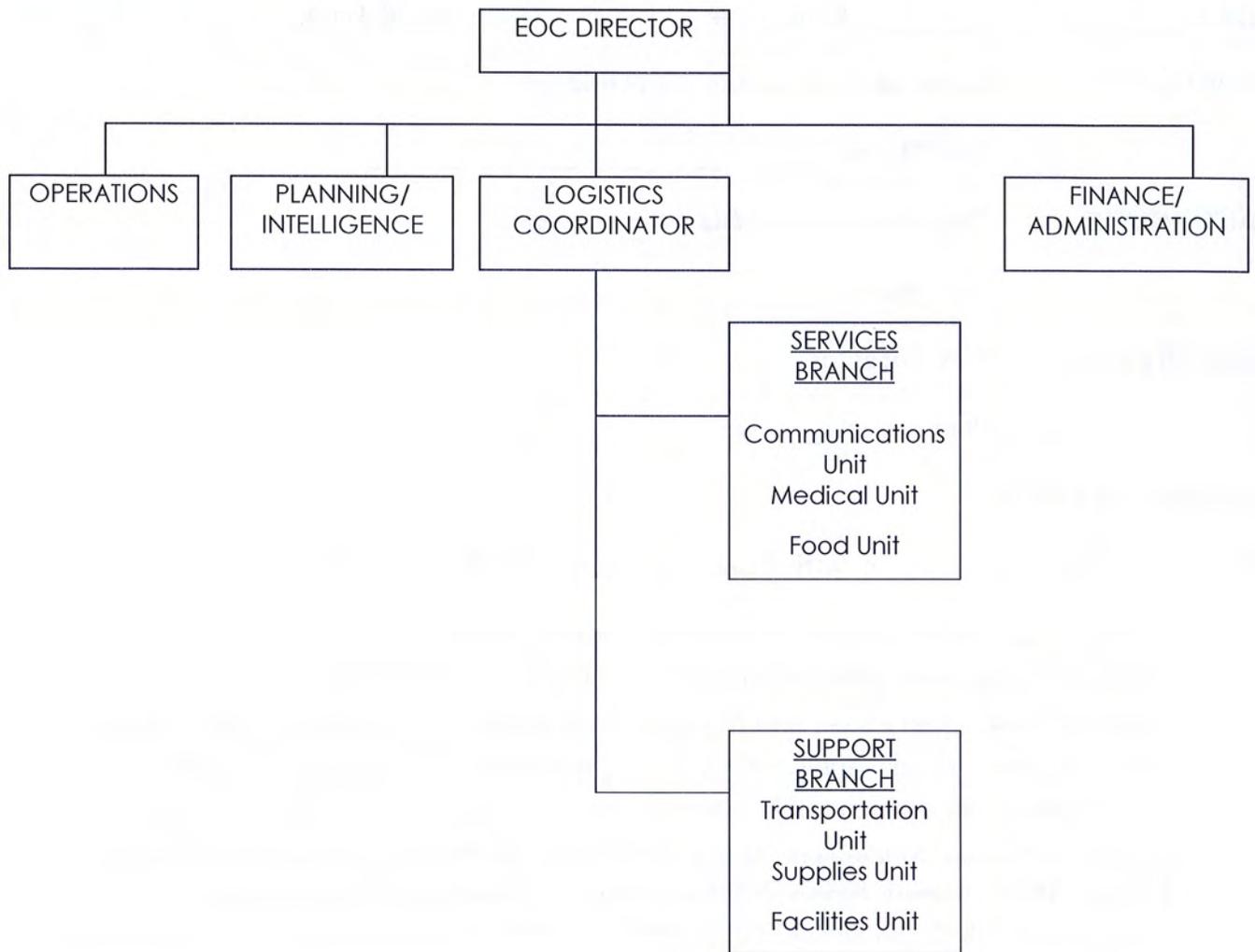


The EOC Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations
- Provide the City's logistical support needs and plan for both immediate and long-term requirements



LOGISTICS SECTION ORGANIZATION CHART





EOC LOGISTICS SECTION COORDINATOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Community Services Coordinator

Print Name: _____

ALTERNATE: City Management Staff Personnel

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

Ensure the logistics function is carried out consistent with SEMS guidelines, including:

- Managing all radio, data and telephone needs of the EOC
- Coordinating transportation needs and issues and the Traffic Plan
- Managing personnel issues and registering volunteers as Disaster Services Workers
- Obtaining all materials, equipment and supplies to support emergency operations
- Coordinating management of facilities used during disaster response and recovery
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section
- Coordinate the provision of logistical support for the EOC
- Manage the collection and disbursement of donations
- Report to the EOC Director on all matters pertaining to Section activities

RESPONSIBILITIES:

Support the response effort and oversee the acquisition, transportation, and mobilization of resources.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

START-UP ACTIONS:

- Confirm that all key EOC Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:
 - Communications
 - Information and Computer Systems
 - Medical Unit
 - Food Unit
 - Transportation Unit
 - Supplies Unit
 - Personnel and Volunteers
 - Facilities Unit
- Inform the EOC Director and General Staff when your Section is fully operational.

POSITION OPERATIONAL DUTIES:

- Meet with EOC Finance/Administration Section Coordinator and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to EOC Logistics Section
- Following action planning meetings, ensure that orders for additional resources necessary to meet demands have been placed and are being coordinated within the EOC and field units
- Keep the Fresno County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests
- Direct the Communications Unit to develop the EOC Communications Plan to include:
 - All City EOC position telephones, EOC Responder cell phones, and email addresses
 - The Fresno County Operational Area EOC contact roster
 - Police, Fire, and other department DOC's contact rosters
 - The Incident Command/Area Command contact roster
 - Radio communications nets for fire, police, and public works assets
 - Contact information for all other relevant agencies



- Coordinate with the Operations and Planning Section Coordinators to develop procedures for prioritizing and validating resource requests
- Review Logistics Section reports including resource requests and the status of all available, committed, and en route resources from the previous Operational Period
- Ensure the Communications Unit updates the EOC Communications Plan at the beginning of each Operational Period
- Attend the Management Section Meeting and communicate the new EOC Objectives to your Section
- Review the Operations Section resource requirements
- Meet with Section Unit Leaders to review resource requests and develop allocation plans
- Ensure that orders for additional resources identified by the Operations Section are verified and included in allocation plans
- Coordinate with the Operations Section to prioritize resource requests, resolve conflicts and coordinate logistics activities during preparation for the planning meetings
- Oversee development of a Resource Assignment Lists – submit to the Planning Section Coordinator prior to the EOC Coordination Plan meeting
- Resolve any open logistics/resource issues from the EOC Coordination Plan meeting
- Oversee Logistics Section contributions to development of the EOC Coordination Plan
- Ensure the Communications, Medical, Food, Transportation, Supply and Facilities Units coordinate with the Planning Section's Resource Tracking Unit to update all available, committed, and en route resources
- Ensure that all the proper records are maintained for the Finance & Administration Section
- Keep the PIO advised of the volunteer and donations situation. If a need for donations or volunteers is anticipated, coordinate with the PIO to provide the specific content of any broadcast item desired. If the system is saturated with donations or volunteers, advise the PIO and take steps to reduce or redirect the response
- Keep the Fresno County Operational Area EOC Logistics Section Coordinator apprised of overall situation and status of resource requests



COMMUNICATIONS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: PD Records/Dispatch Supervisor

Print Name: _____

ALTERNATE: Dispatcher

Print Name: _____

SUPERVISOR: Service Branch Director

Print Name: _____

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services
- Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests, and general messages.
- Make special assignment of radio, data, and telephone services as directed by the EOC Director.
- Organize, place and oversee the operation of amateur radio services working in support of the EOC.

RESPONSIBILITIES:

Manage all radio, data, and telephone needs of the EOC staff. Establish and manage all necessary computer support to the EOC staff and field units.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Meet with section and branch/group/unit coordinators and provide a briefing on EOC on-site and external communication needs, capabilities and restrictions, and operating procedures for the use of telephones and radio systems
- Coordinate all communications activities
- Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible
- Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers
- Coordinate with volunteer and private sector organizations to supplement communications needs
- Establish a plan to ensure staffing and repair of communications equipment
- Protect equipment from weather, aftershocks, electromagnetic pulse, etc
- Coordinate with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests
- Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed
- Coordinate frequency and network activities with Fresno County Operational Area
- Provide communications briefings as requested at action planning meetings
- Coordinate needed telephone data lines with the Communications Unit
- Support activities for restoration of computer services



MEDICAL UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Department Specific Assigned Personnel

Print Name: _____

ALTERNATE: Department Specific Assigned Personnel

Print Name: _____

SUPERVISOR: Service Branch Director

Print Name: _____

GENERAL DUTIES:

- Establish the Medical Unit
- Prepare the Medical Plan
- Prepare procedures for major medical emergency
- Declare major medical emergency as appropriate
- Respond to requests for medical aid, medical transportation, and medical supplies

RESPONSIBILITIES:

The Medical Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is primarily responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Obtain briefing from Service Branch Director or Logistics Section Chief:
 - Obtain information on any injuries that occurred during initial response operations
 - Name and location of Safety Officer
- Determine level of emergency medical activities performed prior to activation of Medical Unit:
 - Number and location of aid stations
 - Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident
 - Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc
 - Medical supplies needed
- Respond to requests for medical treatment and transportation
- Request/supervise ambulance support. Order through the established Incident chain of command
- Prepare the Medical Plan including procedures for major medical emergency. This plan should be coordinated with the medical organization within the Operations Section. The Plan should include:
 - Medical Assembly Area
 - Triage Area
 - Ambulance Traffic Route
 - Landing Zone for Life flight (incident and hospital)
 - First Aid Station Location(s)
 - Hazard specific information (HAZMAT treatment, etc.)
 - Closest hospitals
 - Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital
- Obtain Safety Officer approval for the Medical Plan
- Coordinate Medical Plan with local hospitals
- Respond to requests for medical aid
- Notify Safety Officer and Logistics Section Chief of all accidents and injuries



- Respond to requests for medical supplies
- Prepare medical reports; provide copies to Documentation Unit
- Submit reports as directed; provide copies to Documentation Unit Leader
- Provide briefing to relief on current activities and unusual circumstances



FOOD UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Personnel Manager

Print Name: _____

ALTERNATE: Personnel Analyst

Print Name: _____

SUPERVISOR: EOC Logistics Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Determine food and water requirements
- Determine the method of feeding to best fit each facility or situation
- Obtain necessary equipment and supplies and establish cooking facilities
- Ensure that well-balanced menus are provided
- Order sufficient food and potable water from the Supply Unit
- Maintain an inventory of food and water
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed
- Supervise caterers, cooks, and other Food Unit personnel as appropriate

RESPONSIBILITIES:

The Food Unit Leader, under the direction of the Service Branch Director or Logistics Section Chief, is responsible for supplying the food needs for the entire incident, including the EOC and all remote locations (e.g., Camps, Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Obtain briefing from Logistics Section Chief or Service Branch Director:
 - Determine potential duration of incident
 - Number and location of personnel to be fed
 - Last meal provided
 - Proposed time of next meal
- Determine food service requirements for planned and expected operations
- Determine best method of feeding to fit situation and obtain bids if not done prior to incident
- Determine location of working assignment
- Ensure sufficient potable water and beverages for all incident personnel
- Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief
- Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer
- Supervise administration of food service agreement, if applicable
- Provide copies of receipts, bills to Finance/Administration Section
- Let Supply Unit know when food orders are complete
- Provide briefing to relief on current activities and unusual situations



TRANSPORTATION UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Maintenance Supervisor - Garage

Print Name: _____

ALTERNATE: Maintenance Supervisor - Assigned

Print Name: _____

SUPERVISOR: EOC Logistics Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Develop and implement the Traffic Plan
- Support out-of-service resources
- Notify the Resources Unit of all status changes on support and transportation vehicles
- Arrange for and activate fueling, maintenance, and repair of ground resources
- Maintain Support Vehicle Inventory and transportation vehicles
- Provide transportation services, IAW requests from the Support Branch Director or the Logistics Section Chief
- Collect use information on rented equipment
- Requisition maintenance and repair supplies (e.g., fuel, spare parts)
- Maintain incident roads

RESPONSIBILITIES:

The Transportation Unit is responsible for transportation of emergency personnel, food, equipment, and supplies, as well as coordinates and implements the Traffic Plan. This position also supports out-of-service resources and the fueling, service, maintenance, and repair of vehicles and other ground support equipment.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Coordinate with the EOC Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use
- Coordinate use of disaster routes with the Operations Section
- Coordinate with other sections and branches/groups/units to identify transportation priorities
- Establish and implement a Traffic Plan for movement of:
 - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs)
 - Individuals to medical facilities
 - Emergency workers and volunteers to and from risk area
- Coordinate with the EOC Operations Section on the movement of disabled and elderly persons
- Coordinate transportation of animals as required
- Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed
- As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements



SUPPLY UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Senior Account Clerk

Print Name: _____

ALTERNATE: Account Clerk

Print Name: _____

SUPERVISOR: EOC Logistics Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables
- Maintain records to ensure a complete accounting of supplies procured and monies expended
- Receive and process all incoming requests for personnel and volunteer support
- Register volunteers as Disaster Service Workers per the Kingsburg Municipal Code

RESPONSIBILITIES:

Obtain all non-fire and non-law enforcement mutual aid material, equipment, and supplies to support emergency operations and arrange for delivery of those resources.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Meet and coordinate activities with EOC Finance/Administration Coordinator and determine purchasing authority to be delegated to Supply Unit. Review emergency purchasing and contracting procedures
- Review, verify and process requests from other sections for resources
- Maintain information regarding resources readily available, resources requests, status of shipments and priority resource requirements
- Coordinate with other branches/groups/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition
- Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available
- Determine availability and cost of resources from private vendors
- Issue purchase orders for needed items within limits of authority delegated by Finance Section
- Notify EOC Finance/Administration Coordinator of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork
- If contracts are needed for procuring resources, request that the Purchasing Unit of the EOC Finance/Administration Section develop necessary agreements
- Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units
- Identify to the EOC Logistics Section Coordinator any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible
- Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions
- Establish a plan for field and EOC feeding operations. Coordinate with EOC Operations Section to avoid duplication
- Assemble resource documents that will allow for agency, vendor, and contractor contacts; e.g., telephone listings, procurement catalogs, directories, and supply locations
- Provide supplies for the EOC, field operations and other necessary facilities



- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist
- Purchase items within limits of delegated authority from Finance/Administration Section and request items exceeding delegated authority from the Finance Section
- Arrange for the delivery of the items requisitioned, contracted for or purchased
- Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available
- Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc
- Provide updated reports on resource status to Resources Unit
- Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts
- Arrange for storage, maintenance, and replenishment or replacement of equipment and materials
- Provide and coordinate with EOC Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters
- Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by EOC Operations Section
- Support activities for restoration of utilities to critical facilities
- Ensure the provision of sanitation services to include; portable toilets, hand washing stations, trash containers, etc
- Procure and coordinate water resources for consumption, sanitation, and firefighting
- Coordinate resources with relief agencies (American Red Cross, etc.)
- Obtain and coordinate necessary medical supplies and equipment for special needs persons
- Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments
- Ensure the organization, management, coordination, and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency
- Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations



- In coordination with EOC Operations Section and Fresno County Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs)

PERSONNEL and VOLUNTEER OPERATIONAL DUTIES:

- Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency
- Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Demobilization Unit
- Maintain information regarding:
 - Personnel/volunteers processed
 - Personnel/volunteers allocated and assigned by agency/location
 - Personnel/volunteers on standby
 - Special personnel requests by category not filled
- Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements
- Obtain crisis counseling for emergency workers
- Coordinate feeding, shelter and care of personnel, employees' families, and volunteers with the American Red Cross, Food Unit and Facilities Unit
- Activate Child Care Plan for City employees as needed. Coordinate with Facilities Unit for suitable facilities
- Assist and support employees and their families who are also disaster victims. Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs
- Coordinate with the Fresno County Operational Area for additional personnel needs
- Ensure the recruitment, registration, mobilization and assignment of volunteers
- Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions
- Issue ID cards to Disaster Service Workers
- Coordinate transportation of personnel and volunteers with the Transportation Unit
- If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired



- Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response
- Ensure the organization, management, coordination and channeling of the services of individual citizens and volunteer groups during and following the emergency
- Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs
- Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Fresno County Operational Area



FACILITIES UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Maintenance Supervisor - Buildings

Print Name: _____

ALTERNATE: Maintenance Specialist - Buildings

Print Name: _____

SUPERVISOR: EOC Logistics Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations
- Coordinate with other EOC branches/groups/units for support required for facilities
- Support activities for restoration of disrupted services and utilities to facilities
- Coordinate with EOC Finance/Administration Section on any claims or fiscal matters relating to facilities' operations
- Close out each facility when no longer needed

RESPONSIBILITIES:

Ensure that adequate facilities are provided for the response effort, including securing access to the facility and providing staff, furniture, supplies, and materials necessary to configure the facility in a manner adequate to accomplish the mission.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Maintain information in the Unit regarding:
 - Facilities opened and operating
 - Facility managers
 - Supplies and equipment at the various locations
 - Specific operations and capabilities of each location
- As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required
- In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc
- Identify communications requirements to the Communications Unit
- Identify equipment, material and supply needs to the Supply Unit
- Identify personnel needs to the Supply (Personnel) Unit
- Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved
- Identify security requirements to the Law Branch of the EOC Operations Section
- Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established
- Account for personnel, equipment, supplies and materials provided to each facility
- Coordinate the receipt of incoming resources to facilities
- Ensure that operational capabilities are maintained at facilities
- Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities
- Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met
- Ensure that access and other related assistance for residential care and special needs persons are provided in facilities
- Provide facilities for sheltering essential workers, employees' families and volunteers



- Be prepared to provide facilities for animal boarding as required
- Coordinate water resources for consumption, sanitation and firefighting at all facilities



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EOC FINANCE/ADMINISTRATION SECTION

EOC Finance/Administration Section Position Checklists

- EOC Finance/Administration Section Coordinator
- Cost Recovery Unit
- Time Unit
- Purchasing Unit
- Compensation/Claims Unit
- Cost Analysis Unit

Overview

The EOC Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll Payments Revenue collection
- Claim processing
- Cost recovery documentation
- Revenue Collection
- Documentation, Timekeeping and Cost Tracking

The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

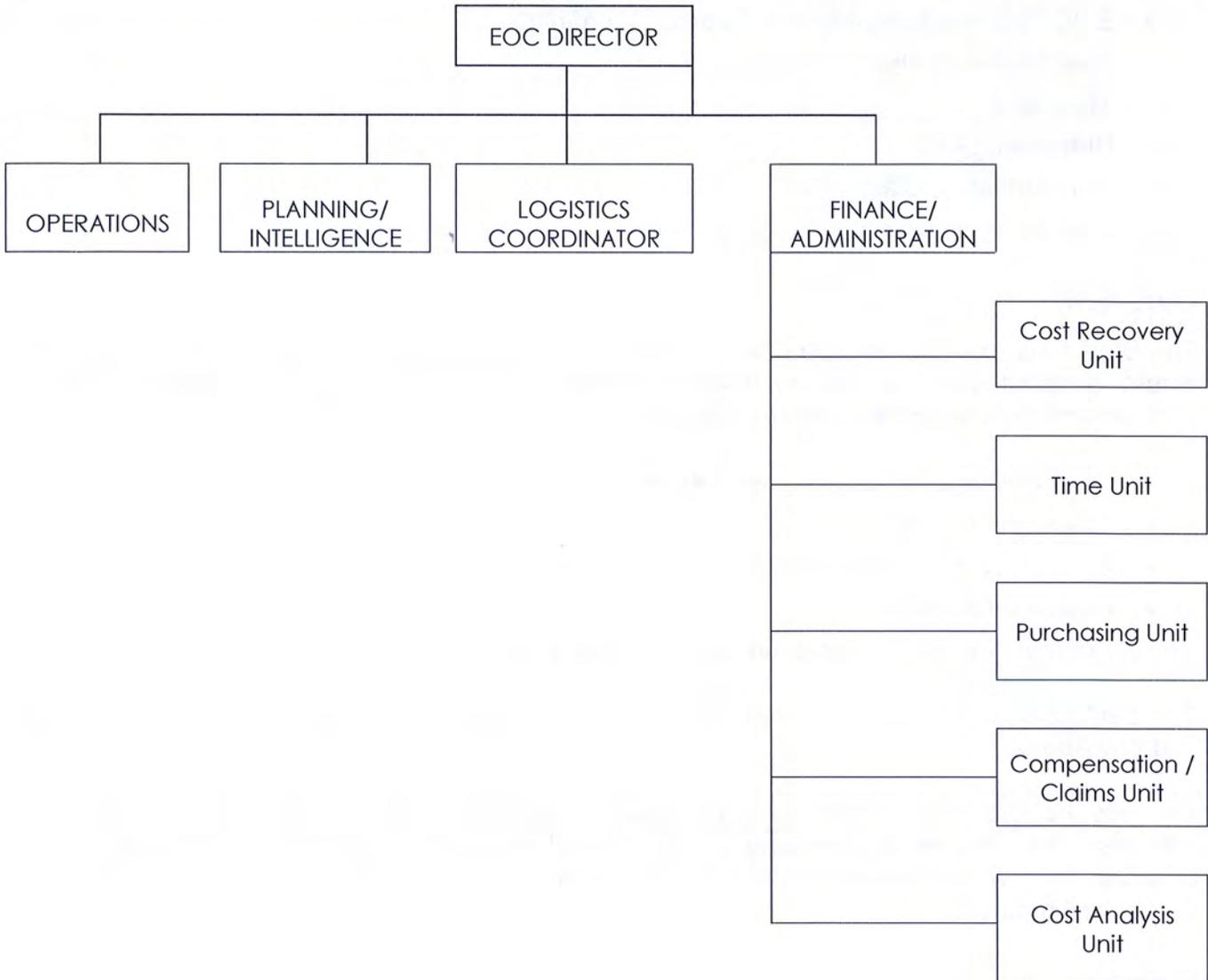
The extent of the disaster/emergency will determine the extent to which the EOC Finance/Administration Section will mobilize. In a low level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize.

Objectives

The EOC Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal EMA and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the EOC Finance/Administration Section will accomplish the following objectives during a disaster/emergency:



**EOC FINANCE/ADMINISTRATION SECTION
ORGANIZATION CHART**





EOC FINANCE/ADMINISTRATION SECTION COORDINATOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Director of Finance and Administration Services

Print Name: _____

ALTERNATE: Finance Manager

Print Name: _____

SUPERVISOR: EOC Director

Print Name: _____

GENERAL DUTIES:

- Implementing a Disaster Accounting System
- Maintaining financial records of the emergency
- Tracking and recording of all agency staff time
- Processing purchase orders and contracts in coordination with EOC Logistics Section
- Processing worker's compensation claims received at the EOC
- Handling travel and expense claims
- Providing administrative support to the EOC

RESPONSIBILITIES:

Supervise the financial support, response, and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Authorize use of the Disaster Accounting System
- Ensure that the payroll process continues
- Ensure that the revenue collection process continues
- Attend planning meetings as required
- Manage all financial aspects of an incident
- Provide financial and cost analysis information as requested
- Gather pertinent information from briefings with responsible agencies
- Develop an operating plan for the Finance/Administration Section; fill, supply, and support needs.
- Meet with Assisting and Cooperating Agency Representatives, as needed
- Maintain daily contact with City Administration on Finance/Administration matters
- Ensure that all mutual aid personnel time records are accurately completed and transmitted to home agencies, according to policy
- Provide financial input to demobilization planning
- Ensure that all obligation documents initiated at the incident are properly prepared and completed
- Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident
- Collect your Section personnel and equipment time records as well as records of expendable materials used, and provide copies to the Time and Cost Analysis Units at the end of each operational period
- Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period
- Organize, manage, coordinate and channel the donations of money received during and following the emergency from individual citizens and volunteer groups



- Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff
- Meet with assisting and cooperating agency representatives as required
- Provide input in all planning sessions on finance and cost analysis matters
- Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed
- Keep the General Staff advised of overall financial situation



COST RECOVERY UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Accounts Clerk

Print Name: _____

ALTERNATE: Accounts Clerk

Print Name: _____

SUPERVISOR: EOC Finance/Administration Section Coordinator

Print Name: _____

GENERAL DUTIES:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit.

RESPONSIBILITIES:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. The Cost Recovery Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.



READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments
- Inform all sections and departments that the Disaster Accounting System is to be used
- Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System
- Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law
- Prepare all required state and federal documentation as necessary to recover all allowable disaster costs
- Coordinate with the Documentation Unit of the EOC Planning/Intelligence Section
- Provide analyses, summaries, and estimates of costs for the EOC Finance/Administration Section Coordinator, EOC Director, and the Fresno County Operational Area as required
- Work with EOC sections and appropriate departments to collect all required documentation
- Receive and allocate payments
- Organize and prepare records for final audit
- Prepare recommendations as necessary



TIME UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Senior Account Clerk

Print Name: _____

ALTERNATE: Junior Accountant

Print Name: _____

SUPERVISOR: EOC Finance/Administration Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster
- Establish and maintain a file for all personnel working at the emergency/disaster
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, Cal EMA, and FEMA time recording policies
- Track, record, and report equipment uses and time

RESPONSIBILITIES:

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time recording documents are prepared and compliance to agency's time policy is being met. Ensure that time and equipment use records identify scope of work and site-specific work location consistent with initial safety/damage assessment records, sites and Damage Survey Reports (DSRs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined, and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES—PERSONNEL TIME RECORDER:

- Determine specific requirements for the time recording function
- Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period
- Ensure that all records identify scope of work and site specific work location
- Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents
- Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy
- Ensure that all employee identification information is verified to be correct on the time report
- Ensure that time reports are signed
- Maintain separate logs for overtime hours
- Establish and maintain a file for employee time records within the first operational period for each person
- Maintain records security
- Close out time documents prior to personnel leaving emergency assignment
- Keep records on each shift. Operational Period work schedules are determined according to the time it may take to achieve the objectives outlined in the EOC Action Plan
- Coordinate with the Supply (Personnel) Unit of the Logistics Section

OPERATIONAL DUTIES—EQUIPMENT TIME RECORDER:

- Assist sections and branches/groups/units in establishing a system for collecting equipment time reports
- Ensure that all records identify scope of work and site specific work location
- Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators)
- Maintain records security



PURCHASING UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Finance Manager

Print Name: _____

ALTERNATE: To Be Assigned

Print Name: _____

SUPERVISOR: EOC Finance/Administration Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Identify sources for equipment, expendable materials and resources
- Manage all equipment rental agreements
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or EOC Director
- Process all administrative paperwork associated with equipment rental and supply contracts

RESPONSIBILITIES:

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing mutual aid resources. Ensure that all records identify scope of work and site specific work location.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Contact appropriate branch/group/unit leaders on needs and any special procedures
- Review/prepare EOC purchasing procedures
- Prepare and sign contracts as needed within established contracting authority
- Establish contracts and agreements with supply vendors
- Ensure that all records identify scope of work and site specific locations
- Ensure that a system is in place that meets City's property management requirements
- Ensure proper accounting for all new property
- Interpret contracts/agreements and resolve claims or disputes within delegated authority
- Coordinate with Compensations/Claims Unit on procedures for handling claims
- Finalize all agreements and contracts
- Complete final processing and send documents for payment
- Verify cost data in established vendor contracts with Cost Analysis Unit



COMPENSATION/CLAIMS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Finance Accounting Manager

Print Name: _____

ALTERNATE: Finance Employee

Print Name: _____

SUPERVISOR: EOC Finance/Administration Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Accept as agent for the City of Kingsburg claims resulting from an emergency/disaster
- Collects information for all forms required by Workers Compensation and local agencies
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Kingsburg

RESPONSIBILITIES:

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Kingsburg arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims, and issuing checks upon settlement of claims.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Supply (Personnel) Unit of the Logistics Section, and ICS Field Level Compensation/Claims Unit Leader
- Maintain a log of all injuries occurring during the disaster/emergency
- Develop and maintain a log of potential and existing claims
- Prepare claims relative to damage to City property and notify and file the claims with insurers
- Process claims for travel requests, forms, and expense claims
- Determine if there is a need for Injury and Claims Specialists and order personnel as needed
- Ensure that all Injury and Claims logs and forms are complete and routed to the appropriate department for post EOC processing
- Ensure the investigation of all accidents, if possible
- Ensure that the Supply (Personnel) Unit of the EOC Logistics Section completes claims for any injured personnel or volunteers working at the emergency
- Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards
- Obtain all witness statements pertaining to claims and review for completeness



COST ANALYSIS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: Senior Account Clerk

Print Name: _____

ALTERNATE: Account Clerk

Print Name: _____

SUPERVISOR: EOC Finance/Administration Section Coordinator

Print Name: _____

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation
- Obtain and record all cost data for the emergency/disaster
- Ensure the proper identification of all equipment and personnel requiring payment
- Analyze and prepare estimates of EOC costs
- Maintain accurate record of EOC costs

RESPONSIBILITIES:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.



**READ ALL RESPONDER CHECKLIST AT ACTIVATION,
BEGINNING AND END OF EACH SHIFT**

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Collect and record all cost data
- Maintain a fiscal record of all expenditures related to the emergency/disaster
- Prepare and provide periodic cost summaries for the Finance/Administration Section Coordinator and the EOC Director
- Maintain cumulative emergency/disaster cost records
- Ensure that all financial obligation documents are accurately prepared
- Prepare use of resources cost estimates
- Maintain accurate information on the actual cost for the use of all assigned resources
- With the Time Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified
- Ensure that all EOC sections maintain proper supporting records and documentation to support claims
- Make recommendations for cost savings to the Finance/Administration Section Coordinator



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PART FIVE

City of Kingsburg Recovery Operations

Introduction

Recovery refers to those measures undertaken by an entity following a disaster that will return all (utilities, phones, government offices, etc.) to normal levels of service. Effective recovery consists of a complex array of interdependent and coordinated actions. Recovery operations are divided into two phases; short term and long term.

Short Term

The first phase is short term, which involves restoring the infrastructure in the affected area. Continued coordination from the response phase into the recovery phase is necessary to identify high priority areas for resumption of utilities, liability concerns, financing, and recovery ordinances. City emergency managers should develop checklists for short-term recovery to ensure governing boards are kept up-to-date, to identify potential areas of mitigation, and to improve preparedness and response planning.

Long Term

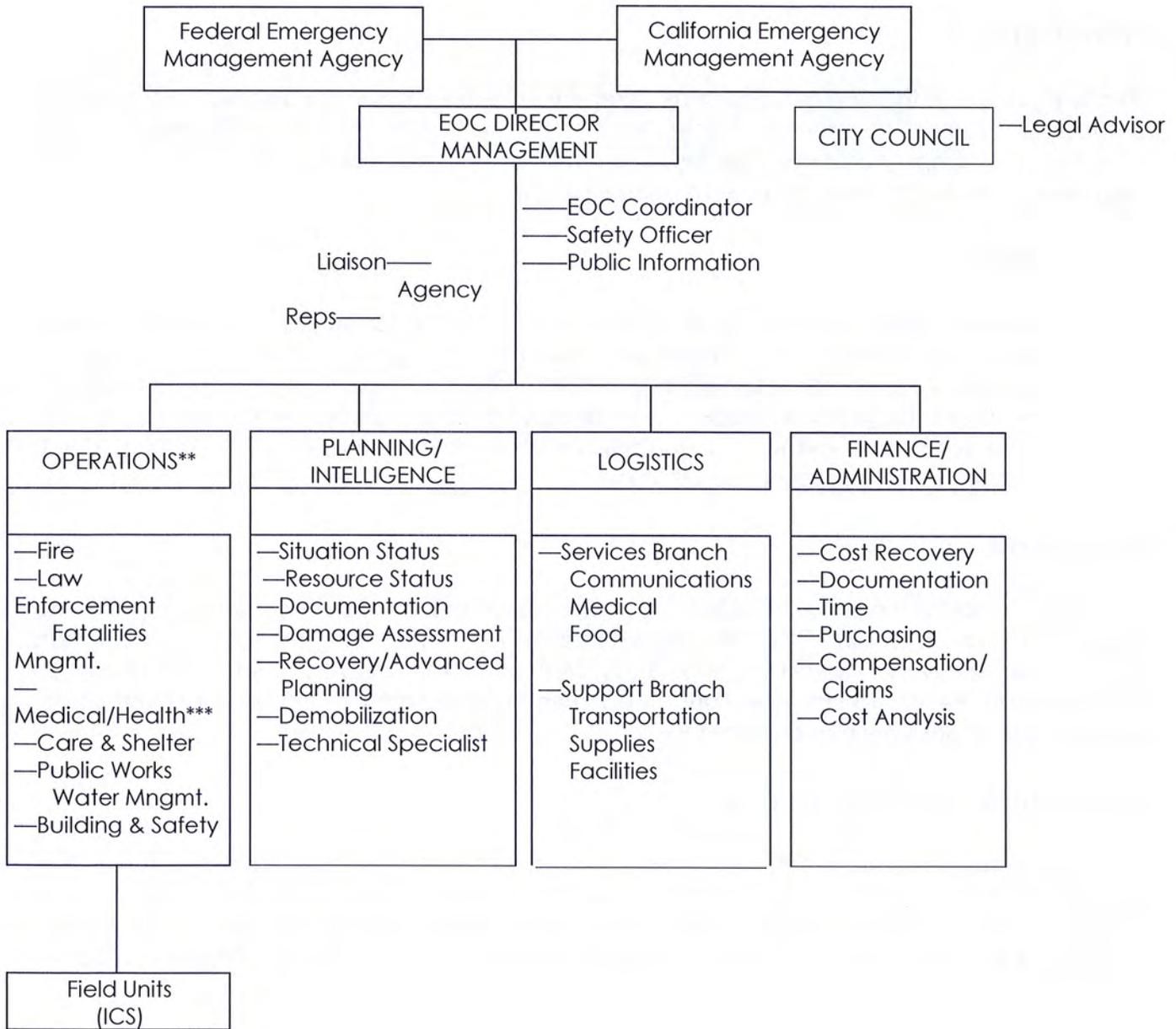
Long-term recovery consists of actions that will return the city back to normal pre-disaster levels of service. It is critical that the documentation functions during response continue and expand into recovery. Checklists should be developed for recovery operations to ensure accountability. Failure to strictly account for damage documentation and personnel costs can result in loss of possible reimbursement.

SEMS Recovery Organization

The Operational Area plays a different role in recovery than in response. The Operational Area may act as an information and coordination point for its constituent jurisdiction. However, each local jurisdiction, rather than the Operational Area, works directly with state and federal recovery programs. Chart 5 on the following page shows the City of Kingsburg recovery organization.



CHART 5 – SEMS Recovery Organization



*** May be a local or County representative



Damage Assessment

During the early phase of a disaster, the initial damage is only estimated. Plans should include procedures for conducting more detailed surveys to be used in disaster project applications. The procedures should include the following:

Safety Concerns

Safety precautions that will contribute to recovery operations include:

- Ensuring gas, water, sewer leaks are identified
- Ensuring utilities are turned off in unsafe or damaged structures
- Securing hazardous materials sites and preparing clean-up plan; ensuring unsafe buildings are vacated, clearly marked and access is restricted
- Identifying safety precautions to be undertaken by emergency workers

Structural Damage

Checklists and procedures for survey teams should include the following terms when describing damages, which are limited to the structure and not contents:

- Destroyed - Cost of repair is more than 75% of value
- Major Damage - Cost of repair is greater than 10% of value
- Minor Damage - Cost of repair is less than 10% of value.

Recovery Activities

Common terms for recovery activities are listed below:

- Category A: Debris Clearance - Clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair.
- Category B: Protective Measures - Measures to eliminate or lessen immediate threats to life, public health, and safety.
- Category C: Roads & Bridges - All non-emergency work and any that may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules.
- Category D: Water Control Facilities - Includes flood control, drainage, levees, dams, dikes, irrigation works, and bulkheads.
- Category E: Public Buildings and Equipment - Buildings, vehicles or other equipment, transportation systems, fire stations, supplies or inventory, higher education facilities, libraries, and schools.



- Category F: Utilities - Water supply systems, sanitary sewerage treatment plants, storm drainage, and light/power.
- Category G: Other - Park facilities, public and private non-profit facilities, recreational facilities, and playground equipment.

List of Damages

Once a Presidential Disaster Declaration has been made a complete list of all the damage that has occurred needs to be completed by each jurisdiction and transmitted to the Operational Area. The Operational Area will transmit damages to the Cal EMA Region, who will in turn send them to the State and FEMA. It should include:

- Location of Action/Damage - Geographical location of damaged facility or emergency work
- Description of Action/Damages - Narrative description explaining the nature of the disaster related problem (engineering details are not needed)
- Estimates of Cost - A separate estimate for each facility or system affected

Recovery Documentation and Reporting

Recovery documentation and reporting is the key to recovering eligible emergency response and recovery costs. Timely safety and damage assessments, documentation of all incident activities and accurate reporting are critical in establishing the basis for eligibility of disaster assistance programs.

After-Action Reporting

SEMS regulations require that jurisdictions complete an After Action Report (AAR) within 120 days after each emergency proclamation. Furthermore, the SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to CalEMA within 90 days of the close of the emergency period. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

Recovery Documentation

The recovery documentation information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing



damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal hazard mitigation grant programs. Documentation is the key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue as the disaster unfolds. Included in the EOC Planning/Intelligence Section is a Documentation Branch that will coordinate the collection of all incident documentation for dissemination and filing.

Disaster Assistance

Disaster assistance is divided into two forms: Individual and Public Assistance. Recovery plans should address both types of assistance, methods of acquiring help, restrictions, and other pertinent information.

Government Assistance to Individuals

Individual assistance consists of services provided to individuals and private sector businesses.

Federal Programs

- Disaster Housing Assistance Program - This is a federal program administered by FEMA that provides temporary housing to disaster victims during presidentially declared disasters
- Disaster Mortgage and Rental Assistance Program - This program provides grants for home-related mortgage or rent payments to disaster victims, who as a result of a disaster have lost their job or business and face foreclosure or eviction from their homes. It is a federal program available under a presidentially declared disaster
- Housing and Urban Development (HUD) Program - This program is offered to families that meet certain income guidelines and may provide a percentage of the rental cost for a limited period of time to disaster victims. It is also available under a presidentially declared disaster
- Small Business Administration (SBA) - This program is automatically implemented following a presidential disaster declaration for Individual Assistance, or may be implemented at the request of the governor. It provides low interest loans to businesses and individuals who have suffered disaster losses
- Individual and Family Grant Program (IFGP) - This is authorized only by a federal disaster declaration. It provides grants to disaster victims who are not eligible for SBA loans
- Cora Brown Fund - This is authorized only by a federal disaster declaration. The fund provides disaster victims with assistance provided they are not eligible for any other disaster assistance award from the government or other organizations



These are only a few federal programs that can be activated under a presidentially declared disaster. Disaster assistance may also be altered by legislation passed at the time of the event. Other types of assistance may also be made available depending on the disaster.

Non Profit Volunteer Charitable Organizations

Volunteer charitable organizations, including the American Red Cross, Salvation Army, and others, may provide assistance to individuals outside the scope of the City of Kingsburg recovery organization.

Public Assistance

Public assistance consists of various programs of disaster relief to the public sector. Public sector includes state and local government (city, county, special district).

State – Natural Disaster Assistance Act (NDAA)

NDAA is available to counties, cities, and special districts to repair disaster-related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works except those facilities used solely for recreational purposes. This program offers a percentage of the eligible cost to: repair, restore, reconstruct or replace public property or facilities; to cover direct and indirect costs of grant administration with the Cal EMA Secretary's concurrence; and to cover the cost of overtime and supplies used for response. The conditions for implementation of the NDAA are as follows:

- The Cal EMA Director must concur with local emergency declaration for permanent restoration assistance;
- The Governor must proclaim a state of emergency for disaster response and permanent restoration assistance; or
- The President must declare a major disaster or emergency for matching fund assistance for cost sharing required under federal public assistance programs

Federal – Robert T Stafford Disaster Relief Act of 1974

The following is a brief overview of this program:

A Presidential Declaration of Major Disaster or Emergency is required to activate the provisions of this law. Eligible Applicants Eligible applicants include the following:

- State agencies
- Counties
- Cities
- Special districts



- Schools K-12
- Colleges and institutions of higher education
- Private non-profit organizations organized under § 501(c) 3 of the Internal Revenue Code
- Utilities
- Emergency agencies
- Medical agencies
- Custodial care organizations
- Government services such as: community centers, libraries, homeless shelters, senior citizen centers, and similar facilities open to the general public

Hazard Mitigation Grant Programs

The Hazard Mitigation Grant Program (HMGP) activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by FEMA and cost-effective hazard mitigation projects. HMGP grants are provided on a cost-share of 75% federal share and 25% non-federal share.

The Disaster Mitigation Act of 2000 (DMA2000) states that each jurisdiction (counties, cities, towns, and special districts) must have a Local Hazard Mitigation Plan (LHMP) approved by Cal EMA in order to be eligible for FEMA pre and post disaster mitigation funds. The objective of the LHMP is “to save lives, preserve property and protect the environment, during times of disaster.” The City of Kingsburg participated in the County of Fresno’s Hazard Mitigation Plan, adopted in 2008.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster relief Act (Stafford Act) through FEMA and Cal EMA. Cal EMA is responsible for identifying program priorities, reviewing applications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding. The federal regulations governing the HMGP are found in Title 44 of Code of Federal Regulations (44CFR) Part 206 and Part 13. For specific information regarding current HMGP activities, refer to the Cal EMA website: www.calema.ca.gov.

Disaster Field Office

Following a Presidential Declaration of a Major Disaster or Emergency, a Disaster Field Office (DFO) will be established in the proximity of the disaster area. The DFO provides the direction and coordination point for federal assistance. Typical functions of the DFO include:

- Management - Coordination of the overall federal assistance programs for Individual and Public Assistance, as well as any existing emergency work



- Public Information - Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information
- Liaison - Provides coordination and cooperation with other federal and state agencies
- Operations - Responsible for damage survey teams, outreach activities, and program implementation (i.e., Public Assistance, Individual Assistance, Hazard Mitigation, etc.)
- Planning/Intelligence - Develops action plans, identifies priorities, potential problems, documents the overall recovery actions
- Logistics - Provides materials and resources to perform the tasks associated with recovery
- Finance/Administration - Tracks and monitors costs, approves purchases, audits activities as needed

Mitigation

This aspect of recovery operations is critical in reducing or eliminating disaster-related property damage and loss of lives from reoccurring. The immediate post-disaster period presents a rare opportunity for mitigation. During this time, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Recovery plans would benefit from addressing mitigation planning as part of the recovery process. The following represents some information that would be useful in recovery sections of emergency plans:

Forms of Mitigation

- Changes in building codes
- Variances or set-backs in construction
- Zoning, to reduce types of construction in high hazard areas
- Relocation or removal of structures from high hazard zones

Reference Information

FEMA procedures over the last few years have evolved and mitigation of disasters is becoming a key component of disaster recovery. The Internet provides the optimum method of obtaining up to date information relating to disaster response and Public Assistance Programs. Public Assistance Program Publications can be downloaded from the FEMA website at www.fema.gov.



Appendix A Acronyms and Glossary

Acronyms: this list contains acronyms commonly used in Emergency Management, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS)

ALS	Advanced Life Support
AC	Area Command
ADA	Americans with Disabilities Act
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
CalEMA	California Emergency Management Agency
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAR	Corrective Action Report
CBO	Community Based Organization
CBRNE	Chemical, Biological, Radiological, Nuclear or Explosive
CCC	California Conservation Corps
CDC	Centers for Disease Control, U.S. Public Health Service
CDF	California Department of Forestry
CERT	Community Emergency Response Team
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
COG	Continuity of Government
DA	Damage Assessment
DAP	Disaster Assistance Programs
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHS	Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Operational Response Team
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOJ	Department of Justice
DOI	Department of Interior
DOL	Department of Labor
DOS	Department of State
DOT	Department of Transportation



DRC	Disaster Recovery Center
DRC	Disaster Resource Center
DSA	Division of the State Architect (California)
DWR	California Department of Water Resources
EAS	Emergency Alert System
EDD	Employment Development Department
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
ESA	California Emergency Services Act
ESC	Emergency Services Coordinator
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FOG	Field Operations Guide
FIRESCOPE	Firefighting Resources of California Organized for Potential Emergencies
GIS	Geographic Information System
GSA	General Services Administration
HAZMAT	Hazardous Materials
HHS	Department of Health and Human Services
HMDA	Hazard Mitigation and Disaster Assistance
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HSAS	Homeland Security Advisory System
HSC	Homeland Security Council
HSOC	Homeland Security Operations Center
HSEEP	Homeland Security Exercise Evaluation Program
HSPD	Homeland Security Presidential Directive
HSPD-5	Homeland Security Presidential Directive-5
HUD	Housing and Urban Development Program



IAC	Incident Advisory Council
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDE	Initial Damage Estimate
IMT	Incident Management Team
IRS	U.S. Internal Revenue Service
JDIC	Justice Data Interface Controller
JFO	Joint Field Office
JPA	Joint Powers Agreement
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTTF	Joint Terrorism Task Force
LNO	Liaison Officer
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MMRS	Metropolitan Medical Response Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NDAA	Natural Disaster Assistance Act (CA)
NDMS	National Disaster Medical System
NEP	National Exercise Program
NFA	National Fire Academy
NFIP	National Flood Insurance Program
NGO	Nongovernmental Organization
NHPA	National Historic Preservation Act
NIMS	National Incident Management
NOAA	National Oceanic and Atmospheric Administration
NOC	National Operations Center
NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NSC	National Security Council
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OEM	Office of Emergency Management
OES	Office of Emergency Services
OSA	California Office of the State Architect
OSHA	Occupational Safety and Health Administration



PA	Public Assistance
PDD	Presidential Decision Directive
PFO	Principal Federal Officer
PIO	Public Information Officer
PIS	Public Information System
POC	Point of Contact
PNP	Private Nonprofit Organization
PUC	California Public Utilities Commission
PFO	Principal Federal Official
PVO	Private Voluntary Organizations
PW	Project Worksheet
R&D	Research and Development
RACES	Radio Amateur Civil Emergency Services
REOC	Regional Emergency Operations Center
RRCC	Regional Response Coordination Center
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
RIMS	Response Information Management System (State)
RIMS	Resources Inventory Management System (Federal)
RRCC	Regional Response Coordinating Center
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment Reauthorization Act (Title III)
SBA	Small Business Administration
SCO	State Coordinating Officer
SEMS	Standardized Emergency Management System
SDO	Standards Development Organizations
SFO	Senior Federal Official
SHMO	State Hazard Mitigation Officer
SITREP	Situation Report
SO	Safety Officer
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
TEWG	Terrorism Early Warning Group
UC	Unified Command
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VOAD	Volunteer Organizations Active in Disaster
WMD	Weapons of Mass Destruction



Glossary: this list contains definitions of terms commonly used in Emergency Management, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS)

Action Plan: The plan prepared in the EOC containing objectives for the emergency response SEMS level reflecting overall priorities and supporting activities for a designated period. See also Incident Action Plan.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency, which requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with a specific function, or a non-governmental 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 or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

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.

Allocated Resources: Resources dispatched to an incident.



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 or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. 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 which are available for immediate assignment.

Base: The location at an incident 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 collocated with the Base.

Branch: The organizational level at the SEMS Field 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.). Branches are also used in the same sequence at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

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 or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

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 at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the SEMS Field level 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. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. 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 or within an EOC.

Complex: Two or more individual incidents located in the same general area, which are assigned to a single Incident Commander or to a Unified Command.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American 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 inter-agency) 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. Multi-agency or Inter-agency coordination is found at all SEMS levels.



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.

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 verbal between authorized agency or 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.

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 or EOC assigned resources.

Department Operations Center: A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations centers may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): 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 may also be found as necessary at all SEMS EOC levels.

Disaster A sudden calamitous emergency event bringing great damage loss or destruction.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

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. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.



Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Management Coordinator The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Director) The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are 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 Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

EOC Action Plan The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

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.



Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: One of the five primary functions found at all SEMS levels, which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and or EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

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

At some SEMS EOC levels, the position titles are Section Coordinators.

Generic ICS: Refers to the description of ICS that is generally applicable to any kind of incident or event.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is 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.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.



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.)

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level, which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

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 Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used 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. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communications Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The Incident Commander and appropriate General and Command 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.



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. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Initial Action: The actions taken by resources which are the first to arrive at an incident. Initial Response: Resources initially committed to an incident.

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/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multijurisdiction.) **Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Landing Zone: (See Helispot.)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Life-Safety: Refers to the joint consideration of both the life and physical well being of individuals.

Local Government: Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

Local Government Advisory Committee (LGAC): Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid Region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of OES Executive Management.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity, which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.



Master Mutual Aid Agreement An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Marshaling Area An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels 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 or EOC Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

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.

Mobilization Center: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

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. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multijurisdiction 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.

Mutual Aid Coordinator An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Office of Emergency Services: The Governor's Office of Emergency Services.
Operational Area An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.
Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

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. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence) One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.



Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Region Emergency Operations Center (REOC) Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Reporting Locations Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in.)

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, and Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

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.



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 Chief.

Span of control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

State Operations Center (SOC) An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

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.



Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

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 or EOC organization.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

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.

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: An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.



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RESOLUTION NO. 2009-27

A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF KINGSBURG
TO INCORPORATE THE FRESNO COUNTY MULTI-HAZARD
MULTI-JURISDICTIONAL MITIGATION PLAN
INTO THE SAFETY ELEMENT OF THE
CITY OF KINGSBURG'S GENERAL PLAN

WHEREAS, the City of Kingsburg recognizes the threat that natural hazards pose to people and property within our community; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people and property from hazard occurrences; and

WHEREAS, an adopted Multi-Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

WHEREAS, the City of Kingsburg fully participated in the FEMA-prescribed mitigation planning process to prepare this multi-hazard mitigation plan; and

WHEREAS, the California Office of Emergency Services and Federal Emergency Management Agency, Region IX officials have reviewed the Fresno County Multi-Hazard Mitigation Plan, and approved it, contingent upon this official adoption of the participating governing body;

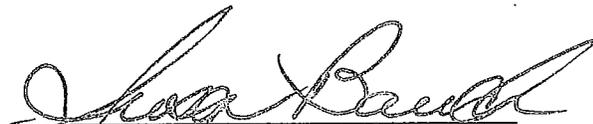
NOW, THEREFORE, BE IT RESOLVED: that the City of Kingsburg adopts the Fresno County Multi-Hazard Mitigation Plan as an official plan; and

BE IT RESOLVED, that the City of Kingsburg adopts the Fresno County Multi-Hazard Mitigation Plan by reference into the Safety Element of their General Plan in accordance with the requirements of AB 2140, and

BE IF FURTHER RESOLVED, that the City of Kingsburg will submit this adoption resolution to the California Office of Emergency Services and FEMA Region IX officials to enable the plan's final approval in accordance with the requirements of the Disaster Mitigation Act of 2000 and to establish conformance with the requirements of AB 2140.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Kingsburg duly called and held on the 20th day of May, 2009, by the following vote:

- AYES: Council Member(s): Karstetter, Reilly, Smith, and Mayor Blayney
- NOES: Council Member(s): None
- ABSTAIN: Council Member(s): None
- ABSENT: Council Member(s): Bergstrom



Susan Bauch, City Clerk

STATE OF CALIFORNIA)
 COUNTY OF FRESNO)ss
 CITY OF KINGSBURG)

RESOLUTION NO. 2006-55

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF KINGSBURG
INTEGRATING THE NIMS, SEMS EMERGENCY
MANAGEMENT SYSTEMS INTO THE
CITY EMERGENCY RESPONSE PROGRAM**

WHEREAS, the President in Homeland Security Directive-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity; and

WHEREAS, California pioneered the development of a standardized incident management systems to respond to a variety of catastrophic disasters, including fire, earthquake, flood, and landslide; and

WHEREAS, in the early 1970's the California Fire Service, in partnership with the federal government, developed the seminal emergency incident command system that has been the model for incident management nationwide; and

WHEREAS, in 1993, California was the first state to adopt a statewide Standardized Emergency Management System for use by every emergency response organization, and implemented a system to ensure the continual improvement of the Standardized Emergency Management System; and

WHEREAS, California emergency management professionals have contributed their expertise to the development of the new National Incident Management System; and

WHEREAS, it is essential for responding to disasters that federal, state, local and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System, and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Command System nationwide, and

WHEREAS, the Governor of the State of California has directed his Office of Emergency Services and Office of Homeland Security, in cooperation with the Standardized Emergency Management System Advisory Board, to develop a program to integrate the National Incident Management System, to the extent appropriate, into the State's emergency management system;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Kingsburg, California, will integrate the National Incident Management System, to the extent appropriate, into the Emergency Management System; and

BE IT FURTHER RESOLVED, that the City Council of the City of Kingsburg, California, utilizes the National Incident Management System which shall be consistent with the integration of the National Incident Management System and the Standardized Emergency Management System in California; and

BE IT FURTHER RESOLVED that a copy of this resolution will be forwarded to the Governor's Office of Emergency Services.

I, Sue Bauch, City Clerk of the City of Kingsburg, California, do hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the Kingsburg City Council on the 21st day of September 2006, by the following vote:

Ayes:	Councilmember(s):	Blayney, Kruper, Karstetter, and Mayor Bergstrom
Noes:	Councilmember(s):	None
Absent:	Councilmember(s):	Smith
Abstain:	Councilmember(s):	None


Sue Bauch, City Clerk
City of Kingsburg, California

AGREEMENT FOR CONFINED SPACES ENTRY SERVICES

This Agreement, made this 1st day of April, 1997, by and between the Selma-Kingsburg-Fowler County Sanitation District (herein referred to as "DISTRICT"), a public agency and the City of Kingsburg, a general law City (herein referred to as "CITY"), is made and entered into in consideration of each of the terms, conditions and provisions set forth herein:

1. CITY desires to have DISTRICT, upon written request by CITY, perform occasional, routine, scheduled entries into storm drain system structures and other OSHA-defined confined spaces for the purpose of routine cleaning and maintenance.
2. DISTRICT owns necessary equipment, has implemented written safety procedures and has trained its personnel for performing such service for CITY.
3. DISTRICT shall provide such service to CITY, subject to the availability of DISTRICT personnel, at no cost to CITY, in recognition that consolidating such service to one agency will reduce governmental expense to the citizens of CITY and DISTRICT.
4. CITY shall be responsible for designating and posting confined spaces as may be required under law.
5. CITY shall indemnify, defend and hold harmless, DISTRICT, its officers, officials, employees, agents and volunteers from all claims, damages, losses and expenses including attorneys fees arising out of the performance of the work described herein, caused in part or in whole by any negligent act or omission of CITY, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of DISTRICT.
6. DISTRICT shall indemnify, defend and hold harmless CITY, its officers, officials, employees, agents and volunteers from all claims, damages, losses and expenses including attorneys fees arising out of the performance of the work described herein, caused in part or in whole by any negligent act or omission of DISTRICT, or anyone directly or indirectly employed by them or anyone for whose acts any of them may be liable, except where caused by the active negligence, sole negligence, or willful misconduct of CITY.
7. The term of this Agreement shall be for a period of ten years from the date hereof unless canceled in writing by a party hereto. Either DISTRICT or CITY may cancel this Agreement at any time without prior notice and, in addition, shall have any and all other remedies provided by law or herein.
8. CITY shall not assign any right, obligation or duty covered by or arising out of this Agreement without prior written consent of the DISTRICT.
9. Any notices required to be given shall be served in the following manner: upon the DISTRICT by serving the Secretary of the DISTRICT personally or by certified mail

addressed to the Secretary of the DISTRICT, at 11301 East Conejo Avenue, P.O. Box 95, Kingsburg, California 93631 and upon CITY by serving the City Manager thereof personally or by certified mail addressed to said City Manager at 1401 Draper Street, Kingsburg, California, 93631.

10. This Agreement is made in the State of California and it shall be interpreted and enforced and all questions arising hereunder shall be resolved and adjudicated in accordance with the laws of the State of California.
11. This Agreement shall not be amended in any material respect without the prior written approval of the parties hereto.
12. Person includes the plural and includes individuals, firms, associations and persons.
13. Time is of the essence of this Agreement and of every provision thereof.
14. The prevailing party shall be entitled to reasonable attorney's fees and costs of suit or action at law to enforce the terms and conditions of this Agreement.
15. If any section, subsection, item, paragraph, sentence or clause of this Agreement is determined to be invalid or unenforceable, each and all remaining sections, subsections, items, paragraphs, sentences or clauses shall remain binding and in full effect.

IN WITNESS WHEREOF, the DISTRICT and CITY have caused this Agreement to be executed in their respective corporate names, in the County of Fresno, and have caused this Agreement to be attested, all by their duly authorized officers, in two counterparts, each of which shall be deemed an original, and have caused this Agreement to be dated as of April 1, 1997, although actually executed and delivered on APRIL 7, 1997.

R E Blanton

SELMA-KINGSBURG-FOWLER
COUNTY SANITATION DISTRICT

R.E. BLANTON

Printed Name

GENERAL MANAGER

Title

Barbara Carpenter 4-3-97
CITY OF KINGSBURG

Barbara Carpenter

Printed Name

City Manager

Title

Approved as to form:

Leland P. Stephenson 4/2/97

Leland Stephenson, City Attorney

RESOLUTION NO. 96-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF KINGSBURG
TO PARTICIPATE IN THE FRESNO COUNTY OPERATIONAL AREA
AND THE STATEWIDE STANDARDIZED EMERGENCY
MANAGEMENT SYSTEM

WHEREAS, the potential for a major catastrophe due to earthquake, fire, flood, or other natural or man-made disasters, requires all government agencies to be prepared to share resources and information with other governmental agencies and entities within the County of Fresno as well as other counties and the State of California to protect the public welfare; and

WHEREAS, greater efficiency, planning, responses, and safety can be achieved by joining the efforts of other governmental entities and the County of Fresno; and

WHEREAS, the California Emergency Services Act makes reference to the "Operational Area" and defines it as "an intermediate level of the state emergency services organization" created to perform extraordinary functions for county and other governmental entities within a county area such as strengthening mutual aid coordination, providing a focal point and conduit for disaster information and coordinating the efficient management of resources, and

WHEREAS, on November 14, 1995, the Fresno County Board of Supervisors adopted the Standardized Emergency Management System (SEMS), designated the geographic area of the County of Fresno as the Fresno County Operational Area, and designated the County of Fresno as the Operational Area Lead Agency, and

WHEREAS, for local governmental entities to be eligible for funding of response-related personnel costs under disaster assistance programs when responding to multi-jurisdiction and multi-agency emergencies, Government Code section 8607 requires local governmental entities to use the California Standardized Emergency Management System, and

WHEREAS, the Fresno County Board of Supervisors has encouraged and invited the governing bodies of each city, public school district and special district to adopt the Standardized Emergency Management System and participate as a member of the County of Fresno Operational Area,

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Kingsburg that the City recognizes the County of Fresno as the lead agency and agrees to participate and cooperate with the County of Fresno Operational Area Organization and the state-wide Standardized Emergency Management System.

City of Kingsburg
Resolution No. 96-18, Page 2

I, Barbara Carpenter, City Clerk of the City of Kingsburg, do hereby certify that the foregoing resolution was duly passed and adopted at a regular meeting of the Kingsburg City Council held on the 1st day of May, 1996, by the following vote:

Ayes: Walley, Michel, Smith, Wright, Mayor Neal

Noes: None

Absent: None

Abstain: None


Barbara Carpenter, City Clerk
City of Kingsburg

RESOLUTION OF THE CITY COUNCIL
BOARD OF SUPERVISORS
OF THE CITY OF KINGSBURG

WHEREAS, EARL WARREN, Governor of the State of California, on the 15th day of November, 1950, executed the California Disaster and Civil Defense Master Mutual Aid Agreement on behalf of the State of California and all its Departments and Agencies;

NOW, THEREFORE, The City Council of the City of Kingsburg does, by resolution, hereby approve and agree to abide by said California Civil Defense Master Mutual Aid Agreement; and the Clerk of this Council is hereby authorized and directed to send TWO certified copies of this resolution to the State Disaster Council for filing with said State Disaster Council.

Adopted and approved this 16 day of July, 1951, 1950

X Arthur C. Scheline
Mayor
Chairman of the Board

ATTEST:
F. O. Rosander
Clerk

I, F. O. ROSANDER, City Clerk of the City of Kingsburg, do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly adopted by the City Council of the City of Kingsburg on the 16 day of July, 1951, 1950.

[[SEAL]]

F. O. Rosander
Clerk

(NOTE: Two certified copies of this Resolution should be forwarded to the California State Disaster Council (Office of Civil Defense), P. O. Box 110, Sacramento)

IN THE MATTER OF APPROVAL)
OF CALIFORNIA DISASTER AND)
CIVIL DEFENSE MASTER MUTUAL)
AID AGREEMENT)

Upon motion of Supervisor Peckinpah, seconded by Supervisor Cadwallader, and carried, the Board of Supervisors adopts the following resolution, to wit:

RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE COUNTY OF FRESNO

WHEREAS, EARL WARREN, Governor of the State of California, on the 13th day of November, 1950, executed the California Disaster and Civil Defense Master Mutual Aid Agreement on behalf of the State of California and all its Departments and Agencies;

NOW, THEREFORE, The Board of Supervisors of the County of Fresno does, by resolution, hereby approve and agree to abide by said California Civil Defense Master Mutual Aid Agreement; and the Clerk of this Board is hereby authorized and directed to send TWO certified copies of this resolution to the State Disaster Council for filing with said State Disaster Council.

Adopted and approved this 5th day of December, 1950.

J. S. HEECKER
Chairman of the Board of Supervisors
of County of Fresno

ATTEST:

J. L. BROWN
Clerk
By GEO. M. FURNZAUX Deputy
(Seal)

IN THE MATTER OF TEMPORARY TRANSFER)
OF FUNDS TO CERTAIN SCHOOL DISTRICT)
UNDER SECTION 5941 OF THE EDUCATION)
CODE OF THE STATE OF CALIFORNIA)

WHEREAS, there has been filed with this Board, pursuant to Section 5941 of the Education Code of the State of California, petition of the Fowler Union High School District praying for an order of this Board for a temporary transfer of funds to the credit of said School District, to provide funds to meet the current obligations incurred for maintenance purposes; and

WHEREAS, the County Treasurer has certified that there are sufficient funds in the General Tax Unapportioned/ Fund from which said transfer can be made; and

WHEREAS, it appears that the amount approved by the Auditor does not exceed 85% of the taxes accruing to the credit of said District during the balance of this fiscal year;

NOW, THEREFORE, upon motion of Supervisor Peckinpah, seconded by Supervisor Cadwallader, and carried, IT IS ORDERED that the Auditor and Treasurer be and each hereby is authorized and directed to transfer from the Unapportioned / Fund the sum of \$15,000.00 to the credit of the Fowler Union High School District.

PASSED by the Board of Supervisors of Fresno County, California, at its regular meeting held this 5th day of December, 1950, by the following vote, to wit:

- AYES: Supervisors Peckinpah, Cadwallader, Hecker
- NOES: None
- ABSENT: Supervisors Clark, Cruff

<u>Council Accredited</u>	<u>Master Mutual Aid Agreement Adopted</u>	<u>Council Accredited</u>	<u>Master Mutual Aid Agreement Adopted</u>
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R E G I O N V

FRESNO COUNTY	4-27-48	12-5-50	KINGS COUNTY	6-24-47	12-12-50
.Clovis	6-16-49	12-18-50	.Avenal	6-16-82	5-13-82
.Coalinga	3-1-51	12-4-50	.Corcoran	6-16-49	12-4-50
.Firebaugh	1-26-54	11-28-50	.Hanford	6-24-47	2-13-51
.Fowler	9-12-50	12-5-50	.Lemoore	5-1-51	3-5-51
.Fresno	9-12-50	11-30-50	MADERA COUNTY	9-12-50	12-7-50
.Huron	1-26-54	6-3-53	.Chowchilla	3-1-51	1-5-51
.Kerman	5-1-51	11-27-50	.Madera	9-12-50	11-28-50
.Kingsburg	6-20-55	7-16-51	MARIPOSA COUNTY	5-1-51	1-5-51 ?
.Mendota	6-15-51	4-10-51	MERCED COUNTY	9-12-50	8-26-58
.Orange Cove	11-29-50	12-4-50	.Atwater	6-15-51	12-6-50
.Parlier	11-29-50	12-7-50	.Dos Palos	6-15-51	4-17-51
.Reedley	6-15-51	12-5-50	.Gustine	9-12-50	12-4-50
.Sanger	5-1-51	12-6-50	.Livingston	3-1-51	12-4-50
.San Joaquin	1-23-52	7-20-53	.Los Banos	6-16-49	1-17-51
.Selma	7-7-50	12-4-50	.Merced	11-29-50	12-4-50
KERN COUNTY	6-12-46	12-4-50	TULARE COUNTY	9-12-50	10-31-50
.Arvin	10-18-61	2-12-73	.Dinuba	6-16-49	11-9-50
.Bakersfield	6-16-49	12-4-50	.Exeter	11-29-50	4-11-51
.California City	12-9-66	7-18-66	.Farmersville	4-16-64	3-11-64
.Delano	11-29-50	12-4-50	.Lindsay	9-12-50	12-11-50
.Maricopa	11-29-50	12-11-50	.Porterville	6-24-47	12-5-50
.McFarland	6-25-58	5-21-58	.Tulare	4-27-48	11-8-50
.Ridgecrest	10-8-85	6-11-73	.Visalia	6-16-49	11-6-50
.Shafter	6-24-47	12-13-50	.Woodlake	11-29-50	11-27-50
.Taft	11-29-50	4-2-51			
.Tehachapi	11-29-50	12-4-50			
.Wasco	6-16-49	4-4-51			

FRESNO COUNTY OPERATIONAL AREA MASTER EMERGENCY SERVICES PLAN

General Plan and Information

Part I

A. PURPOSE

The preservation of life and property is an inherent responsibility of local, state and federal government. Fresno County, therefore, has prepared this plan in an effort to ensure the most effective and economical use of all resources, material and manpower, for the maximum benefit and protection of affected populations in an emergency/disaster.

The basic tenets of emergency preparedness and response are self-help and mutual aid. The policies, principles, concepts, and procedures contained in this plan are designed to provide the basis for the Fresno County Operational Area organization and emergency operations, and conform to the Standardized Emergency Management System (SEMS).

The purpose of this master plan is to facilitate the necessary coordination and management of information and resources amongst agencies and affected populations within the Fresno County Operational Area into an efficient organization capable of responding and conducting operations as the nature of a disaster or emergency warrants.

B. OBJECTIVES

The objectives of the Fresno County Operational Area emergency organization include:

- Saving lives and protecting property.
- Repairing and restoring essential systems and services.
- Coordinating emergency response activities and resources within the Fresno County Operational Area.
- Functioning as a communications and coordination intermediary between members of the Fresno County Operational Area and the State Regional Level EOC.
- Gathering, evaluating and disseminating information on disaster intelligence and resources within the Fresno County Operational Area and amongst its members.

In accordance with these objectives, this master plan has been developed by the Fresno County Office of Emergency Services, and supersedes the 1989 Fresno County Emergency Services Plan. This plan has been written as a guide for agencies and County departments who may potentially respond to an imminent or actual disaster/emergency within the Fresno County Operational Area. **However, neither Fresno County agencies nor this master plan assume**

responsibility for disaster preparedness, planning, response or recovery for other local government agencies within the Fresno County Operational Area, except as authorized through statute, approved mutual aid agreements, and approved mutual aid requests. All local government agencies are responsible for disaster related functions within their jurisdiction.

This document will be distributed to appropriate response agencies, all members of the Fresno County Operational Area, and those departments and agencies reflected on the organizational matrices included in this document.

C. AUTHORITIES AND REFERENCES

1. California Emergency Services Act (California Government Code, Section 8550-8607)
2. Standardized Emergency Management System (SEMS) Regulations (Title 19, California Code of Regulations, Section 2400-2450)
3. Fresno County Operational Area Master Emergency Services Plan
4. Fresno County Ordinance Code (Title 2, Chapter 2.44 Emergency Organization)
5. California Master Mutual Aid Agreement
6. Fresno County Board of Supervisors Resolution Establishing the Fresno County Operational Area and the County-wide Standardized Emergency Management System (November, 1995)

Any conflict between any provision of this plan and the authorities cited above shall be construed and governed by the statutes and ordinances above, and any other applicable federal, state and local statutes or ordinances.

D. STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS)

Since numerous agencies must work together effectively to protect lives, property and the environment during a multi-jurisdictional or multi-agency emergency incident, the Standardized Emergency Management System (SEMS) has been developed, incorporating principles from the Incident Command System (ICS), the Multi/inter-agency Coordination System (MACS), the Master Mutual Aid Agreement, the Operational Area Satellite Information System (OASIS), and the operational area concept.

SEMS employs five organizational levels and five functions, which are to be utilized by emergency response jurisdictions and agencies statewide in order to efficiently facilitate

interagency cooperation, and the efficient flow of resources and information in a consistent and coordinated manner. The five organizational response levels include:

1. Field
2. Local Government
3. Operational Area
4. Region
5. State

The following five SEMS functions provide the basis for structuring these organizational response levels:

MANAGEMENT/ COMMAND	Provides the overall direction, and sets priorities for an emergency.
OPERATIONS	Implements priorities established by management.
PLANNING AND INTELLIGENCE	Gathers and assesses information and prepares plans.
LOGISTICS	Obtains resources to support an operation.
FINANCE/ ADMINISTRATION	Tracks all costs related to the operation.

The operational concepts provided in this document are consistent with the Standardized Emergency Management System (SEMS) in providing methods of activating and operating an operational area and Emergency Operations Center (EOC) that is compatible with other emergency agencies, in order to assure a consistent organizational structure and emergency response.

The Fresno County Board of Supervisors has incorporated SEMS into its emergency organization by establishing the geographic area of Fresno County as the operational area, and designating Fresno County as the Operational Area Lead Agency. The existing Fresno County EOC has been designated the Fresno County Operational Area EOC, and responsibilities for the Fresno County Operational Area EOC and Fresno County Operational Area have been incorporated into this master plan.

The Fresno County Operational Area is comprised of all local government agencies within Fresno County boundaries, and includes Fresno County Departments, incorporated cities, school districts, and special districts, of which, 63 agencies have elected to join the operational area. The Fresno County Operational Area will continue to invite and encourage all local government agencies to join the operational area. Operational area members have adopted the *Resolution to Participate in the Fresno County Operational Area and the County-wide Standardized Emergency Management System* which stipulates that:

- ❑ On November 14, 1995, the Fresno County Board of Supervisors adopted the Standardized Emergency Management System (SEMS), designated the geographic area of the County of Fresno as the Fresno County Operational Area, and designated Fresno County as the Operational Area Lead Agency.
- ❑ Members of the Fresno County Operational Area will comply and operate in accordance with SEMS regulations as set forth in the California Emergency Services Act.
- ❑ The Fresno County Operational Area and its members, in accordance with SEMS regulations, will perform functions for county and other governmental entities within the operational area to strengthen mutual aid coordination, provide a focal point and conduit for disaster information, and coordinate the efficient management of resources.

1. Fresno County Operational Area Membership

As of November 25, 1997, the Fresno County Operational Area is comprised of 64 members including the County of Fresno, and incorporated cities, special districts and school districts listed below:

County

County of Fresno

Cities

City of Clovis
 City of Coalinga
 City of Firebaugh
 City of Fowler
 City of Fresno
 City of Kerman
 City of Kingsburg
 City of Mendota
 City of Orange Cove
 City of Parlier
 City of Sanger
 City of Selma

Firebaugh-Las Deltas Unified School District
 Fowler Unified School District
 Fresno Unified School District
 Golden Plains Unified School District
 Kerman Unified School District
 Kingsburg Joint Union School District
 Laton Unified School District
 Orange Center School District
 Parlier Unified School District
 Sanger Unified School District
 Selma Unified School District
 Sierra Unified School District
 Washington Colony Elementary School District
 Washington Union High School District
 West Fresno Elementary School District
 West Hills Community College District
 State Center Community College District

School Districts

American Union School
 Central Unified School District
 Clovis Unified School District

Special Districts

Clovis Cemetery District
Parlier Cemetery District
Reedley Cemetery District
Sanger/Del Rey Cemetery District
Selma Cemetery District
Washington Colony Cemetery District
Big Creek Community Service District
Easton Community Services District
Sierra Cedars Community Service District
Alta Irrigation District
Riverdale Irrigation District
Tranquility Irrigation District
Lower San Joaquin Levee District
Clovis Memorial District
Consolidated Mosquito Abatement District
Fresno Mosquito & Vector Control District
Fresno Westside Mosquito District
Coalinga-Huron Recreation & Park District
Selma-Kingsburg-Fowler County Sanitation District
Kings River Water District
Malaga County Water District
Westlands Water District
Fresno County Fire Protection District
Huntington Lake Volunteer Fire Department
Mountain Valley Volunteer Fire Department
North Central Fire Protection District
Orange Cove Fire Protection District
Coalinga Regional Medical Center
Fresno Metropolitan Flood Control District
Riverdale Public Utility District
Westside Resource Conservation District

2. Fresno County Operational Area Management

The following three positions have responsibility for and direction of the Fresno County Operational Area emergency organization during an imminent or actual disaster in which the Fresno County Operational Area is activated.

- a) The County Administrative Officer for the County of Fresno is the Emergency Services Director, and will act as the lead operational area administrator.
- b) The Director of Community Health is the Assistant Emergency Services Director, and in the absence of the Emergency Services Director, is authorized to serve in

the full capacity and authority of the Director. The Assistant Emergency Services Director will oversee and coordinate any or all aspects of the operational area emergency services organization as directed by the Emergency Services Director. The Assistant Emergency Services Director may designate other County staff to perform or assist with any or all of these responsibilities.

- c) The Emergency Services Coordinator will support the Assistant Emergency Services Director by performing duties as assigned. The Assistant Emergency Services Director may designate the Emergency Services Coordinator to perform or assist with any or all of the Assistant Director's responsibilities.

This master plan includes action checklists, organizational charts and a list of EOC positions, located in Parts II and III, which will further describe management's role and duties in the hierarchy of the Fresno County Operational Area.

3. Emergency Powers

The Fresno County Operational Area emergency powers consist of the following:

- a) Proclamation of a Local Emergency

The Fresno County Board of Supervisors or the Fresno County Emergency Services Director (Fresno County Administrative Officer) is authorized to proclaim a Local Emergency, to request the governor to declare a State of Emergency, and to request the governor to request a Presidential declaration of emergency. The Emergency Services Director's Proclamation requires ratification by the Board within seven consecutive calendar days. The Board is required to review a Local Emergency Proclamation at least every 14 days, and terminate it as soon as possible.

- b) Command and Control

The Emergency Services Director and Assistant Director are authorized to control and direct the effort of the emergency organization of Fresno County, and to resolve questions of authority and responsibility that may arise within the emergency organization.

- c) Emergency Orders and Regulations

In a declared emergency, the Board of Supervisors or the Emergency Services Director may make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such an emergency.



EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Jurisdiction Name: City of Kingsburg

Name of Submitter: Gary Rocha, Fire Chief Phone: (559) 897-6531

Reviewing Agency: _____ Review Date: _____

Name of Reviewer: _____ Phone: _____

Purpose: This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive".

**NIMS
Requirement
for EOPs:**

Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should designate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols.
(<http://www.fema.gov/nimcast>)

Instructions: For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained in another document, list the name of the document as appropriate. If the element is in multiple sections or on multiple pages, please so indicate. A completed copy of this crosswalk should accompany each local EOP submitted to the OES regional office for review.

Note: Each element is identified as a SEMS EOP Element or a NIMS EOP Element.
NIMS EOP Elements are indicated in Italics.

EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
FOREWORD SECTION		
1. Foreword/Preface/Introduction: Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>	Part One Page 1	
2. Plan Concurrence: Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	Part One Page v	
3. Letter of Approval: Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	Part One Page iii	
PART I: BASIC PLAN		
4. Table of Contents: Listing of where significant parts of the plan are located by page number and subsection of the plan (SEMS EOP Element).	Part One Page ix	
5. Purpose: <i>Describes the EOP purpose (NIMS EOP Element).</i>	Part One Page 1	
6. Scope: <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>	Part One Page 1	
7. Authorities and References: <i>Describes the EOP authorities and references (NIMS EOP Element).</i> Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	Part One Page 12	
8. Situation and Assumptions: <i>Describes the EOP situation and assumptions (NIMS EOP Element).</i> Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	Part Three	
9. Organization, Roles and Responsibilities: <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>	Part One Page 7; Part Four	
10. Standardized Emergency Management System (SEMS) based Emergency Organization: Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).	Part Two Page 19; Part Four Page 70	
11. Emergency Operations Center Organization Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	Part Four; Part Four Page 85	
12. Involvement of special districts, private and non-profit agencies. Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	Part Two Page 29	
13. Essential Facilities-Primary and Alternate EOC. Indicates the location of both the primary and alternate EOC and what conditions would	Part Four Page 61	

**EMERGENCY OPERATIONS PLAN
CROSSWALK FOR PLAN REVIEW**

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
cause the alternate EOC to be activated (SEMS EOP Element).	Page 65	
14. Essential Facilities-Activation/Deactivation of EOC. Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	Part Four Page 62	
15. Essential Facilities-Alternate Government Facilities. Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	Part One Page 8; Part Four Page 61	
16. Essential Facilities-Americans with Disabilities Act. Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	Part One Page 11	
17. Continuity of Government. Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	Part One Page 8-10	
18. Vital Record Retention. Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	Part One Page 11	
19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element). Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	Part Two Specific- Page 21-23	
20. Notification and Mobilization. Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	Part Four Page 63-65	
21. SEMS Coordination Levels. Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	Part Two Page 20-23	
22. Incident Command System (ICS). Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). <i>Predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).</i>	Part Two Page 20	
23. Field/EOC Communications and Coordination. Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	Part Two Page 24 Page 27	
24. Field/EOC Direction and Control Interface. Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	Part Two Page 27	
25. Field coordination with Department Operations Centers (DOCs) and EOCs. Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	Part Two Page 27	
26. Mutual Aid. Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	Part Two Page 31-32	

EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
27. Emergency Declarations. Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	Part One Page 5	
28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element). (Gov. Code Sec. 8560)	Part Two Page 15; Part Four Page 95-98	
29. Recovery Overview. Includes a general recovery concept of operations (SEMS EOP Element).	Part Five Page 195	
30. Recovery Organization. Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	Part Five Page 195-196	
31. Recovery Damage Assessment. Describes the damage assessment organization and responsibilities (SEMS EOP Element).	Part Five Page 197	
32. Recovery Documentation. Describes the documentation process (SEMS EOP Element).	Part Five Page 198	
33. Recovery After-action Reports. Includes the OES After-Action Questionnaire (SEMS EOP Element).	Part Five Page 198	
34. Recovery Disaster Assistance. Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	Part Five Page 200	
35. Administration and Logistics. Describes the administration and logistics of the EOP (NIMS EOP Element).	Part One Page 2-5	
36. Emergency Plan Maintenance and Distribution. Describes EOP development and maintenance (NIMS EOP Element). Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	Part One Page 3-4	
37. Standard Operating Procedures (SOP) Development. Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	Part One Page 3	
38. Training and Exercises. Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	Part One Page 4-5	
PART II: FUNCTIONAL ANNEXES		
39. Functional Annexes. Contains functional annexes (NIMS EOP Element). Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.	Part Four	
40. Management Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • Overall EOC management • Public Information assignment • Identification of a media center • Rumor control • Public inquires • Provision for public safety communications and policy • Identification of a Safety Officer • Facility security • Agency liaison 	Part Four Pages 61 95 96 97 97 66 93 93 88	

EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> • State/federal field activity coordination 	80	
41. Operations Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • General warning • Special population warning • Authority to activate Emergency Alert System • Inmate evacuation • Traffic direction and control • Debris removal • Evacuation • Evacuation and care for pets and livestock • Access control • Hazardous materials management • Coroner operations • Emergency medical care • Transportation management • Crisis counseling for emergency responders • Urban search and rescue • Disease prevention and control • Utility restoration • Flood operations • Initial damage assessments • Safety assessments • Shelter and feeding operations • Emergency food and water distribution 	Pages 103 117 117 117 118 118 123 117 120 118 111 119 111 122 173 110 112 122 112/120 116/110/122 130 125-127 124/171	
42. Planning/Intelligence Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning • Demobilization 	Pages 133 138-140 135 139 144 148 152 133 150	
43. Logistics Section. Should include the following activities and responsibilities (SEMS EOP Element): <ul style="list-style-type: none"> • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support 	Pages 155 155-177 161 168 173 170 141 176 161	
44. Finance/Administration Section. Should include the following activities and responsibilities (SEMS EOP Element):	Pages 179	

EMERGENCY OPERATIONS PLAN CROSSWALK FOR PLAN REVIEW

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<ul style="list-style-type: none"> • Fiscal management • Time-keeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, claims 	179, 182 186 188 190 184 187	
PART III: APPENDICES		
45. Appendices. Contains hazard-specific appendices (NIMS EOP Element).	Part Three	
46. Hazardous Materials. Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).	Part Three Page 48	
47. Dams. If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).	Part Three Page 50	
48. Other Hazards Specific to the Jurisdiction. The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	Part Three Page 58	
49. Glossary of Terms. Contains a glossary of terms (NIMS EOP Element). Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	Appendix A	
50. Resources. Identifies sources for materials and supplies internally and externally (SEMS EOP Element).		Pending
51. Contact List. Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).		Pending
52. Supporting Documentation. Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).		Pending