CITY OF FORT BRAGG
Emergency Operations Plan

Prepared For:

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Emergency Operations Plan

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City of Fort Bragg
Emergency Operations Plan

RECORD OF CHANGES

DATE	PERSON	SECTION	PAGE	DESCRIPTION OF CHANGE

BASIC PLAN

INTRODUCTION

The City of Fort Bragg (OA) Emergency Plan (EOP) identifies the City's emergency planning, organization, policies, procedures, and response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies. The plan also addresses integration and coordination with other governmental levels when required.

This Emergency Plan accomplishes the following:

- Establishes the emergency management organization required to mitigate any significant emergency or disaster affecting the emergency operational area.
- Identifies the responsibilities, policies and procedures required to protect the health and safety of Fort Bragg population, public and private property, and the environmental effects of natural and technological emergencies and disasters.
- Establishes the operational concepts and procedures associated with field response to emergencies, City Emergency Operations Center (EOC) activities, and the recovery process.

This plan is based on the functions and principles of the California Standardized Emergency Management System (SEMS), the California Incident Command System (ICS), and the National Incident Management System (NIMS) which identifies how the Fort Bragg emergency operational system fits in the overall California emergency management system during response and recovery operations. **It is important to stress that this plan is based upon *Functions*, not the number of personnel.** One person may be called upon to perform all functions, as needed. In a major event, the duties of each function can be assigned to individuals as the staff size grows to respond appropriately to the event.

The plan addresses how the Operational Area will respond to extraordinary events or disasters, from preparation through recovery. A hazard analysis and probability matrix is also included in the plan. The responsibilities of each department are identified in matrices, which are based on each identified hazard or threat. The development of departmental Standard operating Procedures (SOPs) is discussed, including what each department will include in its own SOPs.

The City of Fort Bragg Emergency Plan will be approved by the City Council. The City's Office of Emergency Services (OES) is responsible for reviewing the entire plan on an annual basis, and coordinating the revision of the plan as required. Each department manager is responsible for reviewing its SOPs on an annual basis and coordinating the revisions of the procedures with the City's Office of Emergency Services. Special Districts and other agencies serving City of Fort Bragg are responsible for following this plan, and developing procedures to fulfill their stated responsibilities. The City's Office of Emergency Services will be responsible for maintaining records of revisions.

CONCEPT OF OPERATIONS

The City of Fort Bragg response to disasters is based on four phases:

- Increased readiness;
- Initial response operations;
- Extended response operations; and
- Recovery operations.

During each phase, specific actions are taken to reduce and/or eliminate the threat of specific disaster situations. In coordination with the City and Incident Commanders, the Office of Emergency Services Coordinator will determine the phase and initiate the appropriate level of alert for response agencies, including the activation of the Emergency Operations Center (EOC) as required.

Increased Readiness

Upon receipt of a warning or observation that an emergency situation is imminent or likely to occur soon, the City Office of Emergency Services will initiate actions to increase its readiness. Events that may trigger increased readiness activities include:

- Issuance of a credible long-term earthquake prediction;
- Receipt of a flood advisory or special weather statement;
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- An expansive hazardous materials incident;
- Information or circumstances indicating the potential acts of violence or civil disturbance; and
- Information or circumstances indicating breach of national security.

Increased readiness activities may include, but not limited to, the following activities:

- Briefing of the City Manager and key officials about the situation;
- Reviewing and updating of the emergency plan and related SOPs;
- Increasing public information efforts;
- Inspecting critical facilities and equipment; including testing warning and communication systems;
- Recruiting of additional staff and Disaster Service Workers (DSW);
- Warning threatened elements of the population;
- Conducting precautionary evacuations in the potentially impacted area(s);

- Mobilizing personnel and pre-positioning resources and equipment; and
- Establishing or activating staging areas.

Initial Response Operations

City of Fort Bragg initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster. Field responders will use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (i.e., unified command, action planning, span of control, hierarchy of command, etc.).

Examples of initial response activities include:

- Making all necessary notifications, including the Governor's Regional Office of Emergency Services;
- Disseminating warnings, emergency public information, and instructions to the citizens of the City of Fort Bragg;
- Conducting evacuations and/or rescue operations;
- Caring for displaced persons and treating the injured;
- Conducting initial damage assessments and surveys;
- Assessing need for mutual aid assistance;
- Restricting movement of traffic/people and unnecessary access to affected areas;
- Establishing Unified Commands;
- Coordinating with state and federal agencies working in the field; and
- Developing and implementing Incident Action Plans.

Extended Response Operations

The Fort Bragg Operational Area extended response activities are conducted in the field and the Emergency Operations Center (EOC). Fort Bragg EOC is located in the Police Department at 250 Cypress Street.

Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations. Field response personnel will continue to use the Incident Command System (ICS) to manage field operations. EOC staff will support field response personnel in mitigating the effects of the disaster.

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Operating mass care facilities;

- Conducting coroner operations (as directed by the Sheriff's Department and OA)
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Restoring vital utility services;
- Conducting advance planning activities;
- Documenting expenditures;
- Developing and implementing Action Plans for extended operations;
- Disseminating of emergency public information;
- Declaration of a local emergency;
- Prioritizing resources allocation; and
- Inter/multi-agency coordination.

SEMS/NIMS Functions: EOC staff will be organized in accordance with the five Standard Emergency Management System (SEMS) functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The components and principles of SEMS will be used by the EOC staff to manage disaster operations. EOC staff will establish measurable and attainable objectives to be achieved for a given operational period.

An EOC Action Plan Will Be Developed For Each Operational Period.

When the EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will be established between the Mendocino Operational Area EOC, when activated, and the California OES Coastal Region EOC. Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.

Mutual Aid: City of Fort Bragg is within the California Governor's Office of Emergency Services Mutual Aid Region II. The mutual aid region facilitates multi-agency and multi-jurisdictional coordination, particularly between State OES and the Operational Area, including state agencies, local governments and special districts, in emergency operations. The Mutual Aid System is the system that allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the state with the intent of providing adequate resources to requesting agencies. City of Fort Bragg is located in the State of California OES Coastal Region and is part of Mutual Aid Region II for Law Enforcement, Coroner, Emergency Medical, and Fire Services. Within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators will operate from the City of Fort Bragg Operational Area EOC, (i.e. fire and rescue, law enforcement, medical, public health, and public works). Mutual aid requests for these disciplines will be coordinated through the coordinators at the City Operational Area EOC.

Once the City of Fort Bragg EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators.

All other requests for assistance will flow through the appropriate Operational Area SEMS function. The Operational Area, when requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

Recovery Operations

As the immediate threat to life, property, and the environment subsides, the rebuilding of City of Fort Bragg will begin through various recovery activities. Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the operational area. Recovery Operations overview can be found in Part 4 of this plan. Part 4 covers the recovery process in detail, describing roles and responsibilities and procedures for accessing the federal and state disaster assistance programs that are available to individuals, businesses, special districts, and the City.

Examples of recovery activities include:

- Restoring all utilities;
- Establishing and staffing Local Assistance Centers and Disaster Assistance Centers;
- Applying for state and federal assistance programs;
- Conducting hazard mitigation analysis;
- Identifying residual hazards; and
- Determining and recovering costs associated with response and recovery.

CONTINUITY OF GOVERNMENT

The concept of Continuity of Government is comprised of three elements: Standby Officers for the Governing Body, Temporary Seat of Government, and the Preservation of Vital records.

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established sets of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels shall be responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the City of Fort Bragg, all Special Districts and Mendocino County continue to function as governmental entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

City of Fort Bragg Director of Emergency Services

The City Council has appointed a successor to the position of Director of Emergency Services. Should the Director of Emergency Services be unable to serve, Individuals who hold permanent appointments to the following positions in government will automatically serve as Acting Director, in the order shown, and serve until a successor has been appointed by the City Council, and seated. An individual serving as Acting Director will have the authority and powers of the Director.

1st Alternate: Chief of Police

2nd Alternate: Director of Public Works

3rd Alternate: Assistant to the City Manager

Lines of Succession

California Government Code Section § 8638, Article 15, Chapter 7, Division 1, Title 2 requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads.

The succession list complying with Article 15 for the City of Fort Bragg is provided in Fort Bragg Municipal Code, Chapter 2.24, adopted by Ordinance 859, June 2006.

City of Fort Bragg Lines of Succession

Department	Successor Title/Position
City Manager	Assistant to the City Manager
Police Chief	Police Captain
City Clerk	As Assigned
City Attorney	As Assigned
Assistant to the City Manager	As Assigned
Public Works Director	Public Works Superintendent
Community Development Director	As Assigned
Finance Manager	As Assigned
Fire Chief	FB Fire Protection Authority Assigned

Reconstitution of the Governing Body

California Government Code Section § 8635 et seq., Article 15, Chapter 7, Division 1, Title 2, establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standby officers, be unavailable, temporary officers shall be appointed by the Chairman of the Board of the County in which the political subdivisions are located or by the Chairman of the Board of any other County within 150 miles.

California Government Code Section § 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

California Government Code Section § 23600, Article 1, Chapter 4, Division 1, Title 3 provides that the City Council shall designate one or more alternative temporary City seats within or outside of City boundaries (The City cannot purchase real property for seats outside City boundaries). A resolution designating the alternative City seats must be filed in appropriate City/County and in any alternative City/County. Additional seats may be designated subsequent to the original site designations of circumstances warrant.

The designation of a temporary alternative seat location of City government outside of City boundaries for the City of Fort Bragg is:

1st Alternate: Mendocino County Emergency Operations Center

2nd Alternate: Ukiah City Hall

Preservation of Vital Records

City of Fort Bragg City Clerk's Office is responsible for the preservation and protection of vital records. Each department within the City of Fort Bragg will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, and historical information.

Vital records also include those records essential for emergency response, recovery operations, including utility system maps, emergency supplies, equipment locations, emergency operational plans, procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal City of Fort Bragg government functions, serving to protect the rights and interests of government. These rights and interests may include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of the City of Fort Bragg.

RELATIONSHIP TO THE STANDARDIZED EMERGENCY MANAGEMENT SYSTEM AND THE NATIONAL INCIDENT MANAGEMENT SYSTEM

The City Operational Area (OA) is responsible for emergency response within its geographical boundaries. The *California Emergency Services Act* requires the OA to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters, it is required to coordinate emergency operations with OES Coastal Region and, in some instances, other Operational Areas and local governments.

Under the Standardized Emergency Management System (SEMS), the City has responsibilities at two levels: The **Field Response** and **Local Government** levels.

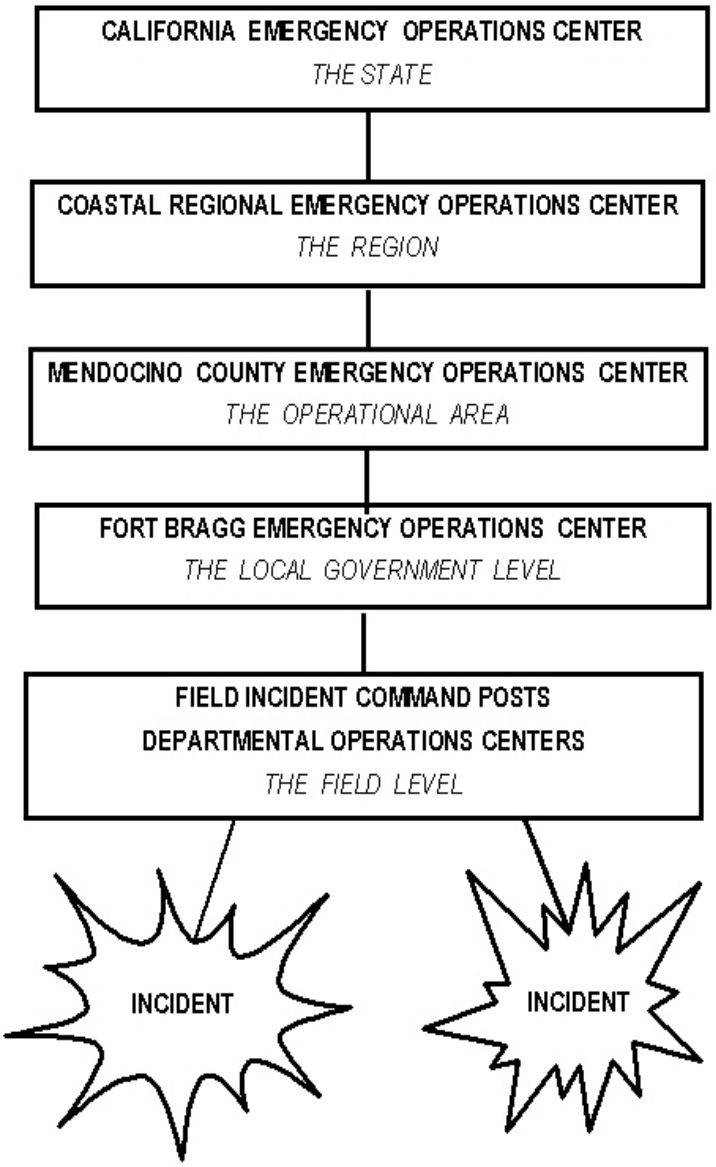
At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

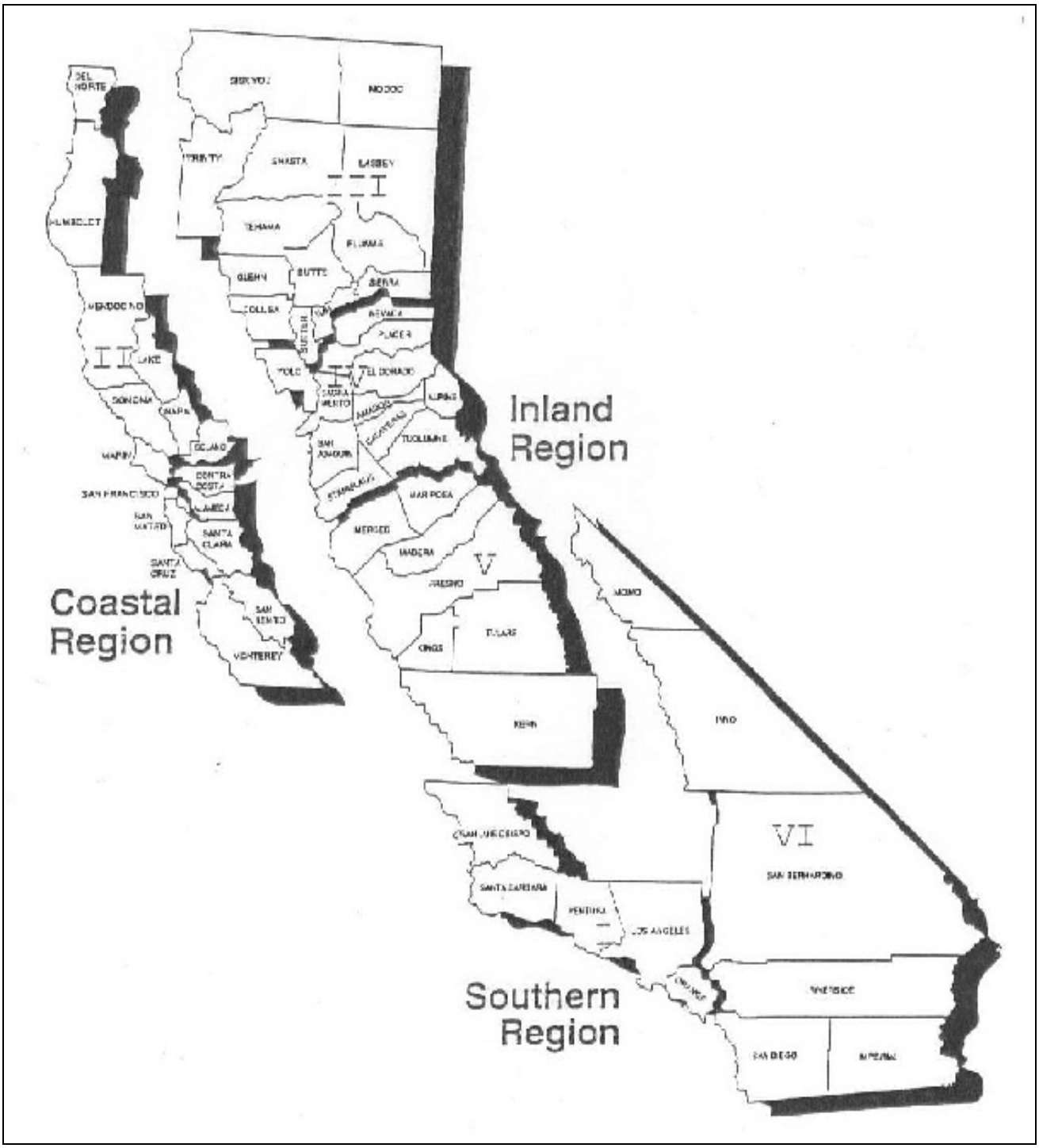
At the City of Fort Bragg level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the Governor's Office of Emergency Services, Coastal Region EOC.

The following diagram depicts the relationship between local governments, special districts, the City of Fort Bragg Operational Area, and the State OES Coastal Region Emergency Operations Center (REOC).

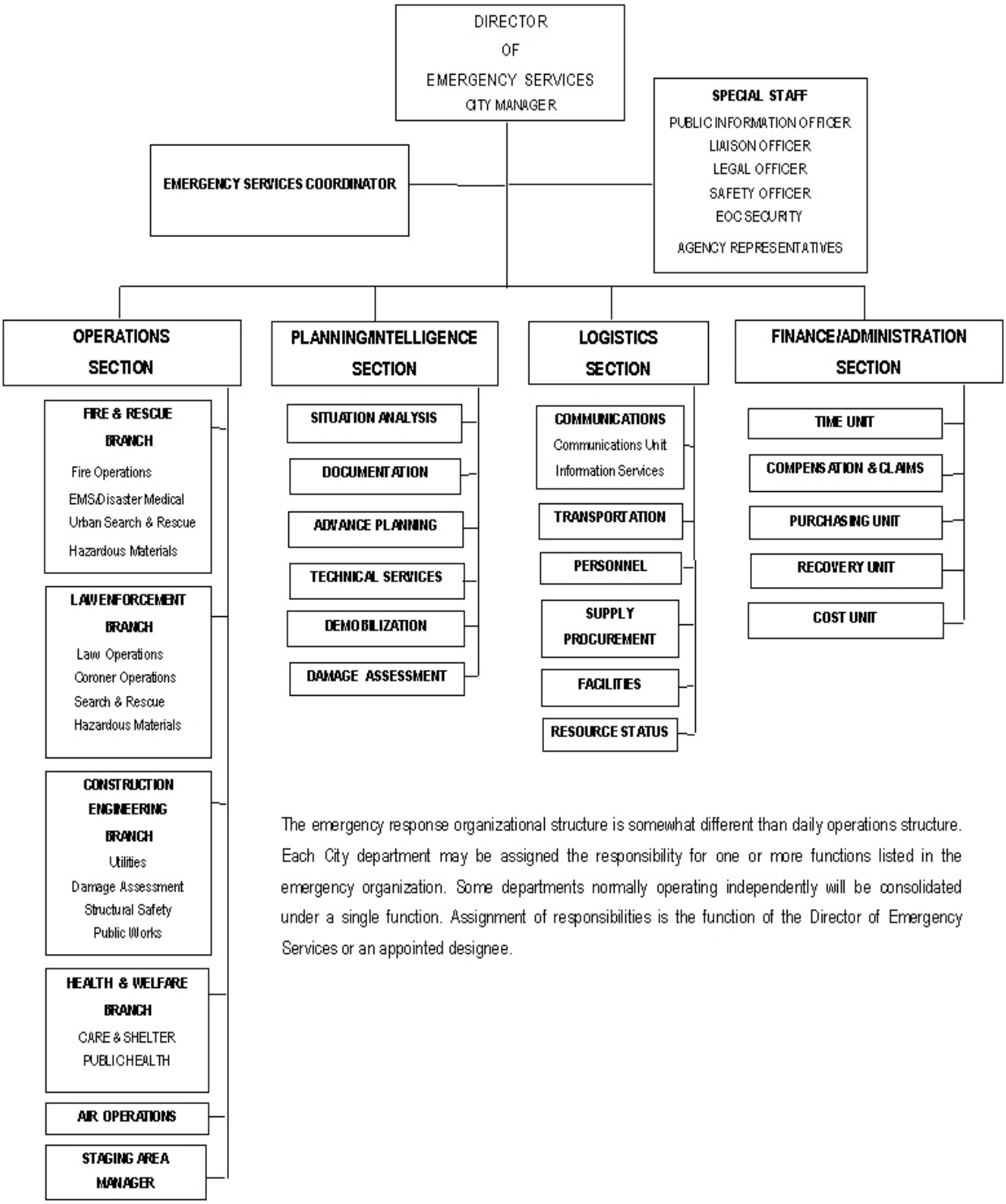
STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

FIVE LEVEL EMERGENCY RESPONSE ORGANIZATION




Inland Region
Coastal Region
Southern Region
I
II
V
VI

CITY OF FORT BRAGG
EMERGENCY MANAGEMENT ORGANIZATION



The emergency response organizational structure is somewhat different than daily operations structure. Each City department may be assigned the responsibility for one or more functions listed in the emergency organization. Some departments normally operating independently will be consolidated under a single function. Assignment of responsibilities is the function of the Director of Emergency Services or an appointed designee.

HAZARD ANALYSIS SUMMARIES

A natural and technological analysis has been conducted for the City of Fort Bragg and Mendocino County Operational Area. City of Fort Bragg recognizes that the planning process must address each hazard that threatens the City. There are three board categories of hazards: Natural, Technological (man-made) and National Security.

The analysis indicates that the City of Fort Bragg is subject, in varying degrees, to the effects of the following

Natural	**Technological/National Security**
Earthquake	Transportation Accident
Seismic Sea Wave (Tsunami)	Hazardous Material Incident
Extreme Weather	Interface Wildland Fire
Flooding/Flash Flooding	Energy Shortage
Landslides/Mud Flows	Offshore Oil/Toxic Spill
	Civil Disturbance Activities
	Terrorist Activities
	National Security Advisory System

Geography

The City of Fort Bragg comprises approximately 2.7 square miles and has the Pacific Ocean for its western boundary. State Highway 1 passes directly through downtown Fort Bragg in a north-south direction. State Highway 20 intersection with State Highway 1 is within southern City Limits. The City of Fort Bragg is approximately 30 feet above sea level.

Mendocino County comprises approximately 3680 square miles and has the Pacific Ocean for entire western boundary. County boundaries to the south are shared with Sonoma County. To the north is Humboldt County. To the east is Lake County. Mendocino County has a north/south length of 120 miles and an average width of approximately 62 miles. The county is primarily mountainous, with elevations varying from sea level to almost 6,500 feet.

Population

The City of Fort Bragg is the second largest urban community in Mendocino County. The community population is approximately 7,000.

Earthquake

The primary, large-scale threat to the City of Fort Bragg and Mendocino County is earthquake. A major earthquake occurring along the California North Coastal Region could result in high casualties, extensive property damage, fires, flooding, tsunami, hazardous material incidents, and other ensuing hazards. The geology of the North Coastal Region is distinct from the rest of

California. Geologists and seismologists find the north coast region of special interest with the San Andreas Fault entering the Pacific Ocean at Mendocino County, and southern Humboldt County, were a major threat to the entire Northern California region is the Mendocino Triple Junction, were three plates, the Gorda, the North American, and the Pacific are in contact.

The region is part of the Cascadia Subduction Zone (CSZ) and vulnerable to an earthquake up to the 9.0 magnitude range. The Cascadia Subduction Zone runs from the Cape Mendocino area of Humboldt County to north of Vancouver Island off British Columbia, Canada. As evidence of the high potential of seismic activity in the region, the Berkley Seismographic Station catalogues of California seismicity consistently show that the North Coastal Region to be the most seismically active in the state. Historic records indicate that at least 50 damaging earthquakes have occurred since the mid-1800. The intensity recorded at a location will be dependent on the magnitude and type of earthquake, the ground acceleration, duration of the shaking, distance from the epicenter and the type of earth materials that underlie the location. The intensity is *measured* according to the *Modified Mercalli Intensity Scale*, which ranges from I (not felt) to XII (total damage with visible ground surface waves). Of the major historic earthquakes recorded on the North Coastal region, 23 of them have had intensities of VII to VIII. Within this range of intensity, poorly to moderately well designed buildings may suffer structural damage (including partial collapse), liquefaction of some saturated sediments and potential ground rupture. California North Coast Region, specific hazards include:

- Ground failure in the coastal lowlands, resulting in damage to foundations and utility lines. Fire associated with damaged electrical and gas lines.
- Landslides, affecting transportation and communication routes.
- Ground rupture.
- Damage to bridges and overpasses.

Modified Mercalli Intensity Scale

Intensity	***Description***
I.	Not felt, Marginal and long-period effects of large earthquakes.
II.	Felt by persons at rest, on upper floors or favorably placed.
III.	Felt indoors. Hanging objects swing. Vibration similar to passing of a light truck. Duration estimated. May not be recognized as an earthquake.
IV.	Hanging objects swing. Vibration similar to passing of a heavy truck, or sensation of a jolt like a heavy ball striking the walls. Standing cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
V.	Felt outdoors. Direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
VI.	Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc, off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry cracked. Small bells ring (church/school). Trees, bushes shaken visibly or heard to rustle.
VII.	Difficult to stand. Noticed by drivers. Hanging objects quiver. Furniture broken. Damaged to masonry, including cracks. Weak chimneys broken off at roofline. Fall of plaster, loose bricks, stones, tiles, cornices, also embraced parapets and architectural ornaments. Waves on ponds, water turbid with mud. Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.
VIII.	Steering of vehicles affected. Damage to masonry C; partial collapse. Some damage to masonry B, none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, and elevated tanks. Frame houses moved on foundations if not bolted down, loose panel walls thrown out. Decayed pilings broken off. Branches broken from trees. Changes in flow or temperature or springs and wells. Cracks in wet ground and on steep slopes.
IX.	General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. General damage to foundations. Frame structure, if not bolted, shift off foundations. Frames crack. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alleviated areas, sand and mud ejected, earthquake fountains, sand craters.
X.	Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.
XI.	Rails bent greatly. Underground pipelines completely out of service.
XII.	Damage nearly total. Large rock masses displaced. Lines of sight and level distorted. Objects thrown into the air.

Tsunami

On March 28, 1964, a tsunami (tidal wave) was triggered by a massive earthquake with an 8.4 magnitude centered in Prince William Sound, Alaska. The City of Fort Bragg and Mendocino County experienced minor property damage; Crescent City in Del Norte County experienced casualties requiring hospitalization, and a great loss of life. The impacts from this tsunami set historical records in damages for the west coast that had never been experienced. Crescent City lost twenty-nine city blocks impacted with sea wave force and flooding. Port facilities were damaged or destroyed, along with 172 businesses, 12 house trailers, and 91 residential homes. A tidal wave is an ocean wave or series of waves of great height. Tidal waves have no connection with true tides but are responsible for seacoast floods. The unusual waves are referred to as *Tidal Waves* when they are caused from submarine earthquakes (seaquakes), submarine volcanic action or submarine landslides. Scientifically, the name for such waves caused from seaquakes is called *Tsunam*i, the Japanese word for storm wave. At sea, the wave is about 100 to 400 miles from crest to crest. Waves can move at a speed between 300 to 500 miles per hours in the open sea. As it becomes closer to shore, entering shallow waters, the waves begin to pile-up generating strong force with great impacts as it comes onshore. Low lying tidal lands and harbors are at great risk.

Tsunami Warning System

An international Tsunami Warning System is maintained by the National Oceanic and Atmospheric Administration (NOAA) of the U.S. Department of Commerce. NOAA's Honolulu Observatory (HO) is the center of the system. A 24-hour standby is maintained at HO, waiting for the first reactions of instruments throughout the Pacific. The occurrence of a major earthquake anywhere in the Pacific Ocean area brings an immediate response from the system. Honolulu Observatory provides information to California coastal jurisdictions via the National Warning System (NAWAS) and OES, which sends all TSUNAMI WATCH and WARNING messages out on state NAWAS and CLETS Teletype. The City of Fort Bragg will receive these messages at the Police Department Communication Center, which will relay the messages to appropriate agencies. There are also natural warning signs of Tsunamis. A local earthquake or a noticeable rising or falling of coastal ocean water may be a natural warning of approaching Tsunami waves and should be heeded by inhabitants of low-lying areas as a warning to leave.

Special Situation

History shows, the greatest potential damage from a tsunami will occur throughout the Noyo Harbor tidal zone. The number of hours available for emergency response will depend upon the location of the earthquake epicenter that has generated the tsunami. There will usually be sufficient warning time for evacuation procedures. The importance of evacuating potential danger areas by all persons, including sightseers and emergency personnel cannot be overemphasized. Boats should be moved to deep water and vehicles and essential equipment to safe areas. State Highway 1 is the main transportation artery along Mendocino County coastline. Post incident response may be hampered with some areas becoming isolated for a period of time if sections of Highway 1 are rendered impassable as a result of inundation damage, debris, or

rockslides. Tidal action and residual currents generated will cause damage to structures along the shoreline.

Extreme Weather

The City of Fort Bragg is susceptible to extreme weather/storm conditions. An *extreme weather/storm condition* is a generalized term used to describe thunderstorms, tornadoes, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damage, depending upon the type of weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind activity to the sometimes, although rare, destruction from a tornado. Extreme weather such as a drought can have long-term economic repercussions.

Flooding/Flash Flooding

The City of Fort Bragg has a varied coastline with the harbor and Pacific Ocean. The City is laced with numerous streams, creeks and drainages. These creeks and waterways are usually subject to some form of flooding during the annual wet, winter rain season. The degree of flooding is dependent upon topography, vegetation, the duration and intensity of rain and consequent storm water runoff. Winter storms can generate heavy wave action along the coastal areas, which either by itself or when combined with high tides and/or high winds, can initiate flooding along the harbor and coastline.

Landslides

Landslides include all movements of soil, rock or debris as a result of falling, sliding or flowing. The triggering cause may be heavy rainfall or seismic activity. An untimely occurrence of a large earthquake during or soon after a sustained period of moderate to heavy rainfall could produce a landslide problem of monumental proportions.

Debris flows and associated storm-triggered landslides have caused most of the deaths and much of the structural damage attributed to land sliding in California. Such incidents have occurred frequently in the past, and as growth and development place more people, more structures and more roadways in areas susceptible to landslides, the potential destruction and cost of storm related landslides becomes greater and greater. During severe storm activity, debris avalanches and debris flows may be triggered in both rural and urban areas, smashing structures, blocking roads, severing utilities and water supply, and injuring or killing people.

Damage control and disaster relief may be required from local agencies, private organizations, and state and federal governments. Emergency operations may be seriously hampered by closure of major highways and main roads and loss of communications. Evacuation of dangerous areas may be necessary. Extensive efforts may be required to rescue trapped persons, recover bodies, remove debris, assist in reestablishing vital public services and utilities, and offer continuing care and shelter to affected persons.

The City of Fort Bragg lies on the coastline with contrasting topographic settings, with the coastal mountain range and ridges to the east characterized by very steep slopes and by sharp differences in the strength and stability of the geological materials underlying the surface soils.

These differences are generally expressed by the lack or presence of landslide deposits, which are widely but unevenly distributed on the slopes. Most landslide damage has taken place within pre-existing landslide deposits. The City of Fort Bragg could be isolated if State Highway 1 and State Highway 20 were impacted by landslides or large debris flow.

Landslides constitute one of the principal hazards to structures, roads, and utilities. A typical soil debris avalanche in Mendocino County involves a few hundred cubic yards of soil and colluvium and is the result of total saturation.

Transportation Accidents

A major transportation emergency involving truck, bus, small plane, helicopter, a number of automobiles or any combination of vehicles can cause casualties and major road blockage. The time of day will compound the problems of traffic control and the ability of emergency response teams to minimize suffering, disability and death by treatment and transportation of victims to hospitals.

The main north/south transportation route that travels directly through downtown Fort Bragg is State Highway 1. State Highway 1 is heavily used most hours of the day and the control of vehicular traffic in and around an accident would be a primary problem at any time. It will be essential to expedite the flow of emergency response vehicles through the area and divert nonessential traffic. In those cases where emergency traffic movement requirements exceed available road space, traffic must be rerouted with alternate routes and closure points.

Hazardous Materials

The production of and use of hazardous materials has become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety and the environment.

A hazardous materials incident involves the uncontrolled release of hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by travelers and hazardous materials transports. Because of the multitude of hazardous substances being transported, incidents are more likely to occur along highways and railways. Fixed facilities do have occurrences of hazardous materials incidents, too; however, stringent facility safety requirements help limit these occurrences. Fixed facilities include small chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

The agricultural businesses in Mendocino County may also be a source of hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agriculture chemicals may be harmful to the public health, safety and the environment. Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a public health and safety hazard and a threat to the environment. The State of California designates a CUPA

(Certified Unified Program Agency) for each county and certain cities. The CUPA is responsible for writing and updating a Hazardous Materials Area Plan (for the public safety response in the jurisdiction) and providing guidelines for the Business Plan for local businesses designated as handlers of hazardous materials. In Mendocino County, the designated CUPA is the Department of Public Health, Environmental Division. Through a Joint Powers Agreement (JPA), the Redwood Empire Hazardous Incident Team (REHIT) provides Hazardous Materials Team emergency response throughout Mendocino County, including the City of Fort Bragg. Hazardous material incidents in Fort Bragg would most likely occur on surface streets, State Highway 1 and State Highway 20. The Mendocino Coast Hospital located on River Drive has a variety of hazardous materials, radioactive materials and solvents. The hospital maintains a current list of the hazardous materials in their facility. The City's Wastewater Treatment Plant located at 101 West Cypress Street has chlorine and sulfur dioxide gases at their facility.

Wildland Fires

California has a wildland fire potential that is found nowhere else on earth. Each year, wildland fires burn thousands of acres of land in the State of California with major destruction. Wildland fire hazards exist in varying degrees throughout Mendocino County. The fire season extends approximately 5 to 6 months, from late spring through fall. Hazards arise from a combination of: the undeveloped and rugged terrain, highly flammable brush-covered land, thunderstorms, and long, dry summers. There are heavy fuel loads, especially in watershed areas unaffected by fire for many years. These slopes are often steep, with narrow twisting roadways and dead ends, which present difficulties for emergency equipment access and evacuation procedures. In ridge top areas, water supplies can be rapidly depleted, hampering fire control efforts. Wildland-Urban interface is a matter of great concern. The aftermath of wildland fire produces a new area of potential landslide as burned and defoliated areas are exposed to winter rains. The City of Fort Bragg is exposed to wildland interface fires.

Energy Shortage

Energy shortage has a potential impact on the Mendocino Emergency Operational Area and City of Fort Bragg. Disruption of current distribution systems for general petroleum products, LPG gas, and electricity can impose restrictions on the general community. Medical issues addressing life support systems, emergency generator power systems and general response systems can be hampered. Long-term power failure can affect heating systems. Fort Bragg's petroleum products distribution system is solely transported by ground transportation to local distribution points. In the event of a major situation causing a long-term closure of State Highways 20 and 1, and/or restrictions on available petroleum products for the consumer is imposed, daily community activities would come to a stand still. During spring, summer, and fall months, daily population increases due to influx of travelers and tourists.

Offshore Oil – Toxic Spill

The City of Fort Bragg and Mendocino Emergency Operational Area coastline is vulnerable to any level of offshore oil spill or a toxic release. The Pacific Ocean exposure from passing *Sea Vessel Tankers* is present daily as the vessels travel from Alaska port-of-call to San Francisco petroleum refineries. The community and environmental sensitive areas would be greatly

impacted if such an event occurred. Extensive use of the Noyo Harbor waters presents risk for minor releases. Minor spills that could create a hazard could be cause by such events as the release of dirty bilge water or the sinking of a leisure craft or fishing boat. Larger spills could result form a release at a marina or industrial site. A potentially massive spill could take place following a release from a freighter, tanker or transfer facility. Offshore spills can result from a number of natural or man made causes such as improper navigation, mechanical or steering failure, severe weather, explosions or uncontrollable fires.

In the event of an oil spill, the Mendocino County Operational Area Oil Spill Contingency Plan places the first response priority with the protection of human health and safety. This is followed by the protection of environmental resources and, then, the protection of economic resources. Response to an offshore spill emergency is addresses in the Mendocino County Oil Spill Contingency Plan.

Civil Disturbance

Civil disturbances include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, or economic issues and/or events. The effects of civil disturbances are varied and are usually based upon the type, severity, scope and duration of the disturbance. The effects of civil disturbances include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, and injuries and potentially loss of life.

Terrorism

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war. Most terrorist activities are bombing attacks. Principal targets include high-populated areas, military personnel and facilities, commercial establishments, and government buildings and property. The effects of terrorist activities can vary significantly, depending on the type, severity, scope, and duration of the activity. Terrorist activities may result in disruption of utility services, property damage, injuries and loss of life. The City of Fort Bragg may not be considered a “high profile” candidate for terrorist activity, however it must consider that terrorists protesting local/national issues could target or use the area as a test site by groups in preparation for a larger attempt. Geographically, consideration must be given to the State of California entire coastline. Criminals, terrorists, or the mentally deranged could potentially use Weapons of Mass Destruction (WMD). Mass casualties and extensive property damage are the trademarks of weapons of mass destruction, making their detection and prevention a public safety priority. Weapons of mass destruction may come in various forms with the use of chemical, biological, radiological, nuclear, or explosives.

Weapons of Mass Destruction Incident (WMD)

Incidents involving Weapons of Mass Destruction (WMD) are, by definition, crime scenes. However, the immediate threat to life, property, and the environment requires a significant law enforcement, fire and medical response effort. Therefore, for all WMD incidents within the Bragg Fire Protection Authority and the Mendocino Operational Area there will be a Field

Unified Command consisting of Law Enforcement and Fire Services. Upon notification of an actual or potential WMD incident, the first responding agency will establish an Incident Command Post (ICP) to conduct field operations from an upwind or high ground position of safety. The Incident Commander (IC) will direct all actions at the scene unless delegated.

City of Fort Bragg Emergency Operations Center (EOC) may be activated to support the field Unified Commander in areas including public warning, intelligence, logistics and communications. In turn, the Mendocino Operational Area Emergency Operations Center (EOC) may be activated to provide additional support and coordination with state and federal agencies.

Field Incident Roles and Responsibilities

Fort Bragg Fire Protection Authority:

- Serve as Incident Commander in Unified Command.
- Provide emergency medical treatment and transport.
- Coordinate victim decontamination.
- Request fire and medical mutual aid.
- Establish and mark Exclusion, Hazard Reduction and support Zones.
- Support the Hazardous Materials Team.
- Appoint Operations, Planning and Logistics Section Chiefs.

Mendocino County Hazardous Materials Team (HAZ/MAT)

- Recon the scene.
- Conduct materials field testing and analysis.
- Advise IC on nature of threat.
- Advise IC on response procedures.
- Advise IC on evacuation and perimeter measures.
- Remove non-ambulatory victims from the Exclusion Zone.
- Supervise Decon efforts.
- Request Hazardous Materials mutual aid as necessary.

Urban Search and Rescue Team (USAR)

- Locate and extricate victims as necessary.
- Provide general Incident support.
- Advise IC on structural and debris management issues.

Fort Bragg Police Department:

- Serve as Incident commander in Unified Command.
- Evaluate the threat of secondary devices.
- Establish and mark outer security perimeters.
- Coordinate scene security, crowd control, traffic control, escort and protection of key responders and critical equipment, and evacuation.

- Supervise investigations and protection and collection of evidence.
- Coordinate evacuation or shelter-in-place as necessary.
- Coordinate with Federal Bureau of Investigations (FBI).
- Request law enforcement mutual aid as required.
- Support hospital and government facilities security as necessary.
- Appoint Public Information Officer (PIO) to manage a Joint Information Center (JIC).

Mendocino County Sheriff – Coroner

- Supervise the removal and decontamination of the deceased.
- Coordinate with Police Department for criminal investigation issues.
- Secure the deceased to prevent further contamination.

Mendocino Coast Hospital

- Prepare to receive self-presenting contaminated victims.
- Conduct decontamination as necessary. Request fire support for decontamination as necessary. Request law enforcement support for security as necessary.
- Coordinate patient distribution.

Mendocino County Environmental Health:

- Evaluate the direct and indirect threats to life safety and the environment.
- Advise the IC on exposure, facility, and health issues. Coordinate delivery of samples to Lab as necessary**.** Notify the County Public Health Officers.
- Advise IC on threats to areas outside the incident area.

Fort Bragg Office of Emergency Services (OES)

- Conduct parallel threat assessment. Conduct emergency public warning as necessary.
- Contact and advise the Operational Area OES and neighboring jurisdictions.
- Contact and advise regional, state, and federal emergency management agencies. Coordinate activation of the Emergency Operations Center as necessary.

Fort Bragg Public Works:

- Support Incident perimeter and traffic control efforts.
- Request Public Works mutual aid as necessary.
- Coordinate utility issues including render safe, repair, and restoration.

National Security Advisory System

The Federal Homeland Security and California Homeland Security offices have developed and implemented a National Security Advisory System as an effective means to disseminate information regarding the risk of terrorist acts to Federal, State, and Local authorities and the American people.

The Homeland Security Advisory System has been established with five Threat Conditions, each identified by a description and corresponding color. From lowest to highest, the levels and colors are:

Low:	**Green**	**Elevated:**	**Yellow**
Guarded:	**Blue**	**High:**	**Orange**
		Severe:	**Red**

The higher the *Threat Condition*, the greater risk of a terrorist attacks. Risk includes both the probability of an attack occurring and its potential gravity. Threat conditions may be assigned for the entire Nation, or they may be set for a particular geographic area or industrial sector.

The Federal and California Homeland Security offices shall review assigned Threat Conditions at regular intervals to determine whether adjustments are warranted. It should be noted that the assignment of a high Threat Condition does not guarantee that a terrorist attack will occur, and the assignment of low condition does not guarantee that an event will not occur. These conditions are only indicators of risk.

The assignment of a Threat Condition shall prompt the implementation of appropriate set of Recommended Actions. These are specific steps individuals, families, schools, business and all levels of government should take to reduce vulnerability or increase the ability to respond during a period of heightened alert.

Each recommended action has been assigned to a specific function within the City of Fort Bragg Emergency Management Organization in the event public announcements are made particular to that action.

In addition to the actions listed, individuals and organizations are strongly encouraged to supplement their own individual steps particular or uniquely applicable to their activity or organization.

Incident Likelihood of Occurrence

HAZARD	**FREQUENCY**			**SEVERITY**		
	INFREQUENT	**SOMETIMES**	**FREQUENT**	**LOW**	**MODERATE**	**HIGH**
Earthquake	X				X	
Extreme Weather			X			X
Landslides	X			X		
Transportation Accident		X			X	
Hazardous Materials	X					X
Interface Wildland Fire	X				X	
Energy Shortage	X			X		
Civil Disturbance	X			X		
Terrorist Activities	X					X
National Security	X					X

Departmental Responsibilities

City of Fort Bragg departments have specific responsibilities and related activities and actions assigned to them for each identified hazard and threat. Each department is responsible for ensuring coordination with other departments.

STANDARD OPERATING PROCEDURES

The City of Fort Bragg Emergency Plan is always in an updating state. There is always constant on-going motion in updating departmental standard operating procedures (SOP) and SEMS/NIMS sections, branches and units with changes and updates as personnel change and new resources are acquired. Upon completion, each new or updated SOP will become part of this plan by reference (Appendix). Standard Operating Procedures will contain, in detail, those actions that are necessary to fulfill the SEMS/NIMS functional responsibilities under this plan. Each of the Standard Operating Procedures will include information such as increased readiness activities, procedures for recalling departmental personnel, disaster assignments, and resource lists. Under a heading for each SEMS/NIMS section, branch or unit, a descriptive list of what specific information will be in the SOPs is provided in the foregoing to assist in developing and updating SOPs.

Once the SOPs are completed, they must be reviewed by the City Emergency Services Coordinator and the Mendocino Emergency Operational Area Coordinator to ensure that the SOPs are consistent with current City/County Ordinances, rules, regulations, procedures and State law. During emergency response, strict adherence to the SOPs by departments is not required. Departments may deviate from SOPs to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the Emergency Operations Center (EOC).

Administration

Increased Readiness Phase:

- Develop procedures for reviewing and updating Administration, City Manager, and Mayor's Offices Standard Operating Procedures.

- In coordination with OES, identify alternate government facilities, including an alternate Emergency Operations Center.

- In coordination with the Office of Emergency Services, develop the process and procedure for increasing public information releases.

- In coordination with the Office of Emergency Services, develop the process and procedures for recruiting volunteers and additional staff, including the procedure for registering them as Disaster Service Workers.

Increased Response Operations:

- In coordination with the Fort Bragg Fire Protection Authority (Fire Department), Police Department, and the Office of Emergency Services, develop procedures to disseminate warnings, emergency public information, and instructions to citizens.

- In coordination with the Office of Emergency Services, develop draft language for declaring a local emergency, including instructions on how to request concurrence from the Director of the Governor's Office of Emergency Services, how to request a gubernatorial proclamation of a state of emergency, and how to request a presidential declaration. Include in the procedures the benefits of such proclamations and any additional actions that may be required after a proclamation.

Extended Response Operations:

- In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.

- In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.

- Develop procedures for protecting, controlling, and allocating vital resources.

- Develop the process for communicating with the Disaster Council.

Recovery Operations:

- In coordination with the Office of Emergency Services, develop the procedures and processes used for recovery operations.

- Develop procedures for continuing government operations, including the identification of alternate sites and succession of City leadership.

City Office of Emergency Services

The City of Fort Bragg Office of Emergency Services (OES) is an additional duty and responsibility of a department or individual appointed by the Director of Emergency Services. The duties of the OES function may be shared; however, it must provide a single point of contact for all outside agencies.

The City of Fort Bragg Office of Emergency Services function is responsible for identifying key management personnel, with alternates, and alternative facilities to conduct government operations, based on the hazard analysis. Each department will be responsible for identifying key departmental personnel with backups and alternates for each position.

Increased Readiness:

- Review and update City of Fort Bragg Office of Emergency Services SOPs.

- Check and expedite any repairs to the EOC and equipment, including testing all emergency systems. Review procedures for pre-positioning resources and equipment.

- Review and update processes and procedures for briefing City Manager, Mayor, and employees of the impending emergency/disaster situation.

- Coordinate with Administration/City Manager's Office to review and revise the process and procedures for increasing public information releases.

- Coordinate with Administration/City Manager's Office, the process and procedure for recruiting volunteers and additional staff, including the procedure for registering the volunteers as Disaster Service Workers.

- Prepare to mobilize volunteers and staff for assistance.

- In coordination with the Police Department and the Fire Department, test the process for managing incidents at the field level, using the Incident Command System.

- Determine which state and federal agency could be operating in the field and make initial contact.

- In coordination with the Fire Department and the Police Department, test the process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.

- Review maps of specific hazards (i.e., flood inundation zones, waterways during Haz/Mat releases, etc.) to be used by various departments and emergency responders.

- Revise Emergency Operations Center (EOC) standard operating procedures (SOPs), based on new conditions.

Initial Response Operations:

- In coordination with the Fire Department, Police Department, and Administration/City Manager's Office, develop procedures to disseminate warnings, emergency public information, and instructions to City of Fort Bragg residents.

- In coordination with Administration/City Manager's Office, develop procedures for drafting and declaring a local emergency, including how to request a concurrence from the Director of the Governor's Office of Emergency Services, how to request a gubernatorial proclamation of a state of emergency, and how to request a presidential declaration.

Extended Response Operations:

- In coordination with Administration/City Manager's Office, develop the process and procedure for maintaining a local emergency for an extended period of time. Develop the

process and procedure for responding to media inquiries for the duration of the emergency.

- Develop procedures for the activation, operation, and deactivation of the City of Fort Bragg Emergency Operations Center (EOC) and SOPs.

- Develop procedures and the process for communicating with the Mendocino Operational Area, surrounding jurisdictions, and special districts serving the City of Fort Bragg.

Recovery Operations:

- Develop procedures for the organization and preparation of the after-action report. In coordination with the Finance Division and Administration, develop the procedures and processes used for recovery operations. Develop procedures for applying for state and federal disaster assistance programs.

- In coordination with Public Works and Community Development Departments, identify the process for conducting and analyzing potential hazard mitigation projects. In coordination with the Fire Department, identify any residual hazards resulting from the emergency or disaster.

Police Department

Increased Readiness:

- Identify key management, with two alternates per position, and develop list. Identify alternative government facilities, based on the hazard situation. Develop procedures for reviewing and updating City of Fort Bragg Police Department SOPs. Identify the process and develop procedures for checking critical Police Department facilities and equipment, including testing systems.

- Develop procedures for mobilizing Police Department personnel and pre-positioning resources and equipment. In coordination with the Fire Department, develop process and procedures to warn threatened areas of the community. In coordination with the Fire Department and the Office of Emergency Services, develop a process for managing incidents, at the field level, using the Incident Command System.

Initial Response Operations:

- In coordination with the Fire Department, Office of Emergency Services, and Administration/City Manager's Office, develop procedures to disseminate warnings, emergency public information, and instructions to City of Fort Bragg residents.

- Develop procedures for responding to:

  - National Security Threat Level System
  - Civil Disturbance Activities
  - Terrorist Activities

- Earthquake
- Extreme Weather
- Flooding/Flash Flooding
- Landslides
- Transportation Accident
- Hazardous Material Incident
- Interface Wildland Fire

- Develop procedures for initiating:

  - "Windshield survey" damage assessment following an immediate impact.
  - Perimeter management, including access control
  - Isolating the incident, and controlling access to the incident
  - Requesting and activating law enforcement mutual aid system
  - Operations to safeguard evidence.

- Develop procedures for evacuations and movement operations, traffic and crowd control operations, including the identification of evacuation routes, evacuation reception areas, shelter locations, and security.

- Take into consideration specific planning requirements that are identified within the hazard analysis, in particular for human safety elements. Ensure that all items under the American with Disabilities Act are covered for evacuation and movement operations.

Extended Response Operations:

- Develop the process and concept of operations for EOC operations, including the communication and coordination protocol between the field and EOC personnel.

- In coordination with the Mendocino County Coroner, develop procedures for managing fatalities.

Fort Bragg Fire Protection Authority

Increased Readiness:

- Develop procedures for reviewing and updating Fire Department emergency and disaster response SOPs.

- Identify the process and develop procedures for checking critical Fire Department facilities and equipment, including testing systems.

- Develop procedures for mobilizing Fire Department personnel and pre-positioning resources and equipment.

- In coordination with the Police Department and the Office of Emergency Services, develop a process for managing incidents, at the field level, using the Incident Command System.

- In coordination with the Office of Emergency Services and the Police Department, develop a process for communicating with and directing the central dispatch center, including the activation of the Emergency Alert List.

- In coordination with the Police Department, develop the process and procedures to warn threatened elements of the population.

- Ensure that hazardous material procedures are consistent with the Mendocino County Hazardous Materials Area Plan.

Initial Response Operations:

- In coordination with the Police Department, Office of Emergency Services, and Administration/City Manager's Office, develop procedures to disseminate warnings, emergency public information, and instructions to City of Fort Bragg residents.

- Develop procedures for responding to and managing:

  - Transportation Accidents
  - Hazardous Material Incidents
  - Earthquakes
  - Extreme Weather
  - Flooding/Flash Flooding
  - Landslides
  - Interface Wildland Fire
  - Major Structure Fires
  - National Security Threat Level System
  - Law Enforcement Support – Civil Disturbance Activities
  - Law Enforcement Support – Terrorist Activities

- Develop procedures for initiating:

  - Implementing Incident Action Plans
  - "Windshield survey " damage assessment following major impact
  - Medical operations, including triage operations
  - Needs assessment, activation of the Fire–Rescue mutual aid system
  - Rescue operations, including swift water rescues
  - Evacuation and Urban Search & Rescue
  - Medical Care/Triage and injured treatment coordination

- Take into consideration specific planning requirements identified in the hazard analysis, in particular for hazardous materials.

Extended Response Operations

- Develop the process and concept of operations for the Fire-Rescue Branch during Emergency Operations Center activation, including the communication and coordination protocol between the field and EOC fire personnel.

Public Works Division

Increased Readiness:

- Develop procedures for reviewing and updating Public Works SOPs.

- Identify the process and develop procedures for checking critical Public Works facilities and equipment, including testing systems. Develop procedures for mobilizing Public Works personnel and pre-positioning resources and equipment.

Initial Response Operation:

- Develop procedures for responding to:

  - Earthquake
  - Extreme Weather
  - Flooding
  - Landslides/Mud Flows
  - Transportation Accidents
  - Hazardous Material Incident
  - Fire Department Support
  - Law Enforcement Support

- Develop procedures for initiating:

  - Damage assessment operations for critical facilities, including infrastructure
  - Repair and restoration activities for damaged facilities and infrastructure
  - Debris removal operations
  - Flood fighting activities and sand bagging operations
  - Hazardous waste clean up and disposal operations
  - Clearing and shoring operations for landslide and/or mudflow areas
  - Request for public works mutual aid.

Extended Response Operations:

- In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.

- In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.

- Develop procedures for protecting, controlling, and allocating vital resources.

- Develop the procedure for restoring vital services. Determine need for mutual aid and/or private contractors.

Recovery Operations:

- In coordination with the Finance Division and the Office of Emergency Services, develop the procedures and processes used for recovery operations.

- In cooperation with the Planning Department, consider changes to current building codes, to include non-structural hazard mitigation.

- Develop procedures for continuing government operations, including the identification of alternate sites for the succession of City leadership.

Finance Department

Increased Readiness:

- Develop procedures for reviewing and updating Finance Division SOPs. Develop procedures for protecting vital records. Establish procedures and process for documenting the financial costs for disaster response and recovery related expenses.

- Establish procedures for manual accounting in the event computer systems fail.

Extended Response Operations:

- Develop procedures for procuring emergency resources to sustain operations.

- Implement the procedure for documenting the financial cost of disaster response and recovery operations (a disaster accounting system).

Recovery Operations:

- In coordination with the Office of Emergency Services and Administration, develop the procedures and processes used for recovery operations.

- Develop the process and procedure for tracking employees' time and issuing paychecks during disaster operations.

- Develop process and the procedures for submitting and processing workers' compensation claims

Utilities Department

Increased Readiness:

- Develop procedures for reviewing and updating division SOPs.

- Identify the process and develop procedures for checking critical support facilities and equipment, including testing systems.

- Develop procedures for mobilizing division personnel and pre-positioning resources and equipment.

Initial Response Operation:

- Develop procedures for responding to:

  - Earthquake
  - Extreme Weather
  - Flooding
  - Landslides/Mud Flows
  - Transportation Accidents
  - Hazardous Material Incident
  - Fire Department Support
  - Law Enforcement Support

- Develop procedures for initiating:

  - Damage assessment operations for critical facilities, including infrastructure
  - Repair and restoration activities for damaged facilities and infrastructure
  - Hazardous waste clean up and disposal operations

Extended Response Operations:

- In coordination with the Office of Emergency Services, develop the process and procedure for declaring a local emergency.

- In coordination with the Office of Emergency Services, develop the process and procedure for disseminating emergency public information.

- Develop procedures for protecting, controlling, and allocating vital resources.

- Develop the procedure for restoring vital services.

- Determine need for mutual aid and/or private contractors.

Recovery Operations:

- In coordination with the Finance Division and the Office of Emergency Services, develop the procedures and processes used for recovery operations.

- In cooperation with the Planning Department, consider changes to current building codes, to include utility systems hazard mitigation.

GENERAL EMERGENCY MANAGEMENT

The City of Fort Bragg is located in the Mendocino Operational Area and is part of the Governor's Office of Emergency Services (OES) Coastal Region. The City emergency management organization follows the Standardized Emergency Management System (SEMS).

Response procedures for emergencies have been practiced during actual situations. The Standardized Emergency Management System is incorporated into exercises; however, City department personnel and community base organizations require on-going additional training.

ORGANIZATION

The Fort Bragg City Council ("City Council") established the City of Fort Bragg Emergency Organization comprised of community organizations, volunteers and departmental personnel therein and designated the City Manager as lead authority for the City.

The City of Fort Bragg Disaster Council was created by the City Council to develop and recommend for adoption by the City Council all emergency and mutual aid plans and agreements, including this Emergency Operational Area Plan (EOP), and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements.

The City Council also created the Director of Emergency Services and assigned the City Manager to serve as Director of Emergency Services under Chapter 2.24 of the Fort Bragg Municipal Code, adopted as Ordinance 859, dated June 2006.

The City Council does not exercise any *Command and Control* authority over emergency operations. However, it is up to the City Council to determine if a Local Proclamation of Emergency exists and then confirms the Director of Emergency Services proclamation or proclaims the emergency.

The City Council shall coordinate its liaison activities with the community and other jurisdictions with the Incident Commander by using the Incident Command System guidelines.

The Director of Emergency Services is responsible for implementing and managing the Emergency Operational Area Plan (EOP).

Under the City of Fort Bragg emergency organization, departments and agencies have specific roles and responsibilities for certain functions.

EMERGENCY OPERATIONS PLAN (EOP)

This Emergency Operational Plan is dated March 24, 2010 and shall be updated annually to meet the California Standardized Emergency Management System guidelines.

CITY EMPLOYEES AS DISASTER SERVICE WORKERS (DSW)

California Government Code Section § 3100 provides that all public employees, by the fact of being paid as public employees, are Disaster Service Workers (DSW) during a disaster, State of Emergency, State of War Emergency or Local Emergency. Public employees may be instructed by their employer to carry out disaster related activities within the course and scope of their employment.

EMERGENCY ACTION PLAN (EAP)

California Code of Regulations, Title 8, General Industry Safety Orders, Section 3220, and Fort Bragg Municipal Code Chapter 2.24 require each department and facility to prepare a disaster Emergency Action Plan (EAP). This plan is for internal departmental response to any emergency and will ensure that employees are trained in their individual assignment under the plan. The plan shall include a notification to City employees detailing the requirements and responsibilities of being Disaster Service Workers, methods for all-hours call-up and accountability during an emergency, and require general overview training in the Standardized Emergency Management System (SEMS) and in the Incident Command System (ICS). The Emergency Action Plan shall be updated by the departments at least annually or as needed. The City Manager's Office shall coordinate this planning effort.

EMERGENCY MANAGEMENT LAWS AND AUTHORITIES

The following provides emergency management laws and authorities for conducting and/or supporting emergency operations:

City of Fort Bragg

- Fort Bragg Municipal Code Chapter 2.34 – Emergency Organization and Function.
- City of Fort Bragg Emergency Operations Plan..

County of Mendocino

- Mendocino County Operations Plan.

State & Federal

- California Emergency Services Act
- California Disaster Assistance Act
- California Code of Regulations, Title 19
- California Disaster and Civil Defense Master Mutual Aid Agreement

- Standardized Emergency Management Systems (SEMS) Guidelines
- Standardized Emergency Management System Approved Course of Instruction
- Governor's Executive Order W-9-91
- Administrative orders (Prepared under the authority of the Governor's Executive Order W-9-91)
- State of Emergency Orders and Regulations (Regulations made in advance of a State of Emergency – Standby Orders)
- State of War Emergency Orders and Regulations (Regulations made in advance of a State of War Emergency – Standby Orders)
- Robert T. Stafford Disaster Relief and emergency Assistance Act, as amended
- California-Federal Emergency Operations Center Guidelines: Integrating Federal Disaster Response Assistance with California's Standardized Emergency Management System
- National Incident Management System
- National Response Framework
- Title 44 Code of Federal Regulations
- California Catastrophic Incident Base Plan: Concept of Operations

EMERGENCY OPERATIONS CENTER - EOC

PROCEDURES

CONCEPT OF OPERATIONS

During a disaster or emergency, the City of Fort Bragg Emergency Operations Center (EOC) will act in two functions. The first is support field response operations within the incorporated areas of the City of Fort Bragg. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The City EOC will operate using the Standardized Emergency System (SEMS) functions, principles, and components. It will implement the action planning process to develop and EOC Action Plan, identifying and implementing specific objectives for each operational period.

The second is the coordination of resources and communications between the Mendocino Operational Area (EOC), neighboring jurisdiction's EOCs and the State OES Coastal region. The EOC will be activated in accordance with procedures outlined in this plan. The City of Fort Bragg EOC will utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, public works and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/unit within the Logistics Section. Part 2 describes procedures to be used in activating, staffing, operating, and closing the Emergency Operations Center (EOC). Operating procedures are approximately the same for any location, dependent only upon the facilities available.

Objectives

The overall objective in managing emergency operations is to ensure that effective direction is maximized for those emergency forces involved in preparing for and responding to situations associated with natural disasters, technological incidents, or national defense emergencies. The specific purposes of Emergency Operations Center are to facilitate:

- Overall management and coordination of emergency operations.
- Coordination and liaison with appropriate federal, state, and other local government agencies and private sector resources.
- Management of mutual aid resources.
- Establishment of priorities.
- Collection, evaluation, and dissemination of damage information and other essential data.

ACTIVATION POLICY

The City of Fort Bragg EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstance when the EOC may be activated and SEMS used, per the SEMS regulations, California Code of Regulations, Title 19, Section 2409(f):

- A City department has requested activation of the EOC to support emergency operations;
- The City has declared a local proclamation of emergency;
- The City has requested a Governor's Proclamation of a State of Emergency, as defined in California's Emergency Services Act, § 8558(b);
- A state of emergency is proclaimed by the Governor for the City and the Operational Area EOC has been activated;
- A national security threat has impacted the City and/or Operational Area;
- The City is requesting resources from outside its boundaries to the Operational Area and/or state and federal agencies, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid;* and
- The City has received resource requests from outside its boundaries, *except those resources used in normal day-to-day operations, which are obtained through agreements such as fire or law enforcement mutual aid.*

The circumstances listed above require an automatic activation of the City EOC. Other than theses circumstances, the activation of the Emergency Operations Center (EOC) must be authorized. The following City of Fort Bragg personnel are authorized to request the activation of the EOC:

- The City Manager (Director of Emergency Services), Fort Bragg Municipal Code Chapter 2.24
- The Police Chief or designee

LEVEL OF ACTIVATION

The Emergency Operations Center (EOC) will be activated as requested for impending or actual emergencies support of the City or other Operational Area jurisdictions or for the support of exercises. A declaration of, or an actual state of emergency is not required to activate at any level. There are three levels of activation:

Level One

A Level 1 activation may be required to monitor current events or anticipated events. The Emergency Operations Center (EOC) may be used to support one or more jurisdictions that have requested assistance. Minimal staffing is needed to provide the support or monitor a situation. The City or any other jurisdiction within the affected area may provide staffing. Only essential functions will be provided at this level. The staffing level will be tailored to match the event.

Example:

- Severe Weather Advisory
- Small incidents involving two or more City Departments
- Activation requested by the City Manager or City Departments
- Resource request from outside the City

Level Two

Level 2 activation may be required to monitor significant current or pending events or to support multiple agency requests for support. There may be a requirement to add staff to support multiple incidents or declarations; however, full use of the EOC staff is deemed not necessary. Other Local Governments and/or other Operational Area jurisdictions may provide staffing. Example:

- Moderate Earthquake
- Two or more large incidents involving City departments
- A State of Emergency is proclaimed by the Governor for the City or Operational Area

Level Three

Level 3 activation is required for major events anywhere in the jurisdiction or when significant portions of the City staff are required to provide support, manage responses or coordinate with outside agencies. This level of activation will require the use of full EOC facilities and support of the hosting agency.

- Major county wide or regional emergency
- Multiple City departments with heavy resource involvement
- Major impact damage

EMERGENCY DECLARATIONS

Declaration of a Local Emergency

If conditions of extreme peril to persons and property exist, the City Council may pass a resolution declaring that a local emergency exists for the City of Fort Bragg. This declaration will be made within ten (10) days of the event if the City is to qualify for financial assistance under the State's Natural Disaster Assistance Act. In addition, the City Council must review, at least every fourteen (14) days, the continuing existence of the emergency situation. They must

also terminate the emergency declaration at the earliest possible date that conditions warrant. The City Manager may also make a declaration under Fort Bragg Municipal Code Chapter 2.24 if the City Council is not in session. This is subject to ratification by the City Council within seven days.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by Fort Bragg City employees, which provides protection for City and the employees. A local emergency declaration enables the City Council to act as a board of equalization to reassess damaged property and provide property tax relief. It also enables the City to request state assistance under the California *Natural Disaster Assistance Act.* The City Manager may establish curfews, take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by Fort Bragg Municipal Code Chapter 2.24. Samples of the declaration forms are provided in Appendix B.

Request for Concurrence of Local Emergency

Following the Declaration of a Local Emergency for the City of Fort Bragg, the City Manager and/or City Council may request that the Director, Governor's Office of Emergency Services, concur and provide assistance under the state Natural Disaster Assistance Act. This Act provides financial assistance for the permanent restoration of public real property other than facilities used solely for recreational purposes when damaged or destroyed by a natural disaster.

Requesting Governor's Proclamation of a State of Emergency

After the Declaration of a Local Emergency for the City of Fort Bragg, the City Council, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forward to the Director, Governor's Office of Emergency Services, with a copy of the local emergency declaration and the damage assessment summary.

EMERGENCY COMMUNICATION SYSTEM

The Fort Bragg Police Department is responsible for alerting the City of Fort Bragg Departments in the event of a threatened or actual emergency, which may require EOC activation.

The City of Fort Bragg Police Department on-duty supervisor is responsible for alerting EOC staff required for the effective functioning of the EOC at the direction of the City Emergency Services Coordinator or Director, except after an earthquake, or terrorist attack all designated EOC staff should report immediately after seeing the safety of their families. City Alert Rosters should be used.

DESIGNATED EMERGENCY OPERATIONS CENTER LOCATION

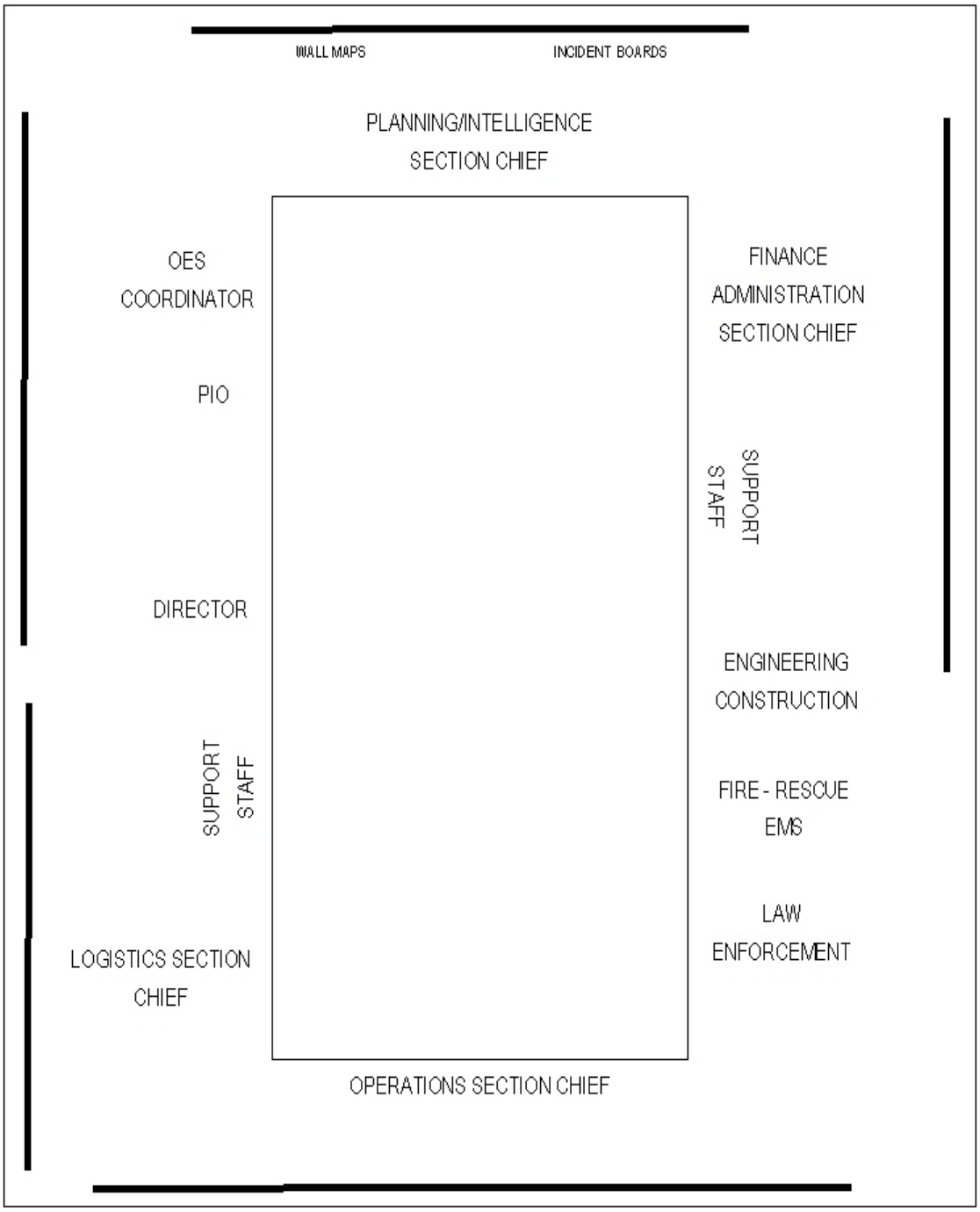
The designated Emergency Operations Center location will be at the Police Department, unless reassigned depending on the emergency impact. City Departmental Operation Centers (DOC), cooperating agencies, and other Mendocino County Emergency Operation Centers and field Incident Command Post locations should be listed when the information becomes available. The

Mendocino Operational Area has designated various locations for their Emergency Operation Centers depending on the level and type of event. Level 1 and Level 2 activations may be housed at Area Command offices located within a particular Sheriff's Office Sub-Station response zone. During full activation (Level 3), the Operational Area Main Emergency Operations Center can be located at the following facilities: 1) Mendocino County Sheriff's Department EOC; 2) Field Unified command with the City of Fort Bragg; 3) Unified command in the City of Fort Bragg EOC

SET-UP: EMERGENCY OPERATIONS CENTER

Emergency Operations Center activation set-up is the responsibility of City Administration. The EOC floor plan layout is part of this section.

EMERGENCY OPERATIONS CENTER
SAMPLE FLOOR PLAN



STAFFING: EMERGENCY OPERATIONS CENTER

Emergency Operations Center staffing decision will be driven by the nature and scope of the emergency. The City Emergency Services Coordinator or Director is responsible for initially requesting adequate assistance from departments and agencies for 24-hour EOC operations. After the staff has assessed the situation, a new staffing level will be established and the Personnel Unit will be responsible for scheduling, notification, and tracking.

EOC Functions and Responsibilities

The five SEMS functions in the City of Fort Bragg EOC are: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the City EOC Organization.

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

- **Operations** is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating City-wide activities through implementation of the City Incident Action Plan (IAP).

- **Planning/Intelligence** is responsible for collecting, evaluating, and disseminating information, developing the City incident action plan in coordination with other functions, and maintaining documentation.

- **Logistics** is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.

- **Finance/Administration** is responsible for financial and other administrative activities.

The general responsibilities of key members of the City emergency management organization are presented in the foregoing. The duties and responsibilities for these functions are depicted in the position checklists (Part 3), which provides for each assigned SEMS function. The checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, for the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases, which will be noted on their specific checklist.

EMERGENCY OPERATIONS CENTER ORGANIZATION

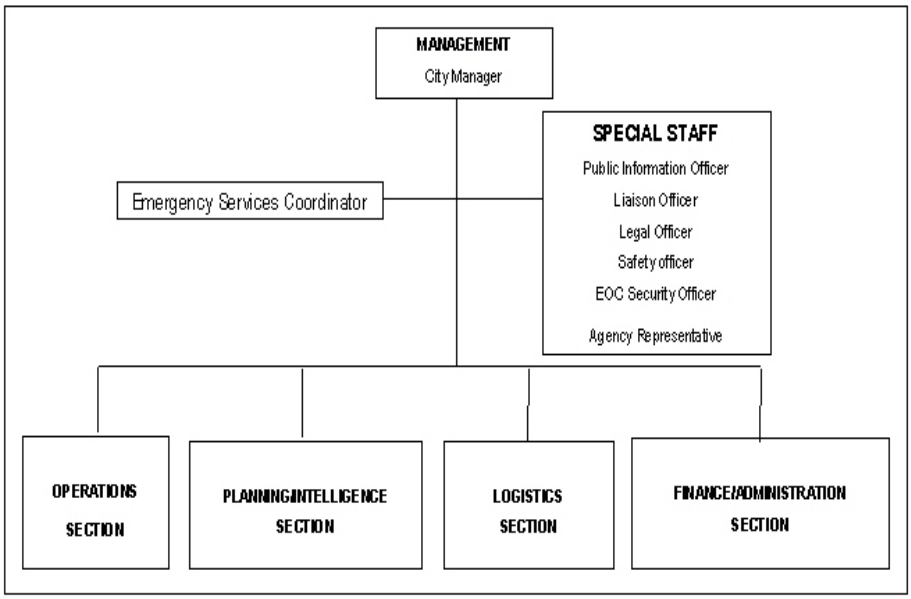
The Emergency Operations Center (EOC) will be organized using the Standardized Emergency Management System (SEMS) structure. The Standardized Emergency management System structure consists of five principle Sections, which normally would activate for a major incident. The Sections are:

Management Section

The Management Section is comprised of the Director of Emergency Services, who has overall management responsibility for the City of Fort Bragg, the Command Staff and Special Staff. There are two essential staff groups.

Command Staff: Consists of the Director, Section Chiefs, and the City Emergency Services Coordinator. The staff represents the decision making portion of the Emergency Operations Center.

Special Staff: Provides for the coordination and managing such matters as legal advice, public information, safety, data processing support, and interagency liaison. EOC Special Staff operates under general supervision of the City Emergency Services Coordinator, however works for the Director.



Staffing will normally consist of:

Public Information Officer: City Manager's Office
Safety Officer: As Assigned
Legal Officer: City Attorney
EOC Security Officer: Police Department

MANAGEMENT SECTION

The Management Section is responsible for the overall coordination and administration of emergency response operations within the City of Fort Bragg jurisdiction. Management includes positions that provide functions for response situation.

Director – Emergency Operations Center: The Director is the City Manager. The City Manager appoints the Assistant Director or other designated representative.

Emergency Services Coordinator: The Emergency Services Coordinator serves as a resource to and assists the Director in administration of the emergency response.

Liaison Officer: When an incident has a multi-agency or multi-jurisdictional response, the Liaison Officer maintains and provides coordination with outside agency representatives, other Operational Area jurisdictions, local business and employers, Mendocino OES Operational Area EOC, and the State OES Coastal Region EOC.

Legal Officer: The City Attorney serves as Legal Officer. This position provides legal counsel to the Director and assists in preparing a declaration of a Local Emergency.

Public Information Officer: The Public Information Officer serves as the point of contact for the media and other organizations seeking information on the emergency response. This function provides information to the general public through the media and monitors broadcasts for correct information. Monitors media operations in the jurisdiction to ensure safety and lack of interference. Provides the Director and other emergency service personnel with current information. Monitors the use of and prepares releases for the Emergency Alert System (EAS).

Safety Officer: The Safety Officer monitors all operations within the jurisdiction and screens plans for activities that may place disaster workers in conditions that are unduly hazardous for the event. Makes recommendations to the staff and Director to modify or terminate operations. Monitors the scheduling, work conditions, feeding and rest requirements of all Disaster workers to ensure the safest possible environment for conditions. Prepares and monitors a safety plan for the emergency and ensures adequate measures are taken to guard the safety and well being of all personnel.

Security Officer: The Security Officer is responsible for the control of personnel into and out of the EOC. Denies access to all unauthorized persons, unless otherwise directed. Establishes an access roster and maintains an identification and entry pass system.

Agency Representative: Agency Representatives are from other jurisdictions or organizations outside of the City management. They serve as funnels through which requests flow to or from their agencies. They should be able to speak on behalf of their jurisdiction or agency within established policy limits.

MEDIA CONTACTS

MENDOCINO COUNTY OPERATIONAL AREA

RADIO:

Description	Address	Telephone	Fax
KMFB	Fort Bragg	964-4653	964-3299
KMKX / KWINE	Ukiah	462-0945	462-4670
KOZT	Fort Bragg	964-7277	964-9536
KTDE	Gualala	884-3000	
KXBX / KNTI / Q106	Lakeport	263-6113	263-0939
KZYX	Philo	895-2324	895-2451
	News Desk	895-2554	

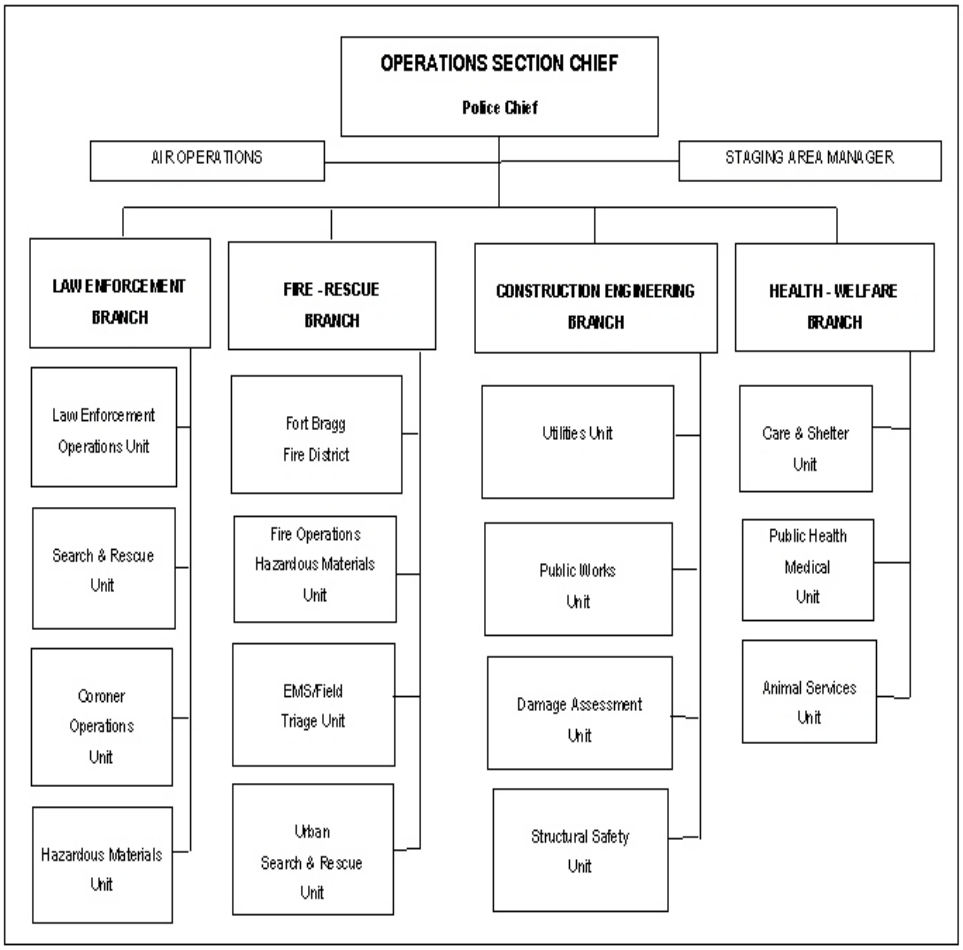
TELEVISION:

Description	Address	Telephone	Fax
KFTY Ch. 50	Santa Rosa	543-5163	
		543-5164	
	News Dir.	543-5168	
KFWU Ch. 8	Fort Bragg	964-8888	964-8150

Operations Section

The Operations Section Chief is dedicated for coordination in support to all operational field units being carried out within the jurisdiction. The Operations Section Chief has the responsibility of all activities directly applicable to the field response support. The Operations Section Chief participates in the development and execution of the Incident Action Plan.

The Operations Section is subdivided into Branches and Units: Law Enforcement Branch, Fire/Rescue Branch, Medical/Health Branch, Construction & Engineering Branch, Air Operations, and Staging Area Manager.



OPERATIONS SECTION

The Operations Section is dedicated to all operations being carried out within the City of Fort Bragg jurisdiction.

Operations Section Chief: The Operations Section Chief has the management responsibility of all activities directly applicable to the field emergency response in the City jurisdiction. The Operations Section Chief participates in the development and execution of the Incident Action Plan (IAP).

Fire & Rescue Branch: The Fire & Rescue Branch is managed by a member of the Fort Bragg Fire Protection Authority. The position coordinates the activities of personnel engaged in fire operations, EMS/disaster triage, urban search & rescue (USAR), hazardous materials and other emergency operations; maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; and determines the need for mutual aid assistance. Requests mutual aid through the Mendocino Operational Area Fire/Rescue Coordinator. Documents and prepares RIMS Fire & Rescue Status report.

Law Enforcement Branch: The Law Enforcement Branch coordinates general law enforcement, terrorist activities (WMD), public warning information, evacuation procedures, traffic control, coroner operations, search & rescue teams, hazardous materials, animal welfare and control activities, and public security and order. Maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; and determines the need for mutual aid assistance. Requests mutual aid through the Mendocino Operational Area Law Enforcement/Coroner Coordinator. Documents and prepares RIMS Law Enforcement/Coroner Status report.

Construction & Engineering – Public Works: The Public Works Branch surveys all jurisdictional facilities, assessing damage and coordinating repairs, conducts debris removal services, establishes priorities to restore essential services. Coordinates the allocation of engineering resources (construction equipment, materials, etc.) required for route recovery, and other engineering operations. Coordinates response for the management and restoration of all transportation facilities. Monitors and coordinates all responses related to utilities to include power, water, telephone, sanitation and other utilities. Coordinates and inspects facilities for structural safety. Documents and prepares RIMS Public Works Status report.

Medical & Health Branch: The Medical/Health Branch coordinates and prioritizes requests from field responders and obtains medical/health personnel, supplies and equipment through mutual aid. Public Health oversees medical, environmental health, hazardous materials and biological health activities. Support for this activity is coordinated from the Mendocino Operational Area EOC jointly with the City. The branch coordinates the procurement and allocation of critical public and private medical and other resources; the activation and operations of Casualty Collection Points; the transportation of casualties and medical resources; the relocation of patients from damaged or untenable health care facilities; and oversight of patient care for persons in special care programs who may become isolated.

Care & Shelter Unit: The Care & Shelter Unit, in coordination with volunteer agencies, is responsible for the provision of food, potable water, clothing, shelter, animal welfare, emotional support and other basic necessities of citizens. The Care & Shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. Coordinates with Logistics Section to provide housing and feeding of all response personnel, to include mutual aid agencies.

Designated Shelter Sites:

1. Fort Bragg Elementary/High Schools
2. Fort Bragg Fire Protection Authority Facilities
3. City of Fort Bragg Designated Sites
4. Mendocino County Fairgrounds
5. Other Sites as Designated

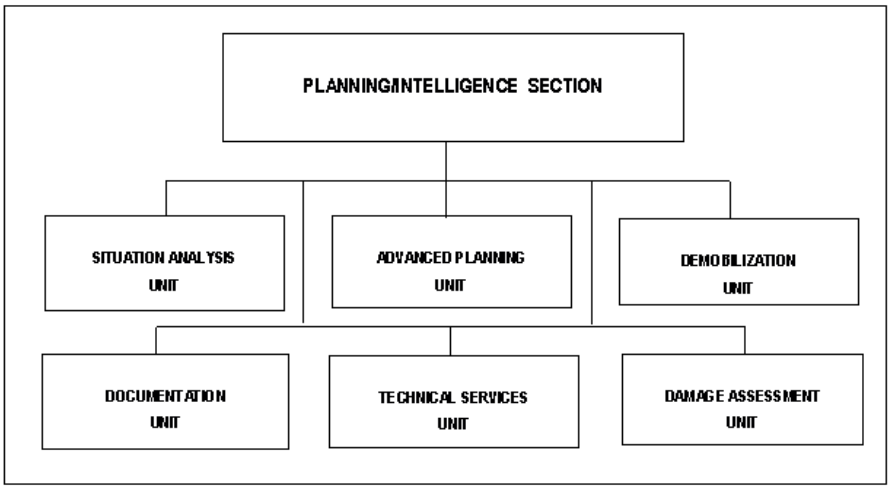
Staging Area Manager: The Staging Area Manager is responsible for the locating, establishment and operations of a central staging area used for the collection and dispatch of resources entering the City during a major incident. The Staging Manager will be responsible for the processing of resources, coordination with the Logistics Section and properly coordinating demobilization.

Air Operations: The Air Operations Unit is responsible for coordination of air traffic restrictions over the City with the Federal Aviation Administration (FAA) through the Mendocino Operational Area Air Operations Coordinator. The unit coordinates helicopter transportation needs in support of fire and law enforcement branches.

Planning -Intelligence Section

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use in the emergency. This section is headed by the Planning Section Chief and is structured into several Branch and Units, depending upon the needs of the incident. The Planning Section collects and analyzes all data regarding emergency operations, develops alternatives for action plans, conducts planning meetings and prepares the action plan for events which require extended operations.

The Section Chief has the management responsibility for all planning activities relating to response, demobilization and recovery operations. The Planning/Intelligence Section Chief assists the EOC Director in the development of the Incident Action Plan (IAP).



The Planning Section staffing will normally consist of:

Damage Assessment Unit:	As Assigned
Situation Analysis Unit:	As Assigned
Documentation Unit:	City OES
Advance Planning:	As assigned
Technical Services Unit:	As Assigned
Demobilization Unit:	As Assigned

PLANNING/INTELLIGENCE SECTION

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use in the overall emergency.

Planning/Intelligence Section Chief: The Section Chief has the management responsibility for all planning activities relating to response, demobilization and recovery operations. The Section Chief assists the EOC Director in the development of the Incident Action Plan (IAP).

Situation Analysis Unit: The collection, processing, and organizing of all information takes place within the Situation Analysis Unit. This unit prepares maps and disseminates information and future projections, and utilizes the Mendocino County GIS systems as required. The unit is responsible for gathering current and updated weather data. Provides continues and updated information to EOC Sections and Units related to incident activities.

Documentation Unit: The Documentation Unit maintains accurate up-to-date files of logs, reports, plans and other related information. This unit provides duplication services for the EOC and maintains display boards of the current situation.

Advance Planning Unit: The Advance Planning Unit focuses upon potential response and recovery issues that might exist within the 36 to 72 hours following the current operational period.

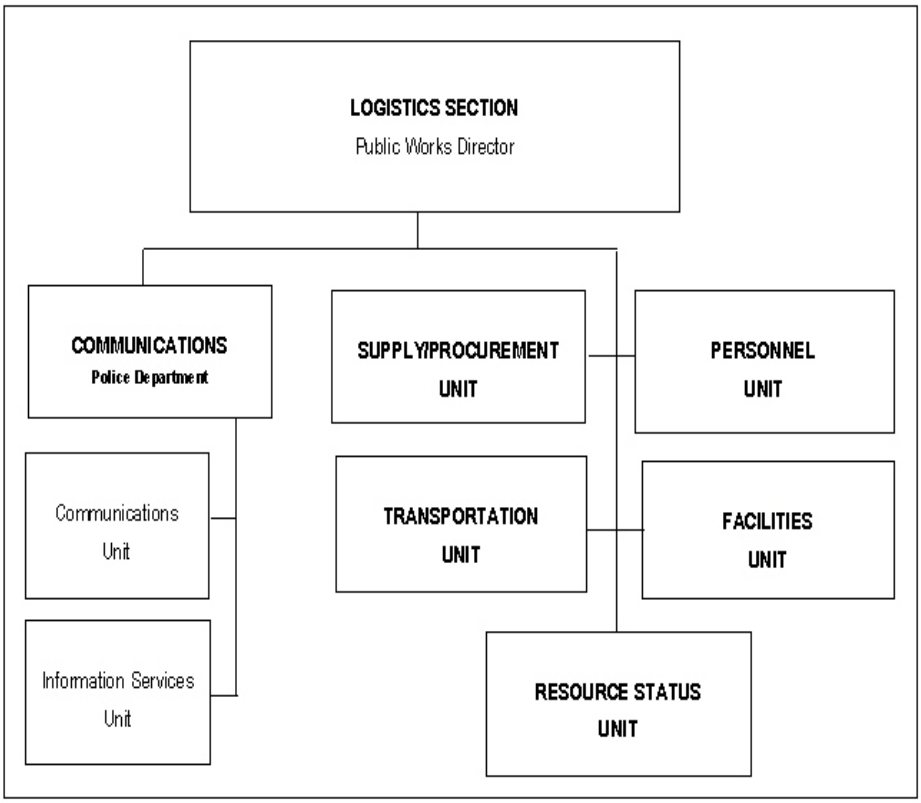
Technical Services Unit: The Technical Services Unit provides information, advice and assistance in mitigating particular hazards that are beyond the capabilities of the City. The Unit is usually staffed with outside technical experts in particular fields and specialties.

Demobilization Unit: The Demobilization Unit is responsible for the development of a plan that provides for the timely and orderly demobilization of the EOC and any resources it has ordered and used.

Damage Assessment Unit: The Damage Assessment Unit collects all damage information from field units and reporting agencies within the City. Establishes a Damage Assessment Plan, formulates and coordinates assessment teams. Manages and generates necessary reports for the Director and authorized state and federal agencies.

Logistics Section

The Logistics is the support arm for emergency response operations. The Section is headed by the Logistics Section Chief that has the management responsibility for overall logistical activities relating to response and recovery operations. This can include procuring equipment and supplies, providing food and medical support to incident assigned personnel, and meeting transportation requirements. The Logistics Section supports all responding agencies within the City.



The Logistics Section staffing will normally consist of:

Supply/Procurement Unit:	As Assigned	Transportation Unit:	As Assigned
Communication Unit:	As Assigned	Facilities:	As Assigned
Information Services:	As Assigned	Resource Status Unit:	As Assigned
Personnel Unit:	As Assigned		

LOGISTICS SECTION

The Logistics Section is responsible for the support to all City emergency operations in the procurement of supplies, materials, personnel and mutual aid support to non-discipline specific mutual aid systems.

Logistics Section Chief: The Logistics Section Chief oversees all of the resources and support functions of the Logistics section.

Communications Unit: The Communications Unit ensures that radio, telephones and computerized resources and services are provided to the EOC staff, including RACES volunteers and resources. Establishes communications with all field incident bases and/or units in the City and with the Mendocino Operational Area EOC. Monitors and sustains the 9-1-1 system throughout the City. Develops a communications plan and develops, maintains and publishes communications directories. Maintains communications with Mendocino County OES and all mutual aid agencies. Acquires any needed communications equipment for operations in the field. *NOTE: The City of Ukiah Communications Center receives and dispatches all 9-1-1 emergencies to the City of Fort Bragg Police Department; the Cal Fire, Howard Forest Emergency Communications Center receives and dispatches all 9-1-1 emergencies to the Fort Bragg Fire Protection Authority.*

Transportation Unit: The Transportation Unit coordinates the acquisition of requested transportation resources and the transportation of workers, victims and impacted citizens.

Personnel Unit: The Personnel Unit provides trained and volunteer personnel resources as requested in support of the EOC and field operations and coordinates the directions for and the control of convergent volunteers.

Supply/Procurement Unit: The Supply/Procurement Unit manages the procurement and allocation of equipment, supplies and materials that are not secured through mutual aid.

Facilities Unit: The Facilities Unit is responsible for the establishment, maintenance and demobilization of all facilities, except staging areas, needed for operational support.

Resource Status Unit: The Resource Status Unit works with the other units in the Logistics Section to collect and maintain centralized accounting of the status of all resources ordered or used in during the incident.

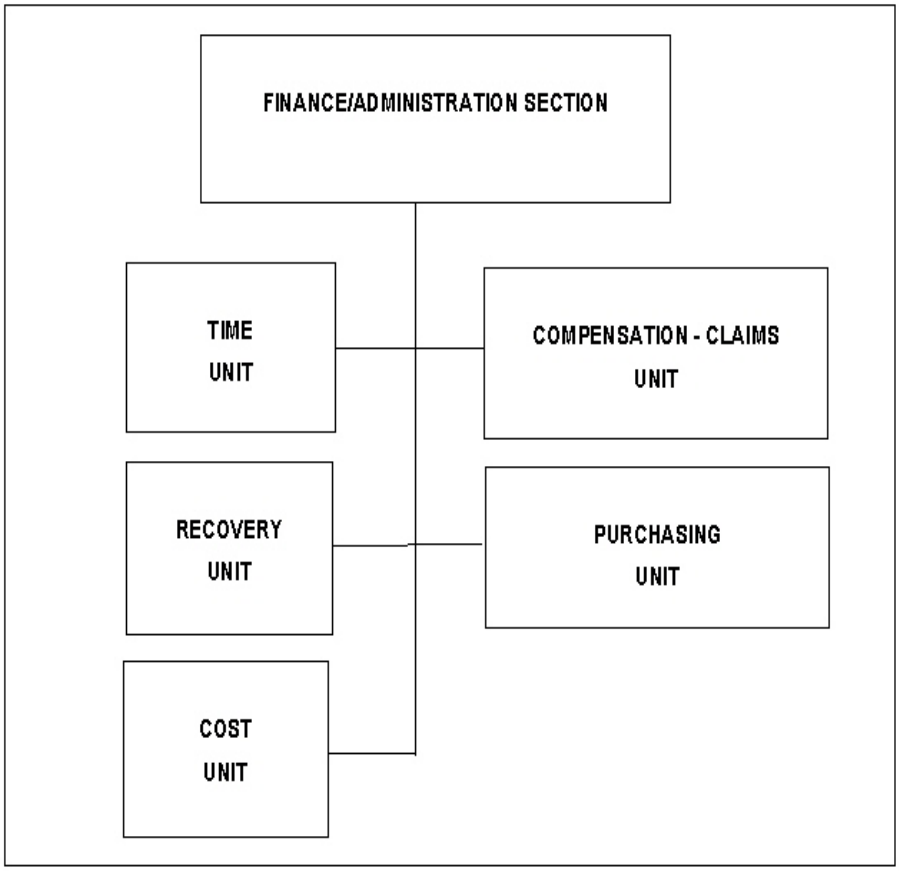
MENDOCINO COUNTY OPERATIONAL AREA COMMUNICATION FREQUENCIES

Agency	TX	RX	
Law Enforcement			
Fort Bragg PD	155.850	154.485	
City of Ukiah	155.370	154.860	
City of Willits	159.090	155.610	
Clemar	154.920	154.920	
Nalemar	155.475	155.475	
CAL/CORD	156.075	156.075	
Sheriff's Department			
MCSO (central)	155.655	154.755	
MSCO (north/coast)	159.150	155.985	
MSCO (PA)	159.150	158.730	
Fire Services			
Mendocino County Fire-Red	154.385	153.950	
Mendocino County Fire-Blue	156.195	151.085	
CFD&FP Local	151.385	151.385	
OES White 1	154.280	154.280	Base to Mobile
OES White 2	154.265	154.265	Tactical
OES White 3	154.295	154.295	Tactical
CAL/CORD	156.075	156.075	Multi-Agency
General Government – Non-Safety			
Fort Bragg Public Works	155.175	155.175	
Ukiah Public Works	158.820	158.820	
Willits Public Works	155.745	155.745	
Mendocino County PW	156.135	151.025	

The above is representative only. Comprehensive lists are located at Local Agency Dispatch.

Finance - Administration Section

The Finance/Administration Section is responsible for managing all financial aspects of the emergency response. The section is headed by the Finance Section Chief, and is responsible for tracking all response related expenses, payment of claims, tracking of time and submission of any financial related reports. The Section Chief is responsible for overseeing administrative support for the EOC to include clerical staffing.



The Finance/Administration Section staffing will normally consist of:

Time Unit:	As Assigned	Compensation-Claims Unit:	As Assigned
Cost Unit:	As Assigned	Recovery Unit:	As Assigned
		Purchasing Unit:	As Assigned

FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section is responsible for managing all financial aspects of the response and recovery systems.

Finance/Administration Section Chief: The Section Chief is responsible for the continuity and maintenance of financial operations and records, claims and cost analysis of the incident.

Time Unit: The Time Unit maintains records of all on-duty personnel, including volunteers. The Unit will assist field incident commanders in developing procedures and accounting for hours.

Compensation Unit: The Compensation and Claims Unit accepts, as the official agent for the City, all damages and injury claims. This unit manages claims and conducts related investigations.

Purchasing/Procurement Unit: The Purchasing/Procurement Unit negotiates and coordinates vendor contracts and purchase requests that exceed established purchase order limits. The function may be shared with the Logistics Section; however, the accounting portion of this function will remain with the Finance Section.

Recovery Unit: The Recovery Unit initiates and carries out the collection and maintenance of all related information for recovery of costs from federal, state and other jurisdictions. Extended information about this unit is in Part 4 of this Emergency Plan.

Cost Unit: The Cost Unit is responsible for tracking all expenditures and providing reports as needed to the Director and EOC staff. Information collected will be required for recovery unit claims later.

Security and Sign-In

The Police Department is responsible for physical security of the EOC and its critical systems. The law enforcement representative shall establish an EOC roster and sign-in sheet. Identification will be verified and an EOC badge issued which reflects the person's status. Media representatives will not be allowed inside the EOC. The Public Information Officer will conduct interviews outside the facility or in a specially prepared media room.

Shift Scheduling

Each Section and Unit should prepare, following the onset of the emergency or as soon as possible, shift schedules. Current and new shift schedules should be posted. Relieving shifts should arrive 30 minutes before the start of their shift so that a hand-off briefing can be conducted; what has occurred, what decisions have been reached, and what problems remain un-addressed should be the main topics. The retiring shift will remain for 30 minutes after the briefing to ensure a smooth operational transition transfer.

Personnel Accountability

Each Section Chief, Branch Coordinator, and Unit Leader has the responsibility to maintain accountability of all personnel assigned, both in the field and in the EOC. Work schedules, time sheets and casualty reports will be submitted to the Personnel Unit on a timely basis following each shift. Personnel will be accounted for by name, assignment and location. Within the EOC, Unit Leaders will prepare an EOC personnel assignment form which reflects the personnel currently on-duty and scheduled for the next shift.

Staff Unit Logs

Each Unit within the EOC will maintain a Unit Log. This document shall be used to record all activities, staff coordination, policy changes or requests processed by the unit.

Clerical Support

Generally, each unit in the EOC organization will be responsible for its own clerical support. The individual assigned should be trained in all related aspects of the EOC operation. The individual assigned clerical duties should not be a supervisor, but rather an individual normally tasked with clerical duties. This person will be known as the Technical Assistant. The Finance/Administration Section Chief will ensure that adequate support staff is available.

Special clerical support and input will be the responsibility of the Documentation Unit. The Documentation Unit will be responsible for the preparation of any official documents, re-supply of office supplies and photocopying. In addition, the Documentation Unit will oversee the work product of all Unit and Section technical assistants to ensure conformity with established procedures.

INFORMATION AND RESOURCE MANAGEMENT

Mendocino County Office of Emergency Services coordinates emergency activities within the Operational Area (OA) by augmenting, not replacing, City of Fort Bragg emergency operations.

The Office of Emergency Services serves as the communications link between the Governor's Office of Emergency Services Coastal Region Emergency Operations Center (REOC) and all other Emergency Operation Centers throughout the Mendocino Operational Area jurisdiction. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities. Using the forms of the Response Information Management System (RIMS) will provide critical information and resource requests from the City of Fort Bragg. The Operational Area will send transmission of information to the State's Coastal Region Emergency Operations Center electronically using RIMS.

Response Information Management System (RIMS)

Activation of the Emergency Operations Center requires RIMS reporting to the Mendocino Operational Area. RIMS is an automated reporting system designed to provide information

directly to the OES Region and State OES Headquarter Offices of the Governor's Office of Emergency Services from the Mendocino Operational Area.

The forms have been included for City use to provide uniformity of information. The forms are electronic and contained on the Mendocino Operational Area computers.

The Operational Area or Coastal Region OES usually regulates timing of submissions. If computers are not operational, then photocopies of the blank forms may be used. The forms are transmitted by telephone or through the Operational Area Satellite Information System (OASIS). *All RIMS submissions must be reviewed and approved by the Operational Area, Emergency Services Coordinator before being transmitted to the Governor's Office of Emergency Services*.

Incident Action Plans (IAP)

The use of Incident Action Plans (IAP) in the City of Fort Bragg EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response and recovery efforts.
- Plans, which document the priorities and objectives, and the tasks and personnel assignments, associated with meeting the objectives.

The action planning process should involve the EOC Director and Section Chiefs, along with other EOC staff, as needed, such as Unit Coordinators, and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action-planning meeting and completing and distributing the IAP. Action plans are developed for a specific operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions to be performed; a reasonable time frame is then established for accomplishing those actions. The IAP needs to be complex and should be sufficiently detailed to guide EOC elements in implementing the priority actions.

Computer Operations

The EOC should be equipped with computers. The computer system should be capable of connecting with Mendocino County Operational Area EOC through the Internet or RIMS. The computer system should have an array of self-contained programs to include word processing, accounting, spreadsheets, databases and graphic presentations. The Data Processing Unit is responsible for overseeing the use and operations of the computer system. Under no circumstances will personally owned computers or laptops, disks, tapes, or other such items be used in or with any EOC system until the equipment has been scanned for viruses and other problems. Such problems could affect the entire Operational Area and State OES systems.

Message Flow and Processing

One of the primary functions of the EOC in an emergency is to collect and disseminate information. Information will reach the EOC through many different channels: telephone, teletype, government radio, amateur radio, citizens band radio, commercial broadcast, walk-ups, runners, etc. When the EOC is activated, the Logistics Section will establish a message center in the EOC Communications Unit. Messengers from various departments will also support the message center.

The rapid and efficient movement of information is essential to a successful Emergency Operations Center. Information must be distributed rapidly, but it must also be documented and tracked. This facilitates follow-ups and generating historical data; the following procedures should be utilized.

Responsibilities: Incoming Messages

A. Receiver:

Message Form Entry: Upon receipt of a message reporting a new development or situation, write it down in the Incident section of a message form. Time and date of receipt should be entered on the Date/Time line at the top of the form.

Message Number: Enter a message number at the top of the form. The message number should begin with a two-letter section identifier and then a number.

Example:	CM:	Command/Management
	OP:	Operations
	PL:	Planning/Intelligence
	LG:	Logistics
	FI:	Finance/Administration

CM-0001 is the first message received by Command; OP-0006 is sixth message received by Operations.

Message Priority: Assigned a priority from 1 (highest) to 4 (lowest) as follows:

Priority 1:	Lives endangered, immediate response required;
Priority 2:	Lives endangered, fast response required;
Priority 3:	Timely operational response required;
Priority 4:	Routine data and logistics message.

Assignment of Incident Number: If the message reports a new incident in the field, then the message will be taken to the Situation Unit for assignment of an Incident Number and subsequent delivery to the Section involved. The Section Chief is responsible for delivery of messages to Unit Levels.

Action: Take any immediate action required by the message, remove the last copy for record, and send the rest of the form to the Documentation Unit.

B. Message Center:

Log: Log all incoming messages in order received. Use separate file made up of the Staff Officer Log forms.

Action: Retain one copy for record and route remaining copies to appropriate action or coordination sections. Route one copy to Planning/Intelligence Section for the Situation Unit.

C. Action Section:

Action: Take any necessary action and coordinate with other Sections as required. Note actions taken and time on message form.

Display: Make entries or update displays as required.

Follow-up: Continue follow-ups until the situation or problem has been solved or no further action is necessary.

D. Coordinating Section:

Take appropriate action and note time and action taken on copy of message form.

E. Situation Unit:

Post status boards with major emergency information, problems, and actions taken. Alert the Director of Emergency Services and/or OES Coordinator to major problems from which no reports have been received.

F. Messengers:

Distribute messages from message center to Sections. Pick up messages from Sections and deliver to message center.

Responsibilities – Outgoing Information

A. Originator:

Write message on message form. Enter priority at top of form. Remove the Sender Copy of message form and retain it. Give the last copy to the Documentation Unit. Pass message form to the Message Center for distribution. In the event of an emergency, pass the message directly to the receiving unit and give the Message Center its designated copy.

B. Message Center:

Log message in outgoing message log and enter time on message form. Remove last copy for file with the Documentation Unit. Send message to Communications Center for transmission.

C. Messengers:

Take outgoing messages from Message Center to Communications Center or as directed by Message Center.

D. Communicator:

Send message. Time stamp copy for records.

Incident Boards

The Situation Unit, Law Enforcement Branch, Fire–Rescue Branch and Public Works Branch, shall maintain Incident Boards. These boards shall be posted as changing information is received and the situation map properly annotated. Only active situations and incidents will be maintained on the boards. A permanent record of incidents will be kept by the technical assistant. The permanent record and the completed map overlay will be submitted as part of the after action report.

Resource Requests

Resource request will be made through one of the following processes:

- *Discipline-specific mutual aid systems*: Requests for resources that are normally within the inventories of the mutual aid system will go from the local Law Enforcement, Fire Services and Public Works to neighboring jurisdictions automatic aid, to the Mendocino Operational Area Mutual Aid coordinators, to the Regional Mutual Aid Coordinators.

- *All other resource requests* will be made through the Logistics Section at each level.

Private and Volunteer Organizations

Coordination of response activities with non-governmental agencies may occur throughout the community. It is essential that the assigned Liaison Officer establish contact and coordination with these agencies.

Operational Area Coordination

The City of Fort Bragg EOC must establish communications and coordination with the Mendocino Operational Area EOC as soon as possible. The Operational Area will coordinate and communicate with the Regional Emergency Operations Center in filling mutual aid requests.

State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field response may be the result of a terrorist or national security activities, Interface wildland fire, flood fight effort, dam failure, oil spill, hazardous materials accident or other hazard

scenarios. Federal field response could result from the same scenarios or military aircraft accident, for example.

When a state agency or federal agency is involved in field operations, coordination will be established with Mendocino County Office of Emergency Services (OES) and the appropriate City emergency services office, where the incident occurs. State and federal agencies operating in the field may be found in any ICS section, or as part of a Unified Command. The incident will determine their location.

Records Maintenance

Each Section, Branch and Unit is responsible for the maintenance of its records. Adequate supplies should be kept available to facilitate the process. It is recommended that each unit establish an individual folder for messages, staff logs, and incident board sheets and other related records. Each folder should be clearly labeled. Each shift is responsible for assuring that any documents generated during its tour of duty are properly filed and cataloged before turning them over to the relief shift. At the conclusion of the incident or event, each unit will consolidate all files, assure that all forms are completed, and will submit them to the Section Chief. Each Section Chief will review the documentation for completeness and will then submit all Unit files along with the Section Chief files to the Documentation Unit.

The records generated during the course of the incident or event should be used as reference material for the After Action report. NOTE: Original documents shall not be removed from the Emergency Operations Center. The Documentation Unit is the only authorized Unit to remove said documents.

Briefings and Conferences

Briefings for the Director of Emergency Services, City Council, and the Public Information Officer should be scheduled at pre-set intervals. The Planning/Intelligence Section is responsible for coordinating all briefings. Section Chiefs should be prepared to participate in these briefings with a short summary of their progress. The briefings by each section should include:

- Unresolved problems;
- Major new problems since last briefing;
- Assistance needed from other agencies and status of mutual aid;
- Information developed by the section that should be passed to other EOC sections or to the public.

Once a day, or at the end of an Operational period, the Director of Emergency Services will call a meeting, with a new Incident Action Plan being disseminated.

The Director of Emergency Services or Emergency Services Coordinator may request additional briefings. These briefings may include News media, VIP's and newly arrived state and federal representatives. The Director may request a conference at any time with EOC staff to address and resolve major issues.

TRANSITION INTO RECOVERY OPERATIONS

As the threat of life, property, and the environment dissipates, the Director of Emergency Services will consider deactivating the Emergency Operations Center (EOC). The Director of Emergency Services will direct Section Chiefs to deactivate their sections, ensuring that each branch, unit and section coordinates with and provides its logs and files to the Demobilization Unit. The Demobilization Unit, in turn, provides material and coordination to the Recovery Unit.

The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process. The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will prepare the After Action Report, submitting it to the State's Coastal Region Office of Emergency Services within 60 days of the disaster or incident.

AFTER ACTION REPORT

After Action Reports are required any time the Emergency Operations Center is activated or any level that OES support activity has been used. The Planning/Intelligence Section Chief and the Documentation Unit will be responsible for completion of the report. All Section Chiefs and Unit Leaders will assist.

This report will contain a summary of the event, dates and times of activation and operational termination, number of personnel, identification of resources utilized and the final outcome of the event. Added as attachments will be all staff unit log sheets, work schedules, Incident Board hard copies and Incident map overlays.

Initial after action reports will be submitted *before leaving the EOC* and follow-up reports submitted within 48 hours of closing of the operation. Detailed reports will be submitted, as information is collected, but not later than 30 days after closing of the incident.

DEMOBILIZATION PROCEDURES

The Emergency Operations Center may be closed at any time designated by the Director; however, it may also be closed in stages according to need. The entire EOC does not have to be in operation. Any Section, Branch or Unit requiring the facility may remain until assigned tasks are completed.

Upon closing any part of the EOC, each Unit will ensure that all supplies are replenished, broken items repaired or replaced and all equipment cleaned before leaving. This is to make sure that the facility is ready to activate and open immediately on request.

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SORTED BY FUNCTION/SECTION

EOC TITLE	PRIMARY	ALTERNATE
MANAGEMENT SECTION		
Director of Emergency Services	City Manager	Chief of Police
Legal Advisor	City Attorney	As Assigned
Emergency Services Coordinator	Police Chief	As Assigned
Public Information Officer	City Clerk	As Assigned
Rumor Control Unit Leader	City Clerk	As Assigned
Liaison Officer	Assistant to the City Manager	As Assigned
Agency Representatives	Representatives from Support Agency	None Listed
Safety Officers	Assistant to the City Manager	As Assigned
Security Officer	Police Department	As Assigned
OPERATIONS SECTION		
Operations Section Chief	Police Chief	As Assigned
Fire & Rescue Branch Coordinator	Fire Chief	As Assigned
Fire Operations Unit Leader	Fire Protection Authority	Mutual Aid Resources
Disaster Medical Unit Leader	Fire Protection Authority/Mendocino County Public Health	County Emergency Medical Services Coordinator
Search & Rescue Unit Leader	Fire Protection Authority/USAR	Police Department
Hazardous Materials Unit Leader	Fire Protection Authority	As Assigned/County Environmental Health
Law Enforcement Branch Coordinator	Police Chief	Police Captain, Police Sergeants
Law Enforcement Operations Unit Leader	Police Department	Sheriff's Department
Coroner Unit Leader	Mendocino County Sheriff	Sheriff's Department
Construction/Engineering Branch Coordinator	Public Works Director	Public Works Superintendent
Utilities Unit Leader	Public Works Director	Public Works Superintendent
Public Works Unit Leader	Public Works Director	As Assigned
Health & Welfare Branch Coordinator/Care and Shelter	Public Works Director	Mendocino County Public Health Department
Care & Shelter Unit Leader	Public Works Director	Mendocino County Public Health Department
Public Health Unit Leader	Mendocino County Public Health Department	As Assigned
Air Operations Branch	Police Department	As Assigned
Staging Area Manager	Police Department	As Assigned

SORTED BY FUNCTION/SECTION (cont'd)

EOC TITLE	PRIMARY	ALTERNATE
PLANNING/INTELLIGENCE SECTION		
Planning/Intelligence Section Chief	Community Development Director	As Assigned
Situation Analysis Unit Leader	Community Development Director	As Assigned
Documentation Unit Leader	Community Development Director	As Assigned
Advance Planning Unit Leader	Community Development Director	As Assigned
Technical Services Unit Leader	Community Development Director	Mutual Aid Resources
Demobilization Unit Leader	Community Development Director	As Assigned
Damage/Safety Assessment Unit Leader	Public Works Director	Mendocino County Building Inspector
LOGISTICS SECTION		
Logistics Section Chief	Public Works Director	As Assigned
Communications Branch Coordinator	Public Works Director	As Assigned
Communications Unit Leader	Public Works Director	As Assigned
Information Systems Unit Leader	Assistant to the City Manager	As Assigned
Transportation Unit Leader	Police Captain	As Assigned
Personnel Unit Leader	Assistant to the City Manager	As Assigned
Supply/Procurement Unit Leader	Public Works Director	As Assigned
Facilities Unit Leader	Public Works Director	As Assgined
Resource Status Unit Leader	Public Works Director	As Assigned
FINANCE/ADMINISTRATION SECTION		
Finance/Administration Section Chief	Finance Manager	Senior Government Accountant
Time Keeping Unit Leader	Assistant to the City Manager	As Assigned
Compensation & Claims Unit Leader	City Clerk	Assistant to the City Manager
Purchasing Unit Leader	Finance Manager	Senior Government Accountant
Recovery Unit Leader	Finance Manager	Senior Government Accountant

SORTED BY ASSIGNMENT

EOC TITLE	PRIMARY	ALTERNATE
Liaison Officer	Assistant to the City Manager	As Assigned
Safety Officers	Assistant to the City Manager	As Assigned
Information Systems Unit Leader	Assistant to the City Manager	As Assigned
Personnel Unit Leader	Assistant to the City Manager	As Assigned
Time Keeping Unit Leader	Assistant to the City Manager	As Assigned
Legal Advisor	City Attorney	As Assigned
Public Information Officer	City Clerk	As Assigned
Rumor Control Unit Leader	City Clerk	As Assigned
Compensation & Claims Unit Leader	City Clerk	Assistant to the City Manager
Director of Emergency Services	City Manager	Chief of Police
Planning/Intelligence Section Chief	Community Development Director	As Assigned
Situation Analysis Unit Leader	Community Development Director	As Assigned
Documentation Unit Leader	Community Development Director	As Assigned
Advance Planning Unit Leader	Community Development Director	As Assigned
Technical Services Unit Leader	Community Development Director	Mutual Aid Resources
Demobilization Unit Leader	Community Development Director	As Assigned
Finance/Administration Section Chief	Finance Manager	Senior Government Accountant
Purchasing Unit Leader	Finance Manager	Senior Government Accountant
Recovery Unit Leader	Finance Manager	Senior Government Accountant
Fire & Rescue Branch Coordinator	Fire Chief	As Assigned
Fire Operations Unit Leader	Fire Protection Authority	Mutual Aid Resources
Hazardous Materials Unit Leader	Fire Protection Authority	As Assigned/County Environmental Health
Disaster Medical Unit Leader	Fire Protection Authority/Mendocino County Public Health	County Emergency Medical Services Coordinator
Search & Rescue Unit Leader	Fire Protection Authority/USAR	Police Department
Public Health Unit Leader	Mendocino County Public Health Department	As Assigned
Coroner Unit Leader	Mendocino County Sheriff	Sheriff's Department

SORTED BY ASSIGNMENT (cont'd)

EOC TITLE	PRIMARY	ALTERNATE
Transportation Unit Leader	Police Captain	As Assigned
Emergency Services Coordinator	Police Chief	As Assigned
Operations Section Chief	Police Chief	As Assigned
Law Enforcement Branch Coordinator	Police Chief	Police Captain, Police Sergeants
Security Officer	Police Department	As Assigned
Law Enforcement Operations Unit Leader	Police Department	Sheriff's Department
Air Operations Branch	Police Department	As Assigned
Staging Area Manager	Police Department	As Assigned
Construction/Engineering Branch Coordinator	Public Works Director	Public Works Superintendent
Utilities Unit Leader	Public Works Director	Public Works Superintendent
Public Works Unit Leader	Public Works Director	As Assigned
Health & Welfare Branch Coordinator/Care and Shelter	Public Works Director	Mendocino County Public Health Department
Care & Shelter Unit Leader	Public Works Director	Mendocino County Public Health Department
Damage/Safety Assessment Unit Leader	Public Works Director	Mendocino County Building Inspector
Logistics Section Chief	Public Works Director	As Assigned
Communications Branch Coordinator	Public Works Director	As Assigned
Communications Unit Leader	Public Works Director	As Assigned
Supply/Procurement Unit Leader	Public Works Director	As Assigned
Facilities Unit Leader	Public Works Director	As Assgined
Resource Status Unit Leader	Public Works Director	As Assigned
Agency Representatives	Representatives from Support Agency	None Listed

DIRECTOR
Of
EMERGENCY SERVICES

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: City Manager
ALTERNATE: Chief of Police
WORK STATION: Emergency Operations Center

General Duties:

1. Serves as the manager/director in charge of emergency services for the incorporated areas of the City. Serves as overall emergency response and recovery coordinator for the Operational Area, other political subdivisions in the City, and the State of California.

2. Makes executive decisions.

3. Makes rules, regulations, and orders.

4. Manages, controls and directs the City emergency organization.

5. Develops strategy and oversees the development of an Action Plan.

Responsibilities:

1. Establish the appropriate Staffing level for the City of Fort Bragg EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the City and in conjunction with the Operational Area. In conjunction with the general staff, set priorities for response efforts in contract and incorporated areas of Fort Bragg. Ensure that all City agency actions are accomplished within the priorities established.

3. Ensure that Inter-Agency Coordination is accomplished effectively within the City EOC.

Activation Phase:

☐ Determine appropriate level of activation based on situation as known.

☐ Mobilize appropriate personnel for the initial activation of the City EOC.

☐ Respond immediately to EOC site and determine operational status.

☐ Obtain briefing from whatever sources are available.

☐ Ensure that the EOC is properly set up and ready for operation.

☐ Ensure that an EOC check-in procedure is established immediately.

☐ Ensure that an EOC organization and staffing chart is completed and posted.

☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.

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

☐ Determine which Management Section positions are required and ensure they are filled as soon as possible.

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

☐ Ensure that telephone and/or radio communications with Operational Area EOC are established and functioning.

☐ Schedule the initial Action Planning meeting.

☐ Confer with the general staff to determine what representation is needed at the City EOC from other emergency response agencies.

☐ Assign a liaison officer to coordinate outside agency response to the City EOC, and to assist as necessary in establishing an Interagency Coordination Group.

Operational Phase:

☐ Monitor general staff activities to ensure that all appropriate actions are being taken.

- ☐ In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.

- ☐ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.

- ☐ Based on current status reports, establish initial strategic objectives for the City EOC.

- ☐ In coordination with Management Staff, prepare management function objectives for the initial Action Planning meeting.

- ☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. Ensure the Planning/Intelligence Section facilitates the meeting appropriately.

- ☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.

- ☐ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.

- ☐ Conduct periodic briefings for elected officials or their representatives.

- ☐ Formally issue Emergency Proclamation for the City, and coordinate local government proclamations with other emergency response agencies, as appropriate.

- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required.

- ☐ Notify the Operational Area EOC, and other appropriate organizations of the planned demobilization, as appropriate.

- ☐ Ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all required forms or reports are completed prior to demobilization.
- ☐ Be prepared to provide input to the After Action Report (AAR).
- ☐ Deactivate the City EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.

LEGAL ADVISOR

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: City Attorney
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

General Duties:

1. Supports and advises the Director of Emergency Services on administrative matters (not operational) and legal requirements of the City of Fort Bragg during an emergency.

2. Maintains legal information, records and reports relative to the emergency.

3. Maintains continuity of government.

4. Preserves essential records.

Responsibilities:

Supports and advises the Director of Emergency Services regarding administrative and legal requirements and issues of the City regarding the emergency and protection of life and property.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Read the entire checklist.

☐ Obtain a briefing on the extent of the emergency from the EOC Director.

☐ Establish areas of legal responsibility and/or potential liabilities.

☐ Appoint and brief staff, as required.

☐ Prepare City proclamations, emergency ordinances and other legal documents as required in support of the Director of Emergency Services.

☐ Advise the Director of Emergency Services and the general staff regarding the legality and/or legal implications of contemplated emergency actions.

- ☐ Develop the rules, regulations and laws required for acquisition and/or control of critical resources.
- ☐ Develop the necessary ordinances and regulations to provide the legal basis for evacuation of citizens.
- ☐ Implement civil and criminal proceedings as necessary and appropriate to enforce emergency actions.
- ☐ Prepare documents relative to the demolition of hazardous structures or conditions.
- ☐ Document information on appropriate RIMS forms and keep accurate records to support the history of the emergency.

Demobilization:

- ☐ Follow the generic Demobilization Phase checklist.

EMERGENCY SERVICES COORDINATOR (ESC)

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Chief
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

General Duties:

1. Serves as advisor to the Director of Emergency Services and the Command Staff.

2. Serves as advisor to, and acts on behalf of the Director of Emergency Services as the liaison officer to the Operational Area, the City, and all other government agencies in certain matters that require a command decision.

3. Provides information, answers questions, gives direction and coordination to members of the command, workstation staff, and Section Chiefs.

4. Conducts special assignments as requested by the Director of Emergency Services.

Responsibilities:

1. Facilitate the overall functioning of the City of Fort Bragg EOC.

2. Assist and serve as an advisor to the EOC Director and general staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with operational area emergency plans and procedures.

3. Assists the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting visitor tours of the EOC.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

☐ Assist the EOC Director in determining appropriate staffing for the EOC.

☐ Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

- ☐ Assist the EOC Director and the general staff in developing overall strategic objectives as well as Section objectives for the Action Plan.
- ☐ Advise the EOC Director regarding procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- ☐ Provide overall procedural guidance to general staff as required.
- ☐ Provide general advice and guidance to the EOC Director as required.
- ☐ Ensure that all notifications are made to the Operational Area EOC.
- ☐ Ensure that all communications with appropriate emergency response agencies are established and maintained.
- ☐ Assist EOC Director in preparing for and conducting briefings with Management Staff, the City Council, the media, and the general public.
- ☐ Assist the EOC Director and Liaison Officer, in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives <u>not assigned</u> to specific sections within the EOC.
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Provide assistance with shift change activity as required.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Public Information Unit Coordinator (Public Information Officer)

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: City Clerk
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Media Center or Emergency Operations Center

General Duties:

1. Prepares updates and disseminates City of Fort Bragg Situation Reports (See RIMS).

2. Prepares and disseminates emergency public information on a regular basis through media outlets, EAS, or other systems.

3. Notifies the public about a threatened event or actual emergency through the use of media, EAS, or other available systems.

4. Contacts media representatives and holds press conferences on a regular basis.

5. Provides rumor control.

6. Provides information to the Director of Emergency Services and members of the general staff.

Responsibilities:

1. Serve as the coordination point for all media releases for the City of Fort Bragg. Represent the City of Fort Bragg EOC as the lead Public Information Officer.

2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.

3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Area as required.

4. Develop the format for press conferences, in conjunction with the EOC Director.

5. Maintain a positive relationship with the media representatives.

6. Supervise the Public Information Branch.

Activation Phase:

- ☐ Follow the generic Activation Phase Checklist.
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operational Phase:

- ☐ Obtain policy guidance from the EOC Director with regard to media releases.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ☐ Coordinate with the Situation Status Unit and identify methods for obtaining and verifying significant information as it is developed.
- ☐ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Media Information Center at a safe location, as required, providing necessary space, materials, telephones, and electrical power.
- ☐ Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- ☐ Interact with other jurisdictional EOC's as well as the Operational Area PIO and obtain information relative to public information operations.
- ☐ Develop content for Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- ☐ In coordination with other EOC Sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ☐ At the request of the EOC Director, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press

conferences.

- ☐ Ensure that a rumor control function is established to correct false or erroneous information.
- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Attempt to provide announcements, emergency information and materials for special populations (non-English speaking, hearing impaired etc.).
- ☐ Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Provide copies of all media releases to the EOC Director.
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

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Rumor Control Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: City Clerk
ALTERNATE: As Assigned
SUPERVISOR: Public Information Unit Coordinator
WORK STATION: Media Center or Emergency Operations Center

Responsibilities:

1. Provide staffing for rumor control telephone bank.

2. Establish a "Disaster Hotline" with an up-to-date recorded message.

3. Supervise the Rumor Control Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Obtain "confirmed" disaster information.

☐ Operate a telephone bank for receiving incoming inquiries from the general public.

☐ Correct rumors by providing factual information based on confirmed data.

☐ Establish a "Disaster Hotline" recorded message and provide updated message information periodically.

☐ Refer inquiries from members of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

☐ Follow generic Demobilization Phase Checklist.

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Liaison Officer

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Assistant to the City Manager
SECONDARY: As Assigned
SUPERVISOR: Emergency Services Coordinator
WORK PLACE: Emergency Operations Center

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of Fort Bragg EOC and handling requests from other EOCs for City agency representatives.

2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.

3 Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to Agency Representatives upon check-in.

4. In conjunction with the OES Coordinator, provide orientations for visitors to the EOC.

5. Ensure that demobilization is accomplished when directed by the EOC Director.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

☐ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

☐ Contact Agency Representatives already on-site, ensuring that they:

- Have signed into the EOC,
- Understand their assigned functions,
- Know their work locations,
- Understand City of Fort Bragg EOC organization and floor plan.
- Determine if additional representation is required from:
  - Other agencies,
  - Volunteer organizations,
  - Private organizations,
  - Utilities not already represented.

- ☐ In conjunction with the EOC Director and OES Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.

- ☐ Assist the EOC Director and OES Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.

- ☐ Request Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.

- ☐ With the approval of the EOC Director, provide agency representatives from the City EOC to other EOCs as required and requested.

- ☐ Maintain a roster of agency representatives located at the City EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

- ☐ Release agency representatives who are no longer required in the City EOC when authorized by the EOC Director.

Agency Representatives

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Representative from Support Agency
SECONDARY:
SUPERVISOR: Liaison Officer or Assigned Branch
WORKPLACE: Emergency Operations Center/Field

Responsibilities:

1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the City of Fort Bragg.

2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.

3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the City EOC.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

☐ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the City EOC.

☐ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.

☐ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.

☐ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.

☐ Contact the City EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase:

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

- ☐ Keep current on the general status of resources and activity associated with your agency.
- ☐ Provide appropriate situation information to the Planning/Intelligence Section.
- ☐ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- ☐ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the City of Fort Bragg EOC Director as required.
- ☐ On a regular basis, inform your agency of the City EOC priorities and actions that may be of interest.
- ☐ Maintain logs and files associated with your position.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.
- ☐ When the EOC Director approves demobilization, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- ☐ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

Safety Officer

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Assistant to the City Manager
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the City EOC are in a safe operating condition.

2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.

3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability (unsafe layout or equipment set-up, etc.). Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.

☐ Be familiar with particularly hazardous conditions in the facility; take action when/where necessary. Prepare and present safety briefings for the EOC Director and general staff at appropriate meetings. If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

☐ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc. Keep the EOC Director advised of unsafe conditions; take action when necessary.

☐ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

☐ Follow generic Demobilization Phase Checklist.

Security Officer

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Department
ALTERNATE: As Assigned
SUPERVISOR: Emergency Services Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Provide 24-hour security for the City of Fort Bragg EOC.

2. Control personnel access to the City of Fort Bragg EOC in accordance with policies established by the EOC Director.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Determine the current EOC security requirements and arrange for staffing as needed.

☐ Determine needs for special access to EOC facilities.

☐ Provide executive and V.I.P. security as appropriate and required.

☐ Provide recommendations as appropriate to EOC Director.

☐ Prepare and present security briefings for the EOC Director and general staff at appropriate meetings.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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OPERATIONS SECTION CHIEF

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Chief
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center/Field

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the Fort Bragg EOC.

2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.

3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.

4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.

5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).

6. Conduct periodic Operations briefings for the EOC Director as required or requested.

7. Overall supervision of the Operations Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

☐ Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.

☐ Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.

- Fire & Rescue Branch Coordinator
- Law Enforcement Branch Coordinator
- Health and Welfare Branch Coordinator

- Construction & Engineering Coordinator
- Staging Area Manager
- Air Operations Branch Coordinator

☐ Determine need for Mutual Aid.

☐ Request additional personnel for the section as necessary for 24-hour operation.

☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that adequate equipment and frequencies are available for the section.

☐ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.

☐ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.

☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.

☐ Establish radio or cell-phone communications with Incident Commander(s) operating in the City, and coordinate accordingly.

☐ Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.

☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section.

☐ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.

☐ Review responsibilities of branches in the Operations Section; develop an Operations Plan detailing strategies for carrying out Operations objectives.

☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Ensure that all Section personnel are maintaining their individual position logs.
- ☐ Ensure that situation and resource information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).
- ☐ Ensure that all media contacts are referred to the Public Information Branch.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- ☐ Attend and participate in EOC Director's Action Planning meetings.
- ☐ Provide the Planning/Intelligence Section Chief with the Operations Section objectives prior to each Action Planning meeting.
- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- ☐ Brief Branch Coordinators periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Fire & Rescue Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Fire Chief
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency Operations Section Chief

General Duties:

1. Coordinate prevention, control and suppression of fires.

2. Coordinate Urban Search and Rescue operations.

3. Coordinate field emergency medical services.

4. Coordinate the control of released hazardous materials.

5. Coordinate and support geographical Incident Commands.

6. Coordinate the establishment of Operational Area mutual aid zone Unified Area Commands, with Law Enforcement, Fire/Rescue Service, Emergency Medical Service, and local government support agencies, as required.

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the City or contract areas.

2. Assist the City of Fort Bragg EOC in acquiring mutual aid resources, as necessary.

3. Coordinate the mobilization and transportation of all resources through the Logistics Section.

4. Complete and maintain branch status reports (in RIMS format) for major incidents requiring or potentially requiring Operational Area, state and federal response, and maintain status of unassigned fire & rescue resources in the City.

5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.

6. Overall supervision of the Fire & Rescue Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:

- Fire Operations Unit Leader
- Search & Rescue Unit Leader
- Disaster Medical Unit Leader
- Hazardous Materials Unit Leader

☐ If the mutual aid system is activated, coordinate use of local fire resources with the Fort Bragg Operational Area Fire & Rescue Mutual Aid Coordinator.

☐ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.

☐ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

☐ Ensure that Branch and Unit position logs and other files are maintained.

☐ Maintain current status on Fire & Rescue missions being conducted in the City.

☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period. On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms.

☐ Refer all contacts with the media to the Public Information Unit.

☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).

☐ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

☐ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Fire Operations Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Fort Bragg Fire Protection Authority
ALTERNATE: Mutual Aid Resource
SUPERVISOR: Fire – Rescue Branch Coordinator
WORK STATION: Field/Emergency Operations Center

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire / Rescue Mutual Aid Coordinator, as appropriate.

2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

3. Monitor and track fire resources utilized during the event.

4. Provide general support to field personnel as required.

5. Supervise the Fire Operations Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Establish and maintain radio or cell-phone communication with the Department Operations Center or Fire & Rescue Branch at the Field Level.

☐ Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Branch at the Field Level.

☐ Assess the impact of the disaster/event on the Fire Services operational capability.

☐ Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.

- ☐ Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ If not addressed at the Incident Command Post or Department Operations Center (DOC), ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- ☐ Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- ☐ Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the Incident Command Post (ICP) or Department Operations Center (DOC).
- ☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- ☐ Follow generic Demobilization Phase Checklist.

Disaster Medical Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY:	Fort Bragg Fire Protection Authority Mendocino County Public Health
ALTERNATE:	County Emergency Medical Services Coordinator
SUPERVISOR:	Fire–Rescue Branch Coordinator
WORK STATION:	Emergency Operations Center/Field

Responsibilities:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.
3. Determine the status of medical facilities within the affected area.
4. Coordinate the transportation of injured victims to appropriate medical facilities as required.
5. Supervise the disaster Medical Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.

☐ Determine the status and availability of medical mutual aid resources in the operational area, specifically paramedics and ambulances.

☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.

☐ Determine status and availability of specialized treatment such as burn centers.

- ☐ Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- ☐ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- ☐ Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.
- ☐ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Search & Rescue Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Fort Bragg Fire Protection Authority – Urban Search and Rescue (USAR)
ALTERNATE: Police Department
SUPERVISOR: Fire/Law Enforcement – depending on incident
WORK STATION: Emergency Operations Center/Field

Responsibilities:

1. Determine the scope of the search and rescue mission.

2. Assist in mobilizing Search and Rescue Teams at the request of the City EOC or Field Incident Commanders.

3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.

4. Ensure that deployed teams are provided with adequate support.

5. Supervise the Search & Rescue Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position log and other appropriate files.

☐ Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.

☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.

☐ Mobilize and deploy available search and rescue teams to locations within the City, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.

☐ Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.

- ☐ Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area, specifically larger jurisdictions who have organized USAR teams.
- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units.
- ☐ Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- ☐ Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- ☐ Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at search locations.
- ☐ Ensure that each team leader develops a safety plan for each assigned mission.
- ☐ Monitor and track the progress and status of each search and rescue team.
- ☐ Ensure that team leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the Incident Command Post (ICP) or Department Operations Center (DOC).
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Hazardous Materials Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Fort Bragg Fire Protection Authority
ALTERNATE: As Assigned
County Environmental Health
SUPERVISOR: Fire – Rescue Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the City.

2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.

3. Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.

4. Ensure that deployed teams are provided with adequate support.

5. Supervise the HAZMAT Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Work closely with all Operations Section Branch Coordinators to determine the scope of HAZMAT incident response required.

☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HAZMAT teams based on established priorities.

☐ If requested, mobilize and deploy available HAZMAT teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the HAZMAT Mutual Aid System and established priorities.

☐ Establish radio or cell-phone communication with all deployed HAZMAT teams to determine the

scope of support required.

- ☐ Work closely with the Logistics Section to determine the status and availability of HAZMAT Response Teams in the Operational Area.
- ☐ Coordinate with construction and engineering to provide on-site assistance with HAZMAT operations at the request of team leaders.
- ☐ Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HAZMAT incidents can be transported following decontamination.
- ☐ Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at HAZMAT scenes.
- ☐ Monitor and track the progress and status of each HAZMAT team.
- ☐ Ensure that HAZMAT Team Leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for HAZMAT teams through the Logistics Section, if not addressed at the Incident Command Post (ICP) or Department Operations Center (DOC).
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Law Enforcement Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Chief
ALTERNATES: Police Captain, Police Sergeants
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency operations Center/Field

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.

2. Alert and notify the public of the impending or existing emergency within the City.

3. Coordinate law enforcement and traffic control operations during the disaster.

4. Coordinate site security at incidents.

5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.

6. Supervise the Law Enforcement branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary Units within the Law Enforcement Branch:

- Law Enforcement Operations Unit Leader
- Coroner Unit Leader

☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the City of Fort Bragg.

☐ Provide an initial situation report to the Operations Section Chief.

☐ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that Branch and Unit position logs and other appropriate files are maintained.
- ☐ Maintain current status on Law Enforcement missions being conducted in the City.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Use RIMS Forms if available.)
- ☐ Refer all contacts with the media to the Public Information Unit.
- ☐ Determine need for Law Enforcement Mutual Aid.
- ☐ Determine need for Coroner's Mutual Aid.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- ☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Evacuation and Movement Operations:

The information provided is a guideline for the Law Enforcement Branch Coordinator in the Emergency Operations Center during a major event or disaster response.

The objectives of Evacuation/Movement Operations are:

- Expedite the movement of persons and animals from hazardous areas.
- Control of evacuation of vehicles and foot traffic flow.
- Provide adequate means of transportation for disabled persons, the elderly, and persons without vehicles.
- Provide coordination to evacuate animals to safe staging areas.
- Institute access control measures to prevent unauthorized person from entering evacuated or partially evacuated areas.
- Provide for the procurement, allocation, and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.

The Law Enforcement Branch Coordinator will be responsible for coordinating the movement of persons and animals from hazardous or threatened areas to lower risk reception areas.

Law Enforcement, Fire Services, Public Works, and public and private transportation providers will conduct movement operations. Procurement, regulation, and allocation of resources will be coordinated with the Logistics Section.

The size of the response to be activated and the locations from which movement operations will be directed must be based on the size and complexity of the evacuation area(s).

Evacuations dealing with site-specific hazards may be conducted as part of any established single or multiple field Incident Commands. Larger area-wide evacuation should be directed and coordinated from the Emergency Operations Center.

LAW ENFORCEMENT MUTUAL AID

City of Fort Bragg Operational Area

The Law Enforcement Branch Coordinator, or his/her designee, is responsible for general law enforcement, crime scene investigations, evacuations and traffic control operations citywide. Upon request for assistance, the Transportation Unit Leader, under the supervision of the Logistics Section Chief, will be responsible for coordinating transportation resources and related law enforcement support operations on a citywide basis. Law enforcement mutual aid to the City can be requested to the Mendocino County Operational Area Law Enforcement Mutual Aid Coordinator.

Mendocino Operational Area Mutual Aid

A designated member of the Mendocino County Sheriff's Department who is functioning as the Countywide OES Mutual Aid Coordinator and Law Enforcement Branch Coordinator coordinates Law enforcement mutual aid requests.

Upon a mutual aid request, the OES Coordinator evaluates resources available within the Operational Area, such as Sheriff's Department, California Highway Patrol, or Law Enforcement personnel from the California Department of Forestry & Fire Protection, State Fish & Game, or State Park & Recreation that normally operate within the operational area. If available, those resources are directed to fill the mutual aid request.

The Operational Area Logistics Section Chief will coordinate mutual aid transportation requests for movement operations. The Transportation Coordinator and representatives from California Department of Transportation (CalTrans) and the County Department of Public Works can offer resources. Each respective operational area Law Enforcement coordinators, and transportation coordinators will constitute the Mutual Aid Movement Operations Team. They will refer requests for assistance from other jurisdictions, and OES Region II, State OES Mutual Aid Region, to the Movement Operations Team.

Regional Office of Emergency Services Mutual Aid

The State OES Regional Law Enforcement Coordinator is activated when two or more operational areas have requested or is requesting to fill mutual aid resources, or if the Governor declares a State of Emergency.

The State of California is divided into six Law Enforcement Mutual Aid Regions. City of Fort Bragg and Mendocino County Operational Areas are within OES Region II, which encompasses sixteen (16) counties and local jurisdictions.

Humboldt	Napa	Alameda	Santa Clara	Monterey
Del Norte	Sonoma	Solano	San Francisco	Santa Cruz
Lake	Marin	Contra Costa	San Mateo	San Benito

The Region Coordinator is responsible for evaluating the overall regional situation, determining available resources, and mobilizing available resources to the Operational Area request. If regional resources are unavailable, the mutual aid request is submitted to the State OES Law Enforcement Branch in Sacramento.

California OES Mutual Aid

The State Movement Operations Group will accomplish the coordination and support of movement operations on a statewide basis. This Group will be chaired by the Director (or a designated representative) of California OES and will include a traffic control coordinator (CHP). State agencies, which may be involved in major evacuation effort, are as follows:

California Highway Patrol (CHP)

Assists in moving vehicles and pedestrians from hazard areas; assists local law enforcement agencies in establishing evacuation routes and traffic control procedures; controls traffic on state freeways and highways in unincorporated areas of the state; and assists in preventing traffic from reentering hazard areas.

Military Department

Assists in moving vehicles and pedestrians from hazard areas; assists local law enforcement agencies in establishing evacuation routes and traffic control procedures; controls traffic on state freeways and highways within unincorporated areas of the state; and assists in preventing traffic from reentering hazard areas.

Department of Transportation (CalTrans)

Assists the California Highway Patrol in traffic control.

Department of General Services

Fleet Administration Division provides ground transportation to state emergency response personnel assisting in evacuations. Provides listings of commercial and private transportation vehicles that could be used for evacuations.

Federal Department of Transportation

Supports and assists federal, state, local, and voluntary relief agencies in disaster relief transportation requirements.

Federal Aviation Administration

Uses air traffic control and aeronautical communication systems, as well as the services of technical operators and maintenance personnel for the communication of essential information, the coordination of emergency search and rescue operations, or such other assistance as may be required.

Federal Interstate Commerce Commission

Coordinates the location and scheduling of common carriers authorized and equipped to provide emergency transportation into and within disaster areas.

EVACUATION - MOVEMENT OPERATIONS GUIDELINES AND PROCEDURES

Warning the Public and Providing Movement Instructions

Once the decision to evacuate is made, the public will be alerted and given evacuation instructions by various means, including school alert, AM/FM radio announcement, TV announcements, sirens, and mobile units being dispatched to areas to be evacuated to warn the public. Special facilities will be given warning by telephone, radio, or by direct contact by a mobile warning unit. If an event has not occurred, but is imminent, warning and public information operations will take place under extreme time pressure. General and site-specific warning messages and emergency public information material prepared during the pre-emergency period will be used to the extent possible to accelerate these operations. Movement information provided to the public will include the following:

- Why they must evacuate.
- Routes to take, including conditions of roads, and bridges.
- What to do if their vehicle breaks down.
- The locations of assembly points for those without access to vehicles or other suitable transportation.
- Where to go for mass care until the emergency situation has passed.

Close coordination must be established with the media to assist in providing timely evacuation announcements to the public.

Identifying the Area and Population to be Evacuated

Site-specific plans, which identify areas at risk for the known hazards, which could threaten the jurisdiction, are pre-planned. Theses plans provide guidance for making decisions about the area to be evacuated. For those areas not covered by specific plans, expert opinion and data gathered at the time of the threat will determine the hazard area. Separate data gathered during the pre-emergency period will provide information to the number of persons to be evacuated. Throughout the emergency period, it will be necessary to continuously reevaluate the size and location of the hazard area and location of the hazard area and, if necessary, revise the evacuation plan to include/exclude additional areas.

Identifying Evacuation Routes

The Planning/Intelligence Section will select the best routes from the endangered area to mass care facilities, considering the size of the population to be moved, road capacity and roads which could become impassable if the hazard event expands. Evacuation routes relating to site-specific plans should be considered during pre-planning. For areas not covered by site-specific plans, the best evacuation routes will have to be selected at the time of the hazard event. As the emergency situation progresses, the Planning/Intelligence Section will request regular updates from law enforcement and other field personnel on the condition of the road network and will adjust the selection of evacuation routes accordingly.

Evacuating Special Facilities

Facilities that are expected to require special plans and resources to carry out evacuations include hospitals, homes for the handicapped or disabled, and nursing homes. All facilities of this type within the

area to be evacuated will be warned of the emergency situation. Site-specific plans will identify the names, addresses, telephone numbers, and contact persons for all of these facilities located in predetermined hazard areas. Some of the special facilities may have their own evacuation plans, which include provisions for procuring necessary transportation resources. Facilities without transportation resources will be told to request assistance from the Logistics Section in the Emergency Operations Center.

Providing Transportation Assistance

Some people will not have access to motor vehicles, including households without motor vehicles, persons who rely on alternate transportation, or persons who are left at home without an automobile while others are away. Some people with disabilities, infirmities, or illnesses may require special transportation assistance. The number of persons requiring transportation assistance will vary substantially from area to area and by time of day and day of week. Buses, vans, ambulances, and other transportation vehicles will be requested from transportation providers. Initial requests will be based on estimates of the number of persons requiring assistance. Units will be dispatched to public assembly points, special facilities, or to designated pickup routes. The public will be told where to go to obtain transportation. A telephone number will be provided for persons who require special assistance.

Evacuation assembly points, where persons requiring transportation will go to be picked up, will be selected with consideration given to walking distance, accessibility for buses and safety of evacuees. The assembly points will generally be schools, public facilities, or other readily identifiable points.

Controlling Traffic

Traffic controls will be established at key intersections and at access points to major evacuation routes as needed to expedite the flow of traffic. In some cases it may be necessary to control traffic routes outside the hazard area to minimize conflicts with evacuated traffic.

For areas covered with site-specific plans, pre-designated Traffic Control Points (TCPs) will be used, with adjustment being made during the emergency, as necessary. For other areas, TCPs will be selected at the time of the emergency, considering the amount of evacuation traffic expected and the configuration of the road network. Communications will be maintained with traffic control personnel to monitor the progress of the evacuation, to coordinate traffic controls, and to implement any changes in evacuation strategy that may be required. For very large-scale evacuation in war-related emergency, highly complex and organized traffic control plans and procedures will be used.

Controlling Access to Hazard Area

As an area is being evacuated, access controls must be established. Controlling reentry both protects the public from exposure and injuries, and protects unattended property within the vacated area.

Security of evacuated areas will be obtained by establishing staffed access control points and barricades at key locations around the perimeter. Any un-staffed barricades will be patrolled periodically. Special entry passes will be issued at staffed control points.

Entry into Evacuated Area

Criteria for allowing entry into closed areas must be established for each incident. Two basic options are available:

- **No Access:** Prohibits public from entering the closed area. Authorized personnel, i.e., local, state, and federal emergency personnel will be allowed entry to perform emergency work as necessary. Media representatives will be allowed access on a controlled basis.

- **Limited Access:** Allows persons into closed areas according to criteria established by the Incident Commander. Entry criteria should define the persons who will be allowed entry and whether motor vehicles are allowed. Persons allowed entry might include residents with valid identification, and owners, managers, and employees of businesses located in closed areas. All persons allowed access should be required to sign a waiver of liability and complete an entry permit.

California Penal Code Section § 409.5 gives authority for Peace Officers to close areas in emergencies. A record will be maintained of all persons and vehicles that have been given permission to enter into a closed area. If hazardous conditions are present in the closed area, all persons will be advised of the conditions and of appropriate safety precautions.

Law Enforcement Operations Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Department
ALTERNATE: Sheriff's Department
SUPERVISOR: Law Enforcement Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Coordinate City of Fort Bragg requests for Law Enforcement Mutual Aid Resources through the City of Fort Bragg Law Enforcement Mutual Aid Coordinator.

2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.

3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).

4. Monitor and track law enforcement resources utilized during the event.

5. Provide general support to field personnel as required.

6. Supervise the law enforcement operations unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Establish and maintain radio or cell-phone communication with the DOC or Law Enforcement Branch Directors at the field level.

☐ Obtain regular status reports on the law enforcement situation from the DOC or Law Enforcement Branch at the field level.

☐ Assess the impact of the disaster/event on the Police Department's operational capability.

☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity

of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.

- ☐ If the DOC is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- ☐ If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- ☐ Coordinate major evacuation activity with the Fire Operations Branch, as required.
- ☐ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- ☐ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the Incident Command Post (ICP) or Department Operations Center (DOC).
- ☐ Reinforce the use of proper procedures for media contacts.
- ☐ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for law enforcement resources through the Fort Bragg Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Coroner Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Mendocino County Sheriff
ALTERNATE: Sheriff's Department
SUPERVISOR: Law Enforcement Operational Area Coordinator
WORK STATION: Emergency Operations Center/Field

Responsibilities:

1. At the direction of the Sheriff/Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster/event.

2. At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.

3. Supervision of the Coroner Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other appropriate files.

☐ Ensure that locations where fatalities are discovered are secured. Ensure that fatality collection points are established and secured as necessary. Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner. Request Coroner's Mutual Aid through the Sheriff/Coroner at the Operational Area EOC as required.

☐ Procure, through Logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc. Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.

☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner. Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required. In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.

☐ Keep the Law Enforcement Branch Coordinator informed of Coroner Unit activities on a regular

basis.

☐ Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**

☐ Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Construction / Engineering Branch Coordinator (PUBLIC WORKS)

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: Public Works Superintendent
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Briefs and updates the Operations Section Chief or the Director as required.

2. Coordinates all activities with the Operations Section Chief.

3. Briefs Public Works personnel.

4. Supervises the Public Works, construction and engineering units of the Operations Section. Coordinates their activities with outside agencies.

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.

2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.

3. Survey all other infrastructure systems, such as streets and roads within the City.

4. Assist other sections, branches, and units as needed.

5. Supervise the Construction/Engineering Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation; activate the necessary units within the Construction/Engineering Branch:

- Utilities Unit
- Damage/Safety Assessment Unit
- Public Works Unit

- ☐ Contact and assist the Mendocino County Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.

- ☐ Provide an initial situation report to the Operations Section Chief.

- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- ☐ Ensure that branch and unit position logs and other necessary files are maintained.

- ☐ Maintain current status on all construction/engineering activities being conducted in the City.

- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.

- ☐ Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.

- ☐ Determine and document the status of transportation routes into and within affected areas.

- ☐ Coordinate debris removal services as required.

- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.

- ☐ Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimations are completed and maintained. (Utilize RIMS forms if available.)

- ☐ Refer all contacts with the media to the Public Information Branch.

- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets). Prepare objectives for the Construction/Engineering Branch for the subsequent operations period provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

☐ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Utilities Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: Public Works Superintendent
SUPERVISOR: Construction/Engineering Branch Coordinator
WORK PLACE: Emergency Operations Center

Responsibilities:

1. Assess the status of utilities; provide Utility Status Reports as required.

2. Coordinate restoration of damaged utilities with utility representatives in the City EOC if present, or directly with Utility companies.

3. Supervise the Utilities Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files. Establish and maintain communications with the utility providers for the City.

☐ Determine the extent of damage to utility systems in the City. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC. Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.

☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.

☐ Keep the Public Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems. Keep the Construction/Engineering Branch Coordinator informed of the restoration status.

☐ Complete and maintain the Utilities Status Report (Utilize RIMS forms if available.)

☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Public Works Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: Public Works Superintendent
SUPERVISOR: Construction/Engineering Branch Coordinator
WORK STATION: Emergency Operations Center/Field

Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.

2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.

3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.

4. Provide flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.

5. Supervise the Public Works Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files. Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.

☐ Ensure that engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities. As requested, direct staff to provide flood-fighting assistance, clear debris from roadways and waterways, assist with utility restoration, and build temporary emergency structures as required.

☐ Work closely with the Logistics Section to provide support and material as required. Keep the Construction/Engineering Branch Coordinator informed of unit status

☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Health and Welfare Branch Coordinator
CARE AND SHELTER

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: Mendocino County Public Health Department
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Safeguard the public health of citizens in the City of Fort Bragg by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.

2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims within the City of Fort Bragg.

3. Supervise the Health and Welfare Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain Health and Welfare Unit (CARE AND SHELTER) position logs and other necessary files.

☐ Ensure that all potable water supplies remain safe, and free from contaminates.

☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.

☐ Ensure that a vector control plan is established and implemented for the affected area(s).

☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch Operational periodically during the operations period or as requested.

☐ Complete and maintain the Care & Shelter Status Reports utilizing RIMS forms.

- ☐ Ensure that the Public Health Branch is available to assist the Coroner Unit in mitigating or managing mass fatality situations.

- ☐ Ensure that coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies as required.

- ☐ Prepare objectives for the Health and Welfare Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

- ☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Care & Shelter Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: Mendocino County Public Health Department
SUPERVISOR: Health and Welfare Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the City.

2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.

3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.

4. Supervise the Care & Shelter Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain your position log and other necessary files.

☐ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.

☐ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.

☐ Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.

☐ Assist the American Red Cross in staffing and managing the shelters to the extent possible. In coordination with the American Red Cross, activate an inquiry registry service to reunite families

and respond to inquiries from relatives or friends. Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.

☐ Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).

☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Public Health Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Mendocino County Public Health Department
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Assess the status and availability of potable water within the City
2. Assess the status of the sanitation system within the City.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility. Assess the need for a vector control plan for the affected disaster area(s) within the City.
4. Supervise the Public Health Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems. If systems are damaged, request assistance from Mendocino County Public Health to assess drinking water quality and potential health risks from ruptured sewer/sanitation systems. Develop a distribution system for drinking water throughout the City as required. Contact and coordinate with the Logistics Section to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and infected waste. Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.

☐ Determine the need for vector control and coordinate with County Public Health for vector control services as required.

☐ Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.

☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Air Operations Branch

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Department
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: As Assigned

General Duties:

1. Determine coordination procedures for use of fixed wing or helicopters in support of ground operations.

2. Establish an air support group as required.

3. Perform operational planning for air operations.

Responsibilities:

Coordinate requirements for fixed wing or helicopter aircraft with the Operational Area in response and recovery operations.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish radio communications with the Operations Section and appropriate operations branches.

☐ Organize preliminary air operations.

☐ Establish a fixed-wing or helicopter base as required.

☐ Coordinate with the Federal Aviation Agency (FAA).

☐ Request declaration or cancellation of restricted air space area per Temporary Flight Restrictions in the Vicinity of Disaster/Hazard Areas (14 CFR Section 91.137).

☐ Assist in preparation of the Action Plan.

- ☐ Prepare and provide an Air Operations Summary report through RIMS, if available.
- ☐ Coordinate with appropriate Operations Section personnel.
- ☐ Establish procedures for emergency reassignment of aircraft.
- ☐ Supervise all air operations associated with the event.
- ☐ Schedule approved flights of non-event aircraft in the restricted air space.
- ☐ Resolve conflicts concerning non-event aircraft.
- ☐ Document information and keep accurate records to support the history of the emergency.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

AREA AIRPORTS AND HELIPORTS

1.	Ukiah Municipal Airport Fixed Wing and Helicopters Military C-130	Ukiah
2.	Albion Little River Airport Fixed Wing and Helicopters Military C-130	Albion-Little River

Staging Area Manager

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Department
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: As Assigned

General Duties:

1. Establish staging areas as required.

2. Assign Staging Area managers as required.

Responsibilities:

Manage all activities within the Staging Area.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Obtain briefing from the Operations Chief and proceed to assigned staging area.

☐ Determine any support needs for equipment, feeding, fueling, sanitation and security. Coordinate requirements with the Logistics Section.

☐ Establish a check-in function as appropriate. Post areas for identification and traffic control. Request maintenance service for equipment at the staging area as appropriate.

☐ Respond to requests for resource assignments. Obtain and issue receipts for radio equipment and other supplies distributed and received at the staging area.

☐ Report resource status changes as they occur. Maintain the staging area in an orderly condition. Document information and keep accurate records to support the history of the emergency.

Demobilization:

- ☐ Demobilize the staging area in accordance with the Operational Plan.
- ☐ Follow the generic Demobilization Phase Checklist

PLANNING/INTELLIGENCE SECTION CHIEF

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Community Development Director
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

General Duties:

1. Manages the Planning/Intelligence Section.

2. Predicts and manages information about the emergency.

3. Briefs and updates the staff on the impact of the emergency to the City and the Operational Area, including Damage Assessment.

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:

    - Collecting, analyzing, and displaying situation information;
    - Preparing periodic Situation Reports;
    - Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting;
    - Conducting Advance Planning activities and report;
    - Providing technical support services to the various EOC sections and branches;
    - Documenting and maintaining files on all EOC activities.

2. Establish the appropriate level of organization for the Planning/Intelligence Section.

3. Exercise overall responsibility for the coordination of branch/unit activities within the section.

4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.

5. Supervise the Planning/Intelligence Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

☐ Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:

- Situation Analysis Unit Leader
- Advance Planning Unit Leader
- Documentation Unit Leader
- Technical Services Unit Leader

☐ Request additional personnel for the Section as necessary to maintain a 24-hour operation.

☐ Establish contact with the Operational Area EOC when activated, and coordinate Situation Status Reports with their Planning/Intelligence Section.

☐ Meet with Operations Section Chief; obtain and review any major incident reports.

☐ Review responsibilities of branches in Section; develop plans for carrying out all responsibilities.

☐ Make a list of key issues to be addressed by Planning/Intelligence; in consultation with Section staff, identify objectives to be accomplished during the initial Operational Period.

☐ Keep the EOC Director informed of significant events.

☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

☐ Ensure that Planning/Intelligence position logs and other necessary files are maintained.

☐ Ensure that the Situation Analysis Unit is maintaining current information for the situation status report.

- ☐ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence (utilize RIMS forms, if available).
- ☐ Ensure that a situation status report is produced and distributed to EOC Sections and Operational Area EOC at least once, prior to the end of the operational period.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- ☐ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- ☐ Conduct periodic briefings with Section staff and work to reach consensus among staff regarding Section objectives for forthcoming operational periods.
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- ☐ Ensure that objectives for each Section are completed, collected and posted in preparation for the next Action Planning meeting.
- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- ☐ Work closely with each branch/unit within the Planning/Intelligence Section to ensure the Section objectives, as defined in the current EOC Action Plan are being addressed.
- ☐ Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the City EOC.
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- ☐ Provide technical services and other technical specialists to all EOC sections as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Situation Analysis Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Community Development Department
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Collect and process all information and intelligence.

2. Evaluate and disseminate information in the Planning Section.

3. Prepare predictions at periodic intervals, or upon request; make recommendations to the Planning Section Chief.

4. Supervise the display of the situation map and status boards.

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.

2. Ensure that information collected from all sources is validated prior to posting on status boards.

3. Ensure that situation status reports are developed utilizing RIMS forms, for dissemination to EOC staff and also to the Operational Area EOC.

4. Ensure that an EOC Action Plan is developed (utilizing RIMS forms, if available) for each operational period, based on objectives developed by each EOC Section.

5. Ensure that all maps, status boards and other displays contain current and accurate information.

6. Supervise Situation Analysis Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.

☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

☐ Ensure position logs and other necessary files are maintained.

☐ Oversee the collection and analysis of all event or disaster related information.

☐ Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.

☐ Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.

☐ Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.

☐ Prepare a situation summary for the EOC Action Planning meeting. Information includes:

- Location and nature of the emergency
- Special hazards
- Number of injured persons
- Number of deceased persons and location of the remains
- Structural property damage (estimate dollar value)
- Personal property damage (estimate dollar value)
- City resources committed to the emergency
- City resources available
- Assistance provided by outside agencies and resources committed

☐ Ensure each Section provides its objectives at least 30 minutes prior to each Action Planning meeting.

☐ Convene and facilitate the Action Planning meeting following the meeting process guidelines.

☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation status reports, etc.).

☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.

☐ Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.

- Date and time of event
- Location and type of emergency
- Summary of the current situation
- Qualitative analysis (overview)
- Proclamations and declarations issued
- Persons dead and injured (all affected areas)
- Damage totals
- Homes damaged or destroyed
- Hospitals and essential facilities damaged or destroyed
- Status of all utilities
- Status of roads, airport and other transportation systems
- Dollar damage totals

☐ Prepare Situation Reports by using appropriate RIMS forms (SITREP).

☐ Provide reports to and receive information from the Operational Area.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Documentation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Community Development Director
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Maintains and files copies of all EOC messages.

2. Files, maintains, and stores all documents relative to events and operations within the EOC.

3. Provides guidance and assistance to work station personnel regarding documentation of information.

4. Provides duplication service as required.

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.

2. Provide document reproduction services to EOC staff.

3. Distribute the City of Fort Bragg EOC situation status reports, EOC Action Plan, and other documents, as required.

4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.

5. Assist the EOC Coordinator in the preparation and distribution of the After Action Report.

6. Supervise the Documentation Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

- ☐ Maintain a position log.
- ☐ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- ☐ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ☐ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- ☐ Keep extra copies of reports and plans available for special distribution as required.
- ☐ Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Advance Planning Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Community Development Department
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Develop of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.

2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.

3. Provide periodic briefings for the EOC Director and general staff addressing Advance Planning issues. Supervise the Advance Planning Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Maintain a position log. Monitor the current situation report to include recent updates.

☐ Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster. Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame. Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the general staff and EOC Director.

☐ Review Action Planning objectives submitted by each Section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Technical Services Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Community Development Department
ALTERNATE: Mutual Aid Resource
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Provide technical observations and recommendations to the City EOC in specialized areas, as required.

2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.

3. Supervise the Technical Services Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Maintain a position log and other necessary files.

☐ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.

☐ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.

☐ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Demobilization Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Community Development Department
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.

2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Monitor the current situation report to include recent updates.

☐ Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.

☐ Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.

☐ Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and general staff for review.

☐ Finalize the Demobilization Plan for approval by the EOC Director.

☐ Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Damage/Safety Assessment Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: Mendocino County Building Inspector
SUPERVISOR: Construction/Engineering Branch Coordinator
WORK PLACE: Field

Responsibilities:

1. Collect initial damage/safety assessment information from branches/units within the Operations Section.

2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched by the City of Fort Bragg or State to assess the condition of the dams affecting the immediate area.

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3. Prepare detailed damage/safety assessment information, with associated loss damage estimates.

4. Maintain detailed records regarding damaged areas and structures.

5. Initiate requests for engineers from the Operational Area, to inspect structures and/or facilities.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Prepare a plan for the utilization of building inspectors to ensure proper deployment as well as comprehensive coverage of the damaged area. Alert and activate ALL structural inspection personnel. Consider using mutual aid through CALBO (California Association of Building Officials).

☐ Request volunteer structural engineers (use CALBO) to assist in the inspection of structures through the Logistics Section.

☐ Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.

- ☐ Provide for initial inspection of the entire City and report locations of damaged structures, utilities, roads, major intersection and key facilities. Pay special attention to special hazard areas such as City facilities, hospitals, schools, utilities, and other important sites.
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses.
- ☐ Prepare the Initial Damage Estimate (IDE) for the Operational Area EOC
- ☐ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- ☐ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- ☐ Initiate all requests for engineers and building inspectors through the Operational Area EOC.
- ☐ Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

LOGISTICS SECTION CHIEF

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

Responsibilities:

1. Ensure the Logistics function is carried out in support of the City EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

3. Ensure Section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the City.

5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.

6. Supervise the Logistics Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.

☐ Based on the situation, activate branches/units within Section as needed and designate Branch and Unit Leaders for each element:

- Communications Branch Coordinator
- Communications Unit Leader
- Personnel Unit Leader
- Transportation Unit Leader
- Facilities Unit Leader
- Supply/Procurement Unit Leader

- Resource Status Unit Leader

☐ Mobilize sufficient Section staffing for 24-hour operations.

☐ Establish communications with the Logistics Section at the Operational Area EOC if activated.

☐ Advise branches and units within the Section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.

☐ Meet with the EOC Director and general staff and identify immediate resource needs.

☐ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.

☐ Assist branch and unit leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

☐ Provide periodic Section Status Reports to the EOC Director. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

☐ Ensure that Logistic Section position logs and other necessary files are maintained.

☐ Meet regularly with section staff and work to reach consensus on Section objectives for forthcoming operational periods.

☐ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting. Attend and participate in EOC Action Planning meetings.

☐ Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed. Ensure that transportation requirements, in support of response operations, are met.

☐ Ensure that all requests for facilities and facility support are addressed. Ensure that all City resources are tracked and accounted for, as well as resources ordered through the Mutual Aid

system.

☐ Provide Section staff with information updates as required.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Communications Branch Coordinator

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Provide radio communications from point to point where other forms of communications are not available.

2. Provide additional or alternative communications capability to mass care facilities, neighborhoods, hospitals, public safety locations, and field command posts.

3. Activate and coordinate volunteers in the ACS (Auxiliary Communications Service), which includes R.A.C.E.S. (Radio Amateur Civil Emergency Service) and other groups.

4. Develop a Communications Plan.

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.

2. Oversee the installation of communications resources within the City EOC. Ensure that a communications link is established with the Operational Area EOC.

3. Determine specific computer requirements for all EOC positions.

4. Implement RIMS, if available, for internal information management to include message and e-mail systems.

5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

6. Develop and distribute a Communications Plan, which identifies all systems in use and lists specific frequencies allotted for the event or disaster.

7. Supervise the Communications Branch.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Based on the situation, activate the necessary units within the Communications Branch:

- Communications Unit
- Information Systems Unit

☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

☐ Ensure that Communication Branch position logs and other necessary files are maintained. Keep all Sections informed of the status of communications systems, particularly those that are being restored.

☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems. Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.

☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.

☐ Ensure that RIMS Communications links, if available, are established with the Operational Area EOC. Ensure that communications links are established with activated EOC within the Operational Area, as appropriate. Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required. Ensure that technical personnel are available for communications equipment maintenance and repair.

☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required. Keep the Logistics Section Chief informed of the status of communications systems.

☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.

☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

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Communications Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: As Assigned
SUPERVISOR: Communications Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Install, activate, and maintain telephone and radio systems for the City EOC.

2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.

3. Acquire radio frequencies as necessary to facilitate operations.

4. Assign Amateur Radio Operators as needed to augment primary communications networks.

5. Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files. Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.

☐ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary. Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.

☐ Coordinate with Telephone Company in the City to obtain portable telephone banks, as necessary.

☐ Refer all contacts with the media to the Public Information Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Information Systems Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Assistant to the City Manager
ALTERNATE: As Assigned
SUPERVISOR: Communications Branch Coordinator
WORK STATION: As Required

Responsibilities:

1. Install, activate, and maintain information systems for the City of Fort Bragg EOC.

2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.

3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.

4. Supervise the Information Systems Unit.

Activation Phase:

☐ Follow generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Continually monitor and test RIMS if available, and ensure automated information links with the Operational Area EOC are maintained.

☐ Keep the Communications Branch Coordinator informed of system failures and restoration activities.

☐ Develop instructional guidance for use of computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.

☐ Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Transportation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Police Captain
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Chief

Responsibilities:

1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.

2. Arrange for the acquisition or use of required transportation resources.

3. Supervise the Transportation Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the City.

☐ Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.

☐ Develop a Transportation Plan, which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and material.

☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.

☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Personnel Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Assistant to the City Manager
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.

2. Identify, recruit and register volunteers as required.

3. Develop an EOC organization chart.

4. Supervise the Personnel Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a log and other necessary files.

☐ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.

☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receives a current situation and safety briefing upon check-in.

☐ Establish communications with volunteer agencies and other organizations that can provide personnel resources.

☐ Coordinate with the Mendocino Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.

☐ Process all incoming requests for personnel support. Identify the number of personnel, special

qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.

☐ Maintain a status board or other reference to keep track of incoming personnel resources.

☐ Coordinate with the Liaison Officer and Security Officer to ensure access, badge or identification, and proper direction for responding personnel upon arrival at the EOC.

☐ Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.

☐ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.

☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.

☐ Arrange for childcare services for EOC personnel as required.

☐ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.

☐ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Supply/Procurement Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.

2. Coordinate procurement actions with the Finance/Administration Section.

3. Coordinate delivery of supplies and material as required.

4. Supervise the Supply/Procurement Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Determine, if requested, types and quantities of supplies and material available in City inventory.

☐ Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.

☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.

☐ In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.

☐ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.

- ☐ Determine unit costs of supplies and material from suppliers and vendors and whether they will accept purchase orders as payment, prior to completing the order.

- ☐ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.

- ☐ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.

- ☐ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.

- ☐ In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.

- ☐ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.

- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Facilities Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.

2. Supervise the Facilities Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files. Work closely with the EOC Coordinator and other Sections in determining facilities and furnishings required for effective operation of the EOC. Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level. Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly. If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.

☐ Develop and maintain a status board or other reference, which depicts the location of each facility, a general description of furnishings, supplies and equipment at the site, hours of operation, and the name and phone number of the Facility Manager. Ensure all structures are safe for occupancy and that they comply with ADA requirements.

☐ As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility. Keep the Logistics Section Chief informed of significant issues affecting the Facilities Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Resource Status Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Public Works Director
ALTERNATE: As Assigned
SUPERVISOR: Logistics Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.

2. Develop and maintain resource status boards in the Logistics Section.

3. Supervise the Resource Status Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel, and transportation. As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.

☐ Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party. Work closely with other Logistics units and assist in notifying requesting parties of the status of their resource request.

☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.

☐ Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

FINANCE/ADMINISTRATION SECTION CHIEF

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Finance Manager
ALTERNATE: Senior Government Accountant
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.

2. Ensure that all on-duty time is recorded for all City emergency response personnel.

3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.

4. Ensure there is a continuum of the payroll process for all City employees responding to the event or disaster.

5. Determine purchase order limits for the procurement function in Logistics.

6. Ensure that worker's compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.

7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.

8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.

9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.

10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

11. Supervise the Finance/Administration Section.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

☐ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.

☐ Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:

- Time Keeping Unit
- Compensation & Claims Unit
- Purchasing Unit
- Recovery Unit

☐ Ensure that sufficient staff is available for a 24-hour schedule, or as required.

☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.

☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood.

☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.

☐ Notify the EOC Director when the Finance/Administration Section is operational.

☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

☐ Ensure that Finance/Administration position logs and other necessary files are maintained.

☐ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

☐ Participate in all Action Planning meetings.

- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.
- ☐ Keep the EOC Director, general staff, and elected officials aware of the current fiscal situation and other related matters on an on-going basis.
- ☐ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time.
- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- ☐ Ensure that the Time Keeping Unit processes all time sheets and travel expense claims promptly.
- ☐ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.
- ☐ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

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Time Keeping Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Assistant to the City Manager
ALTERNATE: As Assigned
SUPERVISOR: Finance Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event or disaster.

2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to payroll.

3. Supervise the Time Keeping unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.

☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to the field level.

☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.

☐ Establish a file for each employee or volunteer within the first operational period, to maintain a fiscal record for as long as the employee is assigned to the response.

☐ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Compensation and Claims Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: City Clerk
ALTERNATE: Assistant to the City Manager
SUPERVISOR: Finance Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Oversee the investigation of injuries and property/equipment damage claims involving the City, arising out of the event or disaster.

2. Complete all forms required by worker's compensation program.

3. Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.

4. Supervise the Compensation and Claims Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain a position log and other necessary files.

☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster. Investigate all injury and damage claims as soon as possible.

☐ Prepare appropriate forms for all verifiable injury claims and forward them to Worker's Compensation within the required time frame consistent with City Policy & Procedures.

☐ Coordinate with the Safety Officer regarding the mitigation of hazards.

☐ Keeps the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit. Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Purchasing Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Finance Manager
ALTERNATE: Senior Government Accountant
SUPERVISOR: Finance Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.

2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

3. Supervise the Purchasing Unit.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position logs and other necessary files.

☐ Review the City's emergency purchasing procedures, and FEMA requirements. Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief. Ensure that all contracts identify the scope of work and specific site locations.

☐ Negotiate rental rates not already established, or purchase price with vendors as required. Admonish vendors, as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters. Finalize all agreements and contracts, as required.

☐ Complete final processing and send documents to Finance for payment. Verify costs data in the pre-established vendor contracts and/or agreements.

☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner. Keeps the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:

☐ Follow the generic Demobilization Phase Checklist.

Recovery Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

PRIMARY: Finance Manager
ALTERNATE: Senior Government Accountant
SUPERVISOR: Finance Section Chief
WORK STATION: Emergency Operations Center

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services through NDAA (Natural Disaster Assistance Act).

2. Coordinate all fiscal recovery with disaster assistance agencies.

3. Prepare and maintain a cumulative cost report for the event or disaster.

4. Supervise the Recovery Unit and all recovery operations.

Activation Phase:

☐ Follow the generic Activation Phase Checklist.

Operational Phase:

☐ Establish and maintain position log and other necessary files.

☐ Compute costs for use of equipment owned, rented, donated or obtained through mutual aid.

☐ Obtain information from the Resources Status Unit regarding equipment use times.

☐ Ensure that the Finance Department establishes a disaster accounting system, to include an exclusive cost code for disaster response.

☐ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.

☐ Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.

- ☐ Act as the liaison for the City EOC, with the Finance Unit and other disaster assistance agencies to coordinate the cost recovery process.

- ☐ Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.

- ☐ Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster on a daily basis.

- ☐ Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster/event related expenditures for the City.

- ☐ Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After Action Report.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Generic Checklists (to be used by all positions)

****** Read This Entire Position Checklist Before Taking Action ******

Activation Phase:

- ☐ Check in with the Personnel Unit (in Logistics) upon arrival at the EOC
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section as appropriate, prior to your departure.
- ☐ Be prepared to attend and contribute to a debriefing and to provide input to the After-Action Report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

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RECOVERY OPERATIONS

The City of Fort Bragg and Mendocino County Operational Area (OA), and all the special districts serving the operational area will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can begin to return to their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes, and other property;
- Restoration of services generally available in communities – water, food, and medical assistance;
- Repair of damaged homes and property; and
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The City of Fort Bragg can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include:

- Rapid debris removal and cleanup;
- A systematic and coordinated restoration of essential services, such as electricity, water and sanitary systems.

Short-term recovery operations will include all departments of the City of Fort Bragg.

The major objectives of long-term recovery operations include:

- Coordinated delivery of social and health services;
- Improved land use planning;
- Improved City of Fort Bragg Emergency Operational Plan (EOP);
- Re-establishing the local economy to pre-disaster levels;
- Recovery of disaster response costs; and
- Effective integration of mitigation strategies into recovery planning and operations.

SHORT - TERM RECOVERY

The goal of short-term recovery is to restore City of Fort Bragg government to at least a minimal capacity. Short-term recovery includes:

- Utility restoration;
- Expanded social, medical, and mental health services;
- Re-establish City of Fort Bragg governmental operations;
- Transportation routes;
- Debris removal;
- Clean-up operations; and
- Abatement and demolition of hazardous structures.

The City of Fort Bragg government will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. The City of Fort Bragg government will coordinate with the Mendocino County Operational Area. Fort Bragg's risk management authority, REMIF (938-2388), will assist in the coordination and/or conduct of a Critical Incident Stress Debriefing for emergency response personnel and victims of the disaster.

During federally declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City of Fort Bragg government will provide sheltering for disaster victims until housing can be arranged.

The City of Fort Bragg government will ensure that debris removal and cleanup operations are expedited. During structure assessments, theCity of Fort Bragg government will demolish and remove those structure that pose a public safety concern.

LONG-TERM RECOVERY

City of Fort Bragg goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. The City of Fort Bragg government will be responsible for mitigation, which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety as a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by City of Fort Bragg government in order to ensure a maximum reduction of vulnerability to future disasters. The City of Fort Bragg government will strive to restore essential facilities to their pre-

disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private business. City of Fort Bragg government redevelopment agencies will play a vital role in rebuilding commercial areas.

RECOVERY OPERATIONS ORGANIZATION

Recovery operations will be managed and directed by the City of Fort Bragg, City Manager's office. The Mendocino County Office of Emergency Services (OES) will coordinate recovery issues outside of the City boundaries.

On a regularly scheduled basis, the City Manager will convene meetings with City department heads, key individuals, and representatives from recovery organizations, county, state and federal agencies.

These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations. City of Fort Bragg departments will also be represented and responsible for certain functions throughout the recovery process. The chart on page 168 depicts the functional responsibilities assigned to City departments and/or key personnel.

RECOVERY DAMAGE AND SAFETY ASSESSMENT

The recovery damage and safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under the City of Fort Bragg emergency operations center standard operating procedure, an initial Damage Estimate is developed during the emergency response phase to support a request for a Gubernatorial Proclamation and for the State to request a Presidential Declaration. During the recovery phase, this assessment is refined to a more detailed level. This detailed damage and safety assessment will be needed to apply for the various disaster financial assistance programs. A list of mitigation priorities will need to be developed by City of Fort Bragg departments. For City of Fort Bragg, the City staff will complete by the detailed damage and safety assessment.

RECOVERY OPERATIONS RESPONSIBILITIES

Function	Departments/Agencies
Political process management; interdepartmental coordination; policy development; decision making; and public information.	City Manager
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building safety inspections.	Community Development Department
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental services.	City Manager
Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services.	Public Works/Utilities Divisions
Housing programs; assistance programs for the needy; oversight of care facility property management; and low income and special housing needs.	City Manager
Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements.	Finance Manager
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	Redevelopment Agency
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management.	City Manager
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances ad resolutions.	City Manager
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	City Manager

DOCUMENTATION

Documentation is the key to recover eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is requiring for damage sustained to the following:

- Public buildings;
- Levees;
- Flood control works;
- Irrigation works;
- City streets and County roads;
- Bridges; and
- Other public works.

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

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

Debris removal and emergency response costs incurred by the City of Fort Bragg should also be documented for cost recovery purposes under the federal programs.

It will be the Public Works Division's responsibility to collect documentation of these damages and submit them to the Recovery Manager for the City of Fort Bragg.

The documenting information should include the location and extent of damages, and estimates of cost 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 mitigation programs.

Documentation is a major key to recovering expenditures related to emergency response and recovery operations. For the City of Fort Bragg, documentation must begin at the field response level and continue throughout the operation of the City Emergency Operations Center (EOC) as the disaster unfolds.

AFTER ACTION REPORTING

The Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the Governor proclaims a State of Emergency, to complete and transmit an After Action report to the Governor's Office of Emergency Services (OES) within 90 days of the close of the incident period.

The After Action report will provide, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to date.

The After Action report will serve as a source for documenting City of Fort Bragg emergency response activities, and identifying areas of concern and successes.

It will also be utilized to develop a work plan for implementing improvements. An After Action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the After Action report.

The City Manager's Office will be responsible for completion and distribution of the City of Fort Bragg After Action report, including the sending of the report to the Governor's Coastal Region Office of Emergency Services within the required 90-day period.

The City of Fort Bragg may coordinate with the Mendocino County Office of Emergency Services in completion of the After Action report.

The City of Fort Bragg After Action report's primary audience will be the City management and employees. As public documents, the After Action report is accessible to anyone who requests a copy and will be made available through the City Clerk's Office.

The After Action reports will be written in simple language, well structured, brief and well presented, and geared to multiple audiences.

Data for the After Action report will be collected from a questionnaire, Response Information Management System (RIM) documents, other documents developed during the disaster response, and interviews of emergency responders. The most recent After Action Report Instructions and Report Form are available on RIMS.

DISASTER ASSISTANCE PROGRAMS

Introduction

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- Individuals;
- Businesses (including agriculture interests);
- Governments; and
- Non-profit organizations.

Individuals

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

Businesses

Loans for many types of business are often made available through the United States Small Business Administration (SBA), assisting with physical and economic losses as a result of a disaster or an emergency.

Agriculture

Programs exist for agriculture or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

Government

Funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage. A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters.

Public Assistance Program Responsibilities

The City of Fort Bragg government has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

LEVELS OF EMERGENCY DECLARATION

- At each level of emergency declaration, various disaster assistance programs become available.

Local Emergency Declaration

Under local emergency declarations, the City of Fort Bragg and Mendocino Operational Area (OA) may be eligible for assistance under the Natural Disaster Assistance Act (with the State OES Director's concurrence). Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

State of Emergency

Under a state of Emergency Proclamation by the Governor, the City of Fort Bragg government, Mendocino County Operational Area, individuals, and businesses may be eligible, in addition to assistance available under a local emergency proclamation, for services from the following agencies:

- Contractor's License Board;
- Department of Motor Vehicles;
- Department of Aging;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;
- State Board of Equalization; and
- Department of Veteran's Affairs.

Presidential Declaration

Under a Presidential Declaration, the City of Fort Bragg, Mendocino County Operational Area, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance;
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.

FEDERAL PUBLIC ASSISTANCE PROGRAM

The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of major disaster or emergency.

Eligible applicants are state agencies, counties, cities, special districts, K-12 schools, colleges, and private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations that manage and operate essential government service facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that open to the general public are also eligible under the federal public assistances program.

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service (IRS) that grants them tax-exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.

Eligible Work Projects:

The City of Fort Bragg work projects must be required as a result of a disaster event, and all work projects must be located with the boundaries of City of Fort Bragg government system, and be the sole legal responsibility of the City of Fort Bragg government.

There are seven (7) categories of work projects under the federal program:

- Category A: Debris Clearance;
- Category B: Emergency Protective Measures;
- Category C: Street/Road System Repairs;
- Category D: Water Control Facilities;
- Category E: Buildings and Equipment;
- Category F: Public Utility Systems; and
- Category G: Other (Parks, Recreational Facilities, etc.).

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must:

- Eliminate immediate threats of life, public health, and safety;
- Eliminate immediate threats of significant damage to improved public or private property; or
- Ensure economic recovery of the affected community at large.

Measures undertaken to preserve public health and safety must:

- Eliminate or lessen immediate threats to life, public health, and safety;
- Eliminate or lessen immediate threats of significant damage to improve public/private property; or
- Eliminate or lessen immediate threats of significant damage to improved public or private property through cost-effective measures.

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

Permanent Restoration

Permanent restoration of eligible facilities will be based on the design of such facilities, as they existed immediately prior to the disaster, and will be conformity with current codes and standards. Standards must:

- Apply to the type of repair or restoration required;
- Be appropriate to pre-disaster use of the facility;
- Be in writing and adopted prior to project approval; and
- Apply uniformly to all similar types of facilities within the jurisdiction of the code granting authority.

If a facility is deemed non-repairable by the Federal Emergency Management Agency (FEMA) Region IX Director, approved restoration work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage. Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

Eligible Costs

Generally, in order for costs of work projects to be eligible, they must be:

- Necessary and reasonable;
- Authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations;
- Consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government;
- Treated consistently through application of generally accepted accounting principles;
- Not allocable to or included as a cost of any other federally financed program; and
- Net amount of all applicable credits.

Eligible Wage Costs Include

Eligible wage costs include overtime and overtime fringe benefits only for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible: Extra hire costs; limited supervisor or management staff salaries; and Compensatory Time Off (CTO).

Eligible Equipment Costs Include

Regulations allow for reimbursement for ownership and operation of costs of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as result of the disaster is also eligible. Rental equipment is reimbursed under a “reasonableness”: rate schedule, as determined by FEMA.

Consumable Supplies and Materials and Cooperative Agreements

Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.

Administrative Allowances

Allowances for necessary costs of requesting, obtaining, and administering federal disaster assistance sub-grants are:

$ 0	-	$ 99,999	3 percent
$ 100,000	-	$ 999,999	2 percent
$1,000,000	-	$4,999,999	1 percent
$5,000,000	and up		0.5 percent

Applying for Assistance Under the Federal Public Assistance Program

The Governor's Office of Emergency Services (OES) is responsible for processing all sub-grants for applicants, including providing technical assistance and advice to sub grantees; providing state support for damage survey activities; ensuring that potential applicants for assistance are aware of available federal assistance; and, submitting documents necessary for grant awards. The Governor's Office of Emergency Services (OES) will conduct briefings for public officials and potential applicants.

The applicant process and requirements within the Mendocino County Operational Area (OA) are:

- Notice of Interest submittal within 30 days of the federal program activation;
- List of Projects (Exhibit B);
- Resolution Designating an Authorized Representative; and OES Project Application (OES 89).

Damage Survey Report (DSR)

Once the OES Project Application is received, a joint State/Federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project.

The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of $43,600 or more. A small project is a project with an approved estimate of costs under $43,600.

Any damage not shown to the inspection team during initial visit must be reported to the FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit. For large projects over $200,000, a construction-monitoring program must be implemented. Within 45 days of receipt of the application for federal assistance, the DSRs are reviewed by the FEMA Region IX Director and a decision to obligate the funds will be rendered. Once the projects are approved, State OES must submit quarterly progress reports to the FEMA Region IX Director.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in the unit prices (cost adjustments), and changed site conditions and scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a "Damage Verification Form."

If there is a disagreement with the inspection team's estimates, it can be indicated with "non-concurrence" with the DSR. In addition to indicating non-concurrence on the DSR form, you may also submit a letter of non-concurrence to State OES. In this letter, include the reasons why you disagree with the inspections team's estimate. Provide as much supporting documentation with your letter. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to State OES should include the disaster number, the Mendocino County Federal Project Application Number (PA Number), and the DSR number(s).

Work Project Funding

To receive payment, the subgrantee must have a resolution that designates an authorized representative, have filed an OES Project Application, and have a Vendor Data Record (STD 204). Work project funding is subject to FEMA/State Agreement and 75%/25% federal/state and local costs shares, the minimum established under the Federal Stafford Act. Funding of improved projects is subject to the Governor's Authorized Representative's approval.

Alternate projects are subject to the FEMA Region IX Director's approval and will be penalized 10%. Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form (OES 131).

Reimbursement payments are sent in the form of progress payments, withholding 25% until after final inspection or audit.

Completion Deadlines

The following deadlines have been established for each work category:

Debris Clearance	6 Months*
Emergency Work	6 Months*
Permanent Work	18 Months*

Note: * Dates established from date of disaster declaration.

The Governor's Authorized Representative may extend deadlines, when justified, as follows:

Debris Clearance	6 Months
Emergency Work	6 Months
Permanent Work	30 Months

The FEMA Region IX Director may, with adequate justification, extend the deadlines beyond these dates. Costs are allowed only to date of last approved time extension.

Final Claim

The applicant must submit the final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects. A final audit is performed. The applicant must retain all records for six years.

STATE NATURAL DISASTER ASSISTANCE ACT PROGRAM

The State Natural Disaster Assistance Act (NDAA) Program is authorized under Title 19, Subchapter 5, the Natural Disaster Assistance Act, and California Code of regulations. The Act requires a local government to declare a local emergency within 10 days of the incident. For permanent restoration assistance under NDAA, the Director of the Governor's Office of Emergency Services must concur with the local declaration.

For disaster response and permanent restoration assistance under NDAA, the Governor of California must proclaim a State of Emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

Eligible Applicants

Eligible Applicants for NDAA include the City of Fort Bragg, Mendocino County, Special Districts, School Districts, Mendocino County Office of Education, and Community College Districts.

Eligible Work Projects

The following projects are eligible:

- Work projects as a result of a natural disaster (Earthquake, Flood, Fire, etc.);
- The project is performed within the area covered by the local emergency declaration; and
- Work project is the responsibility of the applicant agency.

There are seven (7) categories of work projects under the program:

- Category A: Debris Clearance;
- Category B: Emergency Protection Measures;
- Category C: Street/Road System repairs;
- Category D: Water Control Facilities;
- Category E: Buildings and Equipment;
- Category F: Public Utility Systems; and
- Category G: Other (Parks, Recreational Facilities, etc.).

Eligible Cost

Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, and the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the Governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies are also eligible. Matching fund assistance for cost sharing required under federal public assistance programs is an eligible cost. Indirect costs, based on the "Indirect Cost Rate Proposal," as approved by the State Controller's Office, are an eligible cost (40% maximum, subject to state/local cost sharing).

Eligible Wages

Eligible wages under the NDAA program follow the same guidelines as the federal public assistance program. The state will not assume any regular time costs, which are ineligible under the federal program; the state will cost share any wages, which are eligible for federal program funding.

Eligible Equipment Costs

Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rental schedule or, in the absence of such rate schedule, the current Department of Transportation Labor Surcharge and Equipment Rental Rates.

Supplies, Materials, and Cooperative Agreements

Consumable supplies that are eligible under NDAA include hand tools, materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under NDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

Applying for Assistance

California Governor's Office of Emergency Services is responsible for transmitting applications for NDAA to all eligible applicants. State OES will conduct briefings for public officials and potential applicants. Project application for assistance must be filed within 60 days of the date of the local declaration (NDAA Form 1).

The application must include the "List of Projects" (Exhibit B) and a "Resolution Designating an Authorized Representative" (OES 130). In the event of a federal disaster declaration, the federal "Notice of Interest" (NOI) establishes eligibility in both programs.

Damage Survey Reports

A state engineer accompanied by local representatives conducts damage surveys. The engineer prepares a Damage Survey Report (DSR) for each project reported on the "List of Projects." The DSR identifies the scope of work and the quantitative estimate of the cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within the 60 das of the date of a local agency application. DSRs are reviewed and approved by the Disaster Assistance Division Chief. The completed application, with copies of approved DSRs, summary, and a cover letter, will be sent to applicants for review and approval. The "Applicant Approval" forms (Exhibit D) must be returned to State OES within 10 days from the date of the approval letter. Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments), and changed site conditions and scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.

If the applicant does not agree with the inspection team's estimate, the applicant may indicate non-concurrence with the DSR. In addition to indicating non-concurrence on the DSR form, a letter of non-concurrence may be submitted to State OES. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide supporting documentation with the letter. State OES will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved.

The letter to State OES should include the disaster number, the federal Project Application Number (PA Number), and the DSR number(s).

Eligible projects are subject to 75%/25% state/local cost sharing. The local share may be waived. Project applications resulting in a state share of less than $2,500 will not be approved.

Replacement provisions of the NDAA operation are similar to those applied for federal "Improved Project." NDAA funds can be used for the local share of a federal "Alternate Project" when the program has been implemented under a federal disaster declaration.

The applicant may receive up to 90% of the estimated state share of a project as an advance. Advances must be requested, using a "Request for Advance" form (NDAA Form 3). Applicants are expected to comply with federal requirements when federal funds are involved. Applicants are expected to fully pursue federal funds otherwise available in the absence of state financial assistance. State funds cannot be used to replace funds lost through noncompliance with other program requirements.

Completion Deadlines

When federal funds are involved, the federal deadlines apply. In the event a Director's concurrence with local declaration or a Governor's proclamation of a state of emergency, the following deadlines will apply from the date of the declaration:

Debris Clearance	6 Months*
Emergency Work	6 Months*
Permanent Work	18 Months*

Note: * Extensions are allowable with adequate justifications

Final Claim

Applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an on-site inspection of all completed projects. Claims including more than $50,000 in State assistance will be subject to a field audit. Any funds owed to an applicant by the State will be paid after final determination of eligible costs by State OES, and after review of the final inspection report or audit.

INDIVIDUAL ASSISTANCE PROGRAM RESPONSIBILITIES

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect the City of Fort Bragg and Mendocino County to deliver assistance to them well after the disaster. Both the City of Fort Bragg and Mendocino County will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individual assistance. The objective of Mendocino County and the City of Fort Bragg is to provide the citizens of the community with all necessary information to help themselves recover from the disaster or emergency. The sequence of delivery appears as follows:

1. Individual actions for assistance
   (Family, friends, volunteer organizations, churches, etc.)

2. Recovery and Assistance from private insurance carrier
3. FEMA Disaster Housing Assistance
4. United States Small Business Administration Assistance
5. Individual and Family Grant Program Assistance
6. Cora Brown Fund Assistance

Fort Bragg City Council's objective is to provide the community with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

American Red Cross

Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payments may be provided.

Salvation Army

Provides assistance in mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons.

Cora Brown Fund

Funds may be used for disaster related needs that have not or will not be met by government or other organizations that have programs to address such needs. This fund program is administered and awarded through the Federal Emergency Management Agency.

State Department of Aging

Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Aging for a referral to nearest location.

Crisis Counseling Program

Provides funds for counseling, outreach, and consultation for those affected by the disaster. Individuals should contact the local mental health agency.

State Department of Consumer Affairs

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so consumers can check on license status of contractors.

State Department of Insurance

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Individuals should contact this department direct.

Department of Motor Vehicles

May offer waivers of certain fees. Individuals should contact this department direct.

Department of Veterans' Affairs

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Individuals should contact this department direct.

State Employment Development Department

Provides weekly unemployment subsistence grants for those who become unemployed because of a disaster or major emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

State Franchise Tax Board

Following proclamation of a State of Emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board direct.

State Board of Equalization

Provides tax relief services, which may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Individuals should contact the Board of Equalization direct.

Individual and Family Grant Program

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

United States Department of Agriculture

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact Mendocino County Agriculture Commissioner regarding these programs.

Federal Financial Institutions

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

Internal Revenue Service Tax Relief

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Individuals should contact IRS direct.

United States Small Business Administration

Provides low-interest disaster loans to individuals and businesses that have suffered a loss due to the disaster. Submit request for SBA loan assistance to the Governor's Office of Emergency Services, Coastal Region.

Temporary Housing Assistance

Provides for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should contact FEMA to register.

HAZARD MITIGATION GRANT PROGRAM RESPONSIBILITIES

Following a Presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared area only.

Delivered as either part of a Public Assistance grant or as a stand-alone measure, mitigation projects must be cost-effective and represent a solution to a problem. The Hazard Mitigation Grant Program (HMGP) fund is based upon a 155 share of the FEMA estimate of all Damage Survey Reports (DSRs) for public assistance work performed and individual assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding, with applications providing match funding through a combination of state, local, or private resources. Hazard Mitigation Grant Program (HMGP) funds cannot be used as the sole match for other federally funded programs.

HAZARD MITIGATION GRANT PROGRAM

Eligible applicants include state agencies, local governments, and private non-profit organizations, which own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, custodial care, etc. Although Hazard Mitigation Grant Program (HMGP) funds are based on a percentage of Public Assistance funding, awards are not limited to public projects, but must be sponsored by an eligible public entity. Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. The priorities of funding will be established by the Governor's Office of Emergency Services. Eligible projects must be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters.

Hazard Mitigation Grant Program Eligible projects must:

- Be consistent with the community's long-range hazard mitigation planning goals; represent significant risk if left unresolved;

- Address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements; comply with all applicable codes and standards for the project locale; have a direct beneficial impact upon the designated disaster area;

- Not fund personnel only, except for short-term projects which result in long-term benefits; not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur;

- Provide solutions, rather than merely identify or analysis of hazards, unless such constitutes a functional portion of a solution; and

- Provide the most practical, effective, and environmentally sound solution, given a well-considered range of options.

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APPENDIX A - GLOSSARY OF TERMS

INTRODUCTION

The Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS). It has been supplemented with terms and definitions related to specific resources and activities in this area. Certain acronyms have also been added.

ARB	Air Resources Board
ARC	American Red Cross
CCC	California Conservation Corps
CDC	California Department of Corrections
CDF & FP	California Department of Forestry & Fire Protection
CDFA	California Department of Food and Agriculture
CHP	California Highway Patrol
CNG	California National Guard
CYA	California Youth Authority
DAT	Disaster Action Team (Red Cross)
DFG	California Department of Fish and Game
DHS	California Department of Health Services
DIR	California Department of Industrial Relations (CALOSHA)
DMAT	Disaster Medical Assistance Team
DOD	United States Department of Defense
DOE	Unites States Department of Energy
DOE	United States Department of Education
DOJ	California Department of Justice
DOT	United States Department of Transportation
DPR	California Department of Pesticide Regulation
DTSC	California Department of Toxic Substances
DWR	California Department of Water Resources
EMSA	California Emergency Medical Services Authority
EOC	Emergency Operations Center
EOPT	Emergency Operations Planning and Training (OES Division)
ERV	Emergency Response Vehicle
FBI	United States Federal Bureau of Investigation (Justice Department)
FBI OSC	FBI On-scene Commander
FEMA	Federal Emergency Management Agency
FOSC	Federal On-Scene Commander
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FTB	California Franchise Tax Board
HHS	United States Department of Health and Human Services
HMICP	Hazardous Materials Incident Contingency Plan
LFA	Lead Federal Agency
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NEST	Nuclear Emergency Support Team (Federal)
	Neighborhood Emergency Service Team (Local)
NRT	National Response Team
OEHHA	California Office of Environmental Health Hazard Assessment
OES	Office of Emergency Services
OSC	On-Scene Commander (FBI)

REOC	Regional Emergency Operations Center (OES)
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan
SOC	State Operations Center
SSCOT	State Standing Committee on Terrorism
SWRCB	California State Water Resources Control Board
USCG	United States Coast Guard
USDOJ	United States Department of Justice
USDHS	United States Department of Homeland Security
USEPA	United States Environmental Protection Agency
WMD/NBC	Weapons of Mass Destruction/Nuclear, Biological, Chemical

A

AERIAL RECONNAISSANCE: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

ACTION PLAN: The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. 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. Or the implementation by a designated official of the Emergency Plan in response to an emergency situation.

AFTER ACTION REPORT (AAR): 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 (i.e., 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 the agency's participation at the incident or 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 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.

B

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 designator will be added to the term "Base.") The Incident Command Post may be co-located with the Base.

BRANCH: The organizational level and 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 (i.e., medical, security, etc.). Branches are also used in the same sequence at EOC levels.

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

C

CACHE: A pre-determined compliment 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.

CASUALTY COLLECTION POINT (CCP): A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter

pad.

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 communication 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 EOC's, 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 (i.e., 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: A 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 (i.e., 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 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: Function unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost saving measures.

COUNTERFORCE TARGETS: Places that contain strategic offensive military forces; e.g., SAC Bomber Bases, ICBM Fields, Missile Submarine Support Bases.

CRISIS RELOCATION: The organized relocation of people, in time of international crisis, from areas that are potentially at high risk from the direct effects of nuclear weapons to lower risk areas, and their reception, care, and protection in such areas.

D

DECONTAMINATION/CONTAMINATION CONTROL:

Radioactive Materials: The reduction (normally by removal) of contaminating radioactive material from a structure, area, person, or object. Decontamination may be accomplished by treating (e.g., washing down or sweeping) the surface so as to remove the contamination. Contamination control is accomplished by isolating the area or object and letting the material stand so that the radioactivity is decreased as a result of natural decay. Contaminated material may be covered to prevent redistribution and/or to provide shielding.

Other Hazardous Materials: Decontamination consists of physically removing contaminants and/or changing their chemical nature to innocuous substances. How extensive decontamination must be depends on a number of factors, the most important being the type of contaminants involved. The more harmful the contaminant, the more extensive and thorough decontamination must be. Less harmful contaminants may require less decontamination. Combining decontamination, the correct method of doffing personal protective equipment, and the use of site work zones minimizes cross-contamination from protective clothing to wearer, equipment to personnel, and one area to another. Only general guidance can be given on methods and techniques for decontamination. The exact procedure to use must be determined after evaluating a number of factors specific to the incident.

DELEGATION OF AUTHORITY: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigned 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 on 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.

DIRECTION AND CONTROL (EMERGENCY MANAGEMENT): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

DISASTER: A sudden calamitous emergency event bringing great damage, loss, or destruction.

DISASTER APPLICATION CENTER (DAC): A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency and/or rehabilitation needs. It will usually be staffed by representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

DISASTER FIELD OFFICE (DFO): A central facility established by the Federal Coordinating Officer within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

DISASTER SERVICE WORKER: Includes public employees and any unregistered person impressed into service during a State of War Emergency, a State of Emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

DISASTER SUPPORT AREA (DSA): A predesignated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft, to adequate medical care facilities.

DISASTER WELFARE INQUIRY (DWI): A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

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.

E

ECONOMIC STABILIZATION: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

ELECTROMAGNETIC PULSE (EMP): A large amount of energy is released by the detonation of a high altitude nuclear weapon. A small proportion of this energy appears in the form of a high intensity, short duration, electromagnetic pulse (EMP), somewhat similar to that generated by lightning. EMP can cause damage or malfunction in unprotected electrical or electronic systems. When nuclear weapons are detonated at high altitudes, EMP damage can occur essentially instantaneously over very large areas. All unprotected communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios, and battery-operated portable transistor radios.

EMERGENCY - Also see Local Emergency and State of 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 (Federal Definition): Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement state and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

EMERGENCY BROADCAST SYSTEM (EBS): A system that enables the President and federal, state, and local governments to communicate with the general public through commercial broadcast stations in the event of a war-caused emergency or, in some cases, large natural disaster. EBS uses the facilities and personnel of the broadcast industry on a voluntary organized basis. It is operated by the industry under rules and regulations of the Federal Communications Commission. This system has been replaced by the Emergency Alert System (EAS).

EMERGENCY MANAGEMENT (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

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: A health care specialist with particular skills and knowledge in pre-hospital emergency medicine.

EMERGENCY OPERATIONS CENTER (EOC): A facility used for the centralized direction and/or coordination of emergency operations. An effective EOC must provide adequate working space and be properly equipped to accommodate its staff, have a capability to communicate with field units and other EOCs, and provide protection commensurate with the projected risk at its location. EOC facilities are established by an agency or jurisdiction responsible for the support of an emergency response.

EMERGENCY OPERATIONS PLAN (SEE EMERGENCY PLANS): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

EMERGENCY ORGANIZATION: Civil government augmented or reinforced during an emergency by elements of the private sector, auxiliaries, volunteers, and persons pressed into service.

EMERGENCY PERIOD: A period that begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

EMERGENCY PLANS: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

EMERGENCY PUBLIC INFORMATION (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

EMERGENCY PUBLIC INFORMATION SYSTEM: The network of information officers and their staffs who operate from EPIS at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

EMERGENCY RESPONSE AGENCY: Any organization responding to an emergency, or providing mutual aid support to such organizations, 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.

ESSENTIAL FACILITIES: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (i.e., schools, churches, etc.).

EVACUEE: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

EVENT: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events (i.e., parades, concerts, athletic events and other related drills).

EXPEDIENT SHELTER: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

F

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.

FALLOUT SHELTER: A habitable structure or space therein, used to protect its occupants from radioactive fallout. Criteria (National Shelter Survey requirements) include a protection factor of 40 or greater, a minimum of 10 square feet of floor space per person, and at least 65 cubic feet of space per person. In unventilated underground space, 500 cubic feet of space per person is required.

FALLOUT SHELTER DEVELOPMENT: The building of fallout shelters to eliminate existing or anticipated shelter deficits. During non-crisis periods this may include construction of single purpose fallout shelters, modifications to existing structures, or use of special procedures in new construction. During a crisis period, it would include shelter upgrading and expedient shelter construction.

FALLOUT SHELTER UPGRADING: Actions taken to improve fallout shelter protection in existing facilities. Typical methods include placement of soil or other materials overhead and around walls to provide shielding from fallout, the construction of ventilation devices, and the blocking of apertures.

FEDERAL AGENCY (Federal Definition): Any department, independent establishment, Government Corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

FEDERAL COORDINATING OFFICER (F.C.O.) (Federal Definition): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

FEDERAL DISASTER ASSISTANCE: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

FIELD OPERATIONS GUIDE: A pocket-sized manual of instructions on the application of the Incident Command System (ICS).

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.

FIRST AID STATION: A location within a mass care facility or Casualty Collection Point where first aid may be administered to disaster victims.

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: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The same five functions are also 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.

FUNCTIONAL ELEMENT: Refers to a part of the incident, EOC or DOC organization such as Section, Branch, Group or Unit.

G

GENERAL STAFF: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may have a Deputy, as needed. The general staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. At some 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.

GOVERNOR'S AUTHORIZED REPRESENTATIVE (Federal Definition): The person named by the Governor in a Federal/State Agreement to execute, on behalf of the state, all necessary documents for disaster assistance, following the declaration of an Emergency or Major Disaster by the President, including certification of applications for public assistance.

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. Groups are located between branches and Resources in the Operations Section.

H

HAZARD: Any source of danger or element of risk.

HAZARD AREA: A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

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.

I

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 that 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 the responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident. A system designed for the on-scene management of emergencies resulting from fires and other natural or man-caused emergencies. ICS can be used during serious multidisciplinary (fire, law, medical) emergencies or for operations involving a single jurisdiction with single or multiagency involvement, or multi-jurisdiction/multi-agency involvement.

INCIDENT COMMUNICATIONS CENTER: The location of the Communications Unit and the Message Center.

INCIDENT MANAGEMENT TEAM: The Incident Commander and the appropriate General and Command Staff personnel assigned to an incident.

INCIDENT OBJECTIVE: Statement 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 the 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 action taken by resources, which are the first to arrive at an incident.

INITIAL RESPONSE: Resources initially committed to an incident.

INSTITUTIONALIZED PERSONS: Persons who reside in public or private group quarters rather than households, for example, residents of hospitals, nursing homes, orphanages, colleges, universities, and correctional facilities. These residents generally lack major household possessions or transportation, or require special care and custody.

J

JOINT EMERGENCY OPERATIONS CENTER (JEOC): A facility established on the periphery of a disaster area to coordinate and control multi-jurisdictional emergency operations within the disaster area. The JEOC will be staffed by representatives of select local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center in Sacramento.

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 (i.e., Special District, City, County, State or Federal Boundary line) or functional (i.e., Police, Fire, health department). See Multi-Jurisdiction.

JURISDICTIONAL AGENCY: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

L

LANDING ZONE: See Helispot.

LEADER: The ICS title for an individual responsible for a functional Unit, task force, or team.

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.

LIFELINES: Includes the infrastructure for (storage, treatment, and distribution) fuel, communication, and water and sewage systems.

LIMITED MOBILITY POPULATION: Persons requiring transportation during emergency movement operations.

LOCAL GOVERNMENT (State Definition): 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: Committees established by the Director of Emergency Services (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.

M

MAJOR DISASTER (Federal Definition): Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

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

MASS CARE FACILITY: A location such as a school at which temporary lodging, feeding, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

MASTER MUTUAL AID AGREEMENT (State Definition): An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources 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 the continental United States.

MEDIA: Means of providing information and instructions to the public, including radio, television, and newspapers.

MEDICAL SELF-HELP: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

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 co-located or adjacent to it. It receives records, and routes information to appropriate locations at an incident or within the 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 multi-jurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Service.

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.

MULTI-JURISDICTIONAL INCIDENT: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

MULTI-PURPOSE STAGING AREA (MSA): A predesignated location such as a County/District Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery activities.

MUTUAL AID AGREEMENT: A written agreement between agencies and/or jurisdictions in which they agree to assist on 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 on the mutual aid system.

MUTUAL AID REGION (State Definition): A subdivision of the state Office of Emergency Services (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 counties (operational areas).

MUTUAL STAGING AREA: A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

O

OFFICE OF EMERGENCY SERVICES (OES): A state (Governor's Office of Emergency Services), operational area (county), city, or other jurisdiction administrative and operational function with the mission of planning for, preparing for, reacting to, and recovering from disasters and major events. The OES may not be staffed on a full time basis, although the function is necessary. The day-to-day operations may be administered by a Coordinator.

OPERATIONAL AREA: An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

OPERATIONAL PERIOD: The period of time scheduled for the 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 is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the Field level can include Branches, Divisions, and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At 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 personal reasons.

P

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 the Incident or EOC Action Plan. 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.

PLANNING ZONE: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

POLITICAL SUBDIVISION (State Definition): Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

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

PROTECTION FACTOR (PF): A number used to express the relationship between the amount of fallout gamma radiation that would be received by an unprotected person and the amount that would be received by a person in a shelter. Occupants of a shelter with a PF of 40 would be exposed to a dose rate l/40th (2-1/2%) of the rate to which they would be exposed if unprotected.

PUBLIC INFORMATION OFFICER (PIO): 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 on the agency and SEMS level.

R

RADIOACTIVE FALLOUT: The process or phenomenon of the gravity-caused fallback to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles, which reach the earth within 24 hours after a nuclear explosion. Delayed (worldwide) fallout consists of the smaller particles, which ascend into the upper troposphere and into the stratosphere and are carried by the winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow, over extended periods ranging from months to years with relatively little associated hazard.

RADIOLOGICAL PROTECTION: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

RADIOLOGICAL OFFICER (RO): An individual assigned to an Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

RADIOLOGICAL MONITOR: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instruments.

RECEPTION AND CARE CENTER: A facility established in a reception area to receive and process incoming relocatees, and assigns them to lodging facilities, and provides them with information on feeding, medical care, and other essential services.

RECEPTION AREA: An area which, through a hazard analysis and related preparedness planning, is predesignated to receive and care for (or provide basic needs for) persons displaced from a hazard area.

Example: An area at the periphery of a dam failure inundation area, which can accommodate evacuated persons in the event of need.

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

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.

RELOCATEE: An individual who is relocated from a hazard area to a reception area with the possibility of not returning.

REMEDIAL MOVEMENT: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

REMEDIAL OPERATIONS: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

REPORTING LOCATIONS: Specific locations or facilities where incoming resources can check-in at the incident. See Check-In.

RESCUE GROUP: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

RESCUE, HEAVY: Rescue requiring heavy lifting, prying or cutting, and/or consisting of several tasks which require involvement of two or more teams working concurrently.

RESCUE, LIGHT: Rescue not requiring use of heavy lifting, prying, or cutting operations and not more than one rescue team to accomplish in one hour.

RESCUE TEAM: Four or five personnel organized to work as a unit. One member is designated team leader.

RESCUE VEHICLE, HEAVY: A mobile unit equipped to support two or more rescue teams involved in heavy rescue operations.

RESCUE VEHICLE, LIGHT: A mobile unit equipped to support one rescue team involved in light rescue operations.

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

RESOURCES UNIT: Functional unit within the Planning Section at the SEMS Field 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.

S

SAFETY OFFICER: A member of the Command Staff at the incident or within the 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.

SEARCH: Systematic investigation of an area or premise to determine the presence and/or location of persons entrapped, injured, immobilized, or missing.

SEARCH DOG TEAM: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

SECTION: That organization level with responsibility for a major functional area of the incident or at an EOC (i.e., Operations, Planning, Logistics).

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

SELF-HELP: A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

SENSITIVE FACILITIES: Facilities in reception areas that will not normally be used as lodging facilities for relocatees. These facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, service stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

SERVICE: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

SERVICE BRANCH: A branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

SHELTER COMPLEX: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operational purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about ½ mile.

SHELTER MANAGER: An individual who provides for the internal organization, administration, and operation of a shelter facility.

SINGLE RESOURCE: An individual, a piece of equipment and its personnel complement (crew), 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 the purposes of natural disaster assistance. This may include 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 waiting a tactical assignment. Staging Areas are managed by the Operations Section.

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 multi-jurisdiction emergencies in the State of California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State. The State of California's designated emergency management structure for all government agencies, jurisdictions and Districts mandated by law. Failure to comply with this law may result in the loss of all State and Federal funding for expenses incurred while dealing with a natural or man-made disaster.

STANDING OPERATING PROCEDURE (SOP): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

STATE AGENCY: Any department, division, independent establishment, or agency of the executive branch of the State government.

STATE COORDINATING OFFICER (SCO) (Federal Definition): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

STATE EMERGENCY ORGANIZATION: The agencies, boards, and commissions of the executive branch of State government and affiliated private sector organizations.

STATE EMERGENCY PLAN: The State of California Emergency Plan as approved by the Governor.

STATE OF EMERGENCY: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

STATE OF WAR EMERGENCY (State Definition): The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

STATE OPERATIONS CENTER (SOC): A facility established by the Governor's Office of Emergency Services Headquarters for the purpose of coordinating and supporting operations within a disaster area, and controlling the response efforts of state and federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of state and federal agencies and private organizations, and will have the capability of providing a communications link to a Joint Emergency Operating Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area. It operates at the State Level in SEMS.

STAY-PUT: A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirmed to be evacuated.

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, and Finance/Administration Sections of the Command Staff.

SUPPORTING MATERIALS: Refers to the several attachments that may be included with an Incident Action Plan (i.e. Emergency Plan, map, safety plan, traffic plan, and Medical Plan).

T

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.

TRAFFIC CONTROL POINT (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

TYPE: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource Typing provides managers with additional information in selecting the best resource for the task.

U

UNIFIED AREA COMMAND: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (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.

V

VOLUNTEERS: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

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APPENDIX B - FORMS

PROCLAMATION
BY
THE DIRECTOR OF EMERGENCY SERVICES
DECLARING A LOCAL EMERGENCY

WHEREAS, Chapter 2.24 of the Fort Bragg Municipal Code, adopted as Ordinance Number 859 of the City of Fort Bragg empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, The Director of Emergency Services of the City of Fort Bragg does hereby find that:

1. **C**onditions of extreme peril to the safety of the persons and property have arisen within said City, caused by _____
_____
_____
_____; and

2. **T**he City Council of the City of Fort Bragg is not in session.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Fort Bragg; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency that powers, functions and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Fort Bragg Emergency Plan, as approved by the City Council on _____ day of _____ _____, 20__.

_____ _____
Director of Emergency Services Date
City Manager, City of Fort Bragg

RESOLUTION CONFIRMING EXISTENCE
OF
A LOCAL EMERGENCY

WHEREAS, Chapter 2.24 of the Fort Bragg Municipal Code, adopted as Ordinance Number 859 of the City of Fort Bragg empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of Fort Bragg is affected or likely to be affected by a public calamity and the City Council is not in session, subject to ratification by the City Council within seven (7) days; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within this City, caused by _____
_____
Commencing on the _____ day of _____, at which time the City Council of the City of Fort Bragg was not in session; and

WHEREAS, the City Council does hereby find that aforesaid conditions of extreme peril did warrant and necessitate the proclamation of existence of a local emergency; and

WHEREAS, the Director of Emergency services of the City of Fort Bragg did proclaim the existence of a local emergency within the City on the _____day of _____ _____.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that said local emergency shall be deeded to continue to exist until its termination is proclaimed by the City Council of the City of Fort Bragg, State of California.

This resolution shall be effective upon its adoption.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a [regular/special] meeting of the City Council of the City of Fort Bragg held on the ___ day of ___, ____, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

RESOLUTION
PROCLAIMING EXISTENCE
OF A
LOCAL EMERGENCY

WHEREAS, Chapter 2.24 of the Fort Bragg Municipal Code, adopted as Ordinance Number 859 of the City of Fort Bragg empowers the City Council to proclaim the existence or threatened existence of a local emergency when the City of Fort Bragg is affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of Fort Bragg to proclaim the existence of a local emergency within the City; and

WHEREAS, the City Council does hereby find that:

1. ***C***onditions of extreme peril to the safety of persons and property have arisen within the City of Fort Bragg, caused by _____
_____
commencing on or about _____on the _____ day of _____ _____, 20__; and
2. ***A***foresaid conditions of extreme peril warrant and necessitate and proclamation of existence of a local emergency;

NOW, THEREFORE, BE IT RESOLVED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by state law, by ordinance and, resolutions of this City, and by the City of Fort Bragg Emergency Plan, as approved by the City Council on the _____ day of _____, 20__.

BE IT FURTHER RESOLVED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Fort Bragg, State of California.

This resolution shall be effective upon its adoption.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a [regular/special] meeting of the City Council of the City of Fort Bragg held on the ___ day of ___, ____, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

RESOLUTION
REQUESTING STATE DIRECTOR,
GOVERNOR'S OFFICE OF EMERGENCY SERVICES
CONCURRENCE IN LOCAL EMERGENCY

WHEREAS, on the _____ day of _____, 20___, the City Council of the City of Fort Bragg found that due to _____ _____ a condition of extreme peril to life and property did exist in the City of Fort Bragg during the period of _____; and

WHEREAS, in accordance with state law the City Council now proclaims an emergency does exist throughout said City.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that a copy of this Resolution be forwarded to the State Director of the Governor's Office of Emergency Services with a request that he/she find it acceptable in accordance with provisions of the Natural disaster Assistance Act; and

BE IT FURTHER RESOLVED that _____, having the title of _____ is hereby designated as the authorized representative of the City of Fort Bragg for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

This resolution shall be effective upon its adoption.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a [regular/special] meeting of the City Council of the City of Fort Bragg held on the ___ day of ___, ____, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

RESOLUTION
REQUESTING GOVERNOR TO PROCLAIM
A
STATE OF EMERGENCY

WHEREAS, on _____ of _____ the City Council of the City of Fort Bragg found that due to _____ _____; a condition of extreme peril to life and property did exist within said City; and

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

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

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he/she proclaim the City of Fort Bragg to be in a state of emergency; and

BE IT FURTHER ORDERED that a copy of this Resolution be forwarded to the State Director of the Office of Emergency Services; and

BE IT FURTHER RESOLVED that _____, having the title of _____ _____, is hereby designated as the authorized representative for public assistance and _____ _____, having the title of _____, is hereby designated as the authorized representative of individual assistance of the City of Fort Bragg for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

This resolution shall be effective upon its adoption.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a [regular/special] meeting of the City Council of the City of Fort Bragg held on the ___ day of ___, ____, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

RESOLUTION
PROCLAIMING TERMINATION OF LOCAL EMERGENCY

WHEREAS, a local emergency existed in the City of Fort Bragg in accordance with the Resolution thereof by the City Council on the _____ day of _____ _____ , or

IN ACCORDANCE with the proclamation of the Director of Emergency Services on the day of _ _____, and its ratification by the City Council on the _____ day of _____,

AS a result of conditions of extreme peril of the safety of persons and property caused by _____ _____ _____; and

WHEREAS, the situation resulting from said conditions of extreme peril is now deeded to be within the control of normal protective services, personnel, equipment and facilities of and within the City of Fort Bragg.

NOW THEREFORE BE IT RESOLVED *that* the City Council of the City of Fort Bragg does hereby proclaim the termination of said local emergency.

This resolution shall be effective upon its adoption.

The above and foregoing Resolution was introduced by Councilmember _____, seconded by Councilmember _____, and passed and adopted at a [regular/special] meeting of the City Council of the City of Fort Bragg held on the ___ day of ___, ____, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Mayor

ATTEST:

_____
City Clerk

ENTRY PERMIT
TO
RESTRICTED AREAS

1. Reason for Entry: (if scientific research, specify objectives, location, length of time need for study, methodology, qualifications, sponsoring party, and date on separate page).

2. Name, Address and Telephone of Permit Applicant: (if organization, university, or media group, please state the organizations name).

3. Travel: (Fill out applicable sections).

- Method of travel: (vehicle, aircraft, etc.). _____
- Description of Vehicle/Aircraft: _____
- Route of travel if by vehicle: _____
- Destination by legal location or landmark: _____
- Alternate escape route if different from above: _____

4. Entry Granted Into Restricted Area.

Authorizing Official: _____ Date: _____
Print Name: _____
Title: _____

Person Authorized Signature: _____
Print Name: _____
Permit Expiration Date: _____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit. The waiver of liability is made a part of and is attached to this permit. All persons entering the closed area under this permit must sign the waiver of liability before entry.

City of Fort Bragg

(Describe in detail the type of activity and the tools that may be used to perform this activity).

ACTIVITY: _____

_____

_____

_____

GENERAL AGREEMENT, WAIVER, AND RELEASE

In consideration for being permitted by the above city to participate in the above activity, I hereby waive, release, and discharge any and all claims for damages for personal injury, death, or property damage which I may have or which may hereafter accrue as a result of my participation in said activity. This release is intended to discharge, in advance, the above city (its officers, employees, and agents) from and against any and all liability arising out of or connected in any way with my participation in said activity, even though that liability may arise out of negligence or carelessness on the part of said city or (its officers, employees or agents).

I understand that the above activity may be of a hazardous nature and/or include physical and/or strenuous exercise or activity; that serious accidents occasionally occur during the above activity; and that participants in the above activity occasionally sustain mortal or personal injuries and/or property damages as a consequence thereof. Knowing the risks involved, nevertheless, I have voluntarily applied to participate in said activity, and I hereby agree to assume any and all risks of injury or death and to release and hold harmless the above city (its officers, employees, and agents) who through negligence, carelessness, or any other act or omission might otherwise be liable to me. I further understand and agree that this waiver, release, and assumption of risks is to be binding on my heirs and assigns.

I further agree to indemnify and to hold the above city (its officers, employees and agents) free and harmless from any loss, liability, damage, cost, or expense which they may incur as a result of any injury and/or property damage that I may sustain while participating in said activity.

I HAVE CAREFULLY READ THIS AGREEMENT, WAIVER, AND RELEASE AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT BETWEEN MYSELF AND THE ABOVE CITY, AND I SIGN IT OF MY OWN FREE WILL. (Each participant must personally sign).

_____

Signature **Date**

_____

Address: Street, City, Zip **Telephone No.**

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