

EMERGENCY OPERATIONS PLAN



Volume Two: Management Annex

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MANAGEMENT SECTION

GENERAL

PURPOSE

This annex establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides information on the City of Long Beach's emergency management structure and how the emergency management team is activated.

OVERVIEW

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

OBJECTIVES

The overall objective of emergency management is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities, the Management Section of the Emergency Management Organization will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations.
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish priorities and resolve any conflicting demands for support.
- Prepare and disseminate emergency public information to inform, alert and warn the public.
- Disseminate damage information and other essential data.

CONCEPT OF OPERATIONS

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

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

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

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

Level I — Normal Operations

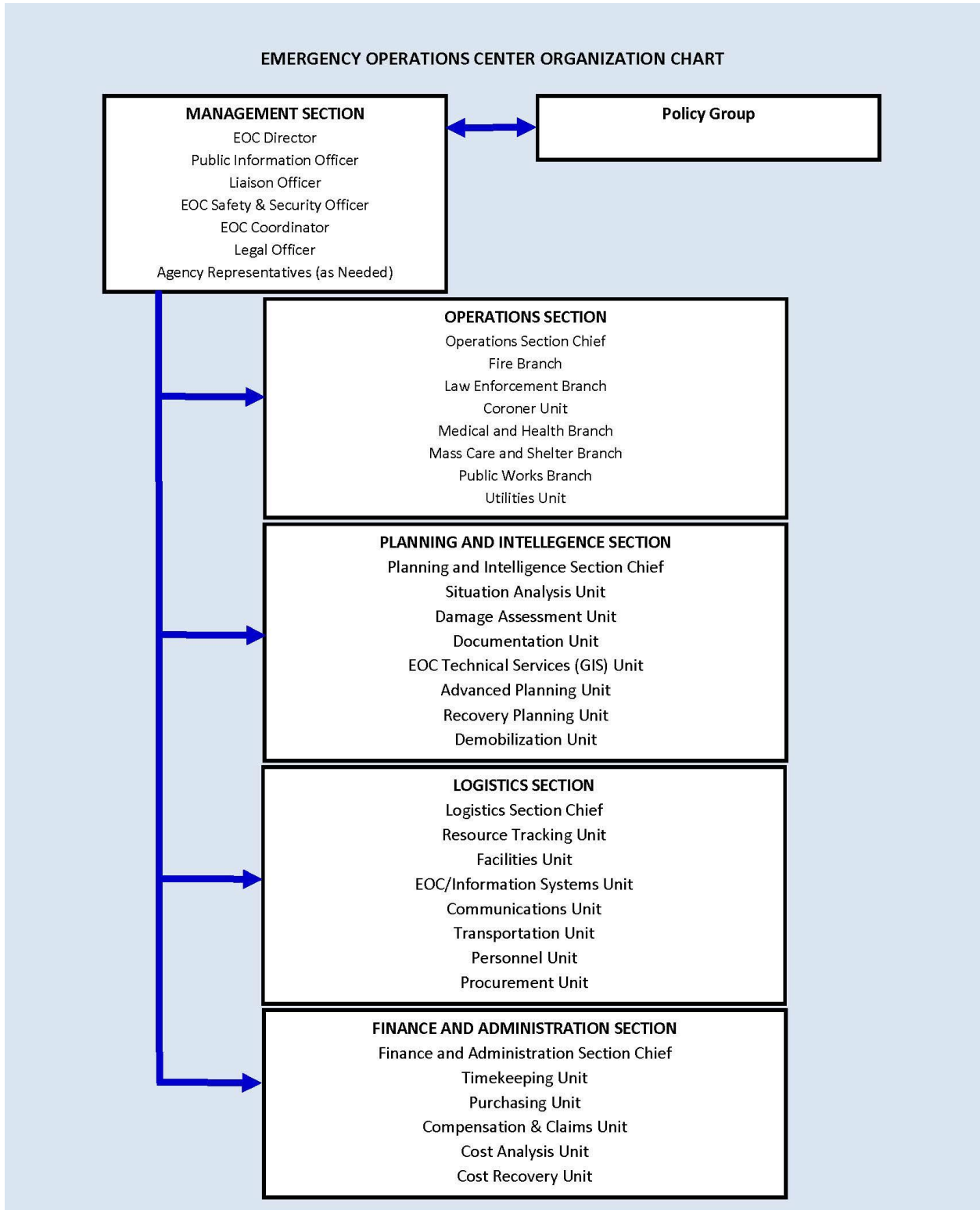
A minor to moderate incident wherein local resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed. The City EOC may or may not be activated.

Level II —Partial EOC Activation

A moderate to severe emergency wherein local resources are not adequate and mutual aid may be required on a regional or even statewide basis. Key management level personnel from the principal involved agencies will co-locate in a central location to provide jurisdictional or multi-jurisdictional coordination for the emergency. The EOC is activated, but only some of the positions are filled.

Level III —Full EOC Activation

A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive State and/or Federal resources are required. A LOCAL EMERGENCY will be proclaimed and a STATE OF EMERGENCY would be proclaimed and a Presidential Declaration of an EMERGENCY or MAJOR DISASTER would be requested. All coordination and direction activities will be accomplished from the EOC. The Field Response Level will report to DOCs and receive support from the EOC.

Chart 3-1: Level III Full EOC Activation

EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

Long Beach Emergency Management Organization

The City of Long Beach operates under the Standardized Emergency Management System. The City of Long Beach Emergency Management Organization will be directed by the City Manager, who serves as the Director of Emergency Services. The Director of Emergency Services is responsible to the City Council and Disaster Council per City of Long Beach Municipal Code Chapter 2.69. The Director of Emergency Services is responsible for implementing the Emergency Operations Plan. While serving as the Director of Emergency Services during an actual emergency/disaster, this position will be referred to as the EOC Director (Management Section).

The EOC Director is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Emergency Operations Center (EOC).
- Operating communications and warning systems.
- Providing information and guidance to the public.
- Maintaining information on the status of resources, services, and operations.
- Directing overall operations.
- Obtaining support for the City of Long Beach and providing support to other jurisdictions as required.
- Identifying and analyzing potential hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating damage assessment and other essential information.
- Providing status and other reports to the Los Angeles County Operational Area via the Lakewood Sheriff's Station 5130 Clark Ave, Lakewood, CA 90712 (give to the on duty Watch Command).

Level Activations and Staffing Assignments are located in **Volume One – Basic Plan**.

Los Angeles County Operational Area Emergency Management Organization

Under SEMS, an operational area is defined as an intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county. The operational area is one of the five organizational levels within SEMS (field, local government, operational area, region, state). The operational area organization serves as an intermediate link in the lines of communication and coordination between local jurisdictions and the state emergency organization. Operational area mutual aid coordinators will in some cases function from different facilities.

Los Angeles County Government Assistance

The City of Long Beach relies on the following agencies of the County of Los Angeles to provide appropriate disaster/emergency related services, as authorized by law.

- Department of Children's Services

- Coroner - Chief Medical Examiner
- District Attorney
- Medical Disaster Care Committee
- Mental Health Services
- Municipal Courts
- Probation Department
- Public Defender
- Department of Public Social Services
- Public Works
- Sheriff
- Southern California Hospital Council
- Superior Courts

If the Los Angeles County Operational Area is activated, the Chief Administrative Officer of Los Angeles County will function as the Operational Area Coordinator and will have the overall responsibility for coordinating emergency operations following whole or partial activation of the Los Angeles County Operational Area organization. The Operational Area will also be the focal point for information transfer and support requests by cities within the County. The Operational Area Director of Emergency Operations and supporting staff will constitute the Operational Area Emergency Management Staff. The Operational Area Staff will submit all requests for support that cannot be obtained within the county, and other relevant information, to Cal OES Southern Region EOC. **Chart 3-2** on the next page is the Operational Area organizational chart.

Emergency Management Information System (EMIS)

In a major disaster, communications are the most critical link to assure the fastest possible response for disaster aid, including police, fire, medical, shelter, etc. Having only one method of communication is simply not enough. Losses of regular telephone service, cellular service and electrical power can all be crippling to the process of quickly gathering an accurate assessment of damage in the affected area. As a result, emergency managers are always looking for alternate redundancies to existing communication pathways. Historically, disaster status reports were conveyed to the Operational Area via the local Sheriff's Substation. This link was time-consuming and distracted from the Sheriff's other duties during a disaster.

The Los Angeles County Office of Emergency Management developed an alternative communications pathway that is very valuable to both county and city emergency managers. Emergency Management Information System (EMIS) is a web-based method of notifying the Operational Area of disaster status and conveying informational reports. EMIS is the preferred method of communication within the Operational Area.

Chart 3-2: Los Angeles Operational Area Organization Chart

**LOS ANGELES COUNTY OPERATIONAL AREA EMERGENCY
OPERATIONS CENTER ORGANIZATION CHART**

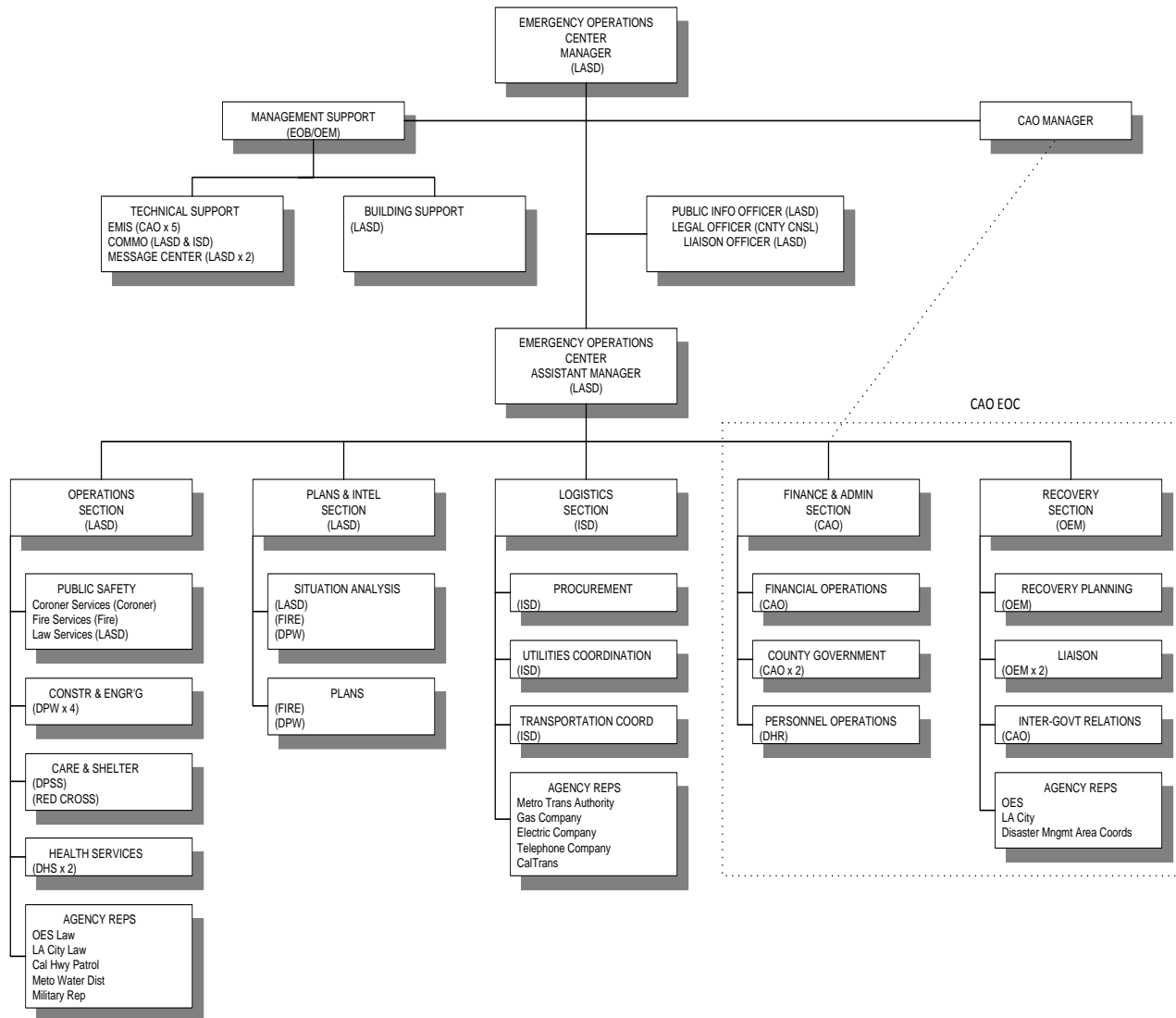
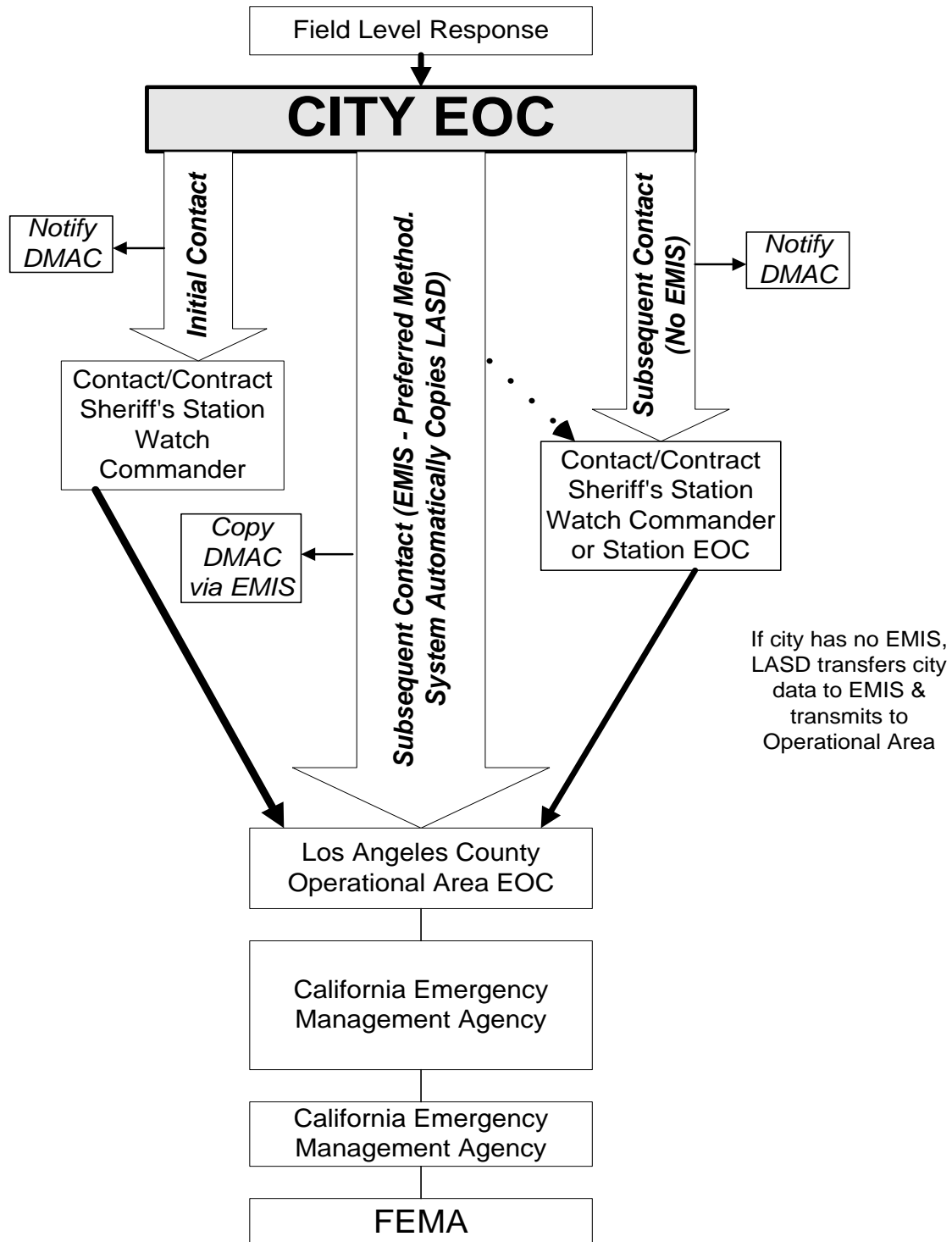


Chart 3-3: Operational Area Channel of Information and Coordination



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The City of Long Beach requests all mutual aid (*except fire and law enforcement*) through the Los Angeles County Operational Area (**Reference: Los Angeles County Operational Area Emergency Plan**). The Los Angeles County Operational Area then requests public works, emergency managers or other mutual aid through its regular channels. **Fire and law enforcement requests mutual aid through their regular Mutual Aid channels.**

Los Angeles County Operational Area Provision of Assistance to Cities

- When a disaster or emergency occurs, a city will normally use its own internal assets to provide emergency services. If a city's internal assets are not sufficient to provide required services, the city will normally make a request to an adjoining jurisdiction for pre-arranged mutual aid.
- If mutual aid is not available due to a lack of communications, lack of an existing system or the City has been so devastated that managers are not sure of what steps to take, a request for Operational Area support will be made to the Operational Area. (Reference: Los Angeles County Operational Area Emergency Plan.)
- The Operational Area EOC staff will analyze the request and the appropriate lead department Operational Area EOC representative will forward the request to the departmental EOC. Final resolution of the request may be handled by a lead or support department or may require that the Operational Area Mutual Aid Coordinator to go to other Operational Areas for assistance.
- The furnishing department will directly inform the requesting city of the status of the request and also provide update information to the REOC in a periodic Situation Report.
- Existing mutual aid agreements and financial protocols will be followed.

Mutual Aid Region Emergency Management

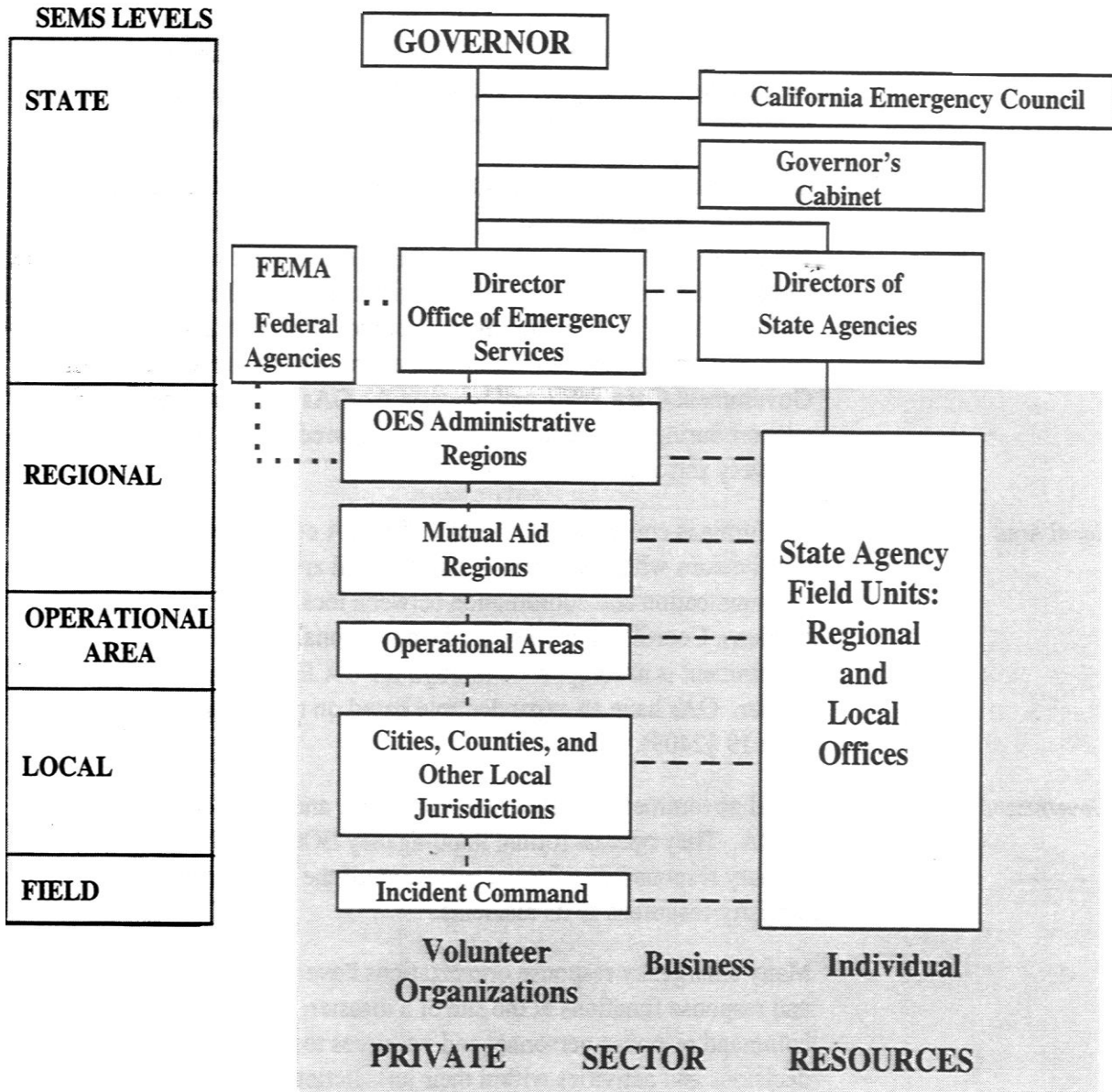
The City of Long Beach is within Cal OES Mutual Aid Region I and the Cal OES Southern Administrative Region. The primary mission of Southern Region's emergency management organization is to support Operational Area response and recovery operations and to coordinate non-law and non-fire Mutual Aid Regional response and recovery operations through the Regional EOC. The Cal OES Region Office may also serve as a Disaster Support Area (DSA) when necessary.

State Emergency Management

The Governor, through Cal OES and its Mutual Aid Regions, will coordinate statewide operations to include the provision of mutual aid and other support to local jurisdictions and the redirection of essential supplies and other resources as required. The Cal OES Director, assisted by State agency directors and their staffs and identified volunteer agency staff, will constitute the State emergency management staff.

The State of California Emergency Organization is shown in **Chart 3-4**.

Chart 3-4: STATE OF CALIFORNIA EMERGENCY ORGANIZATION MATRIX



EMERGENCY MANAGEMENT LINES OF AUTHORITY

EMERGENCY RESOURCE COORDINATION/SUPPORT

COORDINATION PER FEMA/OES MOU--FEDERAL STATE AGREEMENT

Federal Emergency Management Agency

Although the SEMS organizational levels do not include the federal government, it's important to note that the Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters and national security emergencies.

CONTINUITY OF GOVERNMENT

PURPOSE

A major disaster or an enemy attack could result in great loss of life and property, including the death or injury of key government officials. At the same time, there could be partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry.

In the aftermath of a major disaster, law and order must be preserved and essential government services must be maintained. This is best accomplished by civil government. To this end, it is particularly essential that local units of government continue to function.

Applicable portions of the California Government Code and the State Constitution (cited in the next paragraphs) provide authority for the continuity and preservation of state and local government.

RESPONSIBILITIES

Government at all levels is responsible for providing continuous, effective leadership and authority under all aspects of emergency services operations (preparedness, response, recovery, and mitigation). Under California's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided by others upon request. A key aspect of this control is to be able to communicate official requests, situation reports, and emergency information throughout any disaster a community might face.

PRESERVATION OF LOCAL GOVERNMENT

Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code) provides the authority, as well as the procedures to be employed, to ensure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three standby officers for each member of the governing body, and up to three standby officers for the chief executive, if not a member of the governing body. Article 15 provides for the succession of officers who head departments responsible for maintaining law and order, or in furnishing public services relating to health and safety.

Article 15 also outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, are unavailable to serve.

The Emergency Services Act provides for the preservation of city government in the event of a peacetime or national security emergency.

LINES OF SUCCESSION FOR OFFICIALS CHARGED WITH DISCHARGING EMERGENCY RESPONSIBILITIES

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

Article 15, Section 8638 of the California Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated Number 1, 2, or 3 as the case may be.

A successor to the position of Director of Emergency Services is appointed by the City Council. The succession occurs:

- Should the Director of Emergency Services be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services.
- Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

Director of Emergency Services: City Manager

First Alternate: Assistant City Manager

Second Alternate: Deputy City Manager

Third Alternate: Police Chief, Fire Chief, or Director DPEC

Notification of any successor changes shall be made through the established chain of command.

Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8644 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

- By the Chairman of the Board of the County in which the political subdivision is located, or
- By the Chairman of the Board of any other County within 150 miles (nearest and most populated down to farthest and least populated), or
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

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

Article 15, Section 8643 Emergency Services Act describes the duties of a governing body during emergencies as follows:

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

TEMPORARY CITY SEAT

Section 23600 of the California Government Code provides among other things:

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

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

First Alternate:	ECOC, 2990 Redondo Ave.
Second Alternate:	Based on the nature and location of the incident, alternative City Facilities will be identified
Third Alternate:	Based on the nature and location of the incident, alternative City Facilities will be identified
****per Relocation Plan September 2012 package****	

EMERGENCY OPERATIONS CENTER (EOC)

The City EOC is located at 2990 Redondo Avenue, Long Beach, CA 90806. The alternate EOC is located at 5580 Cherry Ave.

PRESERVATION OF VITAL RECORDS

In the City of Long Beach, the following individuals are responsible for the preservation of vital records:

- 1) City Clerk
- 2) Human Resources Department

Vital records are defined as those records that are essential to:

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

Vital records of the City of Long Beach are routinely stored in City Hall located at 333 W Ocean Blvd.

Record depositories should be located well away from potential danger zones and/or housed in facilities designed to withstand blast, fire, water, and other destructive forces. Such action will ensure that constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records would be available following any disaster.

Each department within the city should identify, maintain and protect its own essential records.

EMERGENCY PUBLIC INFORMATION OVERVIEW

Information dissemination in emergency situations is critical; not only for the responders and support personnel, but for the City of Long Beach staff and the public. The need for accurate timely information will occur as a result of the following situations:

- The City's staff and general public will demand information about the emergency situation and instructions on proper survival/response actions.
- The media will demand information about the emergency. The local media, particularly radio, will perform an essential role in providing emergency instructions

and status information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media will also demand information and may play a role in reassuring (or alerting) distant relatives of disaster victims.

- Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power may also be off the air.
- Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained.

This section describes the City of Long Beach's emergency public information organization and outlines procedures for:

- The rapid dissemination of accurate instructions and information to the public during periods of emergency.
- Response to media inquiries and calls from the public.
- Establishment of a media center near the EOC for use by representatives of the print and electronic media.
- Establishment of an on-scene public information team at the site of an incident.

The City's Public Information Officer will coordinate with the Los Angeles County Operational Area's PIO's or PIO's from other impacted organizations. The organization may be divided into four elements:

- Emergency Information/Rumor Control Section
- Non-emergency Information/Visitor Control Section
- On-Scene Public Information Team
- Administrative Support Section

The PIO Supports the Incident Command

Under the ICS, the Public Information Officer (PIO) is a key staff member supporting the Incident Command structure. The PIO represents and advises the EOC Director on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, particularly regarding information on public health and safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically collocated with the Federal, regional, State, local, or tribal EOC tasked with primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private-sector and nongovernmental organizations.

Coordination and Integration

Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among Federal, State, local, and tribal partners; and with private sector and nongovernmental organizations.

Joint Information System

The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during incident operations, and encompasses all public information operations related to an incident, including all Federal, State, local, tribal and private organization PIOs, staff and JICs established to support an incident. Key elements include the following: interagency coordination and integration; developing and delivering coordinated messages; support for decision-makers; and flexibility, modularity, and adaptability.

Joint Information Center

A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. It is important for the JIC have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management, as required.

Communications and Information Management

Indications and warnings, incident notifications and public communications, and the critical information that constitute a common operating picture are disseminated through a combination of networks used by EOCs. Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government.

Technology Use

Agencies must plan in advance for the effective and efficient use of information management technologies (e.g., computers and networks) to tie together all command, tactical, and support units involved in incident management, and to enable these entities to share information critical to mission execution and the cataloguing of required corrective actions.

REFERENCES

Judicial System, Article VI, Section 1, 4, 5, and 10, of the Constitution of California.

Local Government, Article XI, of the Constitution of California.

Preservation of Local Government, Article 15 of the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

Temporary County Seats, Section 23600, Article 1 of Chapter 4 of Division 1 of Title 3 of the Government Code.

Chart 3-5 - CONTINUITY OF GOVERNMENT - LINES OF SUCCESSION	
Department	Title / Position
City Attorney	1. City Attorney
	2. Assistant City Attorney
	3. Deputy City Attorney
City Auditor	1. City Auditor
	2. Assistant City Auditor
	3. Deputy City Auditor
City Clerk	1. City Clerk
	2. Deputy City Clerk
	3. Admin Secretary
City Manager	1. City Manager
	2. Assistant City Manager
	3. Deputy City Manager
City Prosecutor	1. City Prosecutor
	2. Assistant City Prosecutor
	3. Deputy City Prosecutor
Civil Service	1. Director
	2. Deputy Director
	3. Personnel Analyst
Development Services	1. Director
	2. Deputy Director
	3. Senior Planner
Disaster Preparedness	1. Director
	2. Manager - Administration
	3. Manager – Disaster Preparedness
Economic & Property Development	1. Director
	2. Development Officer
	3. Project Manager
Financial Management	1. Director
	2. Manager - Budget
	3. Manager – Commercial Services
Fire	1. Chief
	2. Assistant Fire Chief
	3. Deputy Fire Chief

Department	Title / Position
Harbor	1. Chief Executive
	2. Deputy Chief Executive
	3. Managing Director
Health & Human Services	1. Director
	2. City Health Officer
	3. Manager - Community Health
Human Resources	1. Director
	2. Manager – Personnel Services
	3. Manager – Risk Manager
Library Services	1. Director
	2. Assistant City Librarian
	3. Senior Librarian
Long Beach Airport	1. Director
	2. Manager - Operations
	3. Manager - Finance
Long Beach Gas & Oil	1. Director
	2. Manager - Construction
	3. Manager - Operations
Parks, Recreation & Marine	1. Director
	2. Manager - Business Operations
	3. Manager - Recreation
Police	1. Chief
	2. Deputy Chief
	3. Commander
Public Works	1. Director
	2. Senior Management Analyst
	3. Public Works Supervisor
Technology & Innovation	1. Director
	2. Manager - Infrastructure
	3. Manager – Customer Service
Water	1. General Manager
	2. Director – Operations
	3. Director Engineering

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM

GENERAL

The Standardized Emergency Management System is the system required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operational Area, Regional and State.

SEMS incorporates the use of the Incident Command System, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area Concept, the Operational Area Satellite Information System and multi-agency or inter-agency coordination. Local governments must use SEMS to be eligible for funding of their personnel-related costs under state disaster assistance programs.

LOCAL GOVERNMENT LEVEL IN SEMS

Local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

A local government under SEMS is a city, county, city and county, school district, or special district. Special districts under SEMS are units of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance). This may include a joint powers authority established under Section 6500 et seq. of the Code.

Cities are responsible for emergency response within their boundaries, although some cities contract for some municipal services from other agencies.

Special districts are primarily responsible in emergencies for restoration of services that they normally provide. They may also be responsible for safety of people at their facilities or on their property and for warning of hazards from their facilities or operations. Some special districts may assist other local governments in the emergency response.

All local governments are responsible for coordinating with other local governments, the field response level and the operational area. Local governments are also responsible for providing mutual aid within their capabilities.

SEMS REQUIREMENTS FOR LOCAL GOVERNMENTS

The City of Long Beach will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- 1) Use the Incident Command System at the Field Response level.
- 2) Use SEMS when
 - A LOCAL EMERGENCY is declared or proclaimed, or
 - The local government EOC is activated.
- 3) Establish coordination and communications with field Incident Commanders/Incident Command Post or directly to the EOC, when activated.
- 4) Use existing mutual aid systems for coordinating fire and law enforcement resources.
- 5) Establish coordination and communications between the City of Long Beach's EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the city's boundaries.
- 6) Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities.

The requirement to use SEMS includes:

- Fulfilling the management and coordination role of local government, and
- Providing for the five essential SEMS functions of Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration.

CITY OF LONG BEACH'S RESPONSIBILITIES UNDER SEMS

The development of SEMS will be a cooperative effort of all departments and agencies within the City of Long Beach with an emergency response role. The City's Emergency Planning Team has the lead staff responsibility for SEMS development and planning including responsibilities for:

- Communicating information within the City of Long Beach on SEMS requirements and guidelines.
- Coordinating SEMS development among departments and agencies.
- Identification of all departments and agencies involved in field level response.
- Coordinating with other local governments, the Operational Area as well as volunteer and private agencies on development of SEMS.
- Incorporating SEMS into the City of Long Beach's Emergency Operations Plan and procedures.

- Incorporating SEMS into the City of Long Beach's Emergency Ordinances, Agreements, Memorandum of Understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Long Beach. The emergency role of these special districts should be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies.

The City of Long Beach will participate in the Los Angeles County Operational Area organization and system for coordination and communication within the operational area.

All local government staff who may participate in emergencies in the EOC or at the field level must receive appropriate SEMS training as required by SEMS regulations. New personnel should be trained as they are hired. The Emergency Planning Team is responsible for providing documentation of SEMS training to the Human Resources Department, who is responsible for developing and maintaining a system for tracking training and exercises in the City of Long Beach. **(See Volume One – Basic Plan)**

Local governments should develop an exercise program that provides periodic exercises for EOC personnel under SEMS.

SEMS EOC ORGANIZATION

SEMS regulations require local governments to provide for five functions: Management, Operations, Planning & Intelligence, Logistics, and Finance & Administration. These functions are the basis for structuring the EOC organization.

Management

Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. The Management Section is supported by a Policy Group made up of department heads and led by the EOC Director (City Manager).

Operations

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

Planning & Intelligence

Responsible for collecting, evaluating and disseminating information; developing the City of Long Beach's EOC Action Plan and After-Action

Report in coordination with other functions; and maintaining documentation.

Logistics

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

Finance & Administration

Responsible for financial activities and other administrative aspects.

The EOC organization should include representatives from special districts, volunteer agencies, and private agencies with significant response roles. These organizations would be designated as “Agency Representatives” in the EOC Organization.

Organization Flexibility—Modular Organization

The five essential SEMS functions will be established as “Sections” within the EOC and all other functions will be organized as branches, groups or units within sections. The types of activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions, which are needed but not staffed, will be the responsibility of the next higher element in the organization.

Management of Personnel—Hierarchy of Command and Span-of-Control

The position title “chief” refers to the lead person of each organizational element in the EOC. The term chief is used because the role of EOC elements is to coordinate and manage – not command. Each activated function will have a person in charge of it, but a supervisor may be in charge of more than one functional element. Every individual will have a supervisor and each supervisor will be responsible for no more than seven employees, with the ideal span-of-control being one supervisor to five employees.

Section Chiefs for Operations, Planning & Intelligence, Logistics, and Finance & Administration constitute the EOC General Staff. The EOC Director and General Staff function as the EOC management team. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the EOC Director, and other entities within the EOC to ensure the effective functioning of the EOC organization.

EOC ACTION PLANS

At Local Government, Operational Area, Regional and State levels, the use of EOC Action Plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action Plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action Planning is an important management tool that involves:

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

The action planning process should involve the EOC Director and General Staff along with other EOC elements, special district representatives and other agency representatives, as needed. The Planning & Intelligence is normally responsible for development of the Action Plan and for facilitation of Action Planning Meetings.

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

MULTI-AGENCY OR INTER-AGENCY COORDINATION AT THE LOCAL GOVERNMENT LEVEL

Multi-agency or inter-agency coordination is important for:

- Establishing priorities for response.
- Allocating critical resources.
- Developing strategies for handling multi-agency response problems.
- Sharing information.
- Facilitating communications.

Multi-agency or Inter-agency Coordination in the EOC

- Emergency response is coordinated at the EOC through:
 - Representatives from the City of Long Beach's departments and agencies
 - Representatives from outside agencies including special districts, volunteer agencies and private organizations
- Coordination with agencies not represented in the EOC may be accomplished through various methods of communications.
- Involvement in the EOC action planning process is essential for effective emergency management.

Multi-agency or Inter-agency Coordination Group

- May be established formally.

- Should develop consensus on priorities, resource allocation and response strategies.
- May function within the EOC, at another location or through conference call but should remain in contact with the EOC.
- EOC Action Plan should incorporate group priorities and objectives.
- Group objectives should be implemented through the EOC.
- City of Long Beach may participate with other local governments and agencies in a multi-agency coordination group organized by another Local Government, Operational Area or Regional level.

COORDINATION WITH THE FIELD RESPONSE LEVEL

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, the City of Long Beach's EOC may be activated to coordinate the overall response while the Incident Command System is used by field responders. In some jurisdictions Incident Commanders may report directly to the EOC, usually to their counterpart in the Operations Section. When the EOC is directly overseeing Incident Command teams, the EOC is operating in a centralized coordination and direction mode.

It is also possible (in a large city) for Area Commands to be established between the Incident Command teams and the EOC. During a major citywide disaster, the city may be divided into areas, with an Area Command overseeing the Incident Command teams within each area. The Area Commands would receive policy direction from the EOC.

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

COORDINATION AND COMMUNICATION WITH LOS ANGELES COUNTY OPERATIONAL AREA LEVEL (*Reference: Los Angeles County Operational Area Plan*)

Coordination and communications should be established between activated local government EOCs and the Los Angeles County Operational Area. The Los Angeles County Office of Emergency Management is the day-to-day Operational Area Coordinator.

The Operational Area Plan is divided into the following functional Annexes:

Alerting and Warning

Information Technology
Safety Assessment
Management/Situation Analysis
Emergency Public Information
Radiological Protection
Fire and Rescue
Law Enforcement
Medical
Public Health
Coroner
Care & Shelter/Human Services
Evacuation (Movement)
Urban Search and Rescue
Construction, Engineering & Recovery
Supply Procurement
Personnel
Transportation Resources
Utilities
Finance/Administration
Hazardous Materials
Status of County Government
Initial Recovery

SPECIAL DISTRICT INVOLVEMENT

Special districts are defined as local governments in SEMS. The emergency response role of the districts is generally focused on normal services. During disasters, some types of special districts will be more extensively involved in the emergency response by assisting other local governments.

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

When a special district is wholly contained within the city, the special district should have a liaison representative at the city EOC and direct communications should be established between the special district EOC and the city EOC. An exception may occur when there are many special districts within the city.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a

liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

Where there are many special districts within a city, it may not be feasible for the city EOC to accommodate representatives from all special districts during area-wide disasters. In such cases, the city should work with the special districts to develop alternate ways of establishing coordination and communication.

COORDINATION WITH VOLUNTEER AND PRIVATE AGENCIES

City EOCs will generally be a focal point for coordination of response activities with many non-governmental agencies. The City of Long Beach EOC should establish communication with private and volunteer agencies providing services with the city.

Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Health & Welfare Branch of the EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOCs should be represented at the operational area level.

Cities served by a large number of private and volunteer agencies may not be able to accommodate representatives in the EOC from all agencies that have important response roles. Cities should develop alternate means of communicating with these agencies when liaison representation is not practical.

Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The City of Long Beach is in the process of identifying disaster protocols to best serve employees and citizens with disabilities. Specifically, access and functional need will be included as we develop or update protocols include methods of sheltering, evacuating, transporting, and warning those individuals protected by the Americans with Disabilities Act.

NATIONAL INCIDENT MANAGEMENT SYSTEM COORDINATION OF PUBLIC INFORMATION

The National Incident Management System establishes the requirement of a Joint Information Center (JIC) in response to a major event. NIMS also establishes the concept of a Joint Information System (JIS). Both programs are defined below:

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

CITY OF LONG BEACH EMERGENCY OPERATIONS CENTER

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City. An EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by the Director of Emergency Services, Emergency Management Staff and representatives from organizations who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

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

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County and State agencies, military, and federal agencies.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.

- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with field units and other local government EOCs, and the Los Angeles County Operational Area.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences as necessary.
- The Director of Emergency Services (EOC Director) is responsible for the readiness of the EOC although this is typically delegated to the EOC Coordinator.

DIAGRAM 4.0 - EOC LOCATION



The City EOC is located at 2990 Redondo Avenue,



EOC LOCATION AND DESCRIPTION:

The ECOC is a 42,000 square feet facility that houses the EOC as well as police and fire dispatch operations. The ECOC 1st Floor includes a situation room, breakout room and adjacent kitchen. There are bathrooms and showers in the facility. The EOC is located on the first floor briefing room at the Disaster Preparedness and Emergency Communications Department, 2990 Redondo Avenue, Long Beach, CA 90806. Emergency power is supplied by a diesel generator. This emergency generator has its own fuel reserve.

The Alternate EOC is located at the 5580 Cherry Ave. The Alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. When the use of an alternate EOC becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. Direction and control authority will be transferred from the primary EOC to an alternate EOC when necessary by the EOC Director. All Section Chiefs will advise their emergency response field forces of the transition to the alternate EOC.

The operational capabilities of the alternate EOC should be similar to those of the primary EOC.

DISPLAYS

Because the EOC's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. The Planning & Intelligence Section is responsible for coordinating display of information and should maintain display devices so that other sections can quickly comprehend what actions have been taken, what resources are available, and to track the damage in the city resulting from the disaster. All display charts, boards, and materials are stored in the EOC-In-A-Box which is kept in a prominent location in the primary EOC.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log; i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc. The posting of the significant events log is the responsibility of the Planning & Intelligence Section.

COMMUNICATIONS

Communications are provided in the primary EOC and include telephone, fax, 800 MHz handheld radios, and RACES equipment. Communication facilities will be continuously staffed during emergencies, either by volunteers or City staff. The Logistics Section is responsible for ensuring effective communications. Communications with field

responders is critical to the effectiveness of the EOC. Maintenance of these links will be a high priority.

EOC MANAGEMENT

The EOC and alternate EOC facility management is the responsibility of the EOC Coordinator and includes maintaining the operational readiness of the primary and alternate EOCs.

Positions assigned to the EOC will advise/brief city decision makers of the emergency situation and recommend actions to protect the public, i.e., alerting and warning the public, evacuation of risk area, activation of shelters, request for State/Federal assistance, etc.

Emergency Notification and Scheduling Procedures are contained in **Volume Two**.

The EOC Director will have the primary responsibility for ensuring that the City Council is kept apprised of the situation and will bring all major policy issues to the Council for review and decision.

EOC Assignment Identification System

The assignments of the EOC Staff are defined in the SEMS EOC Organization Section. Once assigned a role or position within the EOC, staff will wear a vest that identifies their work area and assignment. Here is the vest matrix:

	Assignments	Vest Color		Assignments	Vest Color
1	Management		6	Policy	
2	Planning, Intelligence & Recovery		7	Joint Information Center	
3	Operations		8	EOC Coordinator	
4	Logistics		9	NGO's	
5	Finance		10	Spares	

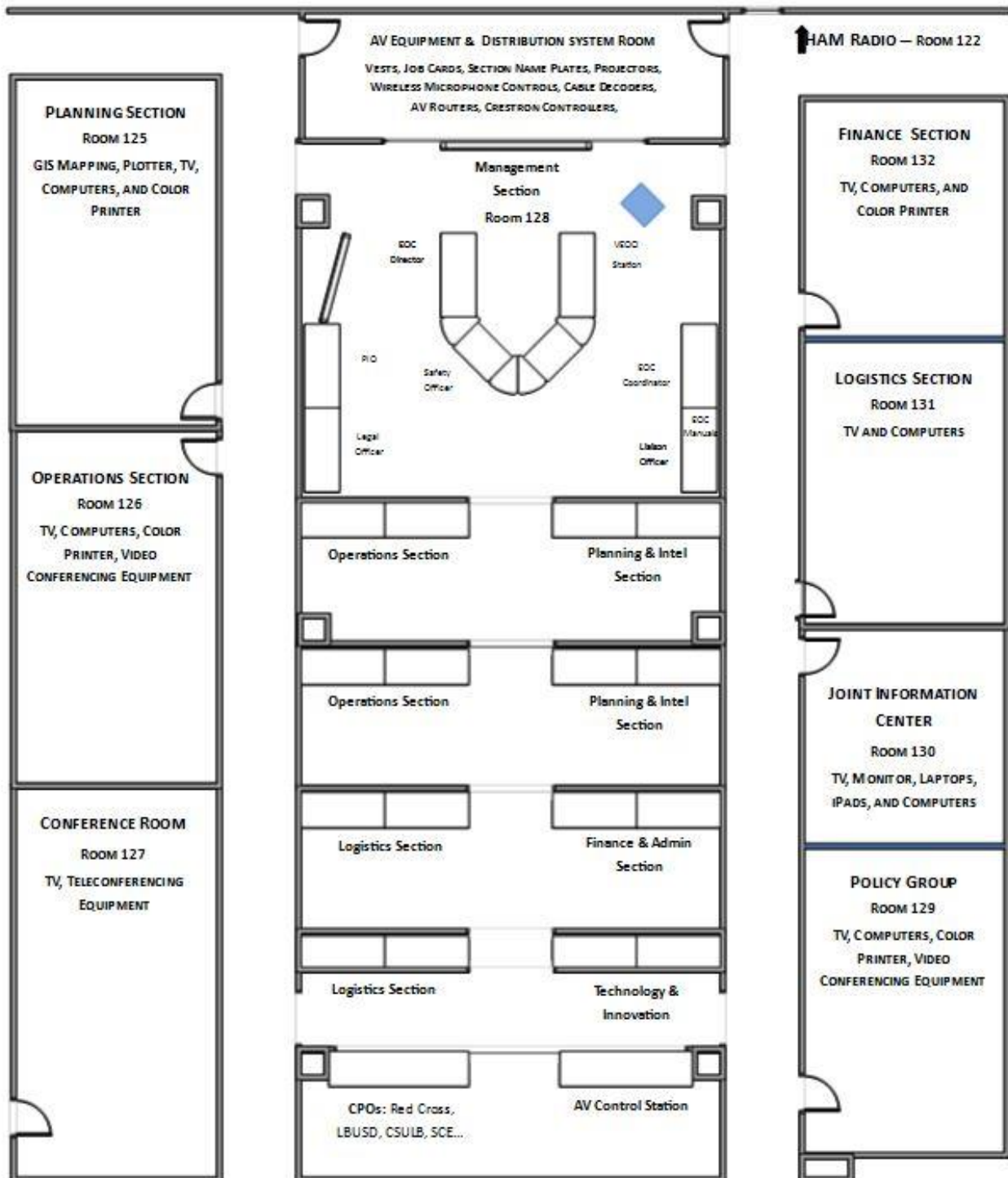
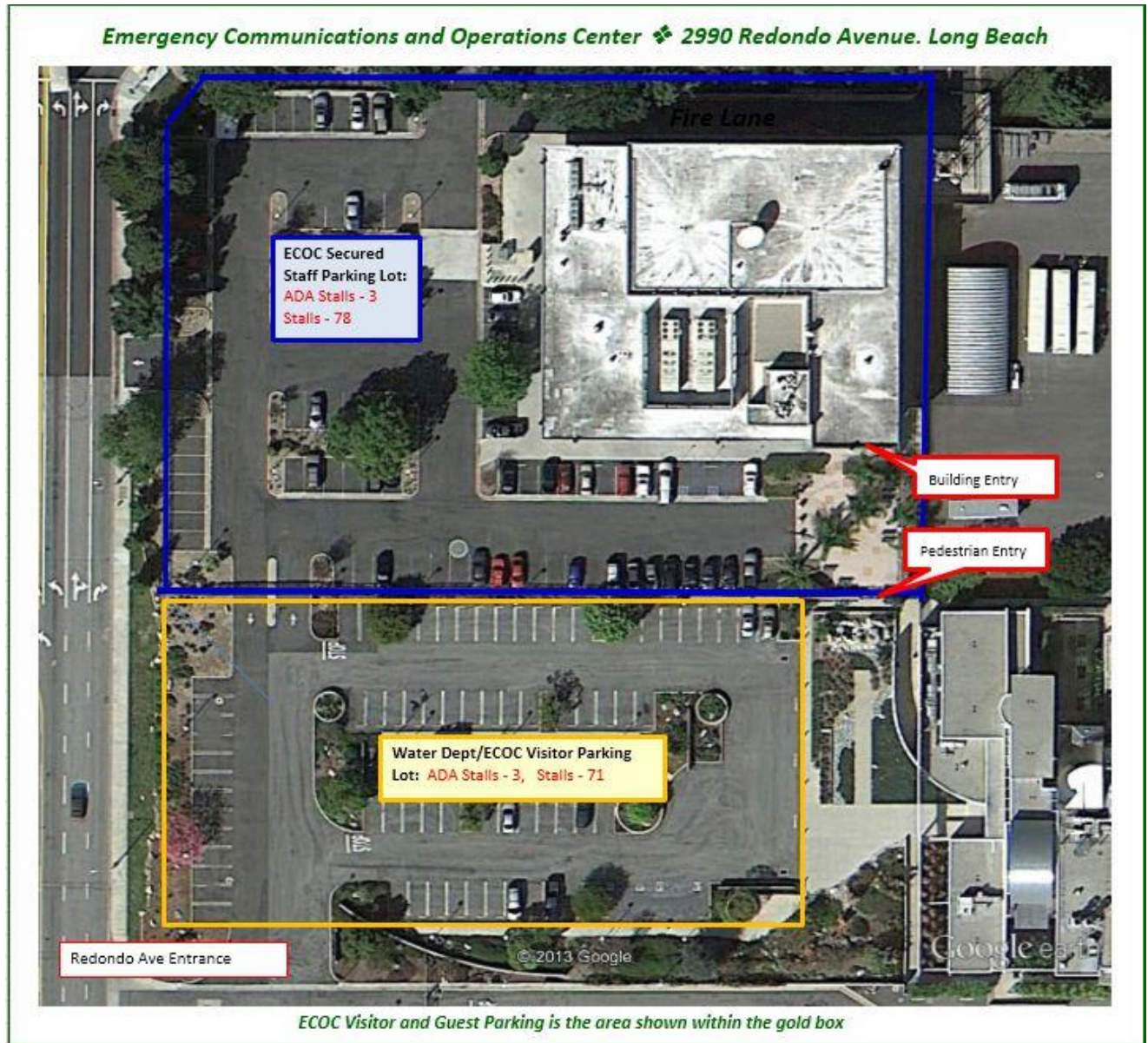
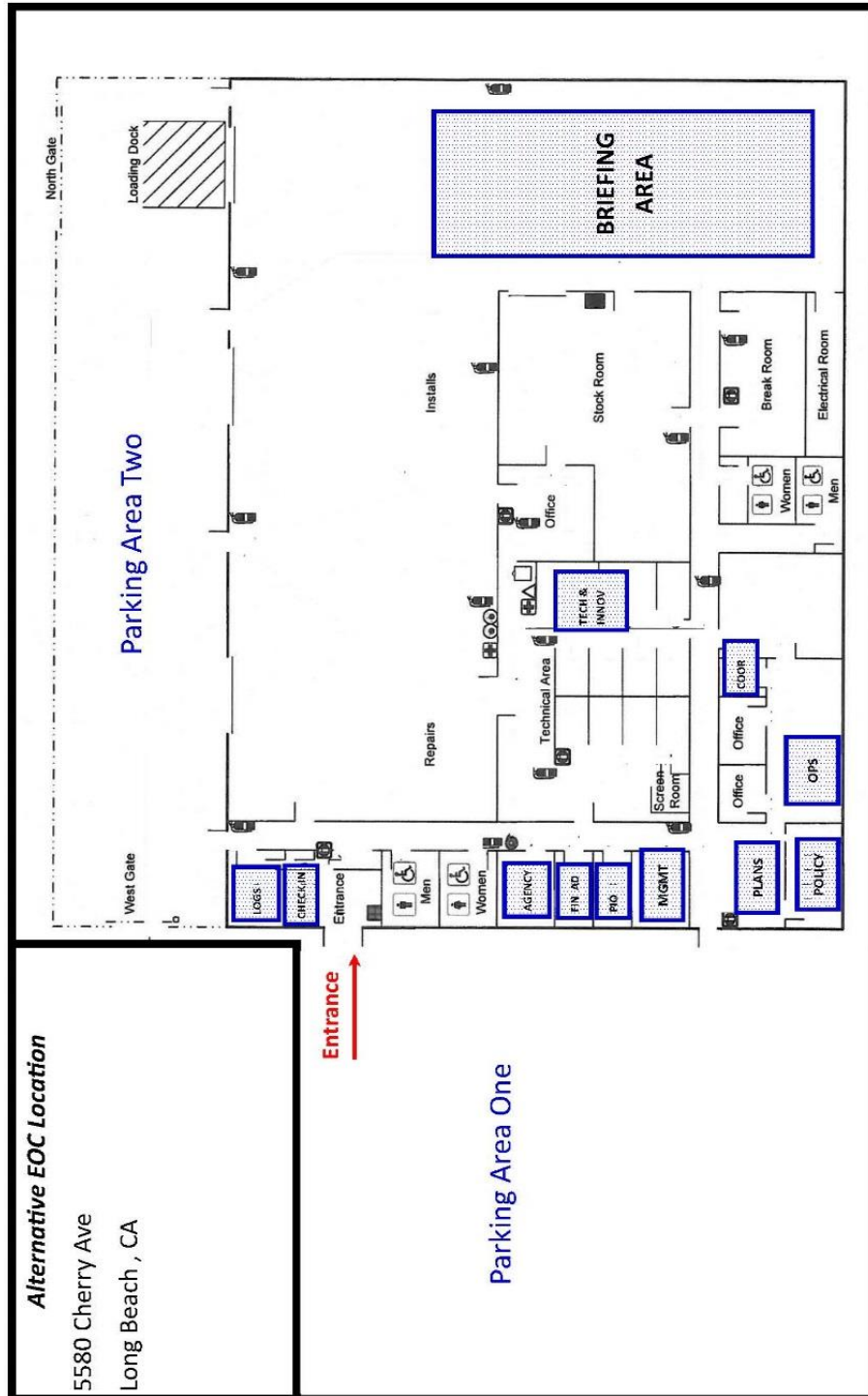
DIAGRAM 4-1: EOC Situation Room Layout

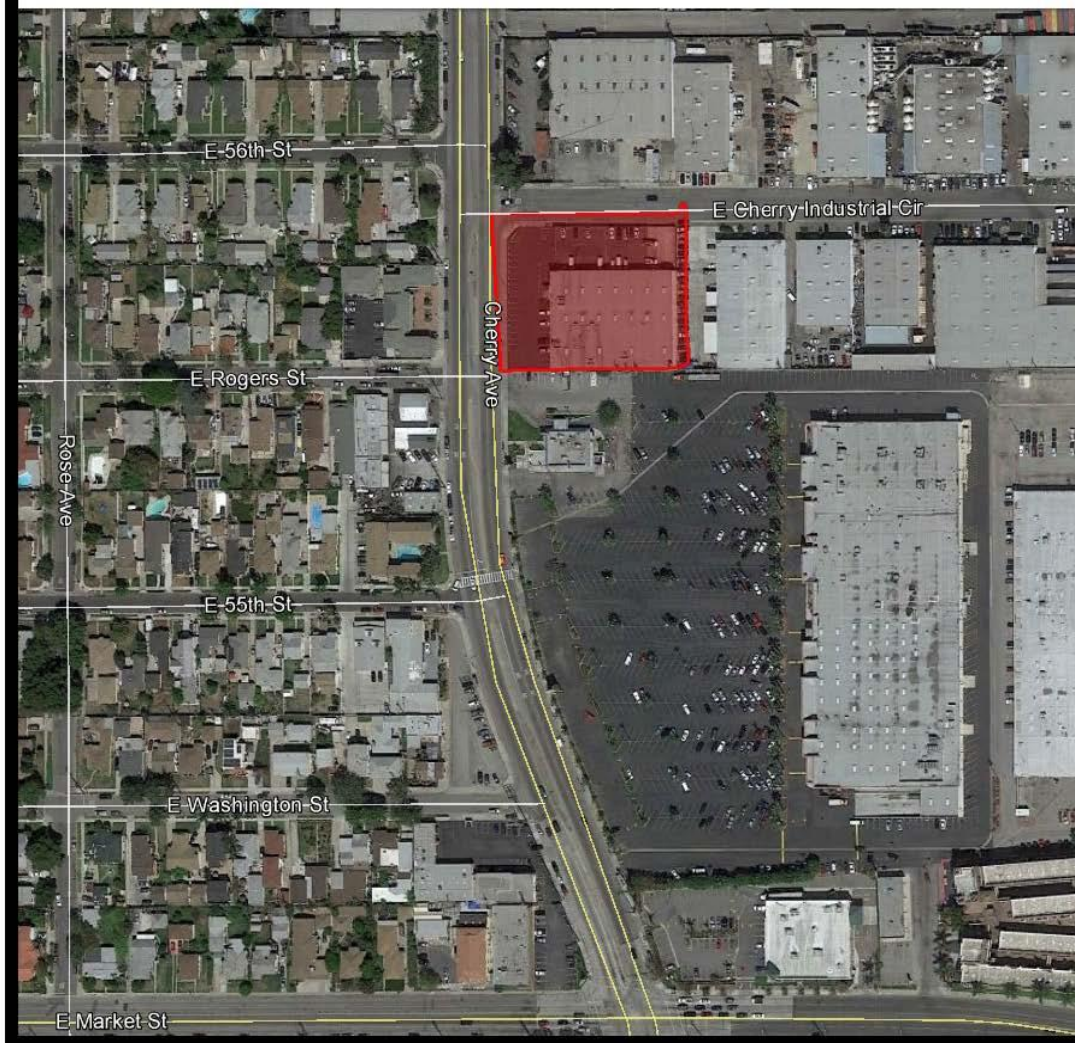
DIAGRAM 4-2: Location of EOC

**DIAGRAM 4-3: Layout of Alternate EOC
5580 Cherry Avenue**



**DIAGRAM 4-4: Location of Alternate EOC
5580 Cherry Avenue**

Alternative Emergency Operation Center
5580 Cherry Avenue, Long Beach, CA
(Red Rectangle is the Technology & Innovation
Radio Shop)



CITY OF LONG BEACH'S EOC ACTIVATION POLICY

Activation of the local government level means that at least one local government official implements SEMS as appropriate to the scope of the emergency and the local government's role in response to the emergency.

The local government level is activated when field response agencies need support.

The local official(s) implementing SEMS may function from the EOC or from other locations depending on the situation. Activated EOCs may be partially or fully staffed to meet the demands of the situation.

The Los Angeles County Operational Area should be notified via the San Dimas Sheriff's Station EOC (Station EOC activated) or the Watch Commander (Station EOC not activated) when the City of Long Beach's EOC is activated.

WHEN TO ACTIVATE:

- A significant earthquake causing damage in the City or neighboring jurisdictions.
- An uncontrolled release or failure of a Dam within the jurisdiction.
- An impending or declared "State of War Emergency".
- An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more City Departments over an extended period of time. Examples include a major hazardous material incident, civil disturbance, aircraft disaster, high rise structure fire or severe weather conditions.

WHO CAN ACTIVATE:

The following individuals, either acting as the EOC Director or on behalf of the EOC Director, or their appointed representatives (**as referenced earlier in the Management Annex—Continuity of Government Lines of Succession**) are authorized to activate the EOC:

- City Manager
- Assistant City Manager
- Deputy City Manager
- Fire Chief
- Police Chief
- Director – Disaster Preparedness and Emergency Communications
- Director – Health and Human Services
- Director – Public Works

HOW TO ACTIVATE:

- **Contact the Emergency Communications Center**
- Identify yourself and provide a call-back confirmation phone number if requested.
- Designate personnel to set up the EOC.



- Briefly describe the emergency/disaster situation causing this request.
- Request EOC "Level II" or "Level III" Activation.
- Request notification of EOC "Level II" or "Level III" staff.

Where to Report

The EOC is located at 2990 Redondo Avenue. The alternate EOC is located at 5588 Cherry Ave, Long Beach, CA

When to Report

Report to the EOC when requested by the City Manager, City Notification System via email, texts, phone, etc. If unsure, call your department hotline.

DEACTIVATION:

Section Chiefs and the EOC Director will authorize EOC deactivation by position and function. **(See Volume Two - Management Annex - EOC for EOC Set-Up Procedures.)**

Chart 3-6 - LOCAL GOVERNMENT EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	One	EOC Director EOC Coordinator Other Designees
Severe Weather Issuance's (see Volume Two – Operations Annex - NWS)		
Significant incidents involving 2 or more Departments		
Earthquake Advisory/Prediction Level One		
Event/Situation	Activation Level	Minimum Staffing
Earthquake with damage reported	Two	EOC Director
Earthquake Advisory/Prediction Level Two or Three		Section Chiefs, Branches and Units as appropriate
Major wind or rainstorm		
Two or more large incidents involving 2 or more departments		Liaison/Agency representatives as appropriate
Wildfire affecting developed area		
Major scheduled event		
Severe hazardous materials incident involving large-scale or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		
Event/Situation	Activation Level	Minimum Staffing
Major city or regional emergency—multiple departments with heavy resource involvement	Three	All EOC positions
Earthquake with damage		
Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment		

The Role of the Mayor and City Council

The City's Municipal Code (section 2.69.01) describes the duties and responsibilities of the Mayor and City Council when functioning as part of the emergency operations forces of the City. It also provides a means by which the Mayor and City Council may review and approve specific emergency and disaster preparedness plans. As used in the municipal code, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City whether natural or man-made.

The Emergency Council is created in this portion of the municipal code and is empowered to review disaster preparedness plans and agreements, and make recommendations for adoption by the City Council. The Emergency Council consists of the Mayor (Chair), the City Manager (Vice-Chair), the Coordinator of Emergency Services, the City Attorney, the Police and Fire Chiefs, and other Deputy Directors, as appointed

The City Manager also serves as the Director of Civil Defense. In this role he may request the City Council to proclaim the existence or threatened existence of a local emergency. The City Council must take action to ratify the proclamation within seven days after the request. The City Council should then review the proclamation at least every 14 days to determine the need for continuing the local emergency or terminate it at the earliest possible date that the conditions warrant.

The direction and control of local emergency preparations has been centralized through the Disaster Preparedness and Emergency Communications Department to enable the City to: effectively cooperate with local, state and federal agencies; make available City resources as the needs of the residents may demand during a local emergency; and enhance efforts to assist local emergency response organizations and authorities of the state and federal governments in the accomplishment of emergency services.

The State of California has a statutory requirement that all state and local agencies must implement and operate the Standardized Emergency Management System (SEMS) in responding to, managing, and coordinating multiple agency or multiple jurisdiction incidents. SEMS establishes firm protocols for communicating with the Operational Area, and the State and/or Federal Emergency Management Agency (FEMA). The protocols must be adhered to and will be coordinated through the Long Beach Emergency Operations Center (EOC). These protocols include mutual aid requests, damage assessment reports, and/or any other communications necessary to mitigate the specific emergency or disaster. The City, in order to be eligible for funding or reimbursement of personnel-related response costs under the disaster assistance program, must follow SEMS- guidelines. The City has implemented SEMS at the incident (field) Department Operations Center (DOC) and EOC level.

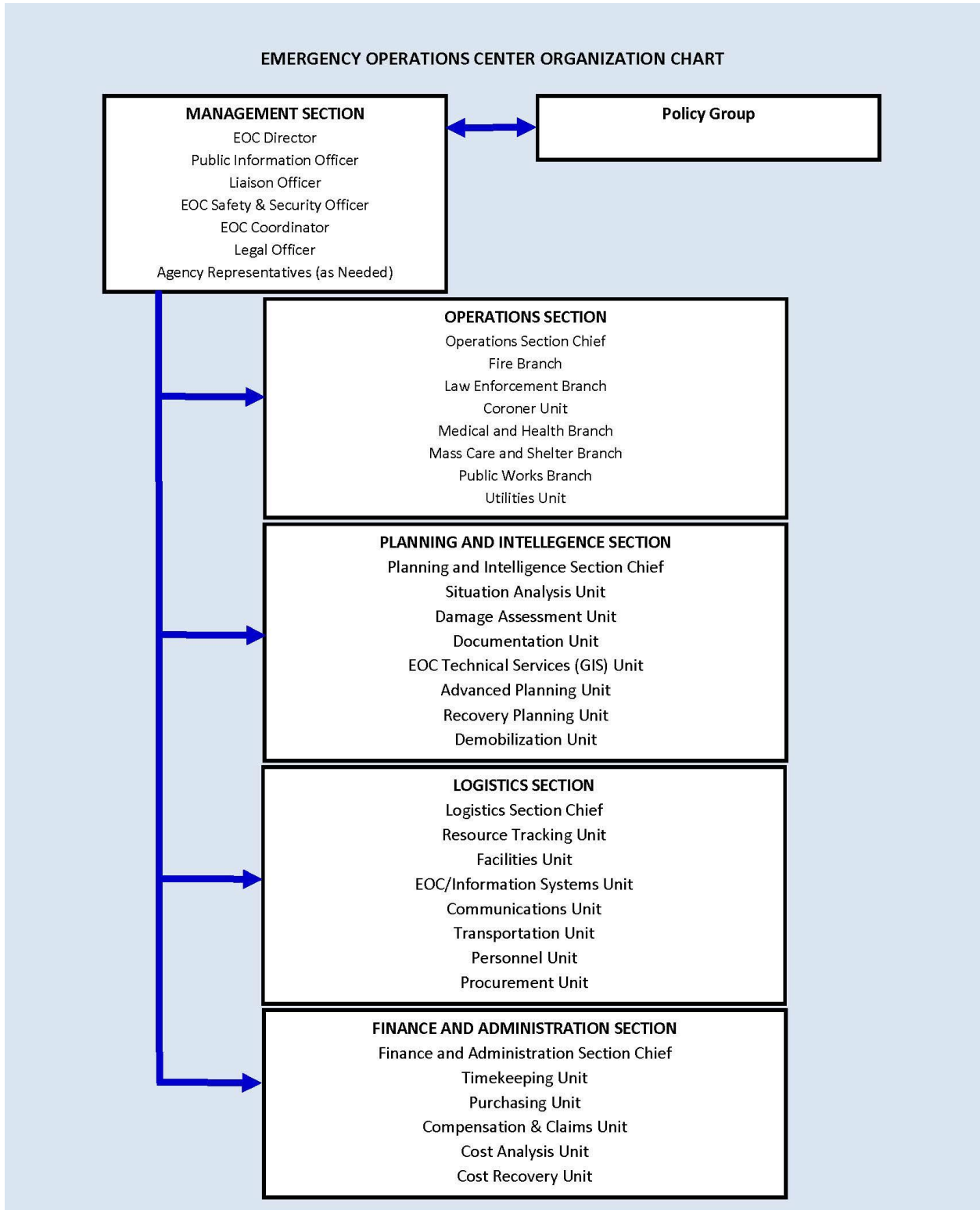
The following details the division of duties that may be required by the Mayor, City Council, City Manager and Department Heads under various emergency conditions:

Mayor and City Council

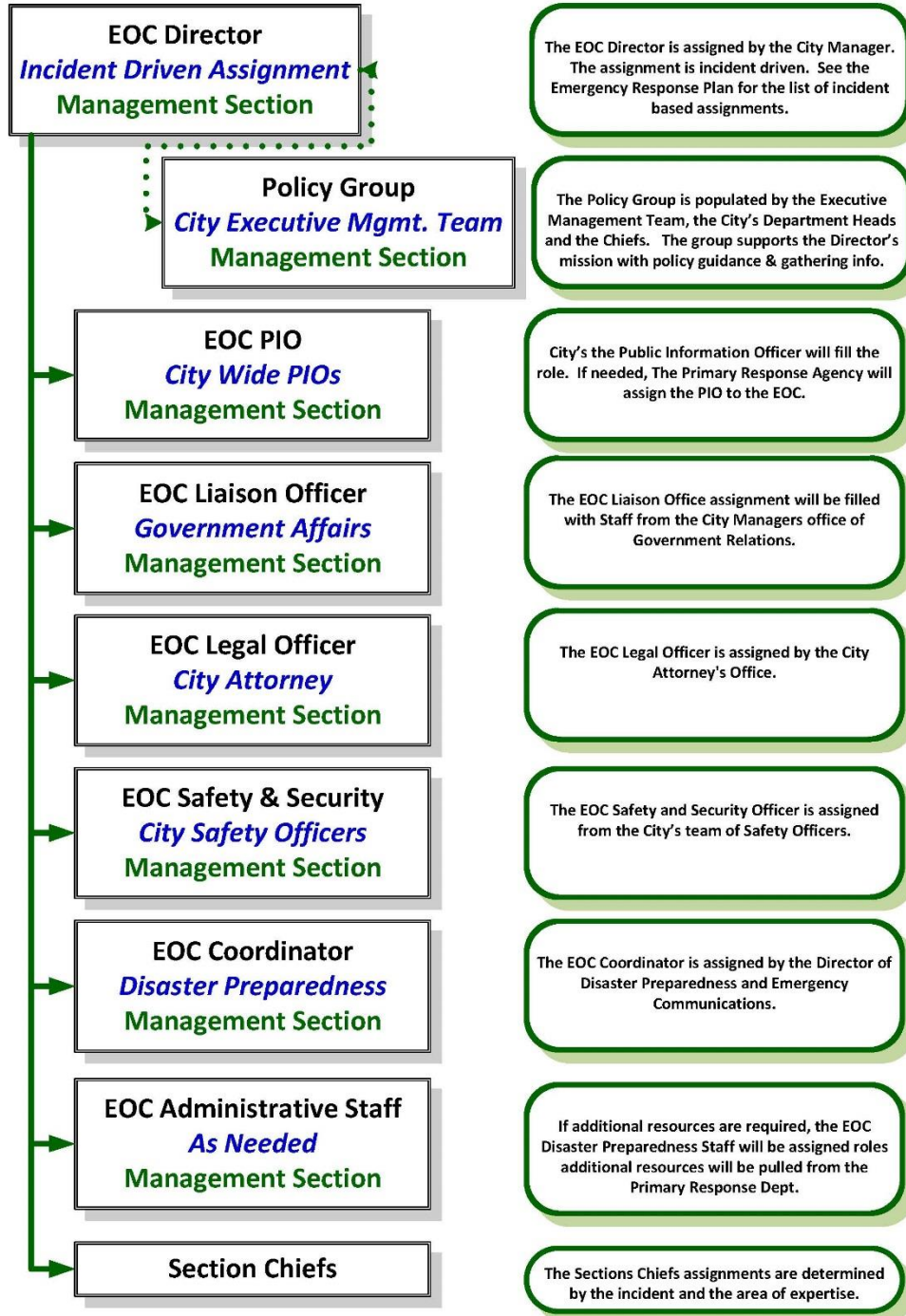
The Mayor and City Council will be notified and briefed by the City Manager's Office, and advised on the specific circumstances of any EOC activation. To ensure that the City Council is kept informed of the situation and needs during a major incident/EOC activation, the City Council will be asked to report to the Council Chambers, or their field office if City Hall is not available.

The role of the Mayor and City Council is extremely important to ensure the continuity of government during emergencies or disasters. Those roles and responsibilities include:

- The Mayor will be the primary spokesperson to the media for the City.
- The City Council will communicate with and report the needs of their constituents to the City Manager or Mayor.
- The City Council must validate/ratify any proclamation made during an emergency or disaster. The initial proclamation must be approved by City Council within seven days of the proclamation and reviewed and re-approved every 14 days.
- The City Manager will advise the Mayor and City Council on issues that need to be addressed by the governing body

Chart 3-7: Management Section Organization Chart

EOC Organization & Staffing Plan: Management Section



MANAGEMENT SECTION STAFF

EOC Director

The management role is filled by the EOC Director and is the position that is established at every EOC activation to coordinate EOC operations. The City Manager will fill this position based on the incident and continue serving as the Director of Emergency Services during an emergency/disaster. The Director of the Development Services Department shall serve as first alternate. The EOC Director, the General Staff (Section Chiefs), the EOC Coordinator and others as designated make up the EOC Management Team.

A Policy Group led by the City Manager and including various department heads will be responsible for advising the EOC Director on policy matters. The Policy Group will also assist the EOC Director with decision making and the development of overall strategy and tactics to mitigate the incident and rules, regulations, proclamations and orders and ensuring the continuity of government and continuity of operations.

The EOC Director is responsible for the readiness of the EOC although this is typically delegated to the EOC Coordinator.

The Management Section also includes the following staff required to support the Management function.

- EOC Coordinator
- Public Information Officer
- Liaison Officer
- Legal Officer
- EOC Safety & Security Officer
- Agency Representatives (As Needed)

EOC Coordinator

The EOC Coordinator facilitates the overall functioning of the EOC, coordinates with other agencies and SEMS levels, and serves as a resource to the EOC Director. The Disaster Management & Emergency Communications Department will fill this position.

Public Information Officer

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate and timely and appropriate information is provided to all required agencies and the media.

The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate **all** information releases and media contacts with the EOC Director (including field response PIOs). The City Manager's Office will fill this position.

Liaison Officer

The Liaison Officer serves as the point of contact for Agency Representatives from assisting organizations and agencies outside our city government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. This ensures each agency is doing what it does best and maximizes the effectiveness of available resources. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations. The Liaison Officer also serves as the multi-agency or inter-agency representative for the City of Long Beach to coordinate the response efforts. Multi-agency or inter-agency coordination is defined as 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. The City Manager's Office will fill this position.

Legal Officer

The Legal Officer, normally the City Attorney, provides legal counsel to the director of Emergency Services (EOC Director) in all legal matters pertaining to emergency response and recovery; assists in the preparation of proclamations, ordinances, and other legal documents; and maintains the City's legal records and reports.


EOC Safety & Security Officer

The EOC Safety & Security Officer is responsible for identifying and mitigating safety hazards and situations of potential City liability during EOC operations and ensuring a safe working environment in the EOC. The position is also responsible for security of all EOC facilities and personnel access. The Human Resources Department will fill this position.

Agency Representatives (As Needed)

Individuals assigned to the EOC from another agency, Agency Representatives should be able to speak for their respective agencies within established limits. Agency Representatives will report to the Liaison Officer.

EOC Management Section Vest Assignments

	Assignments	Vest Color	Assignments	Vest Color	Assignments	Vest Color
1	Management		Policy		Joint Information Center	
2	EOC Coordinator		Agency Reps		Spares	

MANAGEMENT SECTION

EOC DIRECTOR

PRIMARY: The EOC Director is assigned by the City Manager. The assignment is incident driven. See the Emergency Response Plan for the list of incident based assignments.

SUPPORT: The assignment is incident driven

ALTERNATE: The assignment is incident driven

SUPERVISOR: City Manager

GENERAL DUTIES:

- Reports to the Director of Emergency Services for the City of Long Beach.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.
- Refer to Los Angeles County Operational Area Plan (**Volume Two – Operational Area Annexes**)

YOUR RESPONSIBILITY:

Overall management of the City of Long Beach's emergency response and recovery effort. EOC Director is responsible for the readiness of the EOC although this is typically delegated to the EOC Coordinator.



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

MANAGEMENT SECTION: EOC DIRECTOR			
Activation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine the operational status and appropriate level of EOC activation based on situation as known. Direct Dispatch Center to initiate EOC Activation.			
As appropriate, respond to the EOC.			
Mobilize appropriate personnel for initial activation of the EOC (See Volume Two – Management Annex – EOC Emergency Scheduling and Notification).			
Activate an alternate EOC as required. When there is damage to the primary EOC sufficient to render it unusable, the alternate facility is the first alternate EOC location.			
Obtain briefing from whatever sources are available.			



Position Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Review your position responsibilities.			
Identify yourself as the EOC Director <i>by putting on the vest with your title</i> . Print your name on the EOC organizational chart next to your assignment			
Direct the implementation of the Emergency Operations Plan.			
Confirm level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed.			
Notify the Los Angeles County Operational Area that the City EOC is activated.			
Assign staff to initiate check-in procedures. (See Volume Two – Forms)			
Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name. (See Volume Two – Forms)			
Ensure that EOC is properly set up and ready for operations.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Appoint and ensure that Section Chiefs (General Staff) are in place as soon as possible and are staffing their respective sections: <ul style="list-style-type: none">• Operations• Planning & Intelligence• Logistics• Finance & Administration			
Ensure that the Management Section is staffed as soon as possible at the level needed. <ul style="list-style-type: none">• EOC Coordinator• Public Information Officer• Liaison Officer• Safety & Security Officer• Agency Representatives (as needed)			
Request additional personnel to maintain a 24-hour operation as required.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Brief incoming Section personnel prior to their assuming their duties. Briefings should include:</p> <p>Current situation assessment.</p> <ul style="list-style-type: none"> • Identification of specific job responsibilities • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services and personnel. <p>Identification of operational period work shifts.</p>			
Prepare work objectives for Section staff, brief staff and make staff assignments.			
Open and maintain a position log.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA</i></p>			
Ensure that a scribe documents all Management Section meetings, General Staff meeting, and policy decisions.			
Ensure that telephone, radio and data communications with other facilities are established and tested.			
Ensure that all departments account for personnel and work assignments.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Confirm the delegation of authority. Obtain any guidance or direction as necessary.			
Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance & Administration Section.			
Schedule the first Action Planning meeting.			
Confer with Operations Section Chief and other General Staff to determine what representation is needed at the EOC from other agencies.			
Ensure that the field agency representatives have been assigned to other facilities as necessary.			
Determine need and establish, if necessary, a Deputy Director position for the Operations Section.			
Establish the frequency of briefing sessions.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Based on the situation as known or forecast, determine likely future Management Section needs.			
Think ahead and anticipate situations and problems before they occur.			
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit.			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Carry out responsibilities of your Section not currently staffed.			
Make a list of key issues currently facing your Section to be accomplished within the next operational period.			
Ensure that all your Section logs and files are maintained.			
Monitor your Section activities and adjust Section organization as appropriate.			
Resolve problems that arise in conducting your Section and EOC responsibilities.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Anticipate potential situation changes, such as severe aftershocks, in all Section and EOC planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Timekeeping Unit and Cost Analysis Unit of the Finance & Administration Section at the end of each operational period. (Volume Two – Forms).			



Section/Position Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Carry out responsibilities of all other Sections not currently staffed			
Assess situation, work in progress, resources and estimate incident duration.			
Set up EOC planning meeting schedule with all Section Chiefs.			
Develop overall strategy with the Section Chiefs.			
Ensure that Sections are carrying out their principle duties: <ul style="list-style-type: none"> • Implementing operational objectives per the EOC Action Plan • Preparing Action Plans and Status Reports • Providing adequate facility and operational support • Providing administrative and fiscal record keeping and support. 			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop and issue appropriate rules, regulations, proclamations and orders.			
Initiate Emergency Proclamations as needed (Volume Two - Legal Documents)			
Establish City Hall hours of operation.			
Conduct periodic briefing sessions with the entire EOC General Staff to update the overall situation.			
Set priorities for restoration of city services.			
Conduct periodic briefing sessions with the City Council to update the overall situation.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Hold Action Planning Meeting of Section Chiefs, agency representatives (as required), and key staff. The activities to be covered in an Action Planning Meeting are:</p> <ul style="list-style-type: none">• Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area.• Obtain any additional information from other sources on the current situation assessment.• Review availability and status of ordered, en route or staged resources.• Establish with staff the next Operational Period for which the EOC Action Plan should be developed.• Define priority actions to be accomplished or undertaken within the next Operational Period in light of the known and forecasted situation and status of available resources.• Establish assignments for available and incoming resources based on current and forecast situation and established priorities.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Hold Action Planning Meeting of Section Chiefs, agency (continued).</p> <ul style="list-style-type: none"> Determine need for additional resources. Establish specific responsibilities for ordering. Discuss and resolve any internal coordination issues. Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary. Establish time for next action planning meeting. 			
Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning & Intelligence Section and EOC Management Team.			
In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination.			
Authorize PIO to release information to the media and to access Emergency Alert System (EAS) as needed through appropriate channels.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Personnel Unit of the Finance & Administration Section.			
In conjunction with the EOC Safety & Security Officer, establish and maintain a safe working environment.			
Ensure that proper security of the EOC is maintained at all times.			
Ensure that the Liaison Officer is providing for and maintaining positive and effective inter-agency coordination.			
Establish and maintain contacts with adjacent jurisdictions/agencies and with other organizational levels as appropriate.			
Monitor section level activities to assure that all appropriate actions are being taken.			
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.			



Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Authorize deactivation of Sections, branches or units when they are no longer required.			
Notify Los Angeles County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation.			
Ensure that any open actions not yet completed will be taken care of after deactivation.			
Ensure that all required forms or reports are completed prior to deactivation.			
Be prepared to provide input to the After-Action Report.			
Deactivate the EOC and close out logs when emergency situation no longer requires activation.			
Proclaim termination of the emergency and proceed with recovery operations.			

MANAGEMENT SECTION**EOC Policy Group**

PRIMARY: City Manager

SUPPORT: Assistant City Manager

ALTERNATE: Director (DPEC)

SUPERVISOR: EOC Director

A Policy Group meeting will be convened when called for by the *Director* and may include but are not limited to the following positions or their designee:

City Manager	Fire Chief	Police Chief
Public Works Director	City Attorney	Director OPEC
EOC Coordinator	Public Info Officer	EOC Section Chiefs
Emergency Services Coordinator		

GENERAL DUTIES:

- Recommend policy and recovery direction, making recommendations on the course of action to be taken by the City.
- Provide strategic methodology to the Director on how to manage the City in the most effective manner.
- Liaison with community partners and internal departments to assist with gathering and sharing information.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Assist with briefings of elected officials, and participate in media interview as requested.

YOUR RESPONSIBILITY:

The Policy Group, comprised of City Executives, sets policy and response and recovery direction, making recommendations on the course of action to be taken by the City. They provide strategic methodology to the Director on how to manage the City in the most effective manner. The Director has all final decision authority and the Policy Group is only a recommending body. The individuals in the Policy Group may hold key positions in the Command and General Staff, but they will be asked to help set City policy during a disaster.

The Policy Group may be expanded to include Agency Representatives from outside agencies such as a: school district, college, hospital, a representative from the Chamber of Commerce representing businesses, county, state and federal agencies, or other appropriate Agency Representatives. Additional department heads may be included during the response and recovery effort. For example, the Economic Development Director may be asked to assist with policy related to recovery.



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

MANAGEMENT SECTION: EOC POLICY GROUP			
Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check-in upon arrival at the EOC.			
Report to the EOC Director.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as a member of the EOC Policy Group by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment			
Participate in event briefings as soon as possible. Briefings should include: Current situation assessment. <ul style="list-style-type: none"> • Identification of specific job responsibilities • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. 			

<ul style="list-style-type: none"> • Procedural instructions for obtaining additional supplies, services and personnel. • Identification of operational period work shifts. 			
Review work priorities and objectives of the event.			
Open and maintain a position activity log.			
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA</i></p>			
Ensure that a scribe documents all Policy Group meetings, Briefings of elected officials, and policy decisions.			
Based on the situation as known or forecast, project future Management Section needs.			
Make a list of key issues currently facing your Section to be accomplished within the next operational period.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Timekeeping Unit and Cost Analysis Unit of the Finance & Administration Section at the end of each operational period. (Volume Two – Forms).			
Develop and issue appropriate rules, regulations, proclamations and orders.			
Initiate Emergency Proclamations as needed (Volume Two - Legal Documents)			
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.			
Set priorities for restoration of city services			
In conjunction with the Public information Officer, coordinate and conduct news conferences and review media releases as			

needed. Establish procedures for information releases affecting inter-agency coordination.			

MANAGEMENT SECTION

EOC COORDINATOR

PRIMARY:	Manager (DPEC)
SUPPORT:	Administration Manager (DPEC)
ALTERNATE:	Grants Officer (DPEC)
SUPERVISOR:	EOC Director

GENERAL DUTIES:

- Coordinate EOC internal management systems.
- Liaison with outside public jurisdictions and internal departments.
- Assist and serve as an advisor to the EOC Director and General Staff as needed.
- Provide information and guidance to the EOC Management Team.
- Maintain contact with the Los Angeles County Operational Area EOC Liaison Officer.
- Serve as a Section Chief (temporary assignment) if assigned by the EOC Director.
- Coordinate all visits to the EOC.
- Refer to Los Angeles County Operational Area Plan (**Volume Two – Operational Area Annexes**).
- Work with the Finance & Administration Section to ensure that the City of Long Beach receives all emergency assistance and disaster recovery costs for which it is eligible.

YOUR RESPONSIBILITY:

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



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

MANAGEMENT SECTION: EOC COORDINATOR			
Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check-in upon arrival at the EOC.			
Report to the EOC Director.			
Receive incident briefing from the EOC Director.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the EOC Coordinator <i>by putting on the vest with your title</i> . Print your name on the EOC organizational chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Open and maintain a position log.			
Assess emergency impacts and provide advice to the EOC Director as to the extent of EOC activation.			
Assist the EOC Director in filling needed workstation assignments.			
Provide assistance and information to Section Chiefs as required			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine 24-hour staffing requirements and request additional support as required.			
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit.			
Based on the situation as known or forecast determine likely future Branch/Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
<p>Using activity log (Volume Two — Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments. <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			



General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.			
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.			
Establish operating procedure with the Communications Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate support requirements and forward to your Section Chief.			
Monitor your position activities and adjust staffing and organization to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that your personnel time records are provided to your Section Chief at the end of each operational period.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Position Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Assist the General Staff and the EOC Director in developing an overall strategy, including: <ul style="list-style-type: none"> Assess the situation Define the problem Establish priorities Determine the need for evacuation Estimate the incident duration 			
Advise the EOC Director about proclamations, emergency ordinances and other legal documents required by the City Council and the EOC Director			
Assist the Planning & Intelligence Section in the development, continuous updating and execution of the EOC Action Plan.			
Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise.			
Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of condition			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all documentation is being properly maintained by EOC personnel.			
Facilitate and attend periodic briefing sessions conducted by the EOC Director.			
Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned.			
Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Los Angeles County Operational Area. As necessary, verify that requests for assistance have been addressed or forwarded to the State Regional EOC.			
Ensure that all necessary communications have been established.			
Coordinate and monitor all EOC visitations. (Volume Two – Management Annex - EOC Visitor Control Procedures.)			
Coordinate all EOC functions with neighboring jurisdictions, the Los Angeles County Operational Area and other support and response organizations.			
Assist in shift change issues.			



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

MANAGEMENT SECTION

PUBLIC INFORMATION OFFICER (PIO)

PRIMARY: Public Information Officer (City Manager's Office)

SUPPORT: Public Information Officer (Incident Driven Assignment)

ALTERNATE: Public Information Officer (Incident Driven Assignment)

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information Officer in the EOC.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information releases.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Refer to Los Angeles County Operational Area Plan (**Volume Two – Operational Area Annexes**)

YOUR RESPONSIBILITY:

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



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

MANAGEMENT SECTION: PUBLIC INFORMATION OFFICER			
Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check-in upon arrival at the EOC.			
Report to EOC Director.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the PIO <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Open and maintain a position log.			
Determine 24-hour staffing requirements.			
Determine the need for group or unit establishment. Make required personnel assignments as staff arrives at the EOC.			
Request additional resources through the appropriate Logistics Section Unit.			
Determine and anticipate support requirements and forward to your Section Chief.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor your position activities and adjust staffing and organization to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Ensure that your personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two – Forms)			
Based on the situation as known or forecast determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms) , maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			



General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.			
Establish operating procedure with the Communications Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all planning.			
Develop a backup plan for all plans and procedures requiring off-site communications.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			



Position Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Secure guidance from the EOC Director regarding the release of available information.			
Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate			
Coordinate all media events with the EOC Director.			
Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.			
Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information. Provide necessary work space, materials, telephones and staffing. Announce location and safe access routes to any established Media Information Center			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas.			
Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas.			
Develop an information release program.			
Interact with other branches/units to provide and obtain information relative to public information operations.			
Coordinate with the Situation Analysis Unit of the Planning & Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.			
Maintain an up-to-date picture of the situation for presentation to media.			
Obtain, process, and summarize information in a form usable in presentations.			
As required, periodically prepare briefings for the jurisdiction executives or elected officials.			
Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information.			
Respond to information requests from the EOC Director and Policy Group.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information.			
Consider establishing and staffing a hot line to answer inquiries from the public.			
Arrange for meetings between media and city officials or incident personnel.			
Assist in making arrangements with adjacent jurisdictions for media visits.			
Determine which radio and TV stations are operational. (Volume Two – Management Annex – PIO)			
Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc. (Volume Two - Management Annex – PIO)			
Broadcast emergency information/updates on local Cable TV either through the message board or live taping of Mayor/City Council or EOC Director.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc. (See Volume Two — Management Annex – PIO)			
When federal emergency response teams respond, coordinate activities through the Los Angeles County Operational Area to ensure coordination of local, state and federal public information activities.			
Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.).			
Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures.			
Prepare instructions for people who must evacuate from a high-risk area, including the following information for each threat: evacuation routes; suggestions on types and quantities of clothing, food, medical items, etc. the evacuees should bring; location of evacuation centers and shelters.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
When federal emergency response teams respond, coordinate activities through the Los Angeles County Operational Area to ensure coordination of local, state and federal public information activities.			
<p>Issue timely and consistent advisories and instructions for life safety, health and assistance:</p> <ul style="list-style-type: none">• What to do and why.• What not to do and why.• Hazardous areas and structures to stay away from.• Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, sight-impaired, etc.).• Location of mass care shelters, first aid stations, food and water distribution points, etc.• Location where volunteers can register and be given assignments.• Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.• Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Issue timely and consistent advisories and instructions for life safety, health and assistance: (Continued)</p> <ul style="list-style-type: none"> • Weather hazards when appropriate. • Public information hotline numbers. • Status of Local Proclamation, Governor's Proclamation or Presidential Declaration. • Local, state and federal assistance available; locations and times to apply. • Disaster Application Center (DAC) locations, opening dates and times. <p>How and where people can obtain information about relatives/friends in the emergency/disaster area. (Coordinate with American Red Cross on the release)</p>			
Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, and prominence of those injured or killed, other human interest stories).			
Through the Los Angeles County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.			
Ensure file copies are maintained of all information released.			
Provide copies of all releases to the EOC			



Director.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Public Information Officer position and close out logs when authorized by the EOC Director.			
Leave forwarding phone number where you can be reached.			

MANAGEMENT SECTION

LIAISON OFFICER

PRIMARY: Government Affairs (City Manager's Office)

SUPPORT: Director of Police Complaint Commission (City Manager's Office)

ALTERNATE: Administrative Analyst (City Manager's Office)

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives, provide workspace and arrange for support as necessary.
- Interact with other sections and branches/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, directives, actions plans and appropriate situation information is disseminated to Agency Representatives.
- Refer to Los Angeles County Operational Area Plan (**Volume Two – Operational Area Annexes**)

YOUR RESPONSIBILITY:

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

Multi-agency or inter-agency coordination is defined as 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.

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

MANAGEMENT SECTION: LIAISON OFFICER			
Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check-in upon arrival at EOC.			
Report to the EOC Director.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Liaison Officer by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.			
Clarify any issues regarding your authority and assignments and what others in the organization do.			
Open and maintain a position log.			
Determine 24-hour staffing requirements.			
Request additional resources through the appropriate Logistics Section Unit.			
Based on the situation as known or forecast determine likely future Unit needs.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.			
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Establish operating procedure with the Communications Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate support requirements and forward to your Section Chief.			
Monitor your position activities and adjust staffing and organization to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Ensure that your personnel, equipment time records, and a record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			



Position Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Arrange and coordinate VIP tours with PIO and City Council member.			
Contact all on-site Agency Representatives. Make sure: <ul style="list-style-type: none"> • They have signed into the EOC. • They understand their assigned function. • They know their work location. • They understand EOC organization and floor plan (provide both). 			
Determine if outside liaison is required with other agencies such as: <ul style="list-style-type: none"> • Local/county/state/federal agencies • Schools • Volunteer organizations • Private sector organizations • Utilities not already represented 			
Determine status and resource needs and availability of other agencies.			
Brief Agency Representatives on current situation, priorities and EOC Action Plan.			
Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or information that may be useful to the EOC.			
Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Respond to requests for liaison personnel from other agencies.			
Act as liaison with state or federal emergency response officials and appropriate city personnel.			
Determine if there are any communication problems in contacting outside agencies. Provide information to the Communications Unit and Information Systems Branch of the Logistics Section.			
Know the working location for any Agency Representative assigned directly to a branch/unit.			
Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Unit managers .			
Respond to requests from sections and units for Agency information. Direct requesters to appropriate Agency Representatives.			
Provide periodic update briefings to Agency Representatives as necessary.			



Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Release Agency Representatives no longer required in the EOC after coordination with the EOC Director and rest of the General Staff.			
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.			
Leave forwarding phone number where you can be reached.			

MANAGEMENT SECTION

EOC SAFETY & SECURITY OFFICER

PRIMARY: City Safety Officer (Human Resources)
SUPPORT: City Safety Specialist (Human Resources)
ALTERNATE: City Risk Manager (Human Resources)
SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- Refer to Los Angeles County Operational Area Plan (**Volume Two – Operational Area Annexes**)
- Provide twenty-four hour a day security for EOC facilities.
- Control personnel access to facilities in accordance with policies established by the EOC Director.
-
- Refer to **Volume Two – EOC Set-Up Procedures**.

YOUR RESPONSIBILITY:

Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC. Also, Security of all EOC facilities and personnel access.



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

MANAGEMENT SECTION: EOC SAFETY & SECURITY OFFICER			
Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check-in upon arrival at the EOC.			
Report to the EOC Director.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the EOC Safety & Security Officer <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Open and maintain a position log.			
Determine 24-hour staffing requirements and request additional support as required.			
Request additional resources through the appropriate Logistics Section.			
Based on the situation as known or forecast determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.			
Keep the EOC Director advised of your status and activity and on any problem areas that now need or will require solutions.			
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate support requirements and forward to your Section Chief.			
Monitor your position activities and adjust staffing and organization to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Ensure that your personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two – Forms)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Position Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine current security requirements and establish staffing as needed.			
Establish or relocate security positions as dictated by the situation.			
Determine needs for special communications. Make needs known to the Communications/Information Systems Unit of the Logistics Section.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine needs for special access facilities. Consider need for vehicle traffic control plan. Develop if required.			
Assist in any EOC evacuation.			
Assist in sealing off any danger areas. Provide access control as required.			
As requested, provide security for any EOC critical facilities, supplies or materials.			
Provide executive security as appropriate or required.			
Provide security input and recommendations as appropriate to conditions to EOC Director.			
Complete a radio or communications check with all on-duty security personnel.			
Tour the entire facility area and determine the scope of on-going operations.			
Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability e.g. oversights, improper response actions, etc.			
Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.			
Study the facility to learn the location of all fire extinguishers; fire hoses and emergency pull stations.			
Be familiar with particularly hazardous conditions in the facility.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that the EOC location is free from environmental threats (i.e., air purity, water potability, etc.).			
If the events that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.			
Keep the EOC Director advised of safety conditions.			
Coordinate with Compensation & Claims Unit of the Finance & Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.			
Leave forwarding phone number where you can be reached.			

MANAGEMENT SECTION

AGENCY REPRESENTATIVES – As Needed

PRIMARY: To be designated by the EOC Director, as needed

ALTERNATE: To be designated by the EOC Director, as needed

SUPERVISOR: Liaison Officer

YOUR RESPONSIBILITY:

As an individual assigned to the EOC from another agency, the Agency Representative should be able to speak for his/her agency within established limits.

- Refer to Los Angeles County Operational Area Plan (**Volume Two – Operational Area Annexes**)



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

MANAGEMENT SECTION: AGENCY REPRESENTATIVES			
Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check-in upon arrival at the EOC.			
Report to Liaison Officer if that position has been activated. If not activated, report to the EOC Director.			
Obtain a briefing on the situation.			
Unpack any kit materials you may have brought with you and set up your assigned work station.			
Obtain EOC organization chart, floor plan and telephone listing. Review the locations and general duties of all sections and branches/units that have been activated.			
Review your position responsibilities.			
Identify yourself as an Agency Representative by putting on the vest with your title. Print your name on the EOC organizational chart next to your assignment.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Establish communications link(s) with home agency. If unable to communicate, notify the Communications Unit and Information Systems Branch of the Logistics Section			
If necessary, clarify your decision-making authority with your agency.			
Open and maintain a position log.			
Determine 24-hour staffing requirements.			
Request additional resources through the appropriate Logistics Section Unit.			
Based on the situation as known or forecast determine likely future Branch/Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using the activity log (Volume Two — Forms), maintain all required records and documentation to support After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.			



General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your position. Maintain current status reports and displays.			
Keep the Liaison Officer advised of your status and activity and on any problem areas that now need or will require solutions			
Establish operating procedure with the Communications Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all planning. Develop a backup plan for all plans and procedures requiring off-site communications.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine and anticipate support requirements and forward to your Section Chief.			
Monitor your position activities and adjust staffing and organization to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Ensure that your personnel, equipment time records, and a record of expendable materials used are provided to the Liaison Officer at the end of each operational period. (Volume Two — Forms)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Position Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Obtain current situation briefing from person you are relieving, or from the Liaison Officer.			
Contact EOC sections or branches/units appropriate to your responsibility, and advise them of your presence and assigned work location.			
If relocating to work directly with a functional branch/unit, advise Liaison Officer of your location.			
Facilitate requests for support or information that your agency can provide.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the general status of resources and activity associated with your agency.			
Provide appropriate situation information to the Situation Analysis Unit of the Planning & Intelligence Section.			
Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings.			
Inform your agency of EOC priorities/actions of interest.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate deactivation with Liaison Officer. Ensure your agency's representation is no longer needed prior to leaving.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Leave forwarding phone number where you can be reached			

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EMERGENCY OPERATIONS PLAN



Volume Two: Operations Annex

Updated: December 2015

Prepared under contract with:
Emergency Planning Consultants
San Diego, California
Carolyn J. Harshman, CEM



OPERATIONS SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Long Beach to respond to emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the city's emergency response team.

OVERVIEW

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

- Fire Branch
- Law Enforcement Branch
 - Coroner Unit
- Medical & Health Branch
- Public Works Branch
 - Utilities Unit
- Building & Safety Branch
- Care & Shelter Branch

OBJECTIVES

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

CONCEPT OF OPERATIONS

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

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



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

HAZARDOUS MATERIALS AREA PLAN:

The Health Hazardous Materials Division of the Los Angeles County Fire Department is designated as the Administering Agency for hazardous materials for the City of Long Beach. (**Reference: Los Angeles County Hazardous Materials Guidelines**).

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Operations Section.

When to Activate

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

Where to Report

The EOC is located at 2990 Redondo Avenue. The alternate EOC is located at 5588 Cherry Ave, Long Beach, CA

When to Report

Report to the EOC when requested by the City Manager or when notified by the City Notification System via email, texts, phone, etc. If unsure, call your department hotline.

Chart 1 - Long Beach EOC Organizational Chart

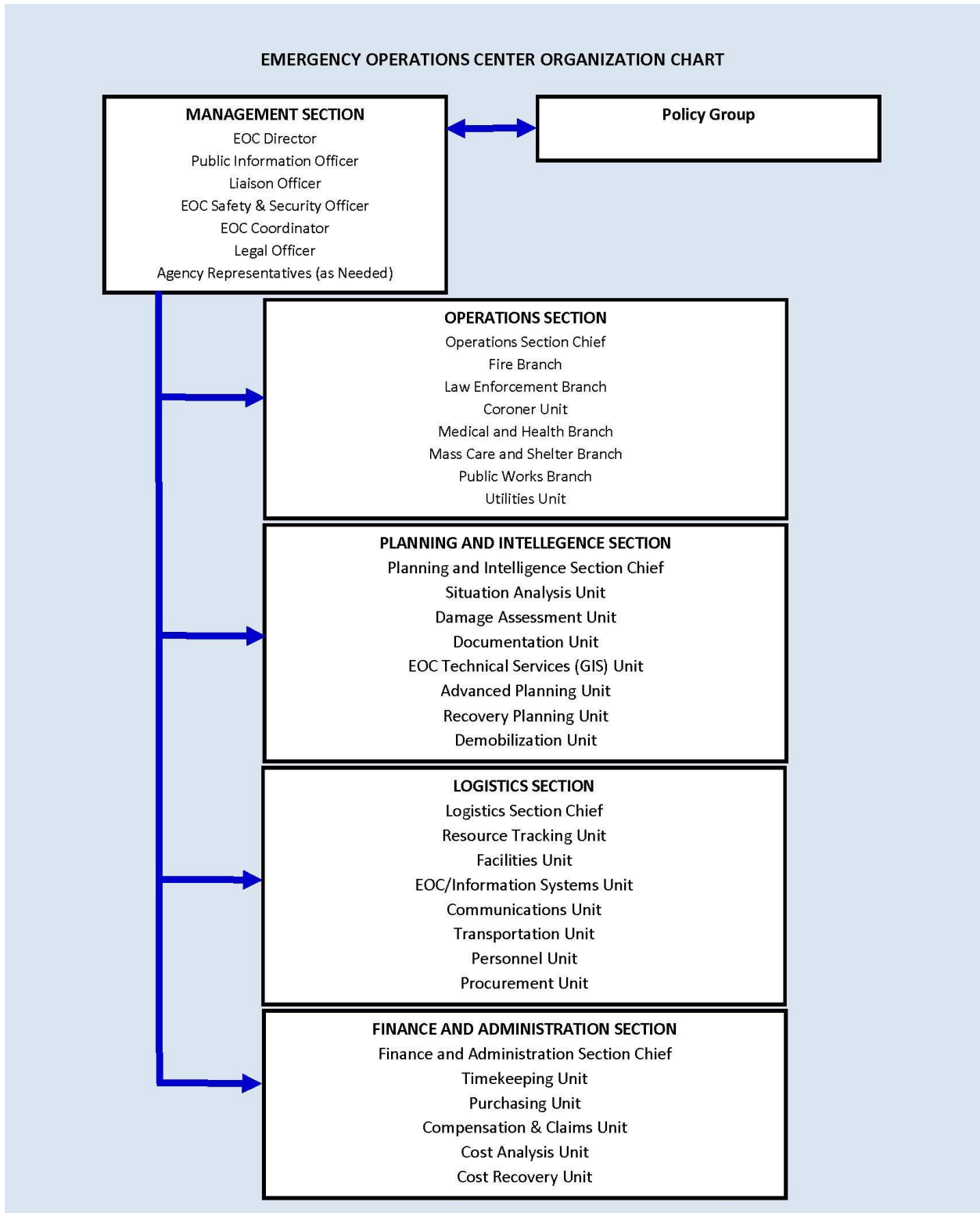
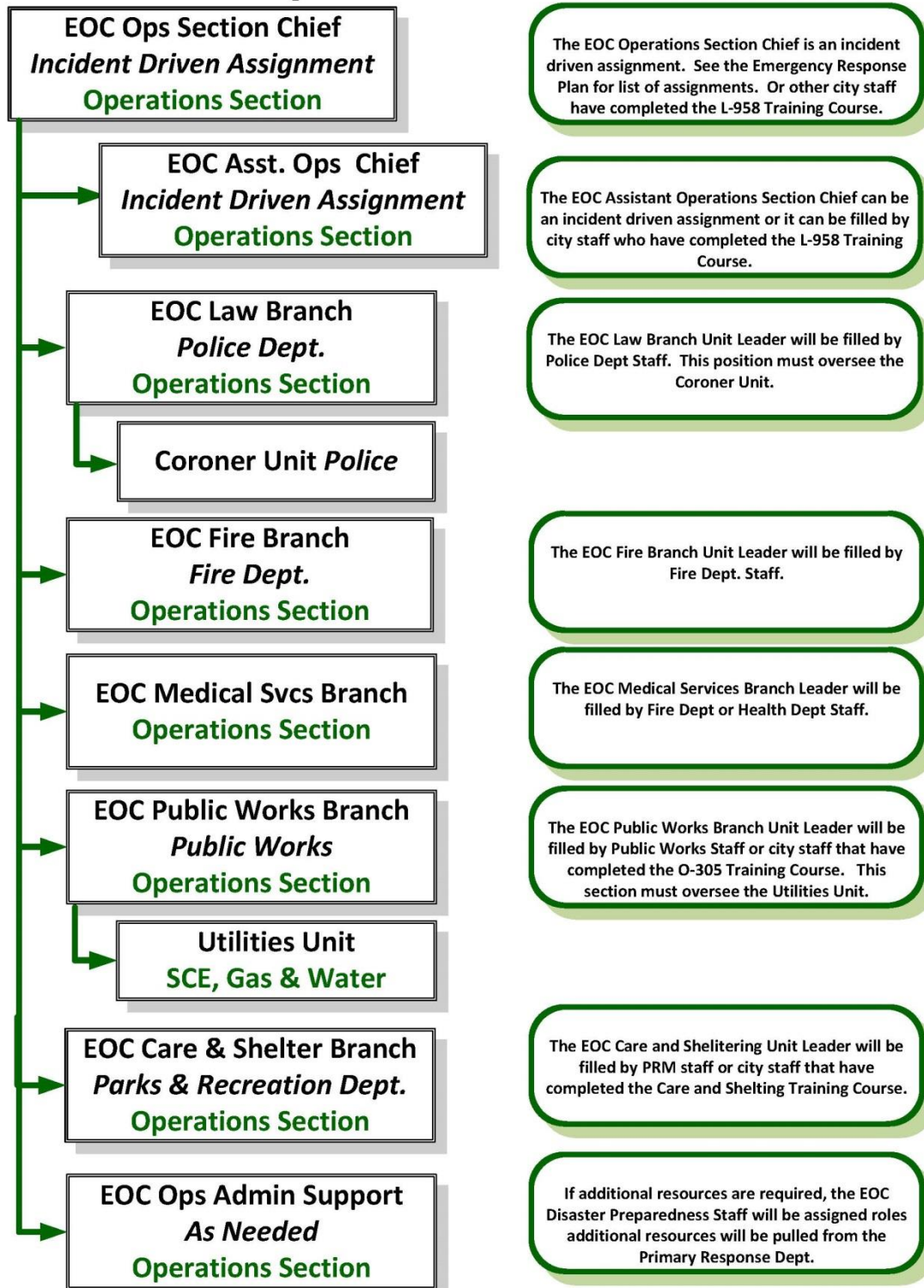


Chart 2 – Operations Section Organizational Chart

EOC Organization & Staffing Plan: Operations Section



OPERATIONS SECTION STAFF

The position of Operations Section Chief will be filled based on the incident. The EOC Director will appoint one of the following departments fill the Operations Section Chief position: Fire, Police, Public Works, Health & Human Services, Gas and Oil, or Water.

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

- Fire Branch
- Law Enforcement Branch
 - Coroner Unit
- Public Works Branch
 - Utilities Unit
- Care & Shelter Branch
- Medical & Health Branch

The Operations Section Chief may activate additional branches/units as necessary to fulfill an expanded role.

Operations Section Chief

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

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

Fire Branch

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

Law Enforcement Branch

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

Coroner Unit Leader-The Los Angeles City Coroner is the authorize Coroner Unity Leader.

Public Works Branch

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

Utility Unit Leader -Utility Unit Leader maybe a representative Southern California Edison, Long Beach Gas and Oil, Verizon, AT&T, or Charter Spectrum.

Medical & Health Branch

The Health & Welfare Unit Leader manages personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan. If activated, this position works closely with the County Health Services Department through the Operational Area EOC.

Care & Shelter Branch-This position will be filled by a representative of the American Red Cross, Park, Recreation, and Marine or other agencies working with the Los Angeles County Operating Area.

EOC Management Section Vest Assignments

	Assignments	Vest Color
1	Operations	

OPERATIONS SECTION

OPERATIONS SECTION CHIEF

PRIMARY: Fire - Duty Chief, Police – Deputy Police Chief, Public Works – City Engineer, Health & Human Services – Preventive Health Bureau Manager, Gas & Oil – Business Operations Bureau Manager, Water – Assistant General Manager

SUPPORT: Fire – Deputy Fire Chief, Police – Deputy Police Chief, Public Works – Environmental Services Director, Health & Human Services – Community Health Bureau Manager, Gas & Oil – Gas Services Bureau Manager, Water – Director of Operations

ALTERNATE: Fire – Assistant Fire Chief, Police – Duty Chief, Public Works – Public Service Bureau Manager, Health & Human Services – Support Services Bureau Manager, Gas & Oil – Engineering and Construction Bureau Manager, Water - Administration

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire Branch, Law Enforcement Branch, Public Works Branch, and Medical & Health Branch, Building & Safety Branch, and Care & Shelter Branch.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.
- Refer to the **Los Angeles County Operational Area Plan Annexes:**
 - Alerting and Warning
 - Information Technology
 - Safety Assessment
 - Management/Situation Analysis
 - Emergency Public Information
 - Radiological Protection
 - Fire and Rescue
 - Law Enforcement
 - Medical
 - Public Health
 - Coroner
 - Care & Shelter/Human Services
 - Evacuation (Movement)

- Urban Search and Rescue
- Construction, Engineering & Recovery
- Supply Procurement
- Personnel
- Transportation Resources
- Utilities
- Finance/Administration
- Hazardous Materials
- Status of County Government
- Initial Recovery

YOUR RESPONSIBILITY:

The Operations Section Chief will develop and manage the Operations Section to accomplish the incident objectives set by the EOC Director. The Operations Section Chief is normally the person with the greatest technical and tactical expertise in dealing with the problem at hand. Operations Section chief is responsible for developing and implementing strategy and tactics to carry out the Incident Objectives. This position will organize, assign, and supervise all of the field support plans and resources assigned.



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

OPERATIONS SECTION: OPERATIONS SECTION CHIEF			
Section Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the EOC Director			
Obtain a briefing on the situation.			
Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.			
Review your position responsibilities.			
Identify yourself as the Operations Section Chief <i>by putting on the vest with your title</i> . Print your name on the Section Chief EOC organization chart next to your assignment.			
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Review organization in place at the EOC. Know where to go for information or support.			
Determine if other Section staffs are at the EOC.			
Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.			
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements: <ul style="list-style-type: none"> • Fire Branch • Law Enforcement Branch • Public Works Branch • Building & Safety Branch • Medical & Health Branch • Care & Shelter Branch 			
Assign staff to assist Advance Planning Unit in the Planning & Intelligence Section.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Brief incoming Section personnel prior to their assuming their duties. Briefings should include:</p> <ul style="list-style-type: none"> • Current situation assessment. • Identification of specific job responsibilities. • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services and personnel. • Identification of operational period work shifts. 			
Inform the EOC Director and General Staff when your Section is fully operational.			
Open and maintain Section logs.			
Request additional personnel for the Section to maintain a 24-hour operation as required.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.</i></p>			
Review responsibilities of units in your Section. Develop plan for carrying out all responsibilities.			
Prepare work objectives for Section staff and make staff assignments.			
From the Situation Analysis Unit of the Planning & Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Based on the situation as known or forecast, determine likely future Operations Section needs.			
Think ahead and anticipate situations and problems before they occur.			
Request additional resources through the Logistics Section or established ordering procedures, as needed.			
Meet with other Section Chiefs.			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Carry out responsibilities of the Operations Section branches/units that are not currently staffed.			
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.			
Make a list of key issues currently facing your Section to be accomplished within the next operational period.			
Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Brief the EOC Director on major problem areas that need or will require solutions.			
Provide situation and resources information to the Situation Analysis Unit of the Planning & Intelligence Section on a periodic basis or as the situation requires.			
Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.			
Ensure that your Section logs and files are maintained.			
Monitor your Section activities and adjust Section organization as appropriate.			
Establish operating procedure with the Communication & Information Systems Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.			
Ensure internal coordination between unit leaders.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Update status information with other sections as appropriate.			
Resolve problems that arise in conducting your Section responsibilities.			
Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).			
Participate in the EOC Director's Action Planning Meetings			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Section Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Establish field communications with affected areas.			
Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Analysis Unit of the Planning & Intelligence Section.			
Determine the need to evacuate and issue evacuation orders.			
Determine the need for In-Place Sheltering and issue notification orders. (Volume Two – Operations Annex - Shelter-In-Place).			
In coordination with the Situation Analysis Unit of the Planning & Intelligence Section, designate primary and alternate evacuation routes for each incident.			
Display on maps the primary and alternate evacuation routes, which have been determined for the incident.			
Identify, establish and maintain staging areas for Operations-related equipment and personnel.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Direct Operations Unit Leaders to maintain up-to-date Incident Charts, Incident Reports and Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Unit related items of interest should be recorded on an Incident Report.			
Provide copies of the daily Incident Report to the Documentation Unit of the Planning & Intelligence Section at end of each operational period.			
Coordinate the activities of all departments and agencies involved in the operations.			
Determine resources committed and resource needs			
Provide all relevant emergency information to the Public Information Officer.			
Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.			
Work closely with the Planning & Intelligence Section Chief in the development of the EOC Action Plan. (Volume Two — Planning & Intelligence Annex - Action Planning)			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Work closely with each Unit Leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.			
Ensure that intelligence information from Unit Leaders are made available to the Planning & Intelligence Section.			
Ensure that unusual weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) (Volume Two — Operations Annex – NWS)			
Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.			
Coordinate with the Supply & Procurement Unit and the Facilities Unit of the Logistics Section on animal care issues.			
Ensure that all fiscal and administrative requirements are coordinated through the Finance & Administration Section, i.e., notification of any emergency expenditure.			
Provide all relevant emergency information to the Public Information Officer.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resource Tracking Unit of the Logistics Section.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Authorize deactivation of organizational elements within your Section when they are no longer required.			
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.			
Ensure that any required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Deactivate your Section and close out logs when authorized by the EOC Director.			

OPERATIONS SECTION**FIRE BRANCH**

PRIMARY: Deputy Fire Chief

SUPPORT: Assistant Fire Chief

ALTERNATE: Battalion Chief/Marine Safety Chief

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

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



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

OPERATIONS SECTION: FIRE & RESCUE UNIT LEADER			
Branch/Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Operations Section Chief and obtain a briefing.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Obtain a briefing from the field Incident Command Post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Chief.			
Identify yourself as the Fire & Rescue Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).			
Ascertain if all key Fire Department personnel are in the EOC or have been notified.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.			
Ensure that all off-duty Fire personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities.			
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the Logistics Section or established ordering procedures, as needed			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays			
Ensure that field units are conducting a safety/damage assessment.			
Obtain regular briefings from field command post(s).			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Unit.			
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit, including priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			



Branch Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Assess the impact of the disaster on the Fire Department operational capacity.			
Set Fire Department priorities based on the nature and severity of the disaster.			
Attend planning meetings at the request of the Operations Section Chief.			
Assist in the preparation of the EOC Action Plan.			
Estimate need for fire mutual aid.			
Report to the Operations Section Chief when: <ul style="list-style-type: none"> • EOC Action Plan needs modification. • Additional resources are needed or surplus resources are available. • Significant events occur. • 			
Request mutual aid resources through proper channels when approved by the Operations Section Chief. <ul style="list-style-type: none"> • Order all fire resources through the Operational Area Fire & Rescue Coordinator. • Order all other resources through the Logistics Section 			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Report to the Operational Area Fire & Rescue Coordinator on major problems, actions taken and resources available or needed.			
Alert all emergency responders to the dangers associated with hazardous materials and fire.			
Provide emergency medical care and transportation to appropriate facilities.			
Assist in dissemination of warning to the public.			
Provide fire protection and safety assessment of shelters.			
Provide support for decontamination operations.			
Check with the other Operations Section Units for a briefing on the status of the emergency.			
Coordinate with the Supply & Procurement Unit and Facilities Unit in Logistics Section for feeding and shelter of Fire personnel.			
Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents and/or other potential problems.			
Review and approve accident and medical reports originating within the Fire Branch.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Resolve logistical problems reported by the field units.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

OPERATIONS SECTION

LAW ENFORCEMENT BRANCH

PRIMARY: Lieutenant

ALTERNATE: Lieutenant

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Medical Examiner Operations.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

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



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

OPERATIONS SECTION: LAW ENFORCEMENT UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Operations Section Chief and obtain a briefing.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Obtain a briefing from the field Incident Command Post(s) prior to assuming EOC assignment and brief the Operations Section Chief.			
Identify yourself as the Law Enforcement Branch by <i>putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS



Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Branch, establish work area, assign duties and ensure Branch journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the Logistics Section or established ordering procedures, as needed.			
Ensure that all your incoming Branch personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS



<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments. <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Establish operating procedure with the Communications/Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			

**Unit Operational Duties**

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

Mobilization			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.			
Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status, (when they should report) in accordance with current department emergency procedures.			
Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.			
Alter normal patrol procedures to accommodate the emergency situation.			
Initial Response			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Notify Los Angeles County Sheriff's Station of status.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the appropriate units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.			
Establish a multi-purpose staging area as required.			
Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposure, etc.) to the appropriate EOC Unit.			
<i>Alerting/Warning of Public (Volume Two — Operations Annex - Alerting and Warning)</i>			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Designate area to be warned and/or evacuated.			
Develop the warning/evacuation message to be delivered. At a minimum the message should include: <ul style="list-style-type: none"> • Nature of the emergency and exact threat to public • Threat areas • Time available for evacuation • Evacuation routes • Location of evacuee assistance center Radio stations carrying instructions and details			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:</p> <ul style="list-style-type: none">• Notifying police units to use loudspeakers and sirens to announce warning messages.• Determining if helicopters are available and/or appropriate for announcing warnings• Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director.• Using the Emergency Alert System (EAS) for local radio and television delivery of warnings <p>Using explorers, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the Personnel Unit in the Logistics Section</p>			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Coordinate all emergency warning and messages with the EOC Director and the PIO. Consider following dissemination methods:</p> <ul style="list-style-type: none"> • Notifying police units to use loudspeakers and sirens to announce warning messages. • Determining if helicopters are available and/or appropriate for announcing warnings • Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director. • Using the Emergency Alert System (EAS) for local radio and television delivery of warnings <p>Using explorers, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the Personnel Unit in the Logistics Section.</p>			
<p>Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)</p>			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Warn all non-English speaking; hearing, visually or mobility impaired persons; and other special needs population of the emergency situation/hazard by:</p> <ul style="list-style-type: none"> • Using bilingual employees whenever possible. • Translating all warnings, written and spoken, into appropriate languages. • Contacting media outlets (radio/television) that serve the languages you need. • Utilizing TDD machines and 9-1-1 translation services to contact the deaf. <p>Using pre-identified lists of disabled and hearing impaired persons for individual contact.</p>			
Check vacated areas to ensure that all people have received warnings.			
Evacuation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Implement the evacuation portion of the EOC Action Plan.			
Establish emergency traffic routes in coordination with the Public Works Branch, utilizing the Operational Area Law Enforcement Coordinator. (Volume Two – Op Area Annexes)			
Coordinate with the Public Works Branch to determine capacity and safety of evacuation routes and time to complete evacuation. (Volume Two – Op Area Annexes)			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that evacuation routes do not pass through hazard zones.			
Identify alternate evacuation routes where necessary.			
Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.			
Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.			
Establish evacuation assembly points.			
Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.			
Coordinate with Medical & Health Branch of the Operations Section to open evacuation centers.			
Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.			
Place towing services on stand-by to assist disabled vehicles on evacuation routes.			
Monitor status of warning and evacuation processes.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Public Works Branch to obtain necessary barricades and signs.			
Security			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Enforce curfew and other emergency orders, as identified in the EOC Action Plan.			
Request mutual aid assistance through the Los Angeles County Sheriff.			
Coordinate security in the affected areas to protect public and private property.			
Coordinate security for critical facilities and resources.			
Coordinate with the Public Works Branch for street closures and board up of buildings.			
Coordinate law enforcement and crowd control services at mass care and evacuation centers.			
Provide information to the PIO on matters relative to public safety.			
Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.			
Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.			
Develop procedures for safe re-entry into evacuated areas.			



Other			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with appropriate animal care agencies and the Facilities Unit and the Procurement Unit of the Logistics Section. Take required animal control measures as necessary.			
If requested, assist the Medical Examiner with removal and disposition of the dead.			
Additional Actions in Response to Hazardous Materials Incidents			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.			
Notify appropriate local, state, and federal hazard response agencies.			
Consider wind direction and other weather conditions. Contact the Situation Analysis Unit of the Planning & Intelligence Section for updates.			
Assist with the needs at the Unified Command Post as requested.			
Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Department of Environmental Health, Cal OES, shipper, manufacturer, CHEMTREC, etc.			
Additional Actions In Response to a Major Air Crash			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Notify the Federal Aviation Administration or appropriate military command.			
Request temporary flight restrictions.			
Additional Actions In Response to Flooding and/or Dam Failure			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Notify all units in and near inundation areas of flood arrival time.			
Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.			
Coordinate with PIO to notify radio stations to broadcast warnings.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Deactivate the Law Enforcement Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

OPERATIONS SECTION

MEDICAL & HEALTH BRANCH

PRIMARY: City Health Officer

SUPPORT: Battalion Chief

ALTERNATE: Community Health Bureau

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- Safeguard the public health of citizens by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
- In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims.
- Provide as required for animal control, care and sheltering.
- **Refer to Los Angeles County Operational Area Annexes.**

YOUR RESPONSIBILITY:

Medical & Health Branch is responsible for jurisdictional coordination of people, animals and population mass care activities during the emergency. This can include but is not limited to providing care and shelter for evacuated or displaced personnel, and for ensuring public physical and mental health. The Branch will coordinate the care giving activities through resources available within the jurisdiction, or by obtaining such services as required through agreements and/or established mutual aid programs.

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



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

OPERATIONS SECTION: MEDICAL & HEALTH BRANCH			
Branch Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Operations Section Chief and obtain a briefing.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Obtain a briefing from the field Incident Command Post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.			
Identify yourself as the Medical & Health Branch <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Ensure that a status check on equipment, facilities and operational capabilities has been completed.			
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the Logistics Section or established ordering procedures, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Obtain regular briefings from field command post(s).			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Unit.			
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Review situation reports as they are received. Verify information where questions exist.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Access County medical/health response by contacting the Los Angeles County Operational Area.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Arrange for emergency medical support and hospital care for disaster victims during and after an incident.			
Determine number and location of casualties that require hospitalization			
Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims and inform the Los Angeles County OAEOC.			
In the event of an evacuation, coordinate with the Law Enforcement Unit to reduce the patient population in hospitals, nursing homes and other care facilities.			
Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.			
Coordinate with Construction & Engineering Unit to provide on-site assistance with hazardous materials operations at the request of team leaders.			
In conjunction with the Medical & Health Branch in the Operations Section, establish and staff medical care stations at shelter facilities.			
Establish and operate first aid stations for emergency workers as appropriate to the incident			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Personnel Unit of the Logistics Section to obtain additional health/medical personnel.			
In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.			
Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.			
Provide to the PIO the locations of shelters, first aid facilities, Casualty Collection Points (CCPs), public health hazards and mitigation procedures and other information for press release.			
In conjunction with the Situation Analysis Unit of the Planning & Intelligence Section, establish a patient tracking system.			
Protect sources of potable water and sanitary sewage systems from effects of potential hazards.			
Identify sources of contamination dangerous to the health of the community and post as needed.			
Coordinate inspection of health hazards in damaged buildings.			
Coordinate with the Los Angeles County Operational Area in developing procedures to distribute medications to shelters or treatment areas as needed.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Los Angeles County Operational Area in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumable's, etc.			
<i>Additional Actions in Response to Flooding and/or Dam Failure</i>			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Identify facilities subject to flooding and prepare to move people from facilities.			
<i>Additional Actions in Response to Hazardous Material Incidents</i>			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Identify patients and notify hospitals if contaminated or exposed patients are involved.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Medical & Health Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

OPERATIONS SECTION**PUBLIC WORKS BRANCH**

PRIMARY: City Traffic Engineer

SUPPORT: Assistant City Engineer

ALTERNATE: General Superintendent Public Works

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

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

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

OPERATIONS ANNEX: PUBLIC WORKS BRANCH			
Branch Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Operations Section Chief and obtain a briefing.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Obtain a briefing from the field Incident Command Post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.			
Identify yourself as the Public Works Branch <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).			
Ascertain if all key Public Works Department personnel are in the EOC or have been notified.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Clarify any issues regarding your authority and assignment and the jobs of others.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.			
Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.			
Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities.			
Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning & Intelligence Section through the Operations Section.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the Logistics Section or established ordering procedures, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Ensure that field units are conducting a safety/damage assessment.			
Obtain regular briefings from field command post(s).			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS

Direct field units to report pertinent information (casualties, damage observations, evacuation status, chemical exposures, etc.) to the appropriate EOC Unit.			
Keep the Operations Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Branch Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Receive and process all requests for Public Works resources.			
Maintain back-up power in the EOC.			
Assure that all emergency equipment has been moved from unsafe areas.			
Mobilize personnel, heavy equipment and vehicles to designated general staging areas.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Obtain resources through the Logistics Section, utilizing mutual aid process when appropriate.			
Obtain resources through the Logistics Section, utilizing mutual aid process when appropriate.			
Allocate available resources based on requests and EOC priorities.			
Determine priorities for identifying, inspecting and designating hazardous structures to be demolished.			
Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.			
Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.			
In coordination with the Los Angeles County Department of Public Works, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis. (Volume Two – Operations Annex - Disaster Route Priority Plan.)			
Coordinate with the Law Enforcement Branch to ensure the safety of evacuation routes following a devastating event.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.			
Support clean-up and recovery operations during disaster events.			
Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.			
<p>Develop a debris removal plan to facilitate city clean-up operations, which addresses:</p> <ul style="list-style-type: none"> • Identification of agencies that could assist with the coordination of the debris removal process • Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns) • Cooperation with various waste management regulatory agencies to address associated debris removal problems. • Identification and establishment of debris collection sites. • Evaluation of potential recycling of debris. • Prioritization and completion of the debris removal process. 			

Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.			

OPERATIONS SECTION

MASS CARE AND SHELTERING BRANCH

PRIMARY: Business Operations Manager PRM

SUPPORT: Business Operations Superintendent PRM

ALTERNATE: Recreations Manager PRM

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- Ensure that the Care and Shelter Branch function is carried out.
- Attend and participate in EOC Action Planning meetings, as necessary.
- Coordinate directly with the American Red Cross and other volunteer organizations and/or agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims.
- Coordinate directly with Animal Service agencies for the sheltering and feeding of domestic animals.
- As may be necessary, consult with Animal Service regarding concerns or requests for assistance in dealing with livestock, poultry, and other farm animals.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Coordinate with emergency response agencies for requests for Care and Shelter.
- Ensure coordination with Los Angeles County Public Health and the Department of Environmental Resources for shelters activated and their needs.
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.
- Provide regular Branch Status Reports to the Operations Section Coordinator and Situation Unit.
- Establish the appropriate level of Unit organizations within the Care and Shelter Branch to effectively fulfill the EOC Action Plan objectives.
- Exercise overall responsibility for the coordination of Unit activities within the Care and Shelter Branch.
- Authorize resource requests and forward critical resource requests to the Operations Section Coordinator for approval.
- Continuously monitor the organizational effectiveness and modify as necessary.
- Ensure all Care and Shelter Branch resources are tracked and accounted for in cooperation with the Planning Section Resource Unit.
- Ensure Care and Shelter Branch mobilization and transportation requirements, in support of response operations, are coordinated through the Logistics Section.

- Meet regularly with Care and Shelter Branch staff and work to reach consensus on Care and Shelter objectives for forthcoming operational periods and that they are carried out effectively as per the EOC Action Plan.
- Provide the Operations Section Coordinator with Care and Shelter Branch objectives at least 60 minutes prior to each Action Planning meeting.
- Ensure that the Operations Section Coordinator is provided with status reports and major incident reports as they occur.
- Review suggested list of resources to be released with the Logistics Section prior to their release.
- Manage and supervise the Care and Shelter Branch.
- Refer to **Los Angeles County Operational Area Annexes**.

YOUR RESPONSIBILITY:

The Care and Shelter Branch will obtain situation reports, requests for Care and Shelter support, and be the primary link from the EOC to Care and Shelter operations. The Branch will supply Care and Shelter agency DOCs and other agencies, as required, with information and directives developed in the EOC. The coordination of these services may include other county services, the American Red Cross, private agencies, faith-based organizations, and other community-based organizations. By Memorandum of Understanding, the American Red Cross is the City of Long Beach local agency responsible to manage disaster shelters.

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

OPERATIONS ANNEX: MASS CARE AND SHELTERING BRANCH			
Branch Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Operations Section Chief and obtain a briefing.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Obtain a briefing from the field Incident Command Post(s), if activated, prior to assuming EOC assignment and brief the Operations Section Chief.			
Identify yourself as the Mass Care and Sheltering Branch <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.).			
Ascertain if all key Parks, Recreations and Marine Department personnel are in the EOC or have been notified.			
Clarify any issues regarding your authority and assignment and the jobs of others.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the Logistics Section or established ordering procedures, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Ensure that field units are conducting a safety/damage assessment.			
Obtain regular briefings from field command post(s).			
Review the Memorandum of Understanding (MOU) between Long Beach and the American Red Cross (ARC).			
Determine the need for Care and Shelter overhead (personnel) support.			
Ensure that the Care and Shelter Branch is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.			
Determine necessary tasks for the Care and Shelter Branch and assign staff, request additional staff as necessary with approval of the Operations Section Coordinator or approved process.			
Consider assigning a Deputy Care and Shelter Branch Director.			
Based on the situation, activate and direct appropriate Units within the Care and Shelter Branch. Designate Unit Leaders as necessary.			
Set up your work station and review your position responsibilities.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine your resource needs, such as a computer, phone, emergency plan copies, and other reference documents.			
Establish and maintain a position log that chronologically describes your actions taken during your shift (ICS form 214 at a minimum).			
Assist Unit Leaders in developing objectives for the Care and Shelter Branch/Operations Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the EOC Action Plan.			
Request additional personnel for the Care and Shelter Branch as necessary for 24-hour operation.			
Obtain a current Care and Shelter communications status briefing from the Service Branch/Communications Unit in the Logistics Section.			
Ensure that there is adequate communications equipment and radio frequencies available, as necessary for the Branch and dependent upon the needs of the activation.			
Determine the estimated times of arrival of Care and Shelter Branch staff from the Personnel Unit in the Logistics Section.			
Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Care and Shelter Branch.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Establish phone or radio communications with Care and Shelter Department Operations Centers (DOCs), and/or with the Incident Commander(s), and coordinate accordingly.			
Based on the situation known or forecasted, determine likely future needs of the Care and Shelter Branch.			
Identify key issues currently affecting the Care and Shelter Branch; meet with Branch personnel and determine appropriate Branch objectives for the first Operational Period.			
Establish a system for tracking evacuees and identifying populations using shelters.			
Review responsibilities of Units in the Care and Shelter Branch; develop an Operations Plan detailing strategies for carrying out Care and Shelter Branch objectives.			
Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.			
Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.			
Support clean-up and recovery operations during disaster events.			



Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Mass Care and Sheltering Branch position and close out logs when authorized by the Operations Section Chief or EOC Director.			



EMERGENCY OPERATIONS PLAN



Volume Two: Planning & Intelligence Annex

Updated: December 2015

Prepared under contract with:
Emergency Planning Consultants
San Diego, California
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PLANNING & INTELLIGENCE SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Long Beach emergency response staff by planning the application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide planning and direction for the emergency operations and optimize the management of resources.
- Provide support to the other sections of the City's emergency response team.
- At the earliest possible opportunity restore essential services and systems.

OVERVIEW

The Planning & Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also maintains damage assessment estimates, develops plans necessary to cope with changing field events, and conducts safety inspections to establish occupancy standards. During a disaster/emergency, other department heads will advise the Planning & Intelligence Section Chief on various courses of action from their departmental level perspective.

OBJECTIVES

The Planning & Intelligence Section ensures that damage/safety assessment information is compiled, assembled and reported in an expeditious manner to the various EOC sections, City departments and the Los Angeles County Operational Area.

The Planning & Intelligence Section is also responsible for the detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster. The Planning & Intelligence Section will accomplish the following specific objectives during a disaster/emergency:

- Collect initial situation and damage/safety assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.

- Disseminate intelligence information to the EOC Director, EOC Coordinator, Public Information Officer, General Staff and the Los Angeles County Operational Area.
- Conduct mapping and recording operations.
- Prepare summary damage/safety assessment reports for dissemination to other sections, City departments, Cal OES, FEMA and the Los Angeles County Operational Area.
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning & Intelligence support to other sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster Recovery Plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

CONCEPT OF OPERATIONS

- The Planning & Intelligence Section will operate under the following policies during a disaster/emergency as the situation dictates:
- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director. All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel will be expected to return to work in accordance with City of Long Beach Emergency Operations Center SOP.

- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00 a.m. and 6:00 p.m. Operational periods should be event driven.

IDENTIFICATION OF RISKS

As part of the City's General Plan, the Public Safety Element identifies safety risks throughout the City related to:

Goals, Objectives and Implementing Policies and Action Programs for

- Geology and Seismic Safety
- Flood Hazards
- Fire and Emergency Medical Services
- Disaster Preparedness
- Hazardous Materials
- Crime Hazards
- Airport Hazards
- Oil Spills
- Electro-Magnetic Fields

The Hazard Analysis contained in Emergency Operations Plan identifies the following hazards and their associated vulnerabilities and impacts:

- Earthquake
- Transportation Accident – Air and Shipping
- Flood – Urban
- Severe Weather – Windstorms and Tropical Storms
- Water Tower Failure
- Fire – Wildland Fire and Urban Conflagration
- Terrorism

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Planning & Intelligence Section.

When to Activate

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

Where to Report

The EOC is located at 2990 Redondo Avenue. The alternate EOC is located at 5588 Cherry Ave.

When to Report

Report to EOC when requested by the City Manager or when notified by the City Notification System via email, texts, phone, etc. If unsure call your department hotline.

ACTION PLANNING

Action Plans are an essential part of SEMS at all levels. Action Planning is an effective management tool involving two essential items:

- A process to identify objectives, priorities and assignments related to emergency response or recovery actions.
- Plans which document the priorities, objectives, tasks and personnel assignments associated with meeting the objectives.

There are two kinds of action plans—Incident Action Plans and EOC Action Plans. EOC Action Plans (known as action plans) should focus on jurisdictional related issues. The format and content for Action Plans at the Incident level and at EOC levels will vary. The process for developing Action Plans is quite similar for all SEMS levels.

Incident Action Plans (Field Level)

At the field level, Action Plans developed for use at incidents are called Incident Action Plans (IAP). Incident Action Plans are required for each operational period. (An operational period is the length of time scheduled for the execution of a given set of operational actions as specified in the IAP.) Incident Action Plans may be either verbal or written.

Written Incident Action Plans are recommended for:

- Any multi-agency and multi-jurisdictional incident.
- Complex incidents.
- Long-term incidents when operational periods would span across shift changes.

Special forms are used within ICS to record information for written Incident Action Plans. These forms should be used whenever possible. The format for an Incident Action Plan will generally include the following elements:

- Incident objectives and priorities (overall, what do we want to achieve?).

- Primary and alternative strategies (as appropriate) to achieve incident objectives. (What are the ways in which we can achieve the objectives? How do the strategies compare in safety, speed, environmental impact, cost, etc.? Is current resource availability a limiting or dictating factor in strategy selection?)
- Tactics appropriate to the selected strategy. (Given a selected strategy, what are the specific tactics necessary to implement the strategy?)
- The kinds and number of resources to be assigned (determined by the tactics to be used).
- The operations organization necessary for the selected strategy and tactics (can include describing the incident geographically or functionally).
- Overall support organization including logistical, planning and finance/administration functions.
- A communications plan.
- Safety messages.
- Other supporting documentation needed, e.g. an incident map showing access, key facilities, etc.; a medical support plan, etc.

Action Planning at EOC Levels

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed twenty-four hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The EOC Director in concert with the General Staff usually does it. Once the EOC is fully activated, EOC Action Plans should be written.

EOC Action Plans should not be complex or create a time-consuming process. The format may vary somewhat within the several EOC SEMS levels, but the EOC Action Plan should generally cover the following elements:

- Listing of objectives to be accomplished (should be measurable).

- Statement of current priorities related to objectives.
- Statement of strategy to achieve the objectives. (Identify if there is more than one way to accomplish the objective, and which way is preferred.)
- Assignments and actions necessary to implement the strategy.
- Operational period designation, the time frame necessary to accomplish the actions.
- Organizational elements to be activated to support the assignments. (Also, later EOC Action Plans may list organizational elements that will be activated during or at the end of the period.)
- Logistical or other technical support required.

Focus of the EOC Action Plan

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, inter-agency considerations, etc. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

The Action Planning Process (EOC and Incident) and guidance materials are in Volume Two - Planning & Intelligence Annex - Action Planning.

After-Action Reports

The completion of After-Action Reports is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607(f) mandates that the State Office of Emergency Services (Cal OES) in cooperation with involved state and local agencies, complete an After-Action Report within 120 days after each declared disaster.

Section 2450(a) of the SEMS Regulations states that...."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After-Action Report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

Use of After-Action Reports

After-Action Reports are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities.
- Identification of problems/successes during emergency operations.
- Analysis of the effectiveness of the components of SEMS.
- Describe and define a plan of action for implementation of improvements.

The SEMS approach to the use of After-Action Reports emphasizes the improvement of emergency management at all levels. The After-Action Report provides a vehicle for not only documenting system improvements, but also can, if desired; provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the After-Action Report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After-Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After-Action Report that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

Processes for developing After-Action Reports are contained in Volume Two - Planning & Intelligence Annex - After Action Reports.

COORDINATION

Coordination is required in passing on information to and cooperating with other units and elements of the emergency organization. The dissemination of information, establishment of priorities and distribution of resources cannot be done by any one person, and probably not by any one agency or department; a concerted effort on the part of many individuals in many agencies or departments will be required.

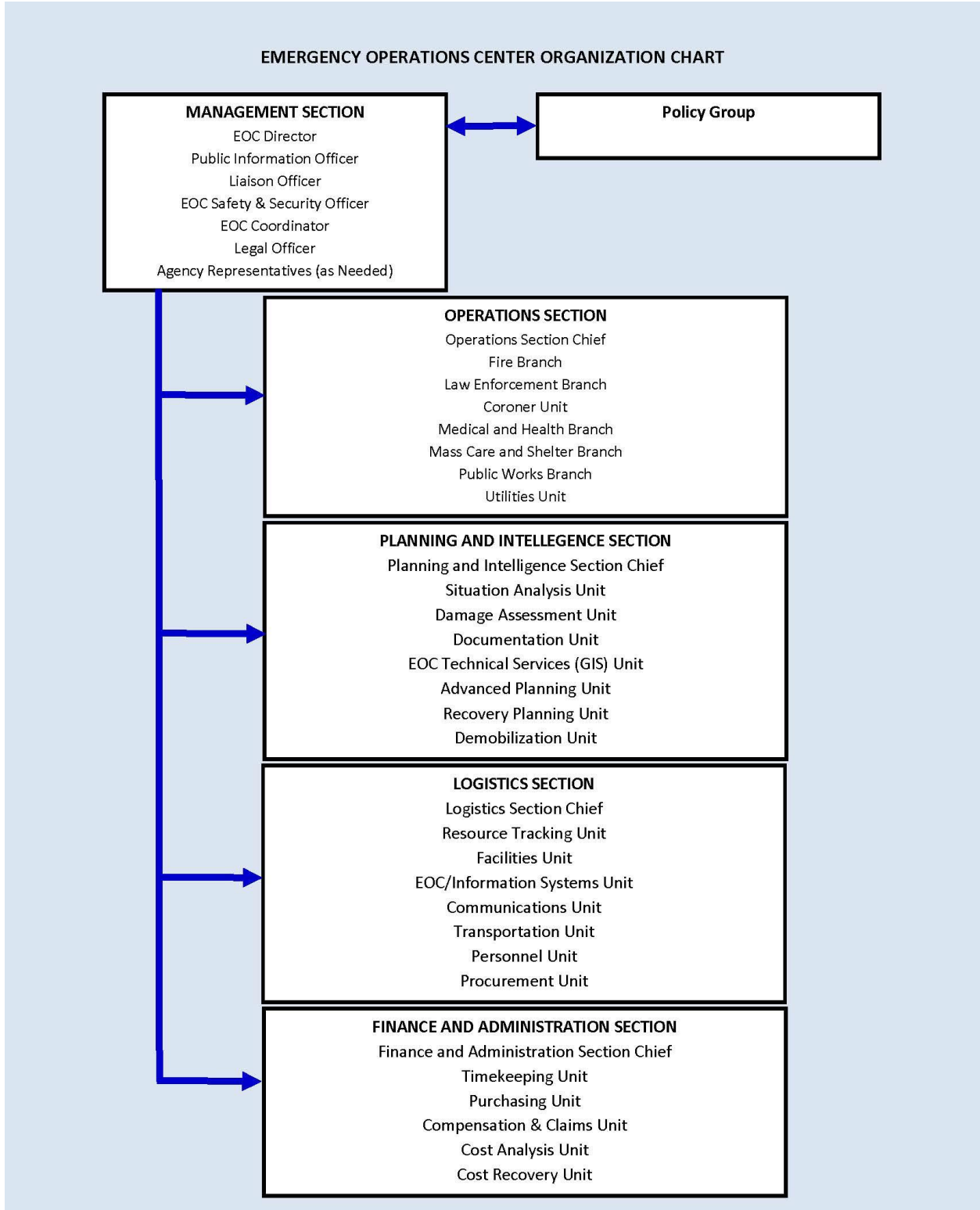
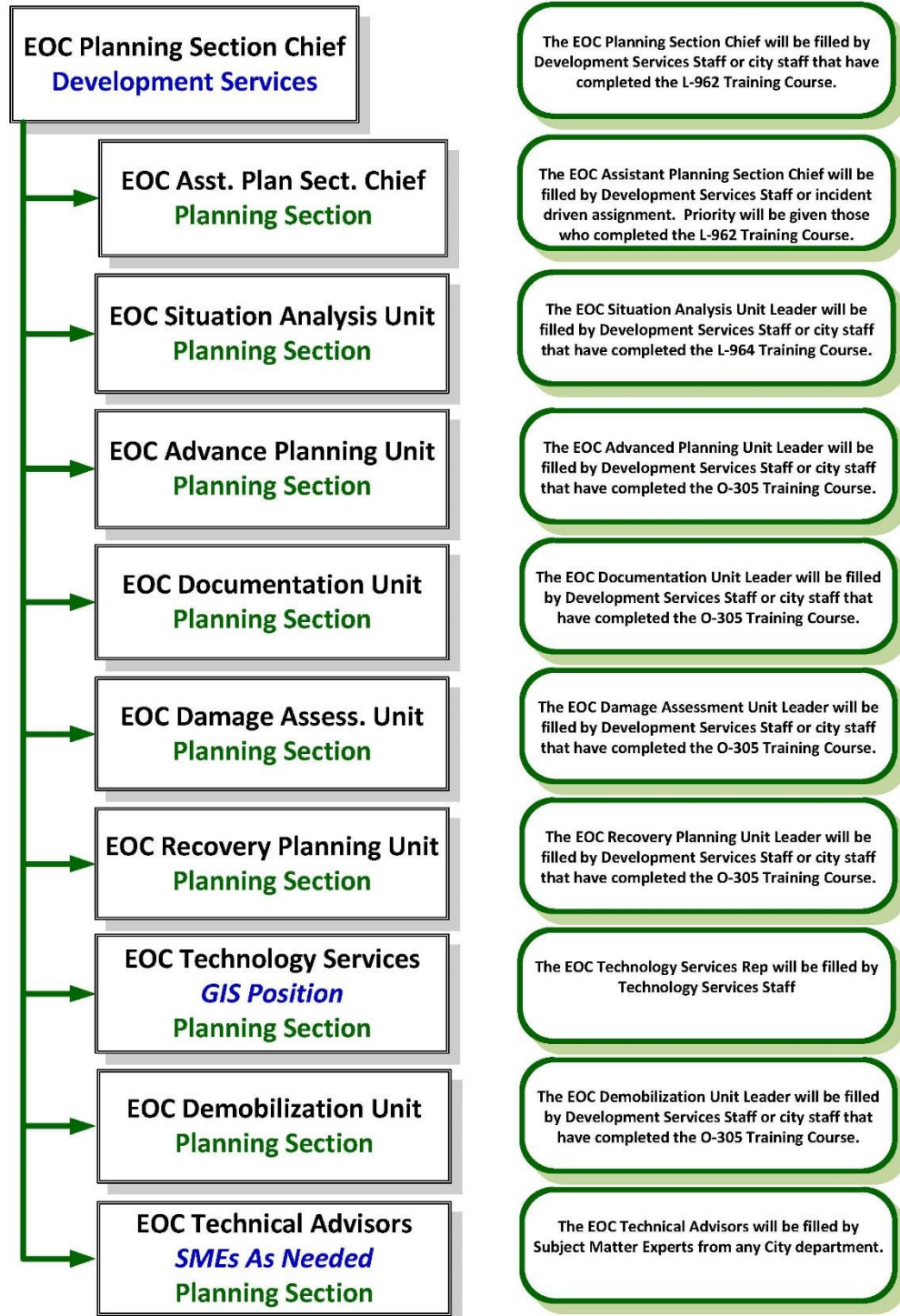
CHART 1 - LONG BEACH EMERGENCY MANAGEMENT ORGANIZATION

CHART 2 - PLANNING & INTELLIGENCE SECTION ORGANIZATION

EOC Organization & Staffing Plan: Planning Section



PLANNING & INTELLIGENCE SECTION STAFF

The Director of Development Services will fill the position of Planning & Intelligence Section Chief. The Deputy Director of Development Services shall serve as first alternate to the Planning & Intelligence Section Chief. The EOC Director also may designate the Chief.

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

- Situation Analysis Unit Leader
- Advance Plans Unit Leader
- Documentation Unit Leader
- Demobilization Unit Leader
- Recovery Planning Unit Leader
- Damage Assessment Unit Leader
- EOC Technology Services (GIS) Unit Leader
- Technical Specialists

The Planning & Intelligence Section Chief may activate additional branches/units as necessary to fulfill an expanded role.

Planning & Intelligence Section Chief

The Planning & Intelligence Section Chief, a member of the EOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

Situation Analysis Unit Leader

The Situation Analysis Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis and display of information for use by EOC staff.

Advance Planning Unit Leader

The Advance Planning Unit is responsible for developing reports and recommendations for future time periods and for preparing reports and briefings for use in strategy and/or planning meetings. The primary responsibility for this position is to coordinate the development of the EOC Action Plan.

Documentation Unit Leader

The Documentation Unit is responsible for compiling and distributing the City's Action Plans and After-Action Reports; maintaining accurate and complete incident files;

establishing and operating an EOC Message Center; providing copying services to EOC personnel and preserving incident files for legal, analytical and historical purposes.

Demobilization Unit Leader

The Demobilization Unit is responsible for preparing a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports. The process of demobilization involves closing down processes and positions no longer necessary to the effective functioning of the EOC.

Recovery Planning Unit Leader- Recovery Planning Unit Leader is responsible for preparing the recovery plan based on the event related issues and potential responses the city may deploy and priorities of the EOC

Damage Assessment Unit Leader- Damage Assessment is responsible for the collection of damage reports for critical facilities and public property, and private property as requested by the EOC director. Provides updates to Planning Section Chief and Situation Unit Leader Coordinates with Geographic Information Systems (GIS) Unit to update damage assessment maps

EOC Technology Services (GIS) Unit Leader

The GIS Unit Leader is responsible for all mapping and large format printing for the EOC. This position will be asked to create, edit, and print maps, drawings and signs for the EOC during activations.

Technical Specialists

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (which may or may not be an employee of a public or private agency) may report to the Planning & Intelligence Section Chief; may function within an existing unit such as the Situation Analysis Unit; form a separate unit if required or be reassigned to other parts of the organization, i.e. Operations, Logistics, or Finance & Administration.

EOC Management Section Vest Assignments

	Assignments	Vest Color
1	Planning, Intelligence & Recovery	

PLANNING & INTELLIGENCE SECTION

PLANNING & INTELLIGENCE SECTION CHIEF

PRIMARY: Deputy Director of Development Services

SUPPORT: Building and Safety Inspection

ALTERNATE: Planning Administrator

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that the Planning & Intelligence function is performed consistent with SEMS Guidelines, including:
 - Preparing periodic situation reports.
 - Initiating and documenting the City's Action Plan and After-Action Report.
 - Advance planning.
 - Recovery planning.
 - Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/groups/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to the EOC Director on all matters pertaining to Section activities.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

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

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

PLANNING AND INTELLIGENCE SECTION: PLANNING & INTELLIGENCE SECTION CHIEF			
Section Start-Up Activation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the EOC Director			
Obtain a briefing on the situation.			
Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.			
Review your position responsibilities			
Identify yourself as the Planning & Intelligence Section Chief <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.			
Review organization in place at the EOC. Know where to go for information or support.			
Determine if other Section staff is at the EOC.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Confirm that all key Planning & Intelligence Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.			
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements: <ul style="list-style-type: none"> • Situation Analysis Unit • Advance Plans Unit • Technical Specialists • Recovery Planning Unit • Damage Assessment Unit • EOC Technology Services (GIS) Unit • Documentation Unit • Demobilization Unit 			
<i>Request additional personnel for the Section to maintain a 24-hour operation as required</i>			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Brief incoming Section personnel prior to their assuming their duties. Briefings should include: <ul style="list-style-type: none">• Current situation assessment• Identification of specific job responsibilities.• Identification of co-workers within the job function and/or geographical assignment.• Availability of communications.• Location of work area.• Identification of eating and sleeping arrangements as appropriate.• Procedural instructions for obtaining additional supplies, services and personnel.• Identification of operational period work shifts.			
Inform the EOC Director and General Staff when your Section is fully operational.			
Open and maintain Section logs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.</i></p>			
Review responsibilities of the units in your Section. Develop plan for carrying out all responsibilities.			
Prepare work objectives for Section staff and make staff assignments.			
Meet with other activated Section Chiefs.			
Review major incident reports and additional field operational information that may pertain to or affect Section operations.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC.			
Direct the Situation Analysis Unit Leader to initiate collection and display of significant disaster events.			
Direct the Documentation Unit Leader to initiate collection and display of disaster information.			
Based on the situation as known or forecast, determine likely future Planning & Intelligence Section needs.			
Think ahead and anticipate situations and problems before they occur.			
Request additional resources through the appropriate Logistics Section Unit, as needed			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Carry out responsibilities of the Planning & Intelligence Section branches/units that are not currently staffed.			
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Finance & Administration Section.			
Make a list of key issues currently facing your Section to be accomplished within the next operational period.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.			
Brief the EOC Director on major problem areas that need or will require solutions.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.			
Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.			
Ensure that your Section logs and files are maintained.			
Monitor your Section activities and adjust Section organization as appropriate			
Ensure internal coordination between unit leaders.			
Update status information with other Sections as appropriate.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Resolve problems that arise in conducting your Section responsibilities.			
Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.			
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).			
Participate in the EOC Director's Action Planning meetings.			
Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Timekeeping and Cost Analysis Units of the Finance & Administration Section at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.			

Section Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Assess the impact of the disaster/emergency on the City of Long Beach, including the initial damage/safety assessment by field units.			
Develop situation analysis information on the impact of the emergency from the following sources: <ul style="list-style-type: none"> • Long Beach Fire Department • Long Beach Police Department • Long Beach Public Works Department • Long Beach Development Services Department • Long Beach Unified School District • American Red Cross, local chapter • Media (Radio and Television) • 			
Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, and Los Angeles County Operational Area. Also ensure that the public is kept informed.			
Review and approve Incident Reports, Reconnaissance, City Status and damage/safety assessment reports for transmission by the Situation Analysis Unit to the Los Angeles County Operational Area			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives. (Volume Two - Planning & Intelligence Annex - Action Planning)			
Assemble information on alternative strategies.			
Identify the need for use of special resources.			
Initiate the EOC Action Plan development for the current and forthcoming operational periods.			
Direct the coordination of periodic disaster and strategy plans briefings to the EOC Director and General Staff, including analysis and forecast of incident potential			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure coordination of collection and dissemination of disaster information and intelligence with other sections .			
Begin planning for recovery. Refer to Volume Two - Recovery Section (to be developed)			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Authorize deactivation of organizational elements within your Section when they are no longer required.			
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.			
Ensure that any required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Deactivate your Section and close out logs when authorized by the EOC Director.			
Leave forwarding phone number where you can be reached.			

PLANNING & INTELLIGENCE SECTION**SITUATION ANALYSIS UNIT LEADER**

PRIMARY: Code Enforcement Officer

SUPPORT: Planning Officer

ALTERNATE: Building and Safety Inspections

SUPERVISOR: Planning & Intelligence Section Chief

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

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

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

PLANNING AND INTELLIGENCE UNIT: SITUATION ANALYSIS UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Planning & Intelligence Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Situation Analysis Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Units, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			

General Operational Duties			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			

Unit Operational Duties			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including: <ul style="list-style-type: none"> • Location and nature of the disaster/emergency. • Special hazards. • Number of injured persons. • Number of deceased persons. • Road closures and disaster routes. • Structural property damage (estimated dollar value). • Personal property damage (estimated dollar value). • City of Long Beach resources committed to the disaster/emergency. • City of Long Beach resources available. • Assistance provided by outside agencies and resources committed. • Shelters, type, location and number of people that can be accommodated. 			
Prepare and maintain EOC displays.			
Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop sources of information and assist the Planning & Intelligence Section Chief in collecting, organizing and analyzing data from the following: <ul style="list-style-type: none"> • Management Section • Operations Section • Logistics Section • Finance & Administration Section 			
Provide for an authentication process in case of conflicting status reports on events.			
Meet with the Planning & Intelligence Section Chief and the EOC Director to determine needs for planning meetings and briefings. Determine if there are any special information needs.			
Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Analysis Unit information.			
Provide information to the PIO for use in developing media and other briefings.			
Establish and maintain an open file of situation reports and major incident reports for review by other sections/units			
Determine weather conditions, current and upcoming. Keep up-to-date weather information posted.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.			
Provide resource and situation status information in response to specific requests.			
Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Planning & Intelligence Section Chief.			
Prepare required Operational Area reports. Obtain approval from the Planning & Intelligence Section Chief and transmit to the Los Angeles County Operational Area.			
Prepare written situation reports at periodic intervals at the direction of the Planning & Intelligence Section Chief.			
Assist at planning meetings as required. Provide technical assistance.			

Deactivation

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Situation Analysis Unit position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

PLANNING & INTELLIGENCE SECTION**ADVANCE PLANNING UNIT LEADER****PRIMARY:** Planner**SUPPORT:** Planner**ALTERNATE:** Planner**SUPERVISOR:** Planning & Intelligence Section Chief**GENERAL DUTIES:**

- Develop issues and requirements related to a time period, normally 36 to 72 hours in advance.
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings.
- Monitor action planning activity to determine the shift in operational objectives from response to recovery.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

Develop reports and recommendations for future time periods and prepare reports and briefings for use in strategy and/or planning meetings.

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

PLANNING AND INTELLIGENCE UNIT: ADVANCE PLANNING UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Planning & Intelligence Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Advance Planning Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Units, as needed.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs .			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			

General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Obtain current briefing on the operational situation from the Situation Analysis Unit. Determine best estimate of duration of the situation from available information.			
Determine current priorities and policies from the Planning & Intelligence Section Chief and EOC Director.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>In coordination with other EOC sections, develop written forecasts for future time periods as requested. These should include any or all of the following:</p> <ul style="list-style-type: none"> • Best estimate of likely situation in 36 to 72 hours given current direction and policy • Determine top priorities for actions and resources. (Volume Two - Planning & Intelligence Annex - Advance Planning Reports. • Identify any recommended changes to EOC policy, organization or procedures to better address the possible situation • Identify any issues and constraints that should be addressed now in light of the probable situation in 36-72 hours. 			
Provide reports to the Planning & Intelligence Section Chief and/or EOC Director and others as directed.			
Develop specific recommendations on areas and issues, which will require continuing and/or expanded City involvement.			
Periodically evaluate the operational situation and assist the Planning & Intelligence Section staff in making recommendations on priority response and recovery actions.			

Deactivation

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Advance Plans Unit Leader position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached			

PLANNING & INTELLIGENCE SECTION**DOCUMENTATION UNIT LEADER**

PRIMARY: Grants Administration Officer

SUPPORT: Nuisance Abatement Coordinator

ALTERNATE: Senior Electrical Inspector

SUPERVISOR: Planning & Intelligence Section Chief

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events.
- Establish and operate the EOC Message Center.
- Assist other parts of the EOC organization in setting up and maintaining files, journals and special reports.
- Collect and organize all written forms, logs, journals and reports at completion of each shift from all sections.
- Compile, copy and distribute the EOC Action Plans as directed by the Section Chiefs.
 - Compile, copy and distribute the After-Action Report with input from other sections/units.
 - Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

Compile and distribute the City's EOC Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes. This position is also responsible for demobilization of the EOC. The process of demobilization involves closing down processes and positions no longer required for effective EOC operations.

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

PLANNING AND INTELLIGENCE UNIT: DOCUMENTATION UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Planning & Intelligence Section Chief			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Documentation Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).			
Ensure that all your incoming Unit personnel are fully briefed .			
Based on the situation as known or forecast, determine likely future Unit needs .			
Think ahead and anticipate situations and problems before they occur.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS

<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Meet with the Planning & Intelligence Section Chief to determine what EOC materials should be maintained for official records.			
Contact other EOC Sections and Units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.			
Coordinate documentation with the Situation Analysis Unit.			
Following planning meetings, assist in the preparation of any written action plans or procedures.			
Review EOC personnel roster to determine size and scope of any demobilization efforts.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Meet individually with the General staff to determine their need for assistance in any Demobilization Planning.			
Advise Planning & Intelligence Section Chief on the need for a formal written Demobilization Plan .			
If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures .			
Establish with each Section Coordinator which units/personnel should be demobilized first .			
Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units. (Volume Two - Planning & Intelligence Annex - Action Planning and After Action Reports.)			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.			
Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning & Intelligence Section Chief.			
Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC.			
Establish copying service and respond to authorized copying requests.			
Establish a system for collecting all section and unit journal/logs at completion of each operational period.			
Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.			
Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning & Intelligence Section Chief.			
Establish time tables for deactivating or downsizing units.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine if any special needs exist for personnel demobilization (e.g. transportation).			
Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.			
Submit any formalized Demobilization Plan to the Planning/Intelligence Section Coordinator for approval.			
Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.			
Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Documentation Unit Leader position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Leave forwarding phone number where you can be reached.			

PLANNING & INTELLIGENCE SECTION**DAMAGE ASSESSMENT UNIT LEADER**

PRIMARY: Superintendent of Building Safety

SUPPORT: Abatement Coordinator

ALTERNATE: Senior Electrical Inspector

SUPERVISOR: Planning & Intelligence Section Chief

GENERAL DUTIES:

- Oversees the Damage Assessment Unit and Reviews the Responsibilities Checklist
- Gathers information from damage assessment teams and provides updates to Planning Section Chief and Situation Unit Leader
- Coordinates with Geographic Information Systems (GIS) Unit to update damage assessment maps
 - Refer to **Los Angeles County Operational Area Plan.**

YOUR RESPONSIBILITY:

Compile and distribute the City's EOC Damage Assessment Reports; maintain accurate and complete incident files; establish and operate an EOC Damage Message Center; provide updated information to EOC personnel and preserve incident files for legal, analytical and historical purposes.

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

PLANNING AND INTELLIGENCE UNIT: DAMAGE ASSESSMENT UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Planning & Intelligence Section Chief			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Damage Assessment Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs .			
Think ahead and anticipate situations and problems before they occur.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Initiates and monitors progress of damage assessment teams			
Consolidates data received from Initial Damage Assessment (IDA) and provides to the EOC Planning Section Chief for submission to in EAP			
Coordinates with state and federal officials to complete the Preliminary Damage Assessment (PDA)			
Consolidates and updates maps of damaged areas			
Meet individually with the key EOC staff to determine their needs for information on damage assessments and provide as requested.			
Ensure the development of a filing system to collect, log and compile data from			

collected damage reports.			
Identify and establish a “runner” support system for collecting information on damage assessments.			
Prepare an overview of the documented disaster damage at periodic intervals or upon request from the Planning & Intelligence Section Chief.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Damage Assessment Unit Leader position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

PLANNING & INTELLIGENCE SECTION**PLANNING RECOVERY UNIT LEADER**

PRIMARY: Administration Officer

SUPPORT: Abatement Coordinator

ALTERNATE: Senior Inspector

SUPERVISOR: Planning & Intelligence Section Chief

GENERAL DUTIES:

- Monitor the current situation report to include recent updates and determine overall impacts of the emergency.
- Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.
- Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.
- Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.
- Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.
- Develop a recovery plan and strategy for the jurisdiction or agency.
- Coordinate with Finance/Administration & Planning Section Chief to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.
- In conjunction with Planning Section Chief, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

Determine impacts of the emergency requiring recovery planning. Initiate recovery planning meetings with appropriate individuals and agencies. Develop the initial

recovery plan and strategy for the jurisdiction. Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process. Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort. Supervise the Recovery Unit.

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

PLANNING AND INTELLIGENCE UNIT: RECOVERY PLANNING UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Planning & Intelligence Section Chief			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Recovery Planning Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your incoming Unit personnel are fully briefed			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
General Operational Duties			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor the current situation report to include recent updates and determine overall impacts of the emergency.			
Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.			
Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.			
Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.			
Develop a recovery plan and strategy for the jurisdiction or agency.			
Coordinate with Finance/Administration & Planning Section Chief to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.			
In conjunction with Planning Section Chief, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.			
Following planning meetings, assist in the preparation of any written action plans or procedures.			
Review EOC personnel roster to determine size and scope of any demobilization efforts.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure the development of a filing system to collect, log and compile copies of requests and plans.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Recovery Planning Unit Leader position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

PLANNING & INTELLIGENCE SECTION**TECHNOLOGY/GIS UNIT LEADER**

PRIMARY: Technology and Innovation, Information Systems

SUPPORT: Technology and Innovation, GIS

ALTERNATE: Technology and Innovation, Applications

SUPERVISOR: Planning & Intelligence Section Chief

GENERAL DUTIES:

- Provide technical observations and recommendations to the County/OA EOC in specialized areas,
- Ensure that qualified specialists are available in the areas required by the particular event or disaster.
- Supervise the Technical Services Unit.
- Refer to **Los Angeles County Operational Area Plan.**

YOUR RESPONSIBILITY:

Provide oversight for the technical specialists required to support the EOC operations. Observe and make recommendations on how to maximize use of available technology to support the objectives of the EAP. Acquire and assign staff as needed to support operations. Ensure people are trained in GIS and Veoci. Supervise the operations of the Technical Services Unit.

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

PLANNING AND INTELLIGENCE UNIT: TECHNOLOGY/GIS UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Planning & Intelligence Section Chief			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Technology/GIS Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known			
Unit Operational Duties			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
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			
Review EOC personnel roster to determine size and scope of any demobilization efforts.			
Meet individually with the staff to determine their need for assistance in any Technology area.			
Ensure the development of a filing system to collect, log and compile copies of request forms for technical assistance.			
Establish a system for collecting all section requests for assistance and track them through completion. Keep records for each operational period.			
Prepare an overview of the documented requests and information to share with the response teams at periodic intervals or upon request from the Planning & Intelligence Section Chief.			
Establish time tables for deactivating or downsizing units.			

Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Technology/GIS Unit Leader position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

PLANNING & INTELLIGENCE SECTION**DEMOBILIZATION UNIT LEADER**

PRIMARY: Administration Officer

SUPPORT: Abatement Coordinator

ALTERNATE: Senior Inspector

SUPERVISOR: Planning & Intelligence Section Chief

GENERAL DUTIES:

- Review incident resource records to determine probable size of demobilization effort.
- Obtain incident command objectives, priorities, and constraints on demobilization.
- Obtain identification and description of surplus resources, and probable release times.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- Prepare Demobilization Plan.
- Obtain approval of Demobilization Plan.
- Distribute the Demobilization Plan and ensure that all sections/units understand their responsibilities within it.

- Monitor implementation of Demobilization Plan.
- Assist in the coordination of Demobilization Plan.
- Brief Planning Section Chief on progress of demobilization.
- Complete all records prior to departure.
- Maintain unit log (ICS form 214).
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

To prepare the demobilization plan and to assist incident sections/units in ensuring orderly, safe, and cost effective removal of personnel and equipment from the incident.

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

PLANNING AND INTELLIGENCE UNIT: DEMOBILIZATION UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Planning & Intelligence Section Chief			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Demobilization Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your incoming Unit personnel are fully briefed			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
General Operational Duties			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Planning & Intelligence Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			
Establish operating procedure with the Information Systems Unit of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Review incident resource records to determine probable size of demobilization effort.			
Obtain incident command objectives, priorities, and constraints on demobilization.			
Obtain identification and description of surplus resources, and probable release times.			
Evaluate incident logistics and transportation capabilities to support the demobilization effort.			
Obtain approval of Demobilization Plan.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Distribute the Demobilization Plan and ensure that all sections/units understand their responsibilities within it.			
Monitor implementation of Demobilization Plan.			
Assist in the coordination of Demobilization Plan.			
Brief Planning Section Chief on progress of demobilization.			
Complete all records prior to departure.			
Maintain unit log			
Review EOC personnel roster to determine size and scope of any demobilization efforts.			
Meet individually with the staff to determine their need for assistance in any Demobilization Planning.			
If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.			
Establish with each Section Coordinator which units/personnel should be demobilized first			
Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units. (Volume Two - Planning & Intelligence Annex - Action Planning and After Action Reports.)			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine if any special needs exist for personnel demobilization (e.g. transportation).			
Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.			
Submit any formalized Demobilization Plan to the Planning/Intelligence Section Coordinator for approval.			
Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.			
Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Demobilization Unit Leader position and close out logs when authorized by the Planning & Intelligence Section Chief or EOC Director.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Leave forwarding phone number where you can be reached.			

EMERGENCY OPERATIONS PLAN



Volume Two: Logistics Annex

Updated: December 2015

Prepared under contract with:
Emergency Planning Consultants
San Diego, California
Carolyn J. Harshman, CEM



GENERAL

PURPOSE

To enhance the capability of the City of Long Beach to respond to emergencies by establishing logistics protocols in managing personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Processing purchase orders and contracts in coordination with Finance & Administration Section.
- Resources management and tracking.
- Obtaining all materials and supplies to support emergency operations in the field and in the EOC.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Provide support to the other sections of the City's emergency response team.
- Support the restoration of essential services and systems.

OVERVIEW

The Logistics Section's primary responsibility is to ensure the acquisition, transportation and mobilization of resources to support the response effort at the disaster sites, public shelters, EOC, etc. This Section provides all necessary personnel, supplies and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

OBJECTIVES

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

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

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical support needs and plan for both immediate and long-term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.

CONCEPT OF OPERATIONS

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

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or EOC Director.
- All on-duty personnel are expected to remain on duty until properly relieved of duty. *(City developing Standard Operating Procedure to address reporting of off-duty personnel.)*
- While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 6:00am and 6:00pm. Operational periods should be event driven.
- Available and accessible resources from neighboring jurisdictions, the private sector and volunteer organizations will be accessed through the City's own resources and private sector resources. Non-fire and non-law mutual aid will be accessed through the Los Angeles County Operational Area.

SECTION ACTIVATION PROCEDURES

The EOC Director is authorized to activate the Logistics Section.

When to Activate

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

Where to Report

The EOC is located at 2990 Redondo Avenue. The alternate EOC is located at 5580 Cherry Ave.

When to Report

Report to EOC when requested by the City Manager or when notified by the City's Notification System via email, texts, phone, etc. If unsure call your department hotline.

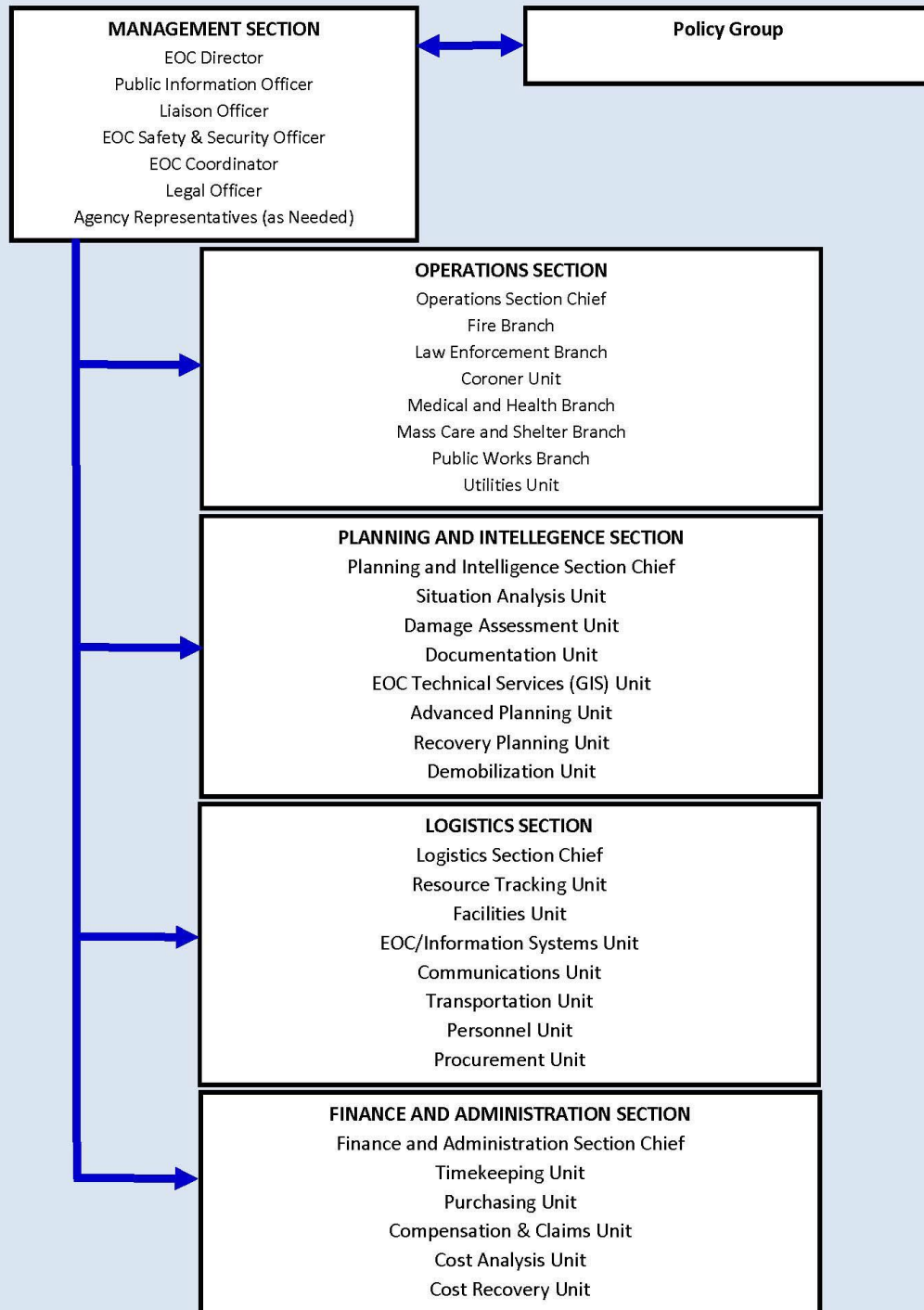
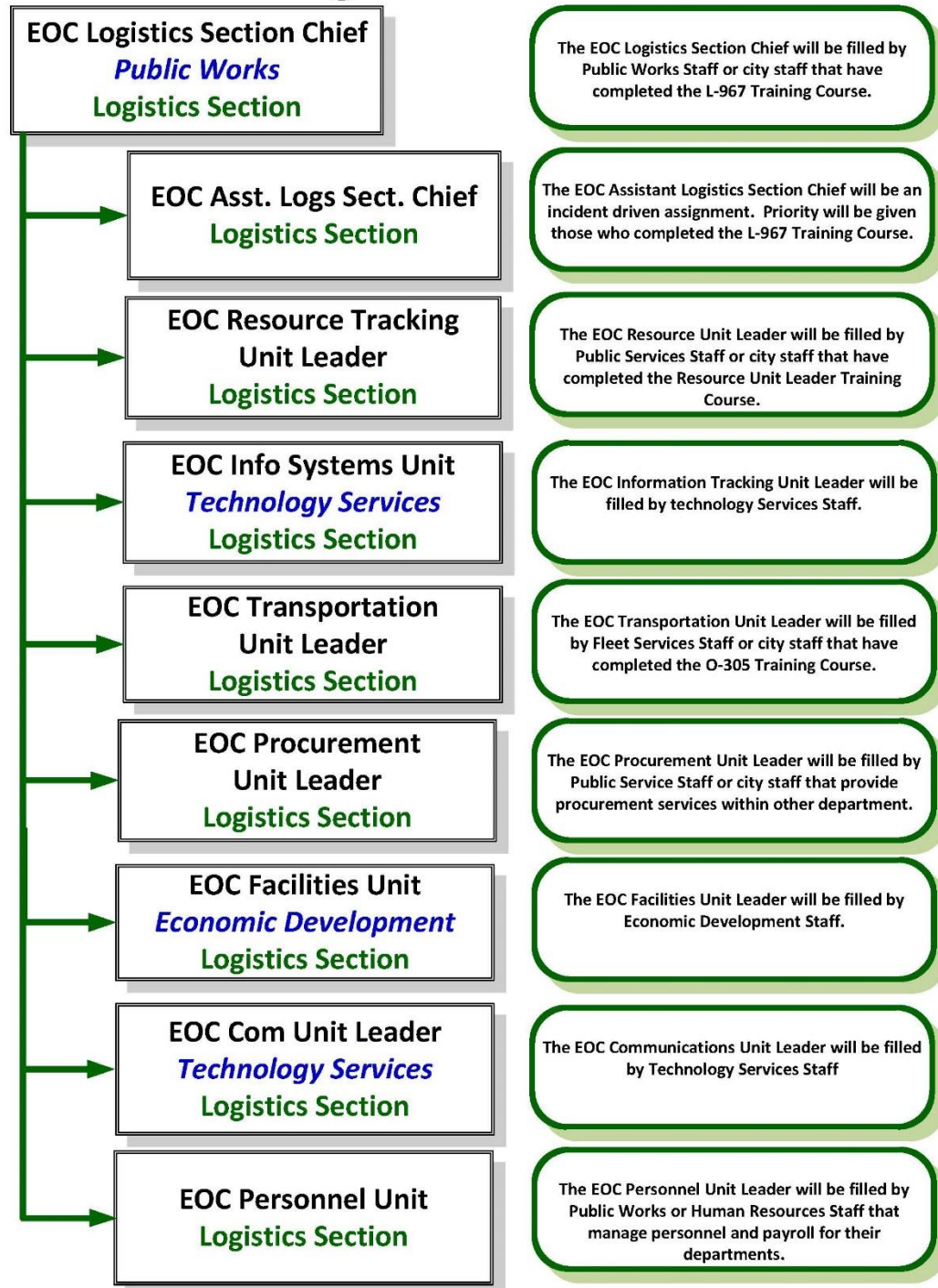
Chart 1 – Long Beach Emergency Organization**EMERGENCY OPERATIONS CENTER ORGANIZATION CHART**

Chart 2 – Logistics Section Organization

EOC Organization & Staffing Plan – Logistics Section





The Gas and Oil Construction Manager will fill the position of Logistics Section Chief. The Budget Officer (Public Works) will serve as first alternate to the Logistics Section Chief. The EOC Director also may designate the Chief.

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

- Resource Tracking Unit
- Personnel Unit
- Information Systems Branch
 - Communication Unit
 - EOC Systems Support Unit
- Transportation Unit
- Personnel Unit
- Procurement Unit
- Facilities Unit

The Logistics Section Chief may activate additional units as necessary to fulfill an expanded role.

Logistics Section Chief

The Logistics Section Chief, a member of the EOC Director's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Resource Tracking Unit

The Resource Tracking Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the EOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning & Intelligence Section (to provide resources information to the EOC Action Plan).

Facilities Unit

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

Information Systems Branch

The Information Systems Branch is responsible for managing all data needs of the EOC staff including connectivity with field responders.

Communication Unit is responsible for managing all radio and telephone needs of the EOC staff including connectivity with field responders.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

Personnel Unit

The Personnel Unit is responsible for obtaining all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arranging for delivery of those resources. This position is also responsible for attending to personnel resources as requested in support of the EOC and Field Operations. The Unit is also responsible for identifying, recruiting and registering volunteers as required.

Procurement Unit – is responsible is to coordinate and oversee the procurement, allocation and distribution items such as, food, water, materials and products, fuels and other supplies and consumable.

EOC Management Section Vest Assignments

	Assignments	Vest Color
1	Logistics	

LOGISTICS SECTION

LOGISTICS SECTION CHIEF

PRIMARY:	Constructions Management
SUPPORT:	Project Management
ALTERNATE:	Gas and Oil Construction Manager
SUPERVISOR:	EOC Director

GENERAL DUTIES:

- Ensure the logistics function is carried out consistent with SEMS guidelines, including:
 - ♦ Managing all radio, data and telephone needs of the EOC.
 - ♦ Coordinating transportation needs, issues, and the Disaster Route Priority Plan.
 - ♦ Coordinating management of facilities used during disaster response and recovery.
 - ♦ Coordinating care and shelter needs.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/unit activities within the Section.
- Coordinate the provision of logistical support for the EOC.
- Report to the EOC Director on all matters pertaining to Section activities.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

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

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

LOGISTICS SECTION: LOGISTICS SECTION CHIEF			
Section Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC			
Report to the EOC Director.			
Obtain a briefing on the situation.			
Set up your Section workstation, including maps and status boards. Use your EOC Section materials and on-site supplies.			
Review your position responsibilities.			
Identify yourself as the Logistics Section Chief <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.			
Review organization in place at the EOC. Know where to go for information or support.			
Determine if other Section staff are at the EOC			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Confirm that all key Logistics Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency.			
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements: <ul style="list-style-type: none">• Facilities Unit• Resource Tracking Unit• Information Systems Branch• EOC System Support Unit• Communications Unit• Transportation Unit• Personnel Unit• Procurement Unit			
Request additional personnel for the Section to maintain a 24-hour operation as required			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Brief incoming Section personnel prior to their assuming their duties. Briefings should include:</p> <ul style="list-style-type: none"> • Current situation assessment. • Identification of specific job responsibilities. • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services and personnel. • Identification of operational period work shifts. 			
<p>Inform the EOC Director and General Staff when your Section is fully operational</p> <p>.</p>			
<p>Open and maintain Section logs.</p>			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
Review responsibilities of units in your Section. Develop plan for carrying out all responsibilities.			
Prepare work objectives for Section staff and make staff assignments.			
Meet with other activated Section Chiefs.			
From Planning & Intelligence Section Chief, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate units			
Based on the situation as known or forecast, determine likely future Logistics Section needs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Think ahead and anticipate situations and problems before they occur			
Request additional resources through the appropriate Logistics Section Units, as needed.			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Carry out responsibilities of the Logistics Section branches/units that are not currently staffed.			
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit.			
Make a list of key issues currently facing your Section to be accomplished within the next operational period.			
Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.			
Brief the EOC Director on major problem areas that need or will require solutions.			
Provide situation and resources information to the Situation Analysis Unit of the Planning & Intelligence Section on a periodic basis or as the situation requires.			
Provide briefing to the General Staff on operating procedure for use of telephone, data and radio systems.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
From Planning & Intelligence Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections			
Ensure that your Section logs and files are maintained.			
Monitor your Section activities and adjust Section organization as appropriate.			
Ensure internal coordination between unit leaders.			
Update status information with other sections as appropriate.			
Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Participate in the EOC Director's Action Planning meetings.			
Ensure that all your Section personnel and equipment time records and a record of expendable materials used are provided to the Timekeeping Unit and Cost Accounting Unit of the Finance & Administration Section at the end of each operational period. (See Volume Two - Forms.)			
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Section Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Meet with Finance & Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section			
Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep the Los Angeles County Operational Area Logistics Chief apprised of overall situation and status of resource.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Authorize deactivation of organizational elements within your Section when they are no longer required.			
Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.			
Ensure that any required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Deactivate your Section and close out logs when authorized by the EOC Director.			
Leave forwarding phone number where you can be reached			

LOGISTICS SECTION**RESOURCE TRACKING UNIT LEADER**

PRIMARY: Refuse Superintendent

SUPPORT: General Superintendent

ALTERNATE: Construction Services Officer

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Prepare and maintain displays, charts and lists which track and reflect the current status and location of controlled resources, transportation and support vehicles.
- Establish a resources reporting system for field and EOC units.
- Prepare and process resource status change information.
- Provide information to assist the Situation Analysis and Documentation Units of the Planning & Intelligence Section in strategy planning and briefing presentations.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

Maintain detailed tracking records of resources allocation and use (resources already in place, resources requested but not yet on scene and estimates of future resource needs); logs and invoices to support the documentation process and resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning & Intelligence Section (to provide resources information to the EOC Action Plan).

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

LOGISTICS SECTION: RESOURCE TRACKING UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Logistics Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Resource Tracking Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Units, as needed.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i></p>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions .			
Provide periodic situation or status reports to your Section Chief.			
Review situation reports as they are received. Verify information where questions exist .			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Unit Leader at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Develop a system to track resources deployed for disaster response .			
Establish a reporting procedure for resources at specified locations.			
Provide for an authentication system in case of conflicting resources status reports.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Provide a resources overview and summary information to the Situation Analysis Unit of the Planning & Intelligence Section as requested and written status reports on resources allocations as requested by the Section Chiefs.			
Assist in strategy planning based on the evaluation of the resources allocation, resources in <i>route and projected</i> resources shortfalls.			
Ensure that the Operations Section staff does not overlook available resources.			
Make recommendations to the Logistics Section Chief of resources that are not deployed or should be deactivated.			
Identify equipment, material and supply needs to the Procurement Unit of the Finance & Administration Section.			
Identify personnel needs to the Personnel Unit of the Finance & Administration Section.			
Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Identify security requirements to the Law Enforcement Branch of the Operations Section.			
Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.			
Account for personnel, equipment, supplies and materials provided to each facility.			
Coordinate the receipt of incoming resources to facilities.			
Ensure that operational capabilities are maintained at facilities.			
Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.			
Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.			
Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.			
Provide facilities for sheltering essential workers, employees' families and volunteers.			
Be prepared to provide facilities for animal boarding as required. (See Volume Two - Logistics Annex - Animal Care.)			

Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Resource Tracking Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

LOGISTICS SECTION**FACILITIES UNIT LEADER**

PRIMARY: Manager (Economic Development)

SUPPORT: Development Officer (Economic Development)

ALTERNATE: Project Manager (Economic Development)

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

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

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

LOGISTICS SECTION: FACILITIES UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Logistics Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Facilities Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Request additional resources through the appropriate Logistics Section Units, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			

General Operational Duties

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Unit Leader at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Make recommendations to the Logistics Section Chief of resources that are not deployed or should be deactivated.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Maintain information in the Unit regarding: <ul style="list-style-type: none"> Facilities opened and operating. Facility managers. Supplies and equipment at the various locations. Specific operations and capabilities of each location. 			
As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.			
In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc.			
Identify communications requirements to the Communication/Information Systems Unit.			
Identify equipment, material and supply needs to the Procurement Unit of the Finance & Administration Section.			
Identify personnel needs to the Personnel Unit of the Finance & Administration Section.			
Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved.			
Identify security requirements to the Law Enforcement Branch of the Operations Section.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.			
Account for personnel, equipment, supplies and materials provided to each facility.			
Coordinate the receipt of incoming resources to facilities.			
Ensure that operational capabilities are maintained at facilities.			
Oversee the distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities.			
Ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.			
Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.			
Provide facilities for sheltering essential workers, employees' families and volunteers.			
Be prepared to provide facilities for animal boarding as required. (See Volume Two - Logistics Annex - Animal Care.)			
Coordinate water resources for consumption, sanitation and firefighting at all facilities.			

Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Facilities Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

LOGISTICS SECTION**INFORMATION SYSTEMS BRANCH**

PRIMARY: Application Development (Technology Services)

SUPPORT: Business Information Technology Officer (Technology Services)

ALTERNATE: Data Center (Technology Services)

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio, data and telephone services as directed by the EOC Director.

YOUR RESPONSIBILITY:

Manage all radio, data, and telephone needs of the EOC staff. In the event the Communications Unit is activated, the Information Systems Branch will focus on data resources while the Communications Unit will take responsibility for radio and telephone capabilities.

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

LOGISTICS SECTION: INFORMATION SYSTEMS BRANCH			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Logistics Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Information Systems Branch <i>by putting on the vest with your title.</i> Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Branch, establish work area, assign duties and ensure Branch journal/log is opened. Activate Units as necessary including: Communications Unit EOC Support Systems Unit			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics Section Units, as needed.			
Ensure that all your incoming Branch personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Branch needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Branch operations and support of field operations as requested. Assign specific responsibilities.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays.			
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure for use of telephone, radio and data systems and provide to other units.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief .			
Conduct periodic briefings for your Branch. Ensure they are aware of priorities.			
Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Branch personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with all sections and units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.			
Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.			
Coordinate frequency and network activities with Los Angeles County Operational Area.			
Provide communications briefings as requested at action planning meetings			

Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Information Systems Branch position and close out logs when authorized by the Logistics Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

LOGISTICS SECTION**COMMUNICATIONS UNIT LEADER**

PRIMARY: Wireless Officer (Technology Services)

SUPPORT: Voice Communication Support Officer (Technology Services)

ALTERNATE: Infrastructure Supervisor

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio and telephone communications services inside of the EOC and between the EOC and outside agencies and field responders.
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions.
- Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.
- Make special assignment of radio and telephone services as directed by the EOC Director.

YOUR RESPONSIBILITY:

Manage all radio and telephone needs of the EOC staff.

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

LOGISTICS SECTION: COMMUNICATIONS UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Logistics Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Communications Unit Leader <i>by putting on the vest with your title.</i> Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Request additional resources through the appropriate Logistics Section Units, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure for use of radio and telephone systems and provide to other units.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with all sections and units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests.			
Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed.			
Coordinate frequency and network activities with Los Angeles County Operational Area.			
Provide communications briefings as requested at action planning meetings.			

Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Communication Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

LOGISTICS SECTION**TRANSPORTATION UNIT LEADER**

PRIMARY: Fleet Operations Superintendent

SUPPORT: Fleet Maintenance Superintendent

ALTERNATE: Fleet Maintenance Supervisor

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Coordinate the transportation of emergency personnel and resources within the City by all available means.
- Coordinate all public transportation resources.

YOUR RESPONSIBILITY:

Transportation of emergency personnel, equipment and supplies and coordinate the Disaster Route Priority Plan.

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

LOGISTICS SECTION: TRANSPORTATION UNIT LEADERS			
Unit Start-Up Actions			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Logistics Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Transportation Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics/Finance & Administration Unit, as needed.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period. (See Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Planning & Intelligence and Operations Sections to determine which disaster routes are available for emergency use. (See Volume Two - Operations Annex - Disaster Route Priority Plan.)			
Coordinate use of disaster routes with the Operations Section.			
Coordinate with other sections and branches/groups/units to identify transportation priorities			
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CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Establish a transportation plan for movement of: <ul style="list-style-type: none"> • Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs). • Individuals to medical facilities. • Emergency workers and volunteers to and from risk area. 			
Coordinate with the Operations Section on the movement of disabled and elderly persons.			
Coordinate transportation of animals as required.			
Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed.			
As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.			
Deactivation			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Transportation Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

LOGISTICS SECTION

PERSONNEL UNIT LEADER

PRIMARY:	Manager Personnel (Human Resources)
SUPPORT:	Personnel Services Officer (Human Resources)
ALTERNATE:	Human Resources Officer (Human Resources)
SUPERVISOR:	Logistics Section Chief

GENERAL DUTIES:

- Coordinate all personnel support requests received at or within the EOC, including any category of personnel support requested from the EOC functional elements or from City response elements in the field.
- Identify sources and maintain an inventory of personnel support and volunteer resources. Request personnel resources from those agencies as needed.
- Ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system. **(See Volume Two – Finance & Administration Annex - Volunteers)**
- Assign personnel within the EOC as needs are identified.
- Coordinate Emergency Management Mutual Aid (EMMA) as necessary through the Los Angeles County Operational Area.

Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

Obtain all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arrange for delivery of those resources. Also obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. ***Resources within the City inventory (City-owned).***
2. ***Other sources that may be obtained without direct cost to the City.***
3. ***Resources that may be leased/purchased within spending authorizations.***

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

LOGISTICS SECTION: PERSONNEL UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Logistics Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Personnel Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Communications Unit and Information Systems Branch for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Meet and coordinate activities with Section Chief and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.			
Review, verify and process requests from all Sections for resources.			
Maintain information regarding: <ul style="list-style-type: none"> Resources readily available Resources requests Status of shipments Priority resource requirements Shortfalls 			
Coordinate with other branches/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.			
Determine availability and cost of resources from private vendors.			
Issue purchase orders for needed items within dollar limits of authority delegated to Unit.			
Notify Section Chief of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.			
If contracts are needed for procuring resources, request that the Purchasing Unit Leader of the Finance & Administration Section develop necessary agreements.			
Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units of the Logistics Section.			
Identify to the Logistics Section Chief any significant resource request(s), which cannot be met through local action. Suggest alternative methods for solving the problem.			
Establish contact with the appropriate Operations Section Units and Red Cross representative(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS

Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication (See Volume Two – Finance & Administration Annex – Feeding Operations)			
Be prepared to provide veterinary care and feeding of animals (See Volume Two – Finance & Administration – Animal Care)			
Assemble resource documents, which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.			
Continually update communications availability information with the Communication Unit and Information Systems Branch. Revise contact methods with suppliers as improved communications become available.			
Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.			
Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.			
Provide updated reports on resource status to Resource Tracking Unit.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Identify and maintain a list of available and			

accessible equipment and supplies to support response and recovery efforts.			
Arrange for storage, maintenance and replenishment of replacement of equipment and materials.			
Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.			
Procure and arrange for basic sanitation and health needs at mass care and other facilities (toilets, showers, etc.) as requested by Operations Section.			
Support activities for restoration of utilities to critical facilities.			
Procure and coordinate water resources for consumption, sanitation and firefighting.			
Coordinate resources with relief agencies (American Red Cross, etc.)			
Obtain and coordinate necessary medical supplies and equipment for special needs persons.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS

Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous, nuclear, biological or chemical environments.			
Ensure the management of donated goods.			
Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.			
In coordination with Operations Section and the Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs).			
Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.			
Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Personnel Unit in the Logistics Section.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Maintain information regarding:			

<ul style="list-style-type: none"> • Personnel/volunteers processed. • Personnel/volunteers allocated and assigned by agency/location. • Personnel/volunteers on standby. Special personnel requests by category not filled.			
Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.			
Obtain crisis counseling for emergency workers.			
Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement Unit and the Facilities Unit of the Logistics Section.			
Establish a plan for childcare for City employees as needed. Coordinate with Facilities Unit of the Logistics Section for suitable facilities.			
Assist and support employees and their families who are also disaster victims			
Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Los Angeles County			

Operational Area for additional personnel needs.			
Ensure the recruitment, registration, mobilization and assignment of volunteers. (See Volume Two – Finance & Administration - Volunteers)			
Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.			
Issue ID cards to Disaster Service Workers.			
Coordinate transportation of personnel and volunteers with the Transportation Unit of the Logistics Section.			
If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.			
Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.			
Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Request technical expertise resources not available within the jurisdiction (hazardous			

materials, environmental impact, structural analysis, geo-technical information, etc.) through established channels, mutual aid channels or the Los Angeles County Operational Area.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Personnel Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

LOGISTICS SECTION

PROCUREMENT UNIT LEADER

PRIMARY: Fleet Acquisitions (Financial Management)

SUPPORT: Purchasing Agent (Financial Management)

ALTERNATE: Administrative Analyst (Financial Management)

SUPERVISOR: Logistics Section Chief

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, sanitation services, petroleum fuels, heavy and special equipment and other supplies and consumables.
- Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist.
- Purchase items within limits of delegated authority from Finance & Administration Section. Coordinate with the Finance & Administration Section on actions necessary to purchase or contract for items exceeding delegated authority.
- Support activities for restoration of disrupted services and utilities.

YOUR RESPONSIBILITY:

Obtain all non-fire and non-law enforcement mutual aid materials, equipment and supplies to support emergency operations and arrange for delivery of those resources. Also obtain, coordinate and allocate all non-fire and non-law enforcement mutual aid personnel support requests received; register volunteers as Disaster Services Workers and manage EOC personnel issues and requests.

PROCUREMENT POLICY:

The procurement of resources will follow the priority outlined below:

1. ***Resources within the City inventory (City-owned).***
2. ***Other sources that may be obtained without direct cost to the City.***
4. ***Resources that may be leased/purchased within spending authorizations.***

LOGISTICS SECTION: PROCUREMENT UNIT LEADER

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

LOGISTICS SECTION: PROCUREMENT UNIT LEADER			
Unit Start-Up Actions			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Logistics Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Procurement Unit Leader <i>by putting on the vest with your title.</i> Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			
Ensure that all your incoming Unit personnel are fully briefed.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
General Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Communications Unit and Information Systems Branch for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
Unit Operational Duties			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Meet and coordinate activities with Section Chief and determine purchasing authority to be delegated to the Procurement Unit. Review emergency purchasing and contracting procedures.			
Review, verify and process requests from all Sections for resources.			
Maintain information regarding: <ul style="list-style-type: none"> Resources readily available Resources requests Status of shipments Priority resource requirements Shortfalls 			
Coordinate with other branches/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Determine if needed resources are available from City stocks, mutual aid sources or other sources. Arrange for delivery if available.			
Determine availability and cost of resources from private vendors.			
Issue purchase orders for needed items within dollar limits of authority delegated to Unit.			
Notify Section Chief of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.			
If contracts are needed for procuring resources, request that the Purchasing Unit Leader of the Finance & Administration Section develop necessary agreements.			
Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units of the Logistics Section.			
Identify to the Logistics Section Chief any significant resource request(s), which cannot be met through local action. Suggest alternative methods for solving the problem.			
Establish contact with the appropriate Operations Section Units and Red Cross representative(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Establish a plan for field and EOC feeding operations. Coordinate with Operations Section to avoid duplication (See Volume Two – Finance & Administration Annex – Feeding Operations)			
Be prepared to provide veterinary care and feeding of animals (See Volume Two – Finance & Administration – Animal Care)			
Assemble resource documents, which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.			
Continually update communications availability information with the Communication/Information Systems Unit. Revise contact methods with suppliers as improved communications become available.			
Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.			
Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.			
Provide updated reports on resource status to Resource Tracking Unit.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.			
Arrange for storage, maintenance and replenishment of replacement of equipment and materials.			
Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables and essential supplies to all disaster operation facilities, including mass care shelters.			
Procure and arrange for basic sanitation and health needs at mass care and other facilities (toilets, showers, etc.) as requested by Operations Section.			
Support activities for restoration of utilities to critical facilities.			
Procure and coordinate water resources for consumption, sanitation and firefighting .			
Coordinate resources with relief agencies (American Red Cross, etc.)			
Obtain and coordinate necessary medical supplies and equipment for special needs persons.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Obtain necessary protective respiratory devices, clothing, equipment and antidotes for personnel performing assigned tasks in hazardous, nuclear, biological or chemical environments.			
Ensure the management of donated goods.			
Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.			
In coordination with Operations Section and the Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs).			
Receive and process all incoming requests for personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.			
Develop a system for tracking personnel/volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel/volunteers relieved from assignments will be processed through the Personnel Unit in the Logistics Section.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Maintain information regarding: <ul style="list-style-type: none"> • Personnel/volunteers processed. • Personnel/volunteers allocated and assigned by agency/location. • Personnel/volunteers on standby. Special personnel requests by category not filled.			
Ensure training of assigned response staff and volunteers to perform emergency functions. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.			
Obtain crisis counseling for emergency workers.			
Coordinate feeding, shelter and care of personnel, employees' families and volunteers with the Procurement Unit and the Facilities Unit of the Logistics Section.			
Establish a plan for childcare for City employees as needed. Coordinate with Facilities Unit of the Logistics Section for suitable facilities.			
Assist and support employees and their families who are also disaster victims.			
Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.			

CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Los Angeles County Operational Area for additional personnel needs.			
Ensure the recruitment, registration, mobilization and assignment of volunteers. (See Volume Two – Finance & Administration - Volunteers)			
Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.			
Issue ID cards to Disaster Service Workers.			
Coordinate transportation of personnel and volunteers with the Transportation Unit of the Logistics Section.			
If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired.			
Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.			
Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs.			



CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geo-technical information, etc.) through established channels, mutual aid channels or the Los Angeles County Operational Area.			
Deactivation			
CHECKLIST ACTION	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Procurement Unit Leader position and close out logs when authorized by the Logistics Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

EMERGENCY OPERATIONS PLAN



Volume Two: Finance & Administration Annex

Updated: December 2015

Prepared under contract with:
Emergency Planning Consultants
San Diego, California
Carolyn J. Harshman, CEM



PURPOSE

To enhance the capability of the City of Long Beach to respond to emergencies by providing financial support and coordination to City emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

- *Protect life and property.*
- *Provide continuity of financial support to the City and community.*
- *Cooperate with the other sections of the City's emergency response team.*
- *Documentation of City costs and recovery of those costs as allowable.*
- *Maintain a positive image for the City in its dealings with the community.*

OVERVIEW

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

- Payroll
- Payments
- Revenue collection
- Claim processing
- Cost recovery

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

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

OBJECTIVES

The Finance & Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. Depending on the type of emergency, the Fire, Police, Public Works, Water, Gas & Oil, or Health & Human Services departments will have the principal role in directing the City's overall response efforts. To carry out its responsibilities, the Finance & Administration Section will accomplish the following objectives during a disaster/emergency:

A. For all disasters/emergencies:

1. Notify the other sections and City departments that the Disaster Accounting System is to be used for the disaster/emergency.
2. Determine if the City's bank can continue handling financial transactions.
3. Maintain, as best possible, the financial continuity of the City (payroll, payments and revenue collection).
4. Disseminate information about the Disaster Accounting System to other sections and departments as necessary.
5. Upon declaration of a disaster by the State and/or Federal Governments coordinate with disaster agencies to initiate the recovery process of City costs.
6. Coordinate with the other sections and departments the collection and documentation of costs pertaining to the disaster/emergency.
7. Coordinate with the disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

B. For disasters/emergencies where the City's computer systems and bank are accessible and usable:

1. Inform the other sections and City departments that the payroll and payments processing will be handled on a "business-as-usual" basis except that the Disaster Accounting System will be used for disaster/emergency-related costs.
2. Continue with objectives A.5. through A.8. above.

C. For disasters/emergencies where the City's computer systems and/or bank are either inaccessible or unusable for a short period of time; i.e., less than one week:

1. Inform the other sections and City departments that payroll and payments will be on hold for a short time and that processing will continue on a normal basis as of a specified date.
2. Continue with objectives A.4. through A.8. above.

D. For disasters/emergencies where the City's computer and/or bank systems are either inaccessible or unusable for an extended period of time; i.e., one week or more:

1. Inform the other sections and City departments that disaster accounting procedures will be necessary for the next payroll and all critical payments.
2. Activate other Finance & Administration Section Units as necessary.
3. Continue with objectives A.4. through A.8. above.

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

- The Standardized Emergency Management System (SEMS) will be followed.
- All existing City and departmental fiscal operating procedures will be adhered to unless modified by City Council or EOC Director.
- For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Recovery Unit. This unit will function on the schedule determined necessary to perform its objectives.
- For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance & Administration Section Chief. This may be a period of 12 hours. If so, then these periods will normally change at 6:00 a.m. and 6:00 p.m.

SECTION ACTIVATION PROCEDURES

Authorization

The EOC Director is authorized to activate the Finance & Administration Section for response to a disaster/emergency.

When to Activate

The Finance & Administration Section will be activated whenever the EOC Director determines that the City of Long Beach is involved or may soon be involved in a disaster/emergency that will require a Finance & Administration response. The Finance & Administration Section's Cost Recovery Unit may continue to function when the EOC is not activated.

In all cases the Cost Recovery Unit will be activated. Other units will be activated only as conditions necessitate. Invariably, these other conditions will mean that the EOC will also be activated.

The Finance & Administration Section Chief will activate the various units of the Finance & Administration Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is warning of an impending or developing disaster/emergency.

In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance & Administration Section are to assume activation and are to report to their assigned emergency location.

Where to Report

The location to which Finance & Administration Section personnel will report depends on whether their unit is activated and the severity of the disaster/emergency. These conditions are:

- **Level One — EOC activated.**
All personnel will report to their normal worksite. The Finance & Administration Section Chief will give instructions as necessary.
- **Level One — EOC activated — Non-business hours — City Hall closed**
 - ♦ All personnel to be contacted and instructed as to reporting location.
- **Level Two/Three — EOC activated but normal communications and accounting systems accessible and usable**
 - ♦ Finance & Administration Section Chief and the Public Assistance Unit Leader report to their assigned emergency location and communicate with other units as necessary.
 - ♦ Other units report to normal worksite unless instructed otherwise.
- **Level Two/Three — EOC activated but normal communications and accounting systems either inaccessible and/or unusable**
All Finance & Administration Section Units report to their assigned emergency location.

Where to Report

The EOC is located at 2990 Redondo Avenue. The alternate EOC is located at 5580 Cherry Ave.

When to Report

Report to EOC when requested by the City Manager or when notified by the City Notification System via email, texts, phone, etc. If unsure call your department hotline.

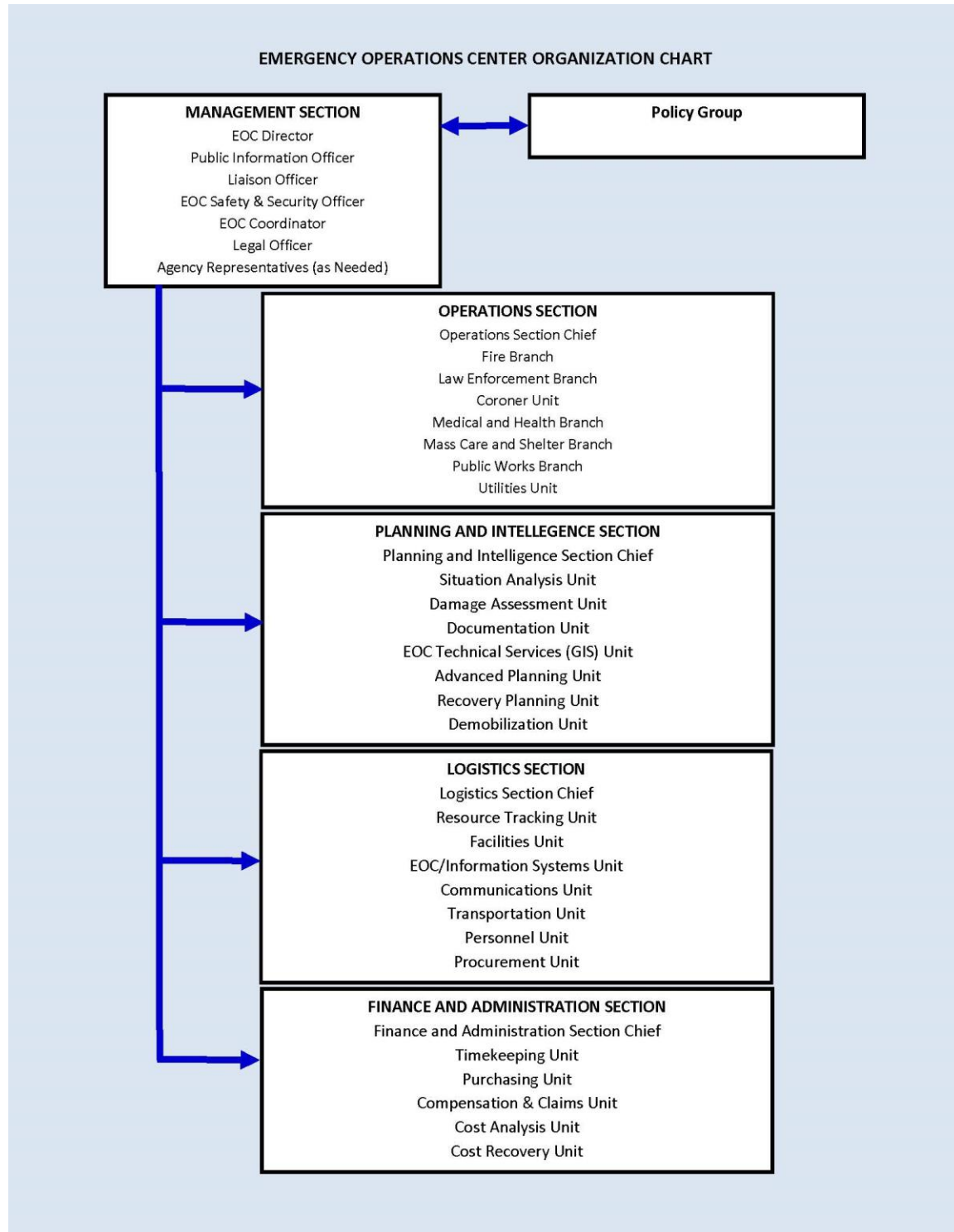
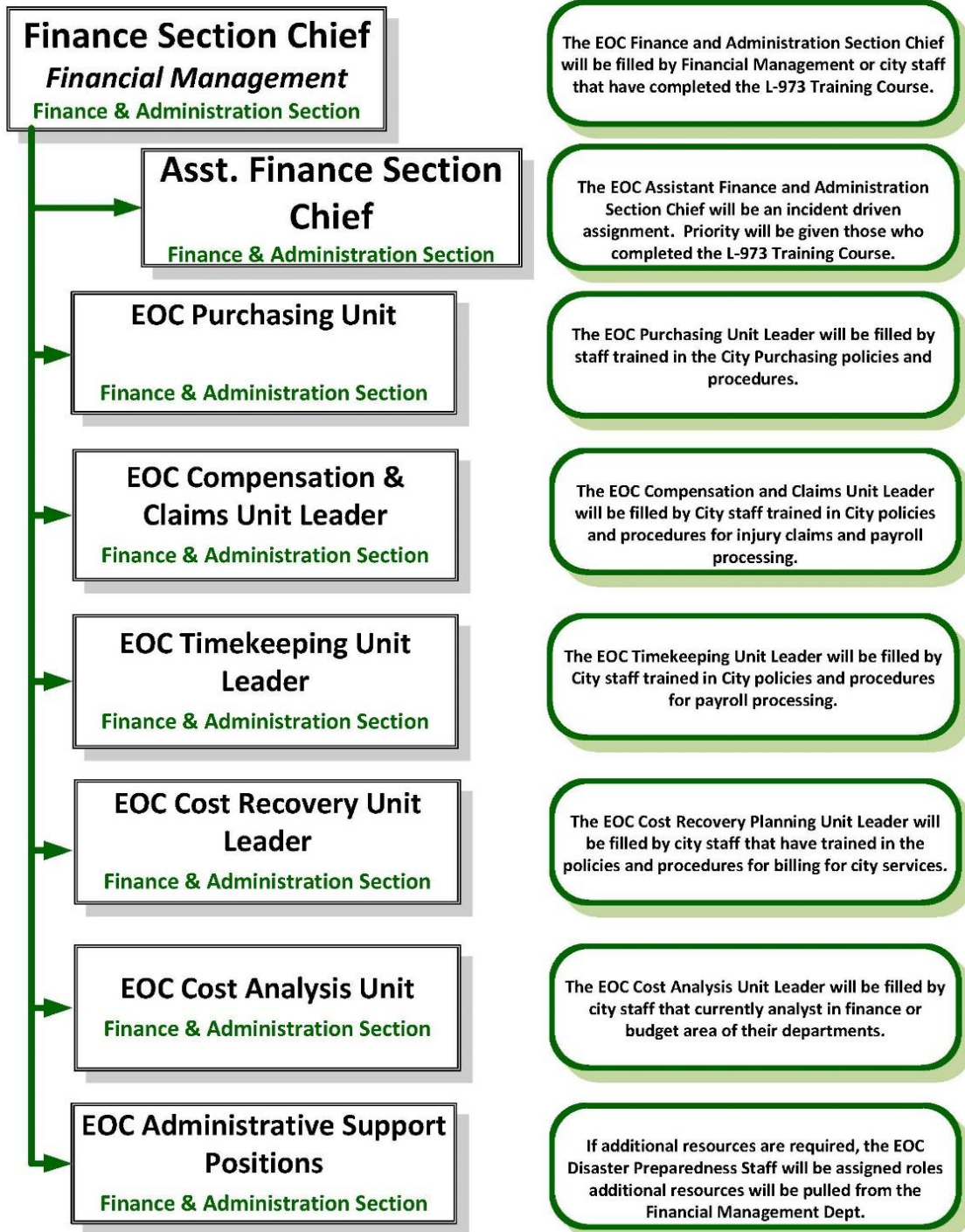
CHART 1 - LONG BEACH EMERGENCY MANAGEMENT ORGANIZATION

CHART 2 – FINANCE & ADMINISTRATION SECTION ORGANIZATION

EOC Organization & Staffing Plan: Finance & Administration Section



FINANCE & ADMINISTRATION SECTION STAFF

The Director of Financial Management will fill the position of Finance & Administration Section Chief. The Budget Manager of Financial Management shall serve as first alternate Finance & Administration Section Chief. The EOC Director also may designate the Chief.

The Finance & Administration Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/groups/units. In certain of the functional areas such as procurement, a functional unit need not be established if only one person would work in the unit. In that case, the normal procurement officer would be assigned rather than designating a unit. The following may be established as the need arises:

- Compensation & Claims Unit Leader
- Cost Recovery Unit Leader
- Purchasing Unit Leader
- Timekeeping Unit Leader
- Cost Analysis Unit

The Finance & Administration Section Chief may activate additional branches/units to fulfill an expanded role if necessary.

Finance & Administration Section Chief

The Finance & Administration Section Chief supervises the financial support, response and recovery for the disaster/emergency; ensures that the payroll and revenue collection process continues and activates the Disaster Accounting System.

Compensation & Claims Unit Leader

The Compensation & Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Long Beach arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident and for providing investigative support of claims and for issuing checks upon settlement of claims.

Cost Recovery Unit Leader

The Cost Recovery Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. **Accurate and timely documentation is essential to financial recovery.**

Purchasing Unit Leader

The Purchasing Unit is responsible for coordinating vendor contracts not previously addressed by existing approved vendor lists and coordinating with the Procurement Unit on all matters involving the need to exceed established purchase order limits.

Timekeeping Unit Leader

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


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

Cost Analysis Unit

The Cost Analysis Unit is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. The Unit must ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

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

EOC Management Section Vest Assignments

		Vest Color
Assignments		
1	Finance	

FINANCE & ADMINISTRATION SECTION

FINANCE & ADMINISTRATION SECTION CHIEF

PRIMARY: Financial Controls Bureau Manager (Financial Management)

SUPPORT: Budget Manager (Financial Management)

ALTERNATE: Financial Controls Analyst (Financial Management)

SUPERVISOR: EOC Director

GENERAL DUTIES:

- Ensure that the Finance & Administration function is performed consistent with SEMS Guidelines, including:
 - Implementing a Disaster Accounting System. **(See Volume Two - Finance & Administration Annex)**
 - Maintaining financial records of the emergency.
 - Tracking and recording of all agency staff time.
 - Processing worker's compensation claims received at the EOC.
 - Handling travel and expense claims.
 - Managing personnel issues and registering volunteers as Disaster Services Workers.
 - Providing administrative support to the EOC.
- Supervise the Finance & Administration Section staff.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Be prepared to form additional branches/units as dictated by the situation.
- Exercise overall responsibility for the coordination of branch/unit activities within the Section.
- Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Action Plan.
- Keep the EOC Director updated on all significant financial developments.
- Refer to **Los Angeles County Operational Area Plan**.

**YOUR RESPONSIBILITY:**

Supervise the financial support, response and recovery for the disaster/emergency; manage the personnel, materials, and supplies required for an effective response; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

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

FINANCE & ADMINISTRATION SECTION: FINANCE & ADMINISTRATION SECTION CHIEF			
SECTION START-UP ACTIONS			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the EOC Director.			
Obtain a briefing on the situation.			
Set up your Section work station, including maps and status boards. Use your EOC Section materials and on-site supplies.			
Review your position responsibilities.			
Identify yourself as the Finance & Administration Section Chief <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues you may have regarding your authority and assignment and what others in the organization do.			
Review organization in place at the EOC. Know where to go for information or support.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Determine if other Section staff is at the EOC.			
Confirm that all key Finance & Administration Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency			
<p>Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.</p> <ul style="list-style-type: none"> • Compensation & Claims Unit • Cost Recovery Documentation Unit • Purchasing Unit • Timekeeping Unit • Cost Analysis Unit 			
Request additional personnel for the Section to maintain a 24-hour operation as required			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Brief incoming Section personnel prior to their assuming their duties. Briefings should include:</p> <ul style="list-style-type: none"> • Current situation assessment. • Identification of specific job responsibilities. • Identification of co-workers within the job function and/or geographical assignment. • Availability of communications. • Location of work area. • Identification of eating and sleeping arrangements as appropriate. • Procedural instructions for obtaining additional supplies, services and personnel. • Identification of operational period work shifts. 			
<p>Inform the EOC Director and General Staff when your Section is fully operational.</p>			
<p>Open and maintain Section logs.</p>			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <p><i>Precise information is essential to meet requirements for possible reimbursement by the Cal OES and FEMA.</i></p>			
Review responsibilities of Units in your Section. Develop plan for carrying out all responsibilities.			
Prepare work objectives for Section staff and make staff assignments			
Meet with other activated Section Chiefs.			
From the Planning & Intelligence Section Chief, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate units.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Based on the situation as known or forecast, determine likely future Finance & Administration Section needs.			
Think ahead and anticipate situations and problems before they occur.			
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit, as needed.			
GENERAL OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Carry out responsibilities of the Finance & Administration Section branches/units that are not currently staffed.			
Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.			
Make a list of key issues currently facing your Section to be accomplished within the next operational period.			
Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.			
Brief the EOC Director on major problem areas that need or will require solutions.			
Provide situation and resources information to the Planning & Intelligence Section on a periodic basis or as the situation requires.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Establish operating procedure with the Communication unit and Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.			
Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Units.			
Ensure that your Section logs and files are maintained.			
Monitor your Section activities and adjust Section organization as appropriate.			
Ensure internal coordination between unit leaders.			
Update status information with other sections as appropriate.			
Resolve problems that arise in conducting your Section responsibilities.			
Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).			
Participate in the EOC Director's action planning meetings.			
Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
SECTION OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Authorize use of the Disaster Accounting System. (See Volume Two - Finance & Administration Annex.)			
Ensure that the payroll process continues			
Ensure that the revenue collection process continues.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Timekeeping and Cost Analysis Units at the end of each operational period.			
Manage the donations of money received during and following an emergency from individual citizens and volunteer groups.			
Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff.			
Meet with assisting and cooperating agency representatives as required			
Provide input in all planning sessions on finance and cost analysis matters.			
Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.			
Keep the General Staff apprised of overall financial situation.			

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

FINANCE & ADMINISTRATION SECTION

COST RECOVERY UNIT LEADER

PRIMARY: Commercial Services Manager (Financial Management)

SUPPORT: Budget Officer (Public Works)

ALTERNATE: Billing and Collections Supervisor (Financial Management)

SUPERVISOR: Finance & Administration Section Chief

GENERAL DUTIES:

- Document information for reimbursement from the state and federal governments.
- Activate and maintain Disaster Accounting System. **(See Volume Two - Finance & Administration Annex)**
- Coordinate documentation of costs with other sections and departments.
- Coordinate cost recovery with disaster assistance agencies.
- Refer to **Los Angeles County Operational Plan**.

YOUR RESPONSIBILITY:

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

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

FINANCE & ADMINISTRATION SECTION: COST RECOVERY UNIT			
SECTION START-UP ACTIONS			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC			
Report to the Finance & Administration Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Cost Recovery Documentation Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Determine 24-hour staffing requirement and request additional support as required.			
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs			
Think ahead and anticipate situations and problems before they occur			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			

GENERAL OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Communication Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (See Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			

UNIT OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. (See Volume Two - Finance & Administration Annex.)			
Inform all sections and departments that the Disaster Accounting System is to be used.			
Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System.			
Act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law.			
Prepare all required state and federal documentation as necessary to recover all allowable disaster costs.			
Coordinate with the Documentation Unit of the Planning & Intelligence Section.			
Provide analyses, summaries and estimates of costs for the Finance & Administration Section Chief, EOC Director and the Los Angeles County Operational Area as required.			
Work with EOC sections and appropriate departments to collect all required documentation.			

Receive and allocate payments.			
Organize and prepare records for final audit.			
Prepare recommendations as necessary.			
DEACTIVATION			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Cost Recovery Documentation Unit Leader position and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

FINANCE & ADMINISTRATION

TIMEKEEPING UNIT LEADER

PRIMARY: Financial Services Officer (Financial Management)

SUPPORT: Senior Accountant (Financial Management)

ALTERNATE: Senior Accountant (Financial Management)

SUPERVISOR: Finance & Administration Section Chief

GENERAL DUTIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster.
- Establish and maintain a file for all personnel working at the emergency/disaster.
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, Cal OES and FEMA time recording policies.
- Track, record and report equipment use and time.
- Refer to **Los Angeles County Operational Area Plan**.

YOUR RESPONSIBILITY:

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

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

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

FINANCE & ADMINISTRATION SECTION: TIMEKEEPING UNIT LEADER			
UNIT START-UP ACTIONS			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Finance & Administration Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Timekeeping Unit Leader <i>by putting on the vest with your title.</i> Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Request additional resources through the appropriate Logistics/Finance & Administration Section Units, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			

GENERAL OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Communication Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (See Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
UNIT OPERATIONAL DUTIES—PERSONNEL TIME RECORDER			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Determine specific requirements for the time recording function			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period. (See Volume Two - FORMS.)			
Ensure that all records identify scope of work and site-specific work location.			
Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and termination's to personnel time documents.			
Ensure that daily personnel time recording documents are accurate and prepared in compliance with City policy.			
Ensure that all employee identification information is verified to be correct on the time report.			
Ensure that time reports are signed.			
Maintain separate logs for overtime hours.			
Establish and maintain a file for employee time records within the first operational period for each person.			
Maintain records security.			
Close out time documents prior to personnel leaving emergency assignment.			
Keep records on each shift.			
Coordinate with the Personnel Unit of the Logistics Section.			

OPERATIONAL DUTIES—EQUIPMENT TIME RECORDER			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Assist sections and units in establishing a system for collecting equipment time reports.			
Ensure that all records identify scope of work and site-specific work location. (See Volume Two - Forms.)			
Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).			
Maintain records security.			
DEACTIVATION			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Timekeeping Unit Leader position and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

FINANCE & ADMINISTRATION SECTION**COMPENSATION & CLAIMS UNIT LEADER**

PRIMARY: Workers' Compensation Manager (City Attorney's Office)

SUPPORT: Claims Supervisor (City Attorney's Office)

ALTERNATE: Claims Supervisor (City Attorney's Office)

SUPERVISOR: Finance & Administration Section Chief

GENERAL DUTIES:

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

YOUR RESPONSIBILITY:

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

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

FINANCE & ADMINISTRATION SECTION: COMPENSATION & CLAIMS UNIT LEADER			
UNIT START-UP ACTIONS			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Finance & Administration Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Compensation & Claims Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Request additional resources through the appropriate Logistics/Finance & Administration Section Units, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs.			
Think ahead and anticipate situations and problems before they occur.			
Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After- Action Report and the history of the emergency/disaster. Document: <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i>			
GENERAL OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Communication Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.			
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period. (See Volume Two - Forms.)			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
UNIT OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Coordinate with the Safety Officer, Liaison Officer, Agency Representatives of the Management Section, Personnel Unit of the Logistics Section and ICS Field Level Compensation & Claims Unit Leader.			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS

Maintain a log of all injuries occurring during the disaster/emergency.			
Develop and maintain a log of potential and existing claims.			
Prepare claims relative to damage to City property and notify and file the claims with insurers.			
Periodically review all logs and forms produced by Unit to ensure: <ul style="list-style-type: none"> • Work is complete • Entries are accurate and timely Work is in compliance with City of Long Beach requirements and policies.			
Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed.			
Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-EOC processing.			
Ensure the investigation of all accidents, if possible.			
Ensure that the Personnel Unit of the Logistics Section completes claims for any injured personnel or volunteers working at the emergency.			
Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards.			
Obtain all witness statements pertaining to			

claims and review for completeness.			
DEACTIVATION			
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Compensation & Claims Unit Leader position and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

FINANCE & ADMINISTRATION**COST ANALYSIS UNIT LEADER**

PRIMARY: Financial Services Officer (Financial Management)

SUPPORT: Assistant City Controller (Financial Management)

ALTERNATE: Customer Service Lead (Financial Management)

SUPERVISOR: Finance & Administration Section Chief

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation.
- Obtain and record all cost data for the emergency/disaster.
- Ensure the proper identification of all equipment and personnel requiring payment.
- Analyze and prepare estimates of EOC costs.
- Maintain accurate record of EOC costs.
- Refer to **Los Angeles County Operational Area Plan: Annex A – Emergency Management; Annex N – Damage Assessment & Recovery.**

YOUR RESPONSIBILITY:

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

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

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

FINANCE & ADMINISTRATION SECTION: COST ANALYSIS UNIT LEADER			
UNIT START-UP ACTIONS			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Finance & Administration Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Cost Analysis Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs .			
Think ahead and anticipate situations and problems before they occur .			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments. • <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i> 			
GENERAL OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Communication Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit, including EOC priorities.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel time records are provided to your Section Chief at the end of each operational period.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
UNIT OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Collect and record all cost data. (See Volume Two - Forms.)			
Maintain a fiscal record of all expenditures related to the emergency/disaster.			
Prepare and provide periodic cost summaries for the Finance & Administration Section Chief and the EOC Director.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Maintain cumulative emergency/disaster cost records.			
Ensure that all financial obligation documents are accurately prepared.			
Prepare resources-use cost estimates.			
Maintain accurate information on the actual cost for the use of all assigned resources.			
With the Timekeeping Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.			
Ensure that all EOC sections maintain proper supporting records and documentation to support claims.			
Make recommendations for cost savings to the Finance & Administration Section Chief.			
DEACTIVATION			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Cost Analysis Unit Leader position and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			

FINANCE & ADMINISTRATION SECTION**PURCHASING UNIT LEADER**

PRIMARY: Buyer (Financial Management)
SUPPORT: Buyer (Financial Management)
ALTERNATE: Analyst (Financial Management)
SUPERVISOR: Finance & Administration Section Chief

GENERAL DUTIES:

- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
- Supervise the Purchasing Unit.
- Refer to **Los Angeles County Operational Plan**.

YOUR RESPONSIBILITY:

Maintain the disaster purchasing process and procedures to manage costs relating to a disaster/emergency purchases and contracts; act as liaison with the EOC staff in other sections to assist with efficient acquisition of goods, services, materials and equipment.

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

FINANCE & ADMINISTRATION SECTION: COST ANALYSIS UNIT LEADER			
UNIT START-UP ACTIONS			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Check in upon arrival at the EOC.			
Report to the Finance & Administration Section Chief.			
Obtain a briefing on the situation.			
Determine your personal operating location and set up as necessary.			
Review your position responsibilities.			
Identify yourself as the Purchasing Unit Leader <i>by putting on the vest with your title</i> . Print your name on the EOC organization chart next to your assignment.			
Clarify any issues regarding your authority and assignment and what others in the organization do.			
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.			
Determine 24-hour staffing requirement and request additional support as required.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Request additional resources through the appropriate Logistics/Finance & Administration Section Unit, as needed.			
Ensure that all your incoming Unit personnel are fully briefed.			
Based on the situation as known or forecast, determine likely future Unit needs .			
Think ahead and anticipate situations and problems before they occur .			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
<p>Using activity log (Volume Two - Forms), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster. Document:</p> <ul style="list-style-type: none"> • Messages received • Action taken • Decision justification and documentation • Requests filled • EOC personnel, time on duty and assignments. • <i>Precise information is essential to meet requirements for possible reimbursement by Cal OES and FEMA.</i> 			
GENERAL OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.			
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.			
Keep the Finance & Administration Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Provide periodic situation or status reports to your Section Chief for updating information to the Planning & Intelligence Section.			
Establish operating procedure with the Communication Unit and Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.			
Review situation reports as they are received. Verify information where questions exist.			
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.			
Determine and anticipate your support needs and forward to your Section Chief.			
Conduct periodic briefings for your Unit, including EOC priorities.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.			
Use face-to-face communication in the EOC whenever possible and document decisions and policy.			
Refer all media contacts to your Section Chief.			
Be prepared to participate in the EOC Director's action planning meetings and policy decisions if requested.			
Ensure that all your Unit personnel time records are provided to your Section Chief at the end of each operational period.			
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.			
UNIT OPERATIONAL DUTIES			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Establish and maintain a position log and other necessary files.			
Review the emergency purchasing procedures.			
Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/ Administration Section Coordinator.			

CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
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.			
Communicate and resolve issues with vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.			
Finalize all agreements and contracts, as required.			
Complete final processing and send documents to Budget and Payroll 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.			
Establish and maintain a position log and other necessary files.			
Review the emergency purchasing procedures.			
Keep the Finance/Administration Section Coordinator informed of all significant issues involving the Purchasing Unit			

DEACTIVATION			
CHECKLIST ACTIONS	ACTION TAKEN	DATE/TIME	COMMENTS
Ensure that all required forms or reports are completed prior to your release and departure.			
Be prepared to provide input to the After-Action Report.			
Determine what follow-up to your assignment might be required before you leave.			
Deactivate the Cost Analysis Unit Leader position and close out logs when authorized by the Finance & Administration Section Chief or EOC Director.			
Leave forwarding phone number where you can be reached.			