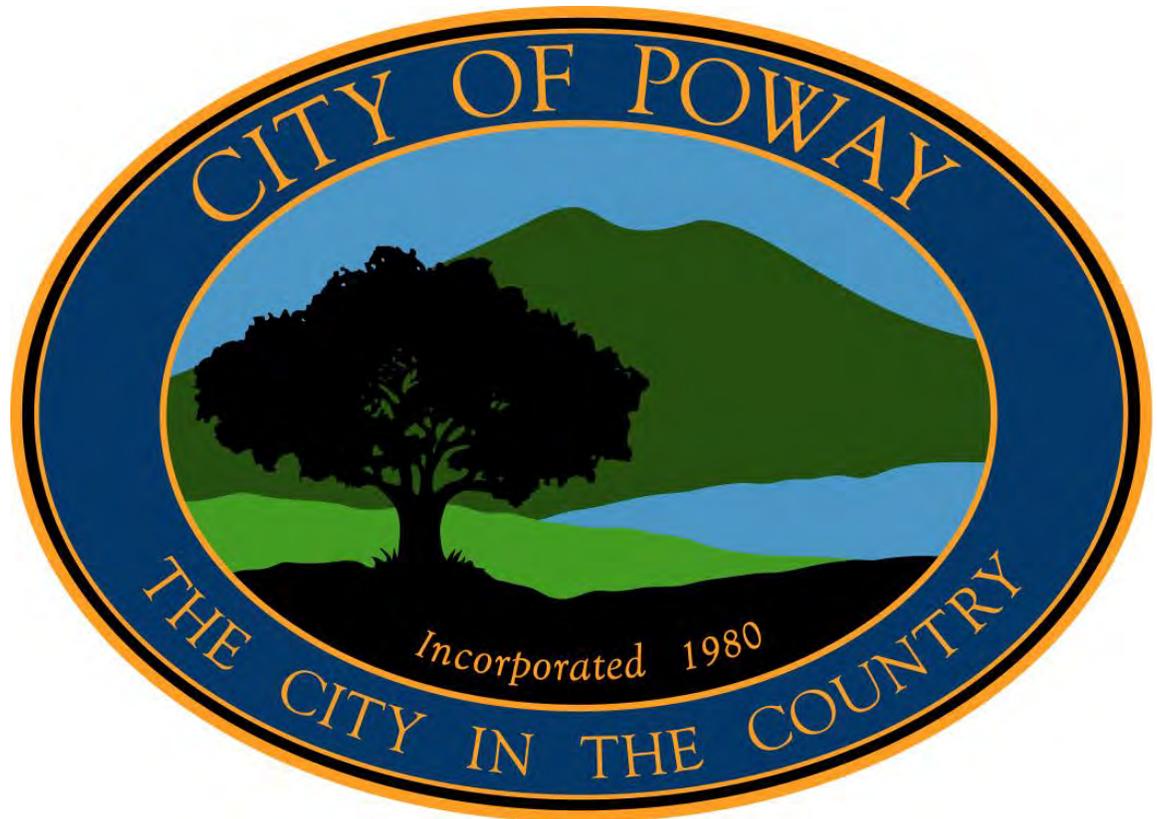


CITY OF POWAY



EMERGENCY OPERATIONS CENTER HANDBOOK

September 2013

TABLE OF CONTENTS

	<u>Page</u>
SECTION 1. EMERGENCY MANAGEMENT	1
I. THE EOC	1
A. EOC Description and General Information.....	1
1. Description of the EOC.....	1
2. EOC Organization	2
3. EOC Organizational Chart.....	3
4. EOC Position Cross-Walk	4
5. Line of Succession	5
6. EOC Floor Plan	5
7. Field Incident Command System.....	6
8. Relationship to Operational Area (County of San Diego)	6
B. Activation	8
1. Authority to Activate.....	8
2. EOC Location	8
3. City Council Location.....	8
4. Levels of EOC Activation.....	8
5. EOC Activation Steps.....	9
II. PROCLAMATIONS OF EMERGENCY AND EMERGENCY POWERS	11
A. Local Emergency Proclamations	11
1. Proclamation Process.....	11
2. Emergency Powers	11
3. State of Emergency	12
4. Presidential Declaration.....	12
III. EMERGENCY FINANCES/RECORDKEEPING.....	13
A. Expenditures.....	13
B. Recordkeeping.....	13
C. Timekeeping	13
IV. EMERGENCY COMMUNICATIONS AND MESSAGING	15
A. Communication Systems	15
1. Telephone	15
2. Radio Systems	15
3. Electronic.....	16
4. Emergency Warning Systems	19

B.	Messaging in the EOC	21
1.	Messages/Information within the EOC:	21
2.	Messages/Information to/from Outside the EOC	22
V.	ACTION PLANNING	23
SECTION 2. EOC STRUCTURE AND POSITION CHECKLISTS.....		25
I.	ALL EOC STAFF	25
A.	EOC Organizational Chart	25
B.	All EOC Staff.....	26
II.	COMMAND STAFF	29
A.	Description and Organizational Chart	29
B.	Emergency Operations Center Director	30
C.	Public Information Officer (PIO).....	34
D.	Liaison Officer	38
E.	Legal Officer	40
F.	Safety/Security Officer	42
G.	Command Group Member	45
III.	OPERATIONS SECTION.....	49
A.	Description and Organizational Chart	49
B.	Operations Section Chief.....	50
C.	Fire and Rescue Branch Director.....	53
D.	Law Enforcement Branch.....	57
E.	Care and Shelter Branch Director	60
F.	Construction and Engineering Branch Director	63
G.	Utilities Branch Manager.....	66
IV.	LOGISTICS SECTION	69
A.	Description and Organizational Chart	69
B.	Logistics Section Chief.....	70
C.	Communications/IT Unit Leader	73
D.	Transportation Unit Leader	75

E.	Facilities Unit Leader	78
F.	Supply/Procurement Unit Leader	80
G.	Personnel Unit Leader	83
V.	FINANCE/ADMINISTRATION SECTION.....	85
A.	Description and Organizational Chart	85
B.	Finance/Administration Section Chief	86
C.	Time Unit Leader	89
D.	Compensation/Claims Unit Leader	91
E.	Cost Accounting Unit Leader	93
VI.	PLANNING/INTELLIGENCE SECTION.....	97
A.	Description and Organizational Chart	97
B.	Planning/Intelligence Section Chief	98
C.	Situation/Status Unit Leader	101
D.	Advanced Planning Unit Leader	103
E.	Documentation Unit Leader	105
F.	GIS/Mapping Unit Leader	108
SECTION 3.	HAZARD/EVENT SPECIFIC CHECKLISTS.....	111
I.	WILDFIRE	112
II.	MAJOR EARTHQUAKE	114
III.	HAZARDOUS MATERIALS INCIDENT	117
IV.	IMMINENT/ACTUAL FLOODING	119
V.	IMMINENT/ACTUAL DAM FAILURE	122
SECTION 4.	PLAN MAINTENANCE, TRAINING AND EXERCISES	125
I.	PLAN MAINTENANCE	125
II.	EXERCISES	125
III.	TRAINING	125

APPENDICES

Appendix A – Proclamation of Emergency Forms

Appendix B – EOC Notification List

Appendix C – EOC Phone List

Appendix D – Other EOC Forms

Appendix E – Emergency Call Back Procedure Utilizing Alert SanDiego

Appendix F – San Diego County WebEOC Reporting Procedures

Appendix G – Operational Area Directory

Appendix H – County of San Diego EOC Communications Directory

SECTION 1 EMERGENCY MANAGEMENT

This section provides an overview of the City of Poway's emergency management system, and basic emergency management information. More detailed information can be found in later sections. In addition, this Emergency Operations Center (EOC) Handbook shall represent the Standard Operating Procedure (SOP) for personnel fulfilling responsibilities identified for each of the positions within the EOC and is cross referenced to the City of Poway Emergency Operations Plan (EOP) directing the reader to further emergency management information.

I. THE EOC

The EOC is a central physical location for key City of Poway staff to gather to manage the response to an emergency. Not all staff will report to the EOC. The EOC is the location where decisions are made and priorities are set during an emergency.

The following are priorities when conducting and coordinating disaster operations:

1. Meeting the immediate needs of people (rescue, evacuation, medical care, food, shelter, and clothing).
2. Restoration of facilities, whether public or privately owned, essential to the health, safety and welfare of citizens (sanitation, water, electricity, road, street, and highway repair).
3. Meeting the rehabilitation needs of people (temporary housing, food stamps, employment, etc.).
4. Provide for the recovery of the community to its pre-disaster state to the greatest extent possible.

*(Basic Plan, VIII. Emergency Operations Center)
(Annex A)*

A. EOC Description and General Information

The information below is intended to provide a level of basic familiarity with the concept and role of an EOC.

1. Description of the EOC
The EOC is one of the most important elements in the coordination of successful response and recovery operations. With centralized decision making, personnel and other resources can be utilized more effectively. Coordination of activities ensures that all tasks are accomplished with little or no duplication of effort, and with the highest probability of success.

Day-to-day operations are conducted from departments and agencies that are widely dispersed throughout the City of Poway. When a major emergency or disaster occurs, centralized management is needed to facilitate a coordinated response by the City Manager as Director of Emergency Services for the City of Poway and emergency services personnel, representatives from special districts and private sector organizations with assigned emergency responsibilities. The EOC provides a central location of authority and information, and allows for face-to-face coordination among the personnel who direct local services in response to a disaster.

Individual City departments may also operate a Department Operations Center (DOC). This may occur prior to a full activation of a City EOC or when physical resources are coordinated from a remote work site. An example of a DOC is the Department of Public Works site on Lake Poway Road. When established, DOCs must communicate with their representatives in the EOC.

The following activities are performed in the EOC:

- a. Receipt and dissemination of warning.
- b. Collection and analysis of situational information.
- c. Management and coordination of emergency operations.
- d. Collection, analysis, and reporting of damage data.
- e. Provision of emergency information and instructions to the public.
- f. Maintenance of liaison with support agencies, other jurisdictions, and other levels of government.

(Annex A, I. General)

2. EOC Organization

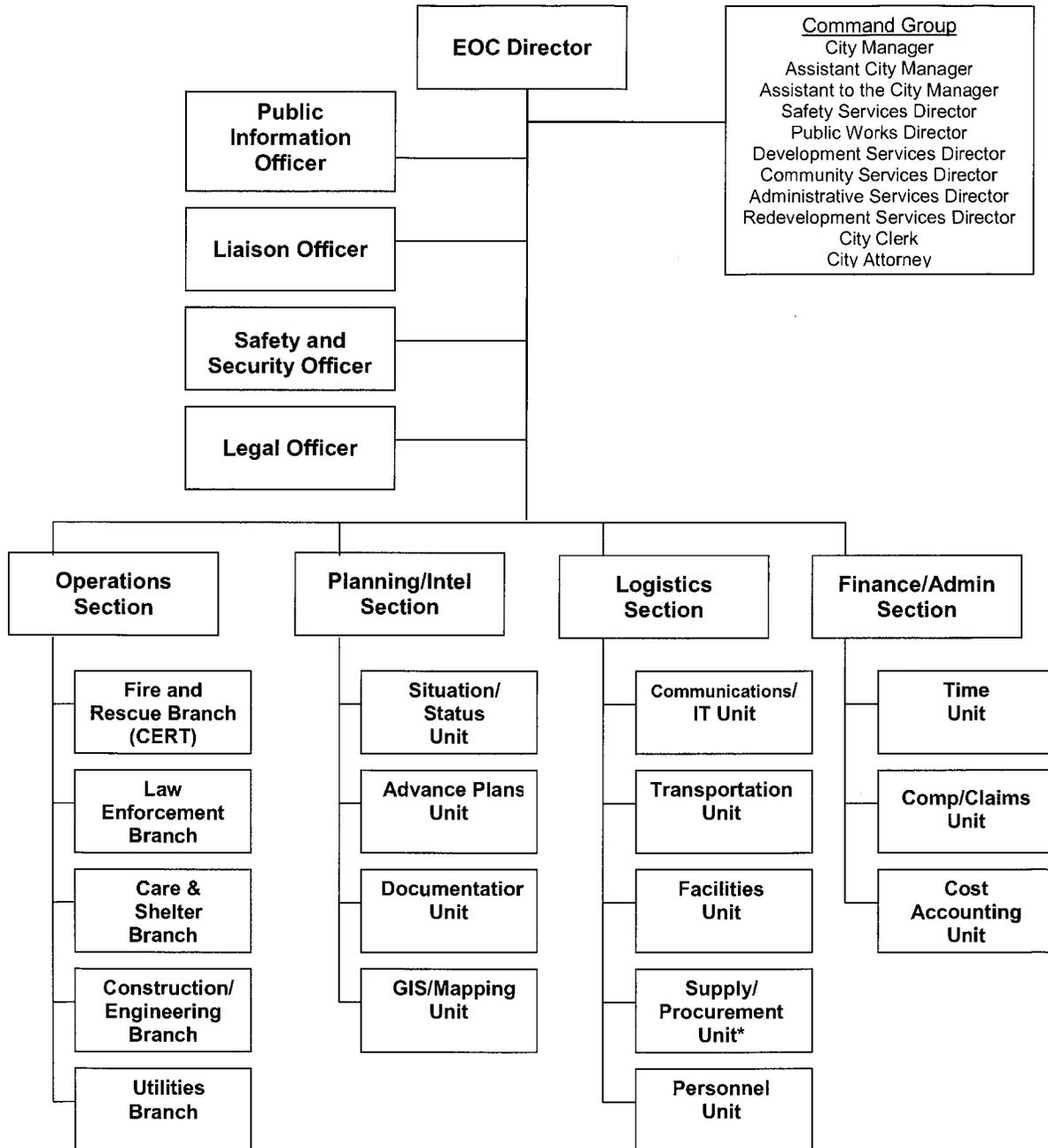
During Emergency Operations, the EOC in accordance with SEMS and NIMS, is organized into five major functional areas:

- a. Command
- b. Operations
- c. Planning/Intelligence
- d. Logistics
- e. Finance/Administration

The City of Poway has assigned specific departments/positions to this organization. The next two pages contain the EOC Organizational Chart and a cross-walk showing which department staff are assigned to each position.

(Annex A, III. EOC Organization)

3. EOC Organizational Chart



*The Supply/Procurement Unit shall also perform Resource Management Unit tasks as identified in Annex K.

4. EOC Position Cross-Walk

EOC POSITION

JOB TITLE

EOC Director **City Manager**
Alternate..... *Assistant City Manager*
Public Information Officer Management Assistant
Alternate..... *Management Analyst*
Liaison Officer City Clerk
Legal Officer..... City Attorney
Safety/Security Officer..... Assigned by Sheriff's Dept.

Operations Section Chief (Fire Incident) **Director of Safety Services**
Operations Section Chief (Law Enforcement)..... **Sheriff Captain**
Operations Section Chief (Non-fire Natural Disaster Incident) **Public Works**
Fire & Rescue Branch Director Fire Division Chief
Law Enforcement Branch Director Sheriff's Captain
Care & Shelter Branch Director Sr. Rec. Supervisor
Construction /Engineering Branch Director City Engineer
Utilities Branch Director Associate Civil Engineer

Planning/Intelligence Section Chief..... **Director of Development Services**
Alternate..... *City Planner*
Situation/Status Unit Leader Senior Planner
Advance Plans Unit Leader Assoc. Planner
Documentation Unit Leader Senior Management Analyst
GIS/Mapping Unit Leader Information Technology Manager

Logistics Section Chief **Director of Community Services**
Alternate..... *Senior Management Analyst-CS*
Communications /IT Unit Leader Network Administrator
Transportation Unit Leader Fleet Maintenance Supervisor
Facilities Unit Leader Public Works Supervisor
Supply/ Procurement Unit Leader Contract Specialist/Inspector
Personnel Unit..... Human Resources Manager

Finance/Administration Section Chief..... **Director of Administrative Services**
Alternate..... *Asst. Director Administrative Services*
Time Unit Leader..... Senior Accountant
Compensation/ Claims Unit Leader Senior Management Analyst
Cost Accounting Unit Leader Senior Accountant

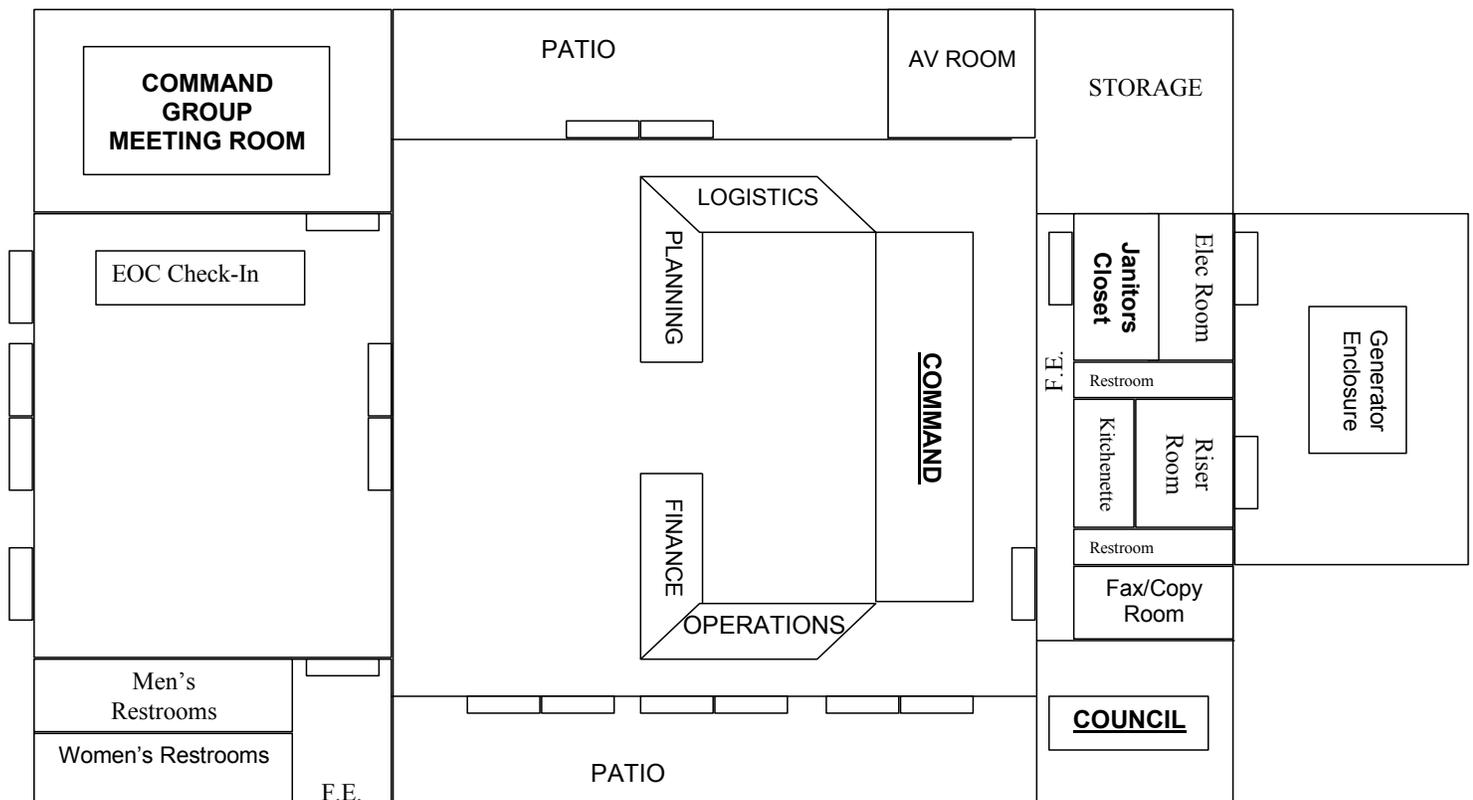
5. Line of Succession

The City Manager shall serve as the Director of Emergency Services. Should the City Manager be unable to serve in that capacity, individuals who hold permanent appointments to the following positions will automatically serve as Acting Director, in the order shown, and serve until a successor can be appointed by the City Council. An individual serving as Acting Director has the authority and powers of the position of Director.

- 1st Alternate Assistant City Manager
- 2nd Alternate Director of Safety Services
- 3rd Alternate Director of Public Works
- 4th Alternate Director of Administrative Services
- 5th Alternate Safety Services Division Chief

(Basic Plan, VII. Continuity of Government)

6. EOC Floor Plan



F.E. – Fire Extinguisher

7. Field Incident Command System
Field incident level management will be implemented as required for the on-scene management of field operations using the Incident Command System. Whenever possible, field response shall use a “Unified Command” during incidents involving multiple disciplines during a response. The Field Incident Commander(s) for a particular incident will be determined by the type of emergency as follows:

<u>TYPE OF EMERGENCY</u>	<u>FIELD INCIDENT COMMANDER</u>
State of War Emergency:	Sheriff’s Department
Natural Disasters:	
Dam Failure	Department of Safety Services
Earthquake	Department of Safety Services
Fire	Department of Safety Services
Flood	Department of Safety Services
Storm (wind/rain)	Department of Safety Services
Man-Made Disasters:	
Aircraft Accident	Department of Safety Services
Civil Disturbance	Sheriff’s Department
Explosion - Accidental	Department of Safety Services
Explosion – Crime Scene	Sheriff’s Department
Hazardous Materials	Department of Safety Services
Industrial Accident	Department of Safety Services
Radiological Incident	Department of Safety Services
Terrorism	Sheriff’s Department
Traffic Accident	Sheriff’s Department
Other Emergencies	As assigned

8. Relationship to Operational Area (County of San Diego)

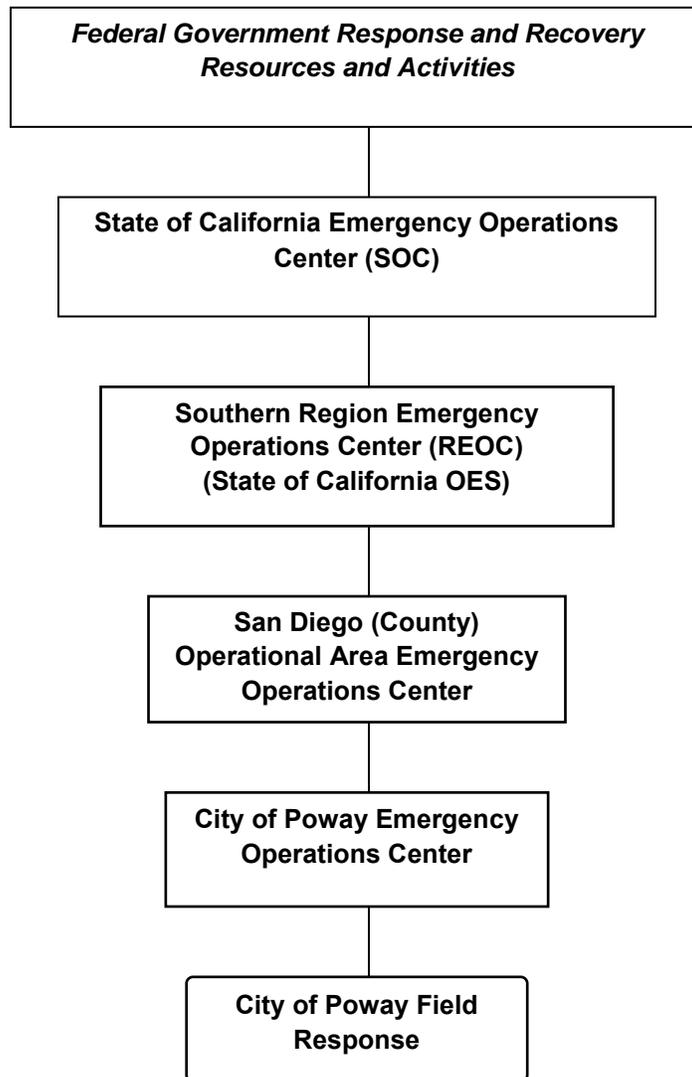
The City of Poway is one of the 18 jurisdictions, numerous special districts and unincorporated areas which make up the “San Diego County Operational Area”. The government of the County of San Diego acts as the Coordinator of Emergency Services for the entire County. It also acts as the Director of Emergency Services for the unincorporated areas of San Diego County.

The City is responsible for emergency response and recovery within its geographical boundaries.

It is also responsible for coordinating with the Operational Area EOC, which operates under the direction of the County’s Chief Administrative Officer. The Operational Area EOC will provide information, resources from other jurisdictions and the County, and a communication and resource request link to the State and Federal governments.

The diagram depicts the relationship between the City of Poway, the San Diego Operational Area, and the State's Southern Regional Emergency Operations Center (REOC), the State Operations Center (SOC), and the Federal Government.

(Basic Plan, V. Emergency Management System)
(Basic Plan, Attachments C-E)



— Lines of Communications and Coordination

B. Activation

This section contains the most important information for EOC activation. EOC activation will only occur at the direction of an authorized City of Poway staff member (see list below). Requests for activation should be made to the highest position available. The Office of the City Manager is primarily responsible for initial staff notifications. The Department of Safety Services is primarily responsible for EOC set-up.

1. Authority to Activate

Each of the following individuals or their appointed representatives have the authority to authorize activation of the EOC:

- a. City Manager (Director of Emergency Services)
- b. Assistant City Manager
- c. Director of Safety Services
- d. Director of Public Works

2. EOC Location

Primary Location

City Council Chamber at City Hall, 13325 Civic Center Drive, Poway

Alternate Location

Public Works DOC, 14467 Lake Poway Rd., Poway

(Basic Plan, VIII. Emergency Operations Center)

3. City Council Location

The Mayor and City Council may need to convene during an emergency in order to ratify emergency proclamations. During an emergency the City Council requires a space appropriate for their role as the authorizing body for these proclamations. The space shall be separate from the EOC, secure, and not accessible to the media. At least one administrative support staff member (preferably from the City Clerk's office) shall be assigned to record any decisions or deliberations.

4. Levels of EOC Activation

The number of City staff at the EOC will depend on the level of activation. The person authorizing the activation of the EOC will determine the Level of Activation. The Director of Emergency Services can, and should change the activation level throughout the emergency as needed. The levels of activation are:

LEVEL I

A minor to moderate incident wherein local resources are adequate and available. A LOCAL EMERGENCY may or may not be proclaimed. The EOC will be minimally by selected Command group personnel.

LEVEL II

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

LEVEL III

A major disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A LOCAL EMERGENCY and a STATE OF EMERGENCY will be proclaimed and a PRESIDENTIAL DECLARATION OF EMERGENCY or MAJOR DISASTER will be requested. The EOC will be staffed to the highest number of personnel possible/necessary.

(Basic Plan, IV. Concept of Operations)

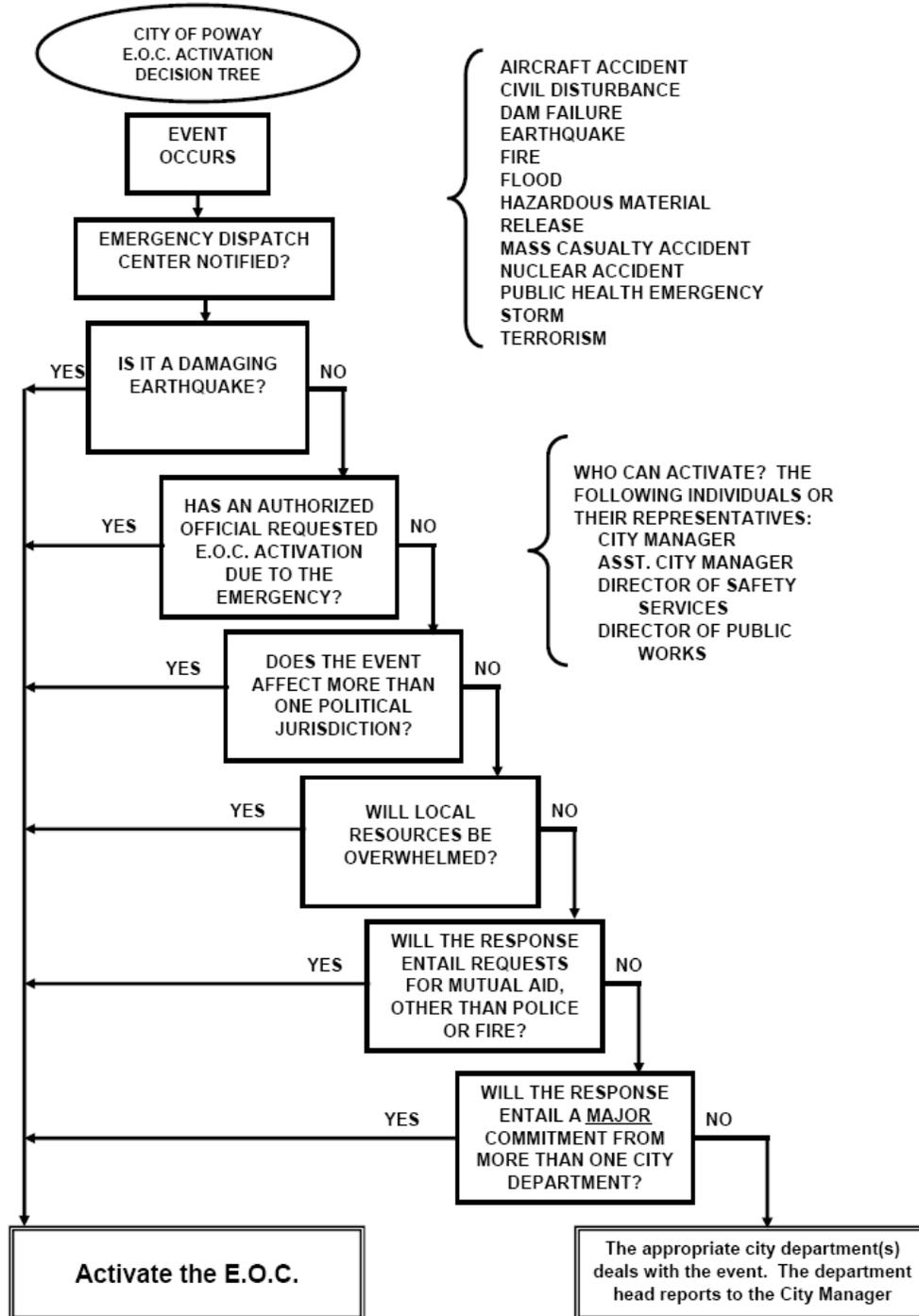
Section II of this manual further discusses proclamations of emergency and emergency powers. Sample proclamations can be found in Appendix A.

5. EOC Activation Steps

A. The first activation step is to initiate the “EMERGENCY OPERATIONS CENTER CALL BACK” process by activating the Alert SanDiego/Blackboard Connect callback procedures located in Appendix E of the EOC Handbook. Alternately, each member of the Command Staff can be individually contacted by telephone in the order provided below, utilizing the telephone resource document located in the rear sleeve of this handbook.

- i. Department of Safety Services
- ii. City Manager’s office
- iii. City Attorney
- iv. Department of Administrative Services
- v. Department of Public Works
- vi. Department of Development Services
- vii. Department of Community Services
- viii. Department of Redevelopment Services
- ix. City Clerk

B. The following EOC Activation Decision Tree will aid Emergency Managers/First Responders in determining whether an incident should result in EOC activation.



II. PROCLAMATIONS OF EMERGENCY AND EMERGENCY POWERS

A. Local Emergency Proclamations

In the event of a disaster or condition of extreme peril to persons and property within a jurisdiction, which is beyond the capability of local responders to manage, the City may issue a Proclamation of Emergency. Proclamations of Emergency provide the City with certain emergency powers and are important in requesting and receiving State and Federal assistance and reimbursement.

Although Local Emergencies are frequently proclaimed in conjunction with EOC activation, EOC activation **does not require** a Proclamation of Local Emergency.

1. Proclamation Process

The City Manager, in his/her role as the Director of Emergency Services for the City of Poway, proclaims a Local Emergency. The Mayor and City Council ratify a Local Emergency. After the City Manager makes the Proclamation, it must be ratified by the City Council within seven (7) days.

Whenever possible, proclamations should be made as soon as the need is apparent, to ensure the proper use of emergency powers. However, if a proclamation is not made immediately, it must be made within ten (10) days of the occurrence to qualify the City for State assistance.

When a Local Emergency is proclaimed, the City of Poway shall notify the Operational Area (County) EOC. The City may request that the County issue a proclamation of emergency.

The City Council shall review the need for continuing the local emergency proclamation at least every 21 days. The City Manager as Director of Emergency Services may recommend the termination of the local emergency at the earliest possible date, and the City Council shall proclaim the termination of the local emergency.

See Appendix A for the City of Poway's Proclamation of Local Emergency Forms.

(Annex A, II. Emergency Operations)
(Annex A, Attachment A, Emergency Proclamations)

2. Emergency Powers

A Local Emergency may be proclaimed due to such events as flood, fire, severe storm, earthquake, epidemic, drought, sudden and severe energy shortage, terrorism or hazardous materials incident. The Proclamation accomplishes the following:

- a. Provides public employees and the City Council with legal immunities for emergency actions taken.
- b. Allows the City Manager as the Director of Emergency Services to:
 - i. Establish Curfews
 - ii. Take any preventive measures necessary to protect and preserve the public health and safety.
 - iii. Exercise other authorities as established by Ordinance 644 and codified in Chapter 2.12 of Poway's Municipal Code.

(Annex A, II. Emergency Operations)

3. State of Emergency

- a. After or as part of the Proclamation of a Local Emergency, the City Council may request (by resolution) that the Governor proclaim a State of Emergency. A copy of the request for a Governor's Proclamation, with the following supporting data, must be forwarded to the State through the Operational Area (County of San Diego):
 - i. Copy of the Local Emergency Proclamation,
 - ii. Damage Assessment Summary information.
- b. The Governor's State of Emergency allows for the following:
 - i. Mandatory mutual aid may be exercised.
 - ii. The Governor has the authority to commit State resources, for example, National Guard, California Conservation Corps (CCC crews).
 - iii. The Governor may request the President to declare an Emergency or Major Disaster.

(Annex A, II. Emergency Operations)

4. Presidential Declaration

After or as part of a Proclamation of a State of Emergency, the Governor may request that the President declare an Emergency or Major Disaster. The Presidential Declaration allows for Federal disaster assistance and resources.

(Annex A, II. Emergency Operations)

III. EMERGENCY FINANCES/RECORDKEEPING

Making and tracking expenditures, performing record keeping and ensuring that timekeeping occurs are vital to emergency operations and recovery from a disaster. Accurate and complete records will support after-action reports, and most importantly reduce the burden on the City if it subsequently requests reimbursement from the State and/or Federal government.

The Finance/Administration Section of the EOC is primarily responsible for this function. Logistics will use the information and resources from Finance/Administration to carry out their functions. It is, however, the responsibility of all City employees to follow proper procedures and to find out the proper procedure from their supervisor if they have any questions.

A. Expenditures

Emergency contracting, leasing and/or purchasing of goods and services may be necessary during an emergency. All records on items must be kept, as well as justification for the method of acquisition. For instance, if a vehicle is purchased instead of leased or contracted, that decision must be justified.

As soon as the EOC Finance/Administration Section is activated, the Section Chief will establish a code to be used for all expenditures related to the emergency. The Section Chief will distribute the code; however, City staff should request the code if it has not been received.

B. Recordkeeping

All activities in the EOC should be documented. It is expected that each person in the EOC will keep a log of their activities, as well as any hard copy of electronic messages. Information received by phone should always be written down in a log or messaging form.

C. Timekeeping

City staff and disaster services workers conducting activities during emergencies must keep and report complete and accurate records of their time. Records shall include times in and out, as well as activities performed. This shall be completed in coordination with the Finance/Administration Section.

*(Basic Plan, VI. Emergency Functions)
(Annex A, III. EOC Organization)*

[This page intentionally left blank.]

IV . EMERGENCY COMMUNICATIONS AND MESSAGING

Initiating and maintaining communication within and outside of the City of Poway may be difficult in an emergency. The various communication systems available to the City and EOC are listed below. In an emergency a large volume of information must be accurately conveyed to specific individuals in a short period of time. This is called “messaging”. Messaging will occur within the EOC, as well as with other agencies and the Operational Area EOC.

A. Communication Systems

In a disaster, communication systems may be damaged or destroyed. The City of Poway has identified the following communications systems for use in an emergency. Phone numbers can be found in Appendix B – Notification List, Appendix C – EOC Phone List, and Annex G – Operational Area Directory.

Several methods are available and include:

1. Telephone Land-Line

The City of Poway has land-lines in its EOC. The numbers are in Appendix C. Other important phone numbers, such as those for the Operational Area EOC can be found in the EOC Set-up Carts.

2. Cellular/Mobile

Cellular phones may work during an emergency. The City maintains a list of cell phone numbers for vital personnel, which is included in Appendix B. Current technology may allow for text messages to be transmitted when voice networks are overloaded.

3. Fax

The EOC fax number is (858) 668-1241. The OA EOC has the number (provided in Appendix C) and should send a fax of OA EOC phone numbers as soon as the OA EOC is activated.

4. 800 MHz Radio

The City of Poway and the San Diego County Operational Area use 800 MHz radios for first responder communications. Three 800 MHz portable radios will be available in the EOC.

5. VHF Hi-Band Radio

6. Amateur Radio

Radio Amateur Civil Emergency Service (RACES) and Amateur Emergency Service (ARES) are Amateur Radio groups that consist of experienced volunteer radio communicators and are supported by the San Diego Office of Emergency Services and the Sheriff's Department. Amateur Radio has the ability to obtain a great deal of information for local government even when other communications systems are unavailable. These organizations can be contacted through the operational area EOC.

(Annex I, III. Types of Systems)

7. E-mail

Communications Procedures for using the City's e-mail system are as follows. Even though EOC personnel change every 12 hour operational cycle, the positions still stay the same and so does the login procedure. There will also be a single password for each EOC position. E-mail addresses will be set for each position (not each person) at the EOC, so everyone who works a certain position in the EOC has access to the same e-mails. Since e-mails will be shared by all personnel filling a specific position, personal e-mails are not recommended.

Documentation is a very important part of emergency response. Responders are the target of litigation on a regular basis, and the Federal Emergency Management Agency has been known to audit the reimbursement claims of state and local governments in the past. The rule of thumb in emergency response is, despite any verbal agreements or good intentions, **if it's not documented, then it did not happen**. To avoid leaving the City and its responders open to audits and litigation, **all e-mails sent through the City's e-mail system will be automatically copied to the Documentation Unit. No exceptions!**

Email Distribution Lists:
EOC All Staff
EOC Command
EOC Finance/Admin
EOC Logistics
EOC Operations
EOC Planning/Intel
EOC Team File Share Location:
T:\EOC

a. Failure of E-mail Service

In case of a failure of the City’s e-mail system, we will use a combination of telephones and radio systems. Documentation needs to continue, so each EOC staff member needs to keep notes of all phone and radio communications. These notes need to include an accurate date and time, who sent and received the message, and the content of the message. These notes need to be collected and sent by runner to the Documentation Unit every hour.

b. City E-mail Login Positions

There will be 35 position-based logins for the EOC and 9 deputy positions. Below is a listing of all positions and their login names.

c. EOC Position Titles and Logins

Position Title	Login Name	Section
Emergency Services Director	EOCDirector	Command
Deputy Emergency Services Director	EOCDeputyDirector	Command
Public Information Officer	EOCPIO	Command
Deputy Public Information Officer	EOCDeputyPIO	Command
Safety/Security Officer	EOCSafety	Command
Deputy Safety/Security Officer	EOCDeputySafety	Command
Legal Officer	EOCLegal	Command
Deputy Legal Officer	EOCDeputyLegal	Command
Liaison Officer	EOCLiaison	Command
Deputy Liaison Officer	EOCDeputyLiaison	Command
Operations Section Chief	EOCOpsChief	Operations
Deputy Operations Section Chief	EOCDeputyOpsChief	Operations
Planning Section Chief	EOCPlanningChief	Planning/Intel
Deputy Planning Section Chief	EOCDeputyPlanningChief	Planning/Intel

Position Title	Login Name	Section
Logistics Section Chief	EOCLogisticsChief	Logistics
Deputy Logistics Section Chief	EOCDeputyLogisticsChief	Logistics
Finance Section Chief	EOCFinanceChief	Finance/Admin
Deputy Finance Section Chief	EOCDeputyFinanceChief	Finance/Admin
Fire & Rescue Branch Director	EOCFireRescueDirector	Operations
Law Enforcement Branch Director	EOCLawDirector	Operations
Care & Shelter Branch Director	EOCCareShelterDirector	Operations
Construction/Engineering Branch Director	EOCConstEngDirector	Operations
Utilities Branch Director	EOCUtilitiesDirector	Operations
Situation/Status Unit Leader	EOCSituationLeader	Planning/Intel
Advance Plans Unit Leader	EOCAdvPlansLeader	Planning/Intel
Documentation Unit Leader	EOCDocLeader	Planning/Intel
GIS/Mapping Unit Leader	EOCGISLeader	Planning/Intel
Communications/IT Unit Leader	EOCCommLeader	Logistics
Transportation Unit Leader	EOCTransportLeader	Logistics
Facilities Unit	EOCFacilitiesLeader	Logistics
Supply/Procurement Unit Leader	EOCSupplyLeader	Logistics
Personnel Unit Leader	EOCPersonnelLeader	Logistics
Time Unit Leader	EOCTimeLeader	Finance/Admin
Comp/Claims Unit Leader	EOCCompClaimsLeader	Finance/Admin
Cost Accounting Unit Leader	EOCCostLeader	Finance/Admin

d. WebEOC Software Program

WebEOC provides a common operational view of an incident to enable all parties involved in the response full coordination. WebEOC is a virtual portal which gives emergency responders the ability to collaborate and manage their efforts, across multiple organizations, from a single common view and coordination point. Poway is equipped with WebEOC software. **The procedures for WebEOC access, issued by San Diego County, are included in the back sleeve of this Handbook.**

e. RIMS

The Response Information Management System (RIMS) is used by the Operational Area, Southern Region and State Operations Centers to communicate. Information travels over the internet, however, it has a redundant satellite back-up.

8. Emergency Warning Systems

Emergency information, advice, and action instructions are given to the public by various media. The Emergency Alert System (EAS), the Lifesaving Information for Emergencies (LIFE) radio system, Community Emergency Notification System (Reverse 911 and Alert San Diego) and mobile loudspeakers are the primary media. Other available media are bulletins, handbills, and the press. The Public Information Officer maintains pre-scripted, hazard-specific warning messages for high impact events which require time sensitive warnings.

(Annex I, III. Types of Systems)

(Annex L. Emergency Public Information)

a. Emergency Alert System (EAS)

The State of California has been divided into "Operational Areas" for the purpose of disseminating emergency information. (Refer to the County's EAS Operational Area Plan.) The San Diego EAS operational area encompasses the entire County. Two radio stations, KOGO (600 AM) the LP-1 and KLSD (1360 AM) the LP-2 have emergency generators and have volunteered to be the local primary stations for the San Diego County Operational Area. Other radio and television stations may continue to operate as conditions permit.

All radio and television stations in San Diego County along with all cable TV providers will be broadcasting emergency public information in the event of an activation of the EAS. The system is designed so that all of the radio, TV and cable stations/systems monitor the LP-1 and LP-2 stations and forward the information to their listeners and viewers.

b. Lifesaving Information for Emergencies (LIFE)

The County Office of Emergency Services (OES) has developed the LIFE system for the purpose of disseminating emergency information and warnings in times of emergency. This is a very simple and rapid system which simultaneously alerts radio and television stations, School Districts, Hospitals, Department of Safety Services, Law Enforcement Agencies and Jurisdiction administrators to any kind of an emergency. The LIFE system uses the County radio facilities at the County Operations Center. The LIFE messages of public information can be received at participating broadcast stations and public/private facilities on special monitor receivers.

The LIFE system is available to the jurisdiction's officials (Mayor, City Manager, dispatch agencies etc.) and can be accessed via OES. If telephone service is not available to the jurisdiction, programming requests should be passed over the Radio Amateur Civil Emergency Service (RACES) radio system to the Operational Area EOC.

c. Community Emergency Notification System (CENS)

In 2005, the County of San Diego implemented the Community Emergency Notification System (CENS). CENS enables emergency dispatchers to call residents, via a reverse 911 callout system, and alert them to emergency actions which may need to be taken. CENS combines GIS mapping technologies with 9-1-1 calling data in an easy-to-use interface. The system, which is housed in the Sheriff's Communications Center, has the capability of making thousands of calls per hour by using automated calling technology. The Sheriff's Communications Center is responsible for the activation of CENS. The City of Poway has an established policy that identifies the process for CENS activation. CENS has limitations which include:

- i. Phone lines and power must be working for the system to operate.

- ii. Cell phone or private branch exchange (PBX- most businesses have their phones hooked up to a PBX) numbers are not in the SBC database and those residents will not receive the call.
- iii. If residents are on a dial-up internet connection or subscribe to call blocking services, they will not receive the call.
- d. In 2007, the San Diego County Office of Emergency Services (OES) implemented the use of the second generation of the Reverse 911 System. The new system is faster, can be activated at the request of Cities or Agencies, or directly accessed from any EOC in the County. The system is called Alert San Diego and has the added capability to serve as each agency's employee notification system for emergencies.

B. Messaging in the EOC

Information and resource requests flowing into and out of the City of Poway EOC must be properly tracked and recorded to ensure an effective emergency response. The following procedures apply to information coming into the EOC or being passed from one EOC position to another.

Forms for use are attached in **Appendix D – Other EOC Forms**.

All personnel shall keep a duty log which records activities and information.

1. Messages/Information within the EOC:
Information and resource requests passed from position to position within the EOC should be conveyed in electronic message or hard copy. If person-to-person or telephone is used, each person should note the conversation and its outcome in their duty log.
 - a. Electronic Process
The City of Poway uses WebEOC software to communicate with the operational area EOC electronically during an Emergency/Event. All EOC staff should be trained in WebEOC communications and procedures.
 - b. Hard Copy Processes
In the event that electronic communication is not possible hard copy forms will be used. The following information is crucial to include on internal EOC hard copy forms.
 - i. Time and date must always be indicated

- ii. Priority must be indicated: Immediate, High, Routine
- iii. Message initiator must indicate their EOC section and job function

2. Messages/Information to/from Outside the EOC

Information entering and leaving the EOC must be properly documented. The following systems are available for recording and transmitting information.

a. Electronic Process

The use of the internet to communicate with the Operational Area EOC will be possible through the WebEOC software. Not all staff will be able to communicate with the Operational Area EOC. The Primary use of WebEOC is to send situation/status reports to the Operational Area EOC.

b. Hard Copy Process

In the event that electronic communication is not possible hard copy forms will be used. The following information is crucial for EOC external messaging to function properly.

- i. Time and date must always be indicated
- ii. Priority must be indicated: Immediate, High, Routine
- iii. Messages coming from outside the EOC will most likely be via telephone. Any Poway EOC staff person transcribing the message must indicate their EOC Section as well as from where the message came. For instance, if Communications receives a message from Poway Road Command the message must read "FROM: Poway Road Command VIA Communications".

Hard copy forms for use are attached in **Appendix D – Other EOC Forms**.

V . ACTION PLANNING

Action Planning is an essential element of emergency management at the local government level. Action Planning involves:

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

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

Action plans are developed for a specified operational period which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The actions plans need not be complex but should be sufficiently detailed to guide EOC personnel in implementing the priority actions.

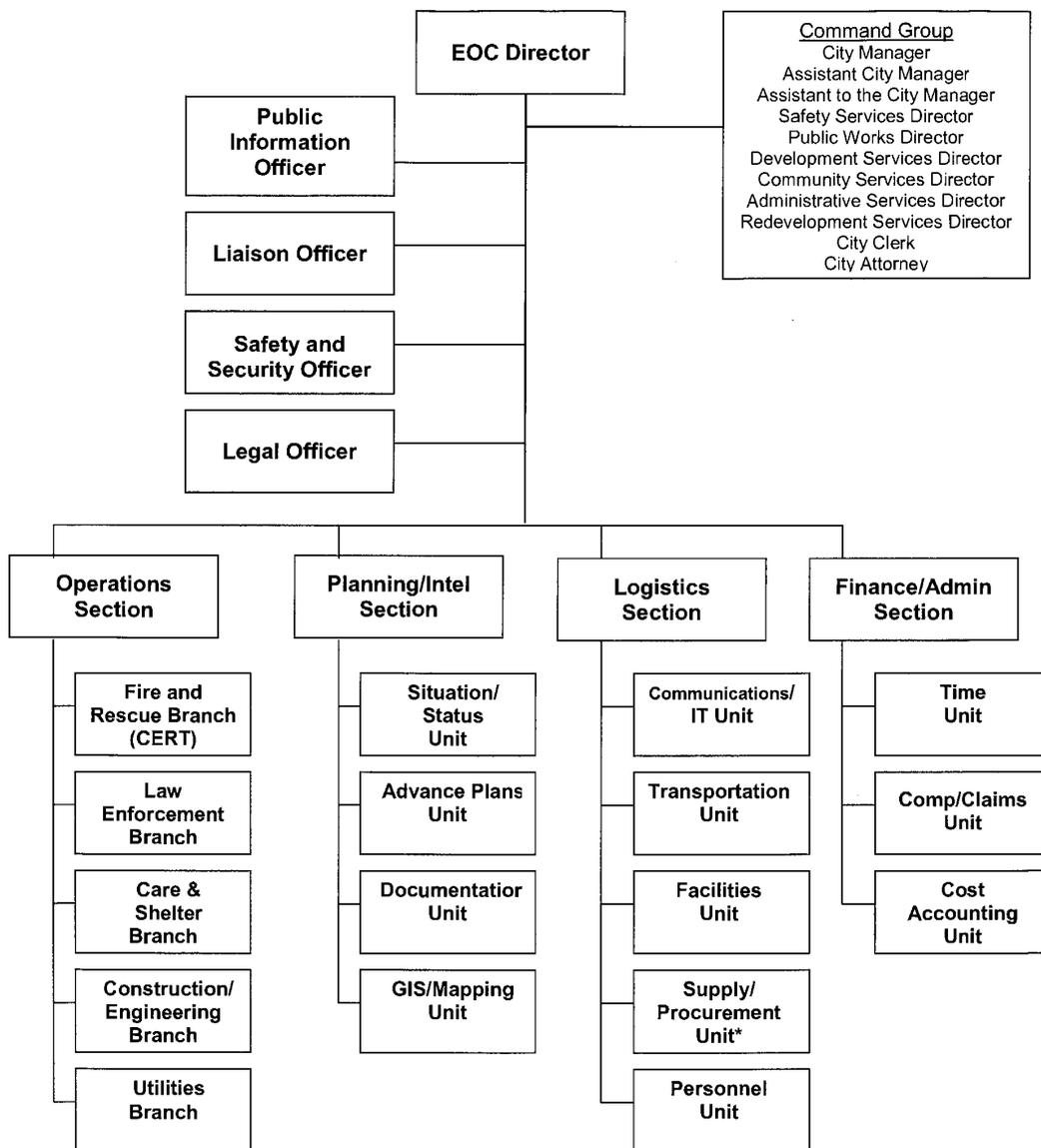
[This page intentionally left blank.]

SECTION 2 EOC STRUCTURE AND POSITION CHECKLISTS

The following Section describes the role and responsibilities of each EOC staff position. Additionally, EOC position checklists, which outline specific duties and tasks for responding to an emergency, are included in this Section.

I. ALL EOC STAFF

A. EOC Organizational Chart



*The Supply/Procurement Unit shall also perform Resource Management Unit tasks as identified in Annex K.

B. All EOC Staff

1. Position Description

Responsible Party: All EOC Staff

2. Responsibilities

This checklist, including the following Activation, Operational and Deactivation Phase Activities, should be completed by all positions in the Emergency Operations Center (EOC). Reference this and your position specific checklist (found later in this Section) in EOC activities.

All EOC Staff Checklist

Activation Phase

- Check into the EOC, locate and wear the appropriate position vest and/or nametag.
- If appropriate, assist with activation of the EOC.
- Ensure all pre-designated notifications are made.
- Log into WebEOC, if provided.
- Maintain a log of events and document all activities.
- Review position responsibilities and clarify any issues regarding your authority and assignment.
- Set up appropriate workspace and verify contact information.
- Determine potential issues for your Section/Branch/Unit based on the nature, scope and severity of the emergency.
- Review applicable sections of the City of Poway's Emergency Operations Plan.
- Assess the status of your Section/Branch/Unit's available resources.
- Contact counterpart in the OA EOC and establish lines of communication.

Operational Phase

- Attend ongoing situation briefings.
- Refer all contacts with the media to the Public Information Officer (PIO).
- Ensure all pre-designated notifications are made.
- Provide input to the Action Plan, implement the objectives of your Section and monitor progress.
- Report situation status and resource status to the Situation/Status Unit.
- Maintain accurate records on the use of personnel, equipment and material and all other expenditures.
- Ensure personnel are prepared for the possibility of continuous 24-hour operations.
- Advise your Section Chief on issues affecting recovery.

**All EOC Staff Checklist
(continued)**

- Participate in recovery planning and operations as needed and ensure requested activities do not pose a health threat to your Section/Branch/Unit's emergency workers.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Deactivation Phase

- Demobilize when authorized by your supervisor.
- Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- Ensure that all required forms and reports are completed, close out activity logs, return all checked out equipment, and provide all documentation to the Documentation Unit prior to your release and departure from the EOC.
- Leave forwarding information, including pager/cell numbers and e-mail.
- Check out of the EOC.
- Participate in all debriefings and critiques of the emergency response and be prepared to provide input to the After-Action Report.

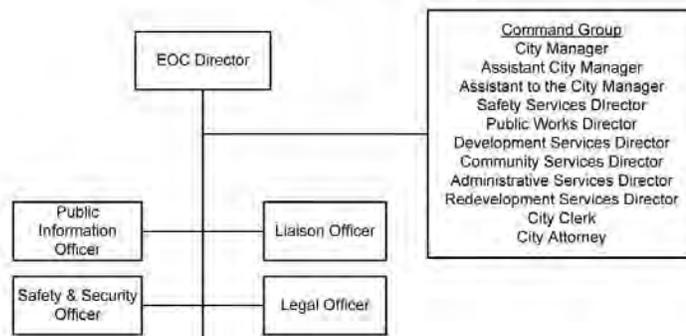
II. COMMAND STAFF

A. Description and Organizational Chart

1. The Command Staff consists of those responsible for the overall management of the emergency. This group includes the Emergency Operations Center (EOC) Director (City Manager), Command Group and Command Staff. The responsibilities of the Command Staff are:
 - a. Manage EOC functions and coordinate the overall response/recovery effort, including prioritizing, decision-making, coordination, tasking, and conflict resolution within the EOC.
 - b. Inform the Mayor and City Council.
 - c. Report to State OES through the Operational Area (San Diego County EOC).
 - d. Inter-jurisdictional coordination.
 - e. Activation, including notification and recall, and deactivation of the EOC.
 - f. Emergency public information dissemination.
 - g. Provide information, expertise and advice to the EOC Director and the Command Group.

2. Command Staff Officers include Public Information Officer (PIO), Liaison Officer, Safety/Security Officer, and Legal Officer. Command Staff support is intended to provide information, expertise and advice to the EOC Director and the Command Group. Some key responsibilities are:
 - a. Emergency public information.
 - b. Rumor Control and Public Inquiry.
 - c. Legal counsel.

3. The advisors participate in the EOC at the request of the EOC Director. The following organizational chart details the Command Staff:



B. Emergency Operations Center Director

1. Position Description

Responsible Party: City Manager

Alternate: Assistant City Manager

The Emergency Operations Center (EOC) Director directs emergency management operations. The EOC Director also ensures contact is made and maintained with the San Diego County Operational Area EOC and the Incident Command Post (if activated). Additionally, the EOC Director develops and maintains all jurisdictional plans and procedures pertaining to emergency response and recovery.

2. Responsibilities

- a. Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- b. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the City of Poway. Ensure that all jurisdiction agency actions are accomplished within the priorities established.
- c. Ensure that inter-agency coordination is accomplished effectively within the EOC.
- d. Declare, or request the declaration of, a Local Emergency in accordance with the jurisdiction's policy as found in the Basic Plan Section of the City of Poway's Emergency Operations Plan.

Appendix A of this document has sample Proclamations.

EOC Director Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist (pages 27 and 28).
- Check into EOC and ensure that an EOC organization and staffing chart is posted and completed.
- Notify City Council of incident and activation of EOC.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - Operations Section Chief
 - Planning/Intelligence Section Chief
 - Logistics Section Chief
 - Finance/Administration Section Chief
- Determine which Command Section positions are required and ensure that they are filled as soon as possible.
 - Public Information Officer
 - Liaison Officer
 - Safety/Security Officer
 - Legal Officer
- Request that the Public Information Officer (PIO) coordinate the Operational Area (OA) EOC Joint Information Center (JIC) dissemination of all emergency information, press releases and public statements, to prevent conflicting information, misinformation and the initiation of rumors, as appropriate to the type of emergency confronting the jurisdiction.
- Schedule the initial Action Planning meeting.
- Provide a situation briefing to the Command Group, if activated.
- Confer with the EOC Staff to determine what agency representation is needed at the EOC from other jurisdictions, the County, special districts and other emergency response agencies.
- Ensure that the EOC activation level is coordinated with the Operational Area EOC.
- Ensure all pre-designated notifications are made as appropriate to the event and activation level.

**EOC Director Checklist
(continued)**

- Ensure alerting and call-in of key personnel from all jurisdiction agencies/departments as necessary.
- Ensure the EOC facility is operational, including access routes, communication lines, utilities, etc.
- Assume management of the EOC and declare the EOC operational at the appropriate level once staffing is adequate.
- Ensure that the OA EOC is notified that the EOC is activated and provide the level of activation.

Operational Phase Actions

- Provide briefings to Section Chiefs, when activated.
- If little or no damage is reported in the City of Poway, ensure preparations are made to support more heavily damaged jurisdictions through the OA EOC.
- In conjunction with the PIO, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Based on current status reports, establish initial strategic objectives for the EOC.
- In coordination with the Command Staff, prepare command function objectives for the initial Action Planning Meeting.
- Ensure the Planning/Intelligence Chief convenes the initial Action Planning Meeting.
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- Conduct regular briefings for City Council members or their representatives.
- Ensure public protective action warnings are implemented as appropriate by the PIO.
- Ensure preparations are made for possible 24-hour EOC operations, including facilities, meals and staffing.
- Ensure coordination and communication with mutual aid systems.

**EOC Director Checklist
(continued)**

- Ensure the Planning/Intelligence Chief conducts periodic briefings for all EOC Staff.
- Ensure the Planning/Intelligence Chief keeps the Command Staff and the OA EOC informed on all aspects of the emergency situation.
- Ensure that the Planning/Intelligence and Finance/Administration Sections maintain sufficient documentation of EOC activities to submit appropriate reimbursement claims.
- Review status reports prior to submission to the OA EOC.
- Establish demobilization criteria for deactivation of EOC and review periodically.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the EOC when they are no longer required. Ensure that any open actions are handled by the appropriate section or transferred to other EOC elements as appropriate.
- Notify the OA EOC, emergency response agencies and other appropriate organizations of the expected planned deactivation time.
- Ensure that any open actions not yet completed will be handled after deactivation.
- Deactivate the EOC at the designated time, as appropriate.
- Proclaim termination of the emergency and proceed with recovery operations.
- Provide input to and ensure that debriefings and critiques of the OA emergency response are held.
- Ensure that City of Poway staff prepares a summary of emergency response operations and the After-Action Report.
- Be prepared to provide input to the OA After-Action Report, if warranted.

C. Public Information Officer (PIO)

1. Position Description

Responsible Party: Management Assistant

Alternate: Water Management Administrator/
Senior Management Analyst

Reports to: EOC Director

The Public Information Officer (PIO) is responsible for all press and public communications regarding Emergency Operations Center (EOC) or jurisdictional emergency response activities. The primary role of the Communications team is to compile and disseminate information to the public via the news media and other communications media.

2. Responsibilities

- a. Serve as the coordination point for all media releases for the jurisdiction. Represent the jurisdiction as the lead PIO.
- b. Ensure that the public within the affected area receives complete, accurate and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- c. Coordinate media releases with PIOs representing other affected emergency response agencies, including the OA EOC PIO and other jurisdictional PIOs within the OA as well as the JIC.
- d. Organize the format for press conferences in conjunction with the EOC Director.

PIO Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the EOC Director.
- Request a Joint Information Center (JIC) Liaison if and when needed.
- Review public information priorities as established by the EOC Director.
- Make initial contact with PIOs in other jurisdictions and at other government levels and establish lines of communication, including with the OA EOC and its JIC.
- Develop a public information plan, review the plan periodically and update it as changes occur.
- Prepare initial information summary as soon as possible after arrival.
- Record an audible press release on the Emergency Info Line (858-668-4400).

Operational Phase Actions

- Ensure that all information is clear, concise, confirmed and approved by the EOC Director before release to the media or public.
- Determine the situation status in our city, County, and State regions.
- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation/Status Unit, other EOC positions as required and outside agencies to obtain and verify significant information as it is developed.
- Coordinate media briefings, to include location, format, preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Provide adequate staff to answer questions from members of the media.
- At the request of the EOC Director, prepare media briefings for elected officials and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.

**PIO Checklist
(continued)**

- Monitor published and broadcast public information for accuracy.
- If the OA EOC Hotline is activated, publicize the telephone number to be used for public inquiries related to additional emergency information.
- Provide sufficient staffing and telephones to efficiently handle incoming media calls.
- Coordinate with the Situation/Status Unit Leader in collecting technical information for the public (i.e. weather reports).
- Disseminate and update locations to obtain food, shelter, supplies, health services, etc., to the public.
- Ensure that announcements, emergency information and material are translated and prepared for non-English speaking residents.
- Ensure that file copies are maintained of all information released.
- Provide copies of all releases to the EOC Director.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.
- Monitor media as an information source.
- Attend meetings to update information releases including regular updates at evacuation centers and care and shelter facilities.
- Respond to special requests for information.
- Ensure that the jurisdiction's official spokespersons are thoroughly briefed about all aspects of the emergency situation.
- Keep PIOs in other jurisdictions and at other government levels apprised of information released. Notify the 211 Information Line of all press releases.
- Continue to release status information during the recovery phase.
- Accommodate County, State and Federal information officers and assist them in releasing information on assistance programs.
- Release information on restoration of utilities and any travel restrictions still in effect.
- In coordination with the Care and Shelter Branch Director, prepare public information materials relative to recovery assistance services available to the public.

**PIO Checklist
(continued)**

- Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made and responses given. Collect newspaper clippings and TV videotapes, if available.

Deactivation Phase Actions

- Authorize the demobilization of PIO organizational elements when they are no longer required.
- Demobilize self when authorized by the EOC Director

D. Liaison Officer

1. Position Description

Responsible Party: City Clerk

Alternate: As designated by the EOC Director

Reports to: EOC Director

The Liaison Officer oversees all Emergency Operations Center (EOC) liaison activities, including requesting agency representatives for the EOC. The Liaison Officer also processes requests from the Operational Area (OA) EOC for representatives from the EOC and/or City Departments.

2. Responsibilities

- a. Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC.
- b. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- c. Ensure that position specific guidelines, policy directives, situation reports and a copy of the Action Plan are provided to Agency Representatives upon check-in.
- d. In conjunction with the EOC Director and Public Information Officer (PIO), provide orientation briefings for VIPs and other visitors to the EOC.

Liaison Officer Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the EOC Director and Planning/Intelligence Section Chief.

Operational Phase Actions

- Assess the need for and coordinate, if requested, liaisons from outside agencies to the EOC.
- Provide position specific guidelines, policy directives, initial briefings and copies of relevant documents to Agency Representatives on check-in.
- Provide situation status information and response activity information to the agency representatives at the EOC.
- Escort, provide orientation briefings for and requested information to VIPs and other visitors to the EOC, as requested by the Public Information Officer or EOC Director.

Deactivation Phase Actions

- Work with Agency Representatives to determine if there is a continued need for their Agency in the EOC.
- Demobilize self when authorized by the EOC Director.

E. Legal Officer

1. Position Description

Responsible Party: City Attorney

Alternate: As designated by the EOC Director

Reports to: EOC Director

The Legal Officer serves as legal counsel to the EOC Director.

2. Responsibilities

- a. Prepares proclamations, emergency ordinances, and other legal documents.
- b. Advises the EOC Director, Command Group, and the entire emergency management organization as needed.
- c. Commences legal proceedings as needed.
- d. Enforces emergency actions.

Legal Officer Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the EOC Director.

Operational Phase Actions

- Establish areas of legal responsibility and/or potential liabilities.
- Prepare proclamations, emergency ordinances, and other legal documents required by the EOC Director.
- Advise the EOC Director and Command Staff on the legality and/or legal implications of contemplated emergency actions and/or policies.
- Develop the rules and regulations and laws required for acquisition and/or control of critical resources.
- Develop the necessary ordinances and regulations to provide a legal basis for evacuation and/or population control
- Commence such civil and criminal proceedings as are necessary and appropriate to implement and enforce emergency actions.

Deactivation Phase Actions

- Demobilize self when authorized by the EOC Director.

F. Safety/Security Officer

1. Position Description

Responsible Party: Assigned by Sherriff's Department

Alternate: As designated by EOC Director

Reports to: EOC Director

The Safety/Security Officer is responsible for ensuring a secure environment within and outside the Emergency Operations Center (EOC) as well as, ensuring safe operations within the EOC. The Safety/Security Officer will coordinate all safety matters in the EOC and may assist the Compensation/Claims Unit Leader in the investigation and reporting of all Worker's Compensation Claims.

2. Responsibilities

- a. Coordinate or provide 24-hour security for the EOC.
- b. Control personnel access to the EOC in accordance with policies established by the EOC Director.
- c. Ensure that all buildings and other facilities used in support of the EOC are in safe operating condition.
- d. Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
- e. Stop or modify all unsafe operations outside the scope of the Action Plan, notifying the EOC Director of actions taken.

Safety & Security Officer Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the EOC Director.
- Determine operating location and set-up as necessary.

Operational Phase Actions

- Provide advice and guidance to the EOC Director on site security matters.
- Coordinate with the Section Chiefs (or Personnel Unit, if activated) on the verification of personnel requesting admittance to the EOC as necessary.
- Ensure that all EOC Staff are wearing badges.
- Ensure that all non-EOC Staff are escorted; coordinate escorts with the EOC Director or PIO.
- Coordinate support staff to ensure that all facilities, including parking areas used in support of the EOC and emergency operations, are safe and secure.
- Monitor all EOC and related facility activities to ensure that there are no outside threats to the facilities and personnel.
- Evaluate conditions and advise the EOC Director of any conditions and/or actions which might compromise the security of the facility and emergency personnel.
- Monitor EOC staff for signs of stress, unsafe fatigue, etc.
- Tour the entire facility area to include any and all staging areas and determine the scope of ongoing operations.
- Coordinate with the Logistics Section Chief to ensure that all facilities used in support of the EOC and emergency operations have safe operating conditions.
- Study the facility to learn the location of all fire extinguishers and emergency procedures.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the existing circumstances. Stop or modify any unsafe operations.
- Coordinate with the Logistics Section Chief to obtain assistance for any special safety requirements.

**Safety & Security Officer Checklist
(continued)**

- Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability, oversights, improper response actions, etc.
- Ensure safety messages and briefings are provided as needed.
- Keep the EOC Director advised of safety conditions.
- Coordinate with Compensation/Claims Unit Leader on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.
- Be familiar with any potentially hazardous conditions in the facility.
- Participate in planning meetings.

Deactivation Phase Actions

- Demobilize self when authorized by the EOC Director.

G. Command Group Member

1. Position Description

Responsible Party: Assistant City Manager, Assistant to the City Manager, City Clerk, City Attorney, Department Directors, and others as appointed by the EOC Director

Alternate: As designated by EOC Director

Reports to: EOC Director

The Command Group advises the EOC Director on emergency response, recovery and management issues, as well as setting priorities and establishing policies governing jurisdictional emergency response operations and activities.

2. Responsibilities

- a. Ensure the EOC Director receives the necessary information and counsel to make effective and timely decisions pertaining to the prevention (if applicable), response, recovery and management of emergencies.
- b. Maintain situational awareness of the current emergency response efforts and their effectiveness.
- c. Have a working knowledge of existing government policies, emergency responsibilities and recovery issues.
- d. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the jurisdiction.
- e. Agency Representatives may facilitate requests to or from their agencies and may or may not directly act on or process resource requests.
- f. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC. (The Liaison Officer will provide the same information to Agency Representatives.)

Command Group Member Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the EOC Director.
- Report to and obtain initial situation briefing from the Liaison Officer.
- Establish communications with your department.
- Obtain additional or specialized materials and/or equipment from the Liaison Officer.
- Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your presence and assigned work location in the EOC.

Operational Phase Actions

- Provide advice and policy guidance to the EOC Director.
- Monitor and review potential and/or actual disaster situations.
- Advise, assist, support and make appropriate recommendations on mitigation, preparedness, response and recovery to the EOC Director.
- Assist in establishing strategies, priorities and policies for emergency response activities.
- Ensure planning is initiated and coordinated for the recovery and restoration of vital services and facilities in the jurisdiction.
- Provide policy direction and support for recovery operations.
- Facilitate requests for support or information that your agency can provide.
- Keep current on the general status of resources and activities associated with your agency.
- Provide appropriate situation information to the Situation/Status Unit of the Planning/Intelligence Section.
- Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.

**Command Group Member Checklist
(continued)**

- On a regular basis, inform your agency of EOC priorities and actions that may be of interest.

Deactivation Phase Actions

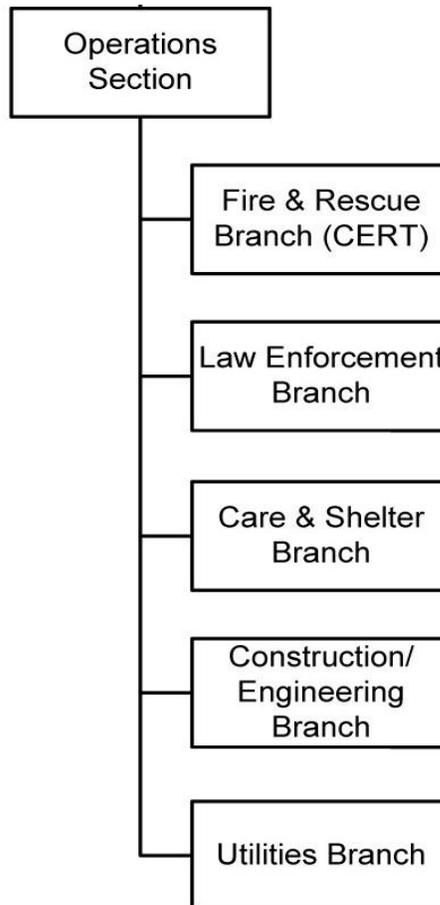
- Demobilize self when authorized by the EOC Director.

[This page intentionally left blank.]

III. OPERATIONS SECTION

A. Description and Organizational Chart

1. The Operations Section includes all activities which are directed toward the reduction of the immediate hazard, establishing control, and restoration of City operations. The Section consists of those departments or agencies that are responsible for public safety and carrying out response activities. The individual agencies receive and evaluate requests for assistance and resources, establish priorities, and relate operational status and information to the Command Staff.
2. Among those functions usually represented in the Section are Fire and Rescue, Law Enforcement, Care and Shelter, Construction and Engineering, and Utilities.
3. The overall responsibility of this section is to coordinate with field operations. The following organizational chart details the Operations Section:



B. Operations Section Chief

1. Position Description

Responsible Party (Fire Incident): Director of Safety Services

Responsible Party (Law Enforcement): Sheriff Captain

Responsible Party (Non-Fire Natural Disaster Incident): Director of Public Works

Alternate: As designated by EOC Director

Reports to: EOC Director

The Operations Section Chief is responsible for: ensuring that the operations function is carried out within the EOC; the operations portion of the Action Plan; and all other Operations Section activities. Additional agencies may be requested by the EOC Director and placed into the Operations Section as required. The Operations Section Chief manages the activities of the following Branches: Fire and Rescue, Law Enforcement, Care and Shelter, Construction and Engineering, and Utilities. If the recommended span of control is exceeded, a Deputy Operations Section Chief may be appointed by the EOC Director as required.

2. Responsibilities

- a. Ensure that the Operations function is carried out within the EOC.
- b. Exercise overall responsibility for Operations Section activities.
- c. Ensure that objectives and assignments identified in the Action Plan are carried out effectively.
- d. Establish the appropriate level of organization within the Operations Section, continuously monitoring their effectiveness and modifying accordingly.
- e. Provide the Planning/Intelligence Situation/Status Unit Leader with Operations Section status reports.
- f. Keep the EOC Director informed of significant issues affecting the Operations Section.

Operations Section Chief Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the EOC Director.
- Based on the situation as known or forecast, assess Operations Section needs and plan for the activation of the section.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives within the Operations Section.
- Obtain a current communications status briefing from the Logistics Section. Ensure that there is adequate equipment and frequencies available for the Operations Section.
- Establish communications with the Incident Command Post operating in the jurisdiction and/or the OA EOC.
- Dispatch jurisdictional Field Representatives as needed.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Activate organizational elements and functions within the section, staff as appropriate and designate Directors/leaders for each element. Ensure the section is properly staffed for 24-hour operations. Continuously monitor the effectiveness of the section and make changes as required.
 - Fire and Rescue Branch
 - Law Enforcement Branch
 - Care and Shelter Branch
 - Construction/Engineering Branch
 - Utilities Branch

Operational Phase Actions

- Provide input to the Action Plan, implement the objectives of the Operations Section and monitor progress.
- Ensure that the operations function, operational objectives and assignments are carried out effectively, including coordination between response agencies.

**Operations Section Chief Checklist
(continued)**

- Ensure situation status information collected by Operations Section personnel is given to the Situation/Status Unit Leader.
- Coordinate, as necessary, with the OA EOC.
- Ensure that all section personnel are maintaining their individual position logs.
- Coordinate requests for non-fire and non-law mutual aid or other outside assistance with the Logistics Section in accordance with existing agreements or policies.
- Determine the need for representation or participation of mutual aid system resource representatives and make arrangements for including such representatives at the EOC.
- Keep the EOC Director informed of the situation, effectiveness of operations and special conditions or activities.
- Coordinate with the Safety/Security Officer to communicate health advisory information to all EOC Staff.
- Ensure that all media contacts are referred to the Public Information Officer.
- Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance/Administration Section.
- Advise the EOC Director on Operational issues regarding recovery.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the Operations Section when they are no longer required.
- Demobilize self when authorized by the EOC Director.

C. Fire and Rescue Branch Director

1. Position Description

Responsible Party: Fire Division Chief

Alternate: As designated by Operations Section Chief

Reports to: Operations Section Chief

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

2. Responsibilities

- a. Maintain situational awareness of fire, hazardous materials and search and rescue operations conducted throughout the jurisdiction.
- b. Monitor and coordinate with Fire Services Incident Command Post (ICP) activities to ensure situation status is received and tracked by the Situation/Status Unit.
- c. Coordinate the mobilization and transportation of resources not available via fire mutual aid through the Logistics Section.

Fire & Rescue Branch Director Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the Operations Section Chief.
- Establish and maintain contact with the City of Poway's Department of Safety Services Departmental Operations Center (DOC).
- Determine the status of transportation routes. Coordinate with the Construction and Engineering and Law Enforcement Branch Directors.
- Identify equipment and personnel commitments and their locations.
- Identify anticipated equipment and personnel shortages.
- Inventory availability of public and private rescue personnel and equipment and rescue WebEOCs.
- Check communications to ensure dispatching and reporting systems are operating.

Operational Phase Actions

- Obtain an initial situation report and provide it to the Operations Section Chief.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Fire and Rescue Branch operations periodically or as requested during the operational period.
- Maintain current status of Fire and Rescue missions being conducted in your area of responsibility.
- Coordinate hazardous material spills and release response.
- Monitor and coordinate (if required) requests for Urban Search and Rescue with fire mutual aid and the OA EOC.
- Coordinate with the Law Enforcement Branch Director and Logistics Section Transportation Unit Leader to assist in any search and rescue functions under the jurisdiction of Law Enforcement and in any evacuation and/or warning functions as per request or need, outside normal fire service rescue functions.

**Fire & Rescue Branch Director Checklist
(continued)**

- Maintain awareness of and provide support for the OA EOC efforts to:
 - Inform hospitals and emergency personnel of casualties and potential for exposure to the hazardous materials, if any.
 - Determine the condition of designated field treatment sites, mass care facilities and casualty collection.
 - Determine the potential for fire, environmental pollution and toxicity to humans and animals.
 - Determine condition of pre-designated "Target Hazard" locations for casualty assessment, hazardous materials release, or high-value and essential service property damage.
 - Coordinate and provide support to field emergency medical care and first aid.
- Determine if current and forecast conditions will support large and intense fires, or exacerbate hazardous materials spills.
- Assist the Law Enforcement Branch Director and Logistics Section Transportation Unit Leader as necessary, in warning and evacuation.
- Determine current and future resource needs and take action to correct for deficiencies.
- Establish priorities for procurement and allocation of available resources.
- Coordinate with the Logistics Section Supply/Procurement Unit Leader for non-Department of Safety Services personnel, equipment and supply needs.
- Coordinate with Construction and Engineering Branch Director for debris clearance from pre-planned routes required for supporting fire and rescue activities.
- Coordinate with the Logistics Section and Construction and Engineering Branch to provide equipment and personnel needed for heavy rescue operations, debris removal and hazardous materials containment, etc.
- Assist the Logistics Section in coordination, activation and support of multipurpose mobilization and staging areas.
- If protective actions are implemented, ensure all Fire Services personnel in the affected area are advised and take all necessary actions.
- Ensure communications are maintained with other fire agencies.

**Fire & Rescue Branch Director Checklist
(continued)**

- Assist in reentry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the branch when authorized by the Operations Section Chief.

D. Law Enforcement Branch

1. Position Description

Responsible Party: Sheriff's Captain

Alternate: As designated by the Operations Section Chief

Reports to: Operations Section Chief

The Law Enforcement Branch Director provides the Operations Section Chief of the Emergency Operations Center (EOC) with expertise in Law Enforcement Operations. The Director is responsible for coordination of movement, law enforcement, traffic control and public protection during an emergency.

2. Responsibilities

- a. Coordinate movement and evacuation operations during a disaster.
- b. Alert and notify the public of the impending or existing emergency.
- c. Coordinate law enforcement and traffic control operations during the disaster.
- d. Coordinate site security at incidents.
- e. Monitor and coordinate with Law Enforcement Incident Command Post (ICP) activities to ensure situation status is received and tracked by the Situation/Status Unit.
- f. Maintain situational awareness of all law enforcement operations conducted throughout the jurisdiction.
- g. Coordinate Medical Examiner activities in Poway with the Operational Area (OA) EOC Medical Examiner Unit Leader.

Law Enforcement Branch Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the Operations Section Chief.
- Establish phone and e-mail communications with the Law Enforcement Departmental Operations Center (DOC).

Operational Phase Actions

- Maintain situational awareness of Law Enforcement operations being conducted in support of the incident.
- Provide the Operations Section Chief with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- Obtain damage information, particularly at pre-designated key facilities and estimate the affected area(s). Coordinate with Construction and Engineering and Fire and Rescue Branch Directors on survey areas.
- Coordinate the mobilization, deployment and organization of law enforcement and traffic control mutual aid operations.
- Provide security for evacuated areas, key facilities, resources and supplies as required.
- Provide support for the control of vehicular traffic and pedestrian movement.
- Provide support for increased security in potential high crime areas and at essential facilities, as requested.
- Participate in the development of a traffic control and evacuation plan in conjunction with the OA EOC, California Highway Patrol, Caltrans and other OA Members' Law Enforcement agencies.
- Implement perimeter and traffic control as required. Request barricades and related items from the Construction and Engineering Branch Director.
- Ensure that requested law enforcement and traffic control personnel are dispatched to all traffic control points.
- Provide information to the Public Information Officer (PIO), through the Operations Section Chief, on matters relative to public safety.

**Law Enforcement Branch Checklist
(continued)**

- If protective actions are implemented, ensure all Law Enforcement personnel in the affected area are advised and take all necessary actions.
- Ensure that transportation resources are being prepared for deployment to the affected area, if necessary, through the Logistics Section.
- If a curfew is to be imposed, prepare instructions and curfew order, submit to the Operations Section Chief to secure Command Group approval. Issue instructions to all Law Enforcement personnel as directed. Coordinate release of curfew order with PIO.
- Provide security forces for the EOC and staging areas in coordination with the Security Officer.
- If mass care facilities have been opened, coordinate with the Care and Shelter Branch Director and the Safety/Security Officer to ensure security is provided for these facilities.
- Develop reentry traffic control and law enforcement plans and implement once reentry into the affected area has been authorized.
- Assist in reentry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the branch when authorized by the Operations Section Chief.

E. Care and Shelter Branch Director

1. Position Description

Responsible Party: Community Services Manager

Alternate: As designated by the Operations Section Chief

Reports to: Operations Section Chief

The Care and Shelter Branch Director is responsible for assisting Emergency Operations Center (EOC) Staff with the planning and execution of care and shelter operations.

2. Responsibilities

- a. Coordinate with Operational Area (OA) EOC and American Red Cross Disaster Operations Center (ARC-DOC) and other volunteer agencies for the provision of food, potable water, clothing, shelter and other basic necessities.
- b. Coordinate with the American Red Cross Disaster Welfare Inquiry Officer to reunite families or respond to inquiries from relatives or friends.
- c. Coordinate safety and emergency needs identified by agencies within the EOC with the American Red Cross Liaison Officer.
- d. Coordinate receiving, boarding, and feeding of evacuated or abandoned animals.
- e. Coordinate animals' return to owners.

Care and Shelter Branch Director Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Operations Section Chief.
- Contact the American Red Cross (ARC) at (858) 309-1200 or (858) 309-1311 for approval of shelter location and support. Failure to contact ARC will result in the inability to recover costs for shelter operations.

Operational Phase Actions

- Provide a current care and shelter status report to the Operations Section Chief, when requested.
- Establish and maintain a shelter status board.
- Maintain liaison with the appropriate ARC Chapter, volunteer service agencies and such sub-area representatives within the county, and the local animal services provider, as designated.
- Request additional resource assistance through the Logistics Section, if necessary.
- Coordinate the assessment of mass care needs, housing requirements and inventory and allocation of temporary lodging.
- If evacuations are initiated or appear to be imminent, coordinate with the Law Enforcement Branch Director and the OA EOC Care and Shelter Branch Director to determine, at a minimum:
 - The boundaries of the evacuation area(s).
 - The activated shelter facilities meet requirements described under the Americans with Disabilities Act.
 - The number of evacuees requiring food and shelter. (It is anticipated that a portion of the evacuees will arrange for their own food and shelter.)
 - The number of evacuees with special needs, such as the critically ill, disabled, elderly, infirm, non-English speaking and prisoners. To the extent possible, designate space within lodging shelter facilities to house these individuals.
- Based upon data received by following the previous steps, work with the OA EOC to allocate shelter space and assign evacuees, by area, to facilities.
- Ensure the flow of information between jurisdictional Care and Shelter facilities and the EOC has been established.

**Care and Shelter Branch Director Checklist
(continued)**

- Periodically poll jurisdictional mass care facilities to determine the evacuee load and support requirements.
- Facilitate the relocation of the public from non-ARC and temporary shelters to shelters with ARC services wherever possible.
- Ensure activation of shelters includes:
 - School personnel are notified
 - Shelter management personnel respond
 - Public Health personnel and equipment are assigned
- Ensure the following services are provided at each shelter:
 - Crisis Counseling (Coordinate with the ARC and the Behavioral Health Unit Leader in the OA EOC).
 - Security and Traffic Control (Coordinate with the Law Enforcement Branch Director in the EOC).
 - Resources to enable Communications (Coordinate with the Logistics Section in the EOC).
 - Liaison with Local Animal Services Provider to coordinate care for any pets brought to the Shelters. (Also, coordinate with Animal Services Branch Director in the OA EOC.)
- Coordinate with the Logistics Section to ensure the transportation of evacuees to and from shelter facilities.
- Inform the Public Information Officer (PIO), through the Operations Section Chief, of current information as needed.
- Ensure specialized services are provided as required for the care of special needs population groups (unaccompanied children, aged, disabled, etc.).
- Coordinate the consolidation and eventual deactivation of shelters, ensuring an orderly transition from mass care to separate family living to post-disaster recovery.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the branch when authorized by the Operations Section Chief.

F. Construction and Engineering Branch Director

1. Position Description

Responsible Party: City Engineer

Alternate: As designated by the Operations Section Chief

Reports to: Operations Section Chief

The Construction and Engineering Branch Director is responsible for coordinating and advising Emergency Operations Center (EOC) Staff on the procurement, distribution and use of resources required to restore roads, storm drain systems, buildings, wastewater treatment facilities and transit facilities.

2. Responsibilities

- a. Survey all systems and restore systems that have been disrupted, including roads, storm drain systems, buildings, wastewater treatment facilities and transit facilities.
- b. Assist other sections, branches and units within the EOC as needed with Construction/Engineering issues.

Construction and Engineering Branch Director Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the Operations Section Chief.
- Establish and maintain contact with the Public Works Departmental Operations Center (DOC).
- Ensure damage and safety assessment are coordinated with the Planning/Intelligence Section.

Operational Phase Actions

- Coordinate damage assessment activities to determine the status of:
 - All buildings
 - Transportation routes, bridges and overpasses
 - Flood Control Channels
 - Parks
- Maintain current status on all public works/transportation activities being conducted in or by the City of Poway
- Determine and document the status of transportation routes into and within the affected areas.
- Coordinate road closure/openings issues with the Law Enforcement Branch Director.
- Determine if local resources are adequate to deal with the emergency. If necessary, request additional assistance through the Logistics Section.
- Coordinate with the operational area EOC and appropriate jurisdictional agencies to secure resources for:
 - Emergency debris removal.
 - Inspection and demolition of structures deemed to be an imminent hazard.
 - Determining the safety of emergency operations facilities, public shelters and reception and care centers
 - Determining the safety of evacuation routes.
- If protective actions are recommended, ensure all personnel take all necessary actions.

**Construction and Engineering Branch Director Checklist
(continued)**

- Coordinate with Utilities Branch Director on status assessment and restoration of vital services.
- Coordinate the source, location and availability of heavy equipment, construction materials and vehicles.
- Provide information to the Planning/Intelligence Section to complete Initial Damage Estimates and ensure the Estimates are submitted to the Operational Area EOC.
- Coordinate the provision of resources to assist in preliminary damage assessments, reentry and recovery operations, as appropriate.
- Assist in reentry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the branch when authorized by the Operations Section Chief.

G. Utilities Branch Director

1. Position Description

Responsible Party: Public Works Utilities Manager

Alternate: As designated by the Operations Section Chief

Reports to: Operations Section Chief

The Utilities Branch Director is responsible for coordinating the status of the local utilities as well as mutual aid and mutual assistance for the restoration of utility services within the jurisdiction from the Emergency Operations Center (EOC).

2. Responsibilities

- a. Survey all systems and restore systems that have been disrupted, including roads, storm drain systems, buildings, wastewater treatment facilities and transit facilities.
- b. Assist other sections, branches and units within the EOC as needed with Construction/Engineering issues.
- c. Survey all public and private facilities, assess the damage to such facilities and coordinate the repair of damage to public facilities.
- d. Monitor and report utilities outages to the EOC on an ongoing basis.
- e. Coordinate the restoration efforts for water, electric, natural gas, phone and cable TV utilities and services throughout the jurisdiction.

Utilities Branch Director Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Establish and maintain contact with the Public Works Departmental Operations Center (DOC).
- Ensure damage and safety assessment are coordinated with the Planning/Intelligence Section.
- Report to and obtain initial situation briefing from the Operations Section Chief.
- Contact counterparts in other affected OA Member EOCs and establish lines of communication.
- Establish liaison with all utility companies serving the affected area.
- Determine the status of local resources available to restore utilities after outages.

Operational Phase Actions

- Coordinate assessment of public utilities buildings for tagging for occupancy.
- Provide information to the Planning/Intelligence Section to complete Initial Damage Estimates and ensure the Estimates are submitted to the Operational Area EOC.
- Coordinate the provision of resources to assist in preliminary damage assessments, reentry and recovery operations, as appropriate.
- Determine the status of utilities including location of damaged pipelines, facilities and power lines and the anticipated time of restoration of service for:
 - Natural gas pipelines
 - Electricity
 - Water
 - Telecommunications (includes cell, landline and radio)
 - Sewage/waste treatment plants
 - Television (cable and satellite)
- Ensure the individual utility companies are maintaining accurate records on the use of personnel, equipment and materials.
- Ensure all utility facilities and personnel in the affected area are advised and take all necessary actions, if protective actions are recommended.

**Utilities Branch Director Checklist
(continued)**

- Coordinate the acquisition of necessary mutual aid and mutual assistance resources for utilities.
- Advise the Public Information Officer (PIO) through the Operations Section Chief of utility status.

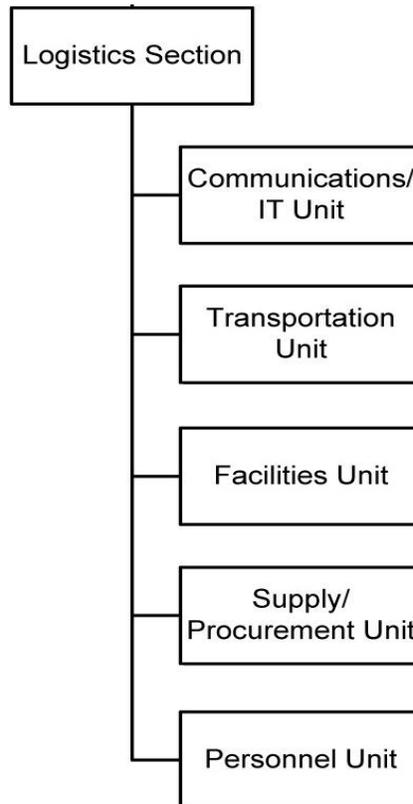
Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the branch when authorized by the Operations Section Chief.

IV. LOGISTICS SECTION

A. Description and Organizational Chart

1. The Logistics Section consists of those departments with responsibilities for the procurement and payment of personnel and equipment necessary for the management of and recovery from the emergency. The Logistics Section coordinates the procurement and provision of emergency resources and support for the response and recovery operations being conducted in the field as well as those in the Emergency Operations Center (EOC). The Operational Area EOC Logistics Section coordinates the procurement and provision of emergency resources and support for the entire City of Poway.
2. In the City of Poway EOC this Section includes such departments as Community Services, Public Works and Administrative Services.
3. The following organizational chart details the Logistics Section:



B. Logistics Section Chief

1. Position Description

Responsible Party: Director of Community Services

Alternate: Director of Redevelopment Services

Reports to: EOC Director

The Logistics Section Chief is responsible for establishment and management of the Logistics Section including the following units: Communications/IT, Transportation, Facilities, Supply/Procurement, and Personnel.

2. Responsibilities

- a. Ensure the Logistics function is carried out within the EOC. This function includes: providing communication services, resource tracking, acquiring equipment, supplies, personnel, facilities and transportation services; as well as arranging for food, lodging and other support services as required.
- b. Exercise overall responsibility for Logistics Section activities.
- c. Ensure that objectives and assignments identified in the Action Plan are carried out effectively.
- d. Establish the appropriate level of organization within the Logistics Section, continuously monitoring their effectiveness and modifying accordingly.
- e. Coordinate with the Operations Section Chief to establish priorities for resource allocation.
- f. Register spontaneous volunteers as Disaster Service Workers (DSW).
- g. Keep the EOC Director informed of all significant issues affecting the Logistics Section.

Logistics Section Chief Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the EOC Director.
- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment and supplies are in place, including maps, status boards, vendor references and other resource directories.
- Meet with the EOC Director and Section Chiefs and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Activate organizational elements and functions within the section, staff as appropriate and designate leaders for each element. Ensure the section is properly staffed for 24-hour operations. Continuously monitor the effectiveness of the section and make changes as required.
 - Communications/IT Unit
 - Transportation Unit
 - Facilities Unit
 - Supply/Procurement Unit
 - Personnel Unit

Operational Phase Actions

- Ensure that the City of Poway Purchase Log is maintained.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facilities support are addressed.
- Ensure that all jurisdictional resources are tracked and accounted for, including resources requested by the OA EOC through Mutual Aid.
- Ensure the coordination of resource acquisition, management and distribution.
- Ensure that records of resources requested and/or received from outside the jurisdiction are maintained and coordinated.
- Ensure Logistics Section personnel coordinate with all EOC Section requests for and allocation of resources.

**Logistics Section Chief Checklist
(continued)**

- Determine the need for representation or participation of mutual aid system resource representatives.
- Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance/Administration Section.
- Advise the EOC Director on Logistics issues regarding recovery.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the Logistics Section when they are no longer required.
- Demobilize self when authorized by the EOC Director

C. Communications/IT Unit Leader

1. Position Description

Responsible Party: Information Systems Manager

Alternate: Network Administrator

Reports to: Logistics Section Chief

The Communications/IT Unit Leader is responsible for the primary and back-up communication and information technology systems that are used by response organizations/agencies during the emergency response and recovery periods.

2. Responsibilities

- a. Ensure radio, telephone and computer resources and services are provided to Emergency Operations Center (EOC) staff as required.
- b. Oversee the installation of communications resources within the EOC. Ensure that a communications link is established with the Operational Area (OA) EOC.
- c. Determine specific computer requirements for all EOC positions.
- d. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the disaster.
- e. Ensure network access for all EOC Staff.

Communications/IT Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Logistics Section Chief.
- Ensure EOC Communications Systems are operational.
- Ensure EOC Computer Systems are operational.
- Ascertain the status of communications systems throughout the jurisdiction.

Operational Phase Actions

- Manage and maintain EOC communications facilities and systems.
- Monitor communications to determine the situation in other jurisdictions.
- Monitor network access and EOC IT support needs.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Logistics Section Chief.

D. Transportation Unit Leader

1. Position Description

Responsible Party: Fleet and Facility Maintenance Supervisor

Alternate: As designated by the Logistics Section Chief

Reports to: Logistics Section Chief

The Transportation Unit Leader is responsible for the transportation of personnel, equipment, supplies, subsistence stocks, fuel, energy systems and equipment for emergency operations. The Transportation Unit Leader is also responsible for transportation routing and scheduling and the work assignments for transportation support.

2. Responsibilities

- a. In coordination with the Construction/Engineering Branch Director and the Situation/Status Unit, develop a Transportation Plan to support EOC operations.
- b. Arrange for the acquisition or use of required transportation services.
- c. Monitor transportation resources and requirements.

Transportation Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the Logistics Section Chief.
- Determine the nature, scope and severity of the emergency and potential Transportation issues.
- Routinely coordinate with the Situation/Status Unit Leader and Law Enforcement Branch Director to determine the status of transportation routes in and around the Operational Area.
- Routinely coordinate with the Construction and Engineering Branch Director to determine progress of route recovery operations.
- Develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipment of resources and material.

Operational Phase Actions

- Determine the status of:
 - All City of Poway owned vehicles.
 - Petroleum products, parts and fuel on hand.
 - Staffing needed to provide sufficient vehicle operators and mechanics.
- Continually evaluate the transportation needs (personnel, facilities and equipment) to determine if additional resources are needed. Additional necessary resources should be acquired through the Personnel Unit and/or the Supply/Procurement Unit.
- Process transportation requests in coordination with the Operations Section. Advise the requester of the disposition of the request.
- In conjunction with transit service providers, school districts, and the OA EOC Transportation Unit Leader, determine the number of buses and other transportation resources available to support an evacuation and establish a transportation resource staging area.
- Contact the Poway Unified School District to determine if area school districts can provide buses and drivers if needed.
- Coordinate maintenance and repair of primary tactical equipment vehicles and mobile ground support equipment.

**Transportation Unit Leader Checklist
(continued)**

- Coordinate with the Construction and Engineering Branch and the Law Enforcement Branch Directors to develop and implement a Traffic Plan.
- Manage the operation of a transportation pool (e.g., staff cars, buses, pickups, etc.) which can be used for transporting personnel from one location to another.
- Coordinate with fuel suppliers to establish distribution priorities.
- Develop and maintain a list of vehicles equipped with two-way radios.
- Provide the Logistics Section Chief with up to date information on the status of transportation vehicles, their locations and capabilities.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Logistics Section Chief.

E. Facilities Unit Leader

1. Position Description

Responsible Party: Public Works Operations Manager

Alternate: As designated by the Logistics Section Chief

Reports to: Logistics Section Chief

The Facilities Unit Leader is responsible for maintaining the EOC and coordinating with the Safety/Security Officer to monitor other City buildings and facilities.

2. Responsibilities

- a. Ensure that adequate facilities are provided for the response effort, including securing access to needed facilities.
- b. Supervise facilities maintenance staff to ensure facilities are maintained, including sanitation, lighting, environmental systems, structural assessment, etc.
- c. Monitor damage to other jurisdictional buildings and provide updates to the Situation/Status Unit Leader.

Facilities Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the Logistics Section Chief.

Operational Phase Actions

- Ensure facility operations activities are completed, including structural assessment, environmental systems, lighting, etc.
- Ensure the interior and exterior EOC facility and systems are activated and operable.
- Provide jurisdiction building and facilities updates to the Situation/Status Unit Leader.
- Ensure EOC facility and staff support needs are met including hygiene, sanitation and sleeping quarters in coordination with the Care and Shelter Branch Director.
- Identify facilities (City owned or available for lease) available to be used in the emergency response as staging areas, warehouses, alternate worksites for City employees, etc.
- Ensure heating, ventilation and air conditioning are functioning properly, coordinate repairs if needed.
- Coordinate access to supplies and resources for EOC Staff from closed facilities. Ensure all such facilities are safe before permitting or providing access.
- Coordinate the provision of chemical toilets to staging areas, as requested.
- Order any additional items required (e.g., portable toilets and shower facilities, lighting units, etc.) through the Supply/Procurement Unit Leader.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Logistics Section Chief.

F. Supply/Procurement Unit Leader

1. Position Description

Responsible Party: Public Works Operations Manager

Alternate: As designated by the Logistics Section Chief

Reports to: Logistics Section Chief

The Supply/Procurement Unit Leader is responsible for the determination of resource and support requirements, the acquisition of resources and coordination with the Emergency Operations Center (EOC) Staff, especially the Finance/Administration Section, to track resource utilization and related costs.

2. Responsibilities

- a. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- b. Coordinate procurement actions with the Finance/Administration Section.
- c. Coordinate delivery of supplies and material as required.
- d. Oversee the tracking of resources used in response operations.

Supply/Procurement Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the Logistics Section Chief.
- Establish and maintain a City of Poway Emergency Procurement Log.
- Maintain copies of requisitions, purchase receipts and notes.
- Determine procurement spending limits and availability of funds with the Finance/Administration Section.
- Coordinate with the Finance/Administration Section to assign a purchase order number to all purchases to facilitate post-incident cost accounting and reimbursement.
- Ensure sufficient supply of preprinted Emergency Requisition Forms and Emergency Purchase Log pages are on hand.

Operational Phase Actions

- Maintain accurate records on the use of personnel, equipment and materials and all expenditures for all resource requests.
- Maintain a current resource directory and inventory for necessary supplies, equipment and services.
- Post and maintain a resource status master list, indicating current location and status of all resources.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material and also verify that the request has not been previously filled through another source.
- Determine if the procurement item can be provided in a timely manner, without cost, from the OA EOC, or another jurisdiction/organization within the OA.
- Determine unit costs of supplies and material, from suppliers and vendors and if they will accept confirming purchase order numbers or a credit card as payment, prior to completing the order.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section Unit for development of necessary agreements.

**Supply/Procurement Unit Leader Checklist
(continued)**

- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- Ensure appropriate receipt paperwork is obtained from receiving personnel or runners/drivers whenever possible considering the circumstances. This will help in reconciling purchases later.
- Coordinate the location and support of staging areas, support facilities, and additional resources as necessary with the Facilities and Personnel Unit Leaders.
- Coordinate the moving of resources and supplies from hazard threatened areas.
- Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Logistics Section Chief.

G. Personnel Unit Leader

1. Position Description

Responsible Party: Human Resources Manager

Alternate: As designated by the Logistics Section Chief

Reports to: Logistics Section Chief

The Personnel Unit Leader is responsible for human resources operations and coordinating the provision of additional personnel as requested by EOC Staff.

2. Responsibilities

- a. Provide personnel resources as requested in support of EOC and field operations.
- b. Develop and maintain the EOC Organizational Chart.
- c. Identify back-up and relief personnel for Branch Director, Unit Leader and Support Staff positions as requested by the EOC Director or Section Chiefs.
- d. Coordinate with the Safety/Security Officer (if activated) to assist in the verification of reporting personnel.
- e. Coordinate with the Compensation/Claims Unit and the Time Unit to ensure record keeping requirements are met.
- f. Coordinate registration of spontaneous volunteers as Disaster Service Workers.

Personnel Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Logistics Section Chief.
- Coordinate personnel timekeeping and related inquiries with the Finance/Administration Section.

Operational Phase Actions

- Determine if local personnel resources are adequate to deal with the emergency. Continually evaluate personnel needs to determine if additional resources are needed.
- Establish a list of supplemental personnel and their skills.
- Provide personnel to all functions within the EOC upon request.
- If temporary workers or individuals with specialized skills need to be obtained, contact private personnel providers.
- Coordinate with the Finance/Administration Section to provide guidance on emergency timekeeping procedures with respect to salary, benefits, worker's compensation and documentation consistent with Federal, State, County and City guidelines. Assist in implementation of these procedures, as needed.
- Coordinate with the Safety/Security Officer to ensure all emergency workers are identified and contacted after EOC demobilization for post-incident stress debriefing.
- Coordinate worker's compensation claims and timekeeping issues with the Finance/Administration Section, as needed.
- Coordinate registration of spontaneous volunteers as Disaster Service Workers and assignment as appropriate.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Logistics Section Chief.

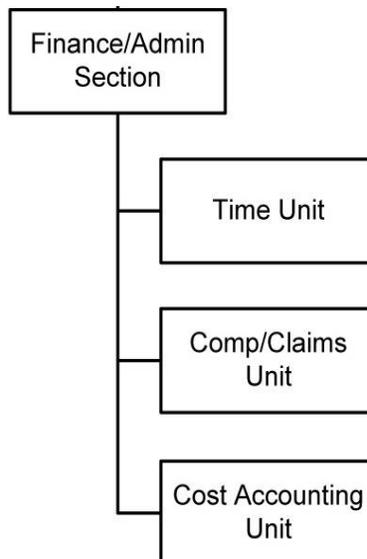
V. FINANCE/ADMINISTRATION SECTION

A. Description and Organizational Chart

1. The Finance/Administration Section is responsible for all finance, emergency funding and cost accountability functions for EOC operations and for supervising branch functions providing financial and contracting services for EOC operations within its jurisdiction. Some of these functions may include:

- a. Financial expenditure and funding briefings.
- b. Interagency financial coordination.
- c. Finance and contract fact-finding
- d. Fiscal and emergency finance estimating.
- e. Operating procedure development and financial planning.
- f. Labor expense and accounting.
- g. Cost analysis, cost accounting and financial auditing.
- h. Disbursement and receivables management.
- i. Necessary funding transfers.
- j. Special drafts, exchanges and lending controls.
- k. Payroll administration.
- l. Emergency currency, script and rationing control.

2. The following organizational chart details the Finance/Administration Section:



B. Finance/Administration Section Chief

1. Position Description

Responsible Party: Director of Administrative Services

Alternate: Deputy Director of Administrative Services

Reports to: EOC Director

The Finance/Administration Section Chief is responsible for coordinating all financial aspects of an emergency and the transition to recovery operations, including mitigation following an emergency. The Finance/Administration Section Chief manages the activities of the following units: Time, Compensation/Claims and Cost Accounting.

2. Responsibilities

- a. Ensure the Finance/Administration function is carried out within the EOC.
- b. Exercise overall responsibility for Finance/Administration Section activities.
- c. Ensure that objectives and assignments identified in the Action Plan are carried out effectively.
- d. Establish the appropriate level of organization within the Finance/Administration Section, continually monitoring their effectiveness and modifying accordingly.
- e. Obtain an internal tracking number for the disaster and distribute to all EOC staff.
- f. Work with departments and agencies to ensure that all financial records are maintained throughout the response and recovery.
- g. Ensure that there is a continuum of the payroll process for all City employees responding to the disaster.
- h. Determine purchase order and purchase card limits for the procurement function in the Logistics Section.
- i. Track estimated costs of worker's compensation claims.
- j. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- k. Keep the EOC Director informed of all significant issues affecting the Finance/Administration Section.

Finance/Administration Section Chief Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the EOC Director.
- Ensure the Finance/Administration Section is set up properly and that appropriate resources are in place.
- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Activate organizational elements and functions within the section, staff as appropriate and designate leaders for each element. Ensure the section is properly staffed for 24-hour operations. Continuously monitor the effectiveness of the section and make changes as required.
 - Time Unit
 - Compensation/Claims Unit
 - Cost Accounting Unit

Operational Phase Actions

- Provide financial and cost analysis information as requested.
- Keep the EOC Director and Section Chiefs aware of the current fiscal situation and other related matters, on an on-going basis.
- Coordinate with City of Poway departments and agencies to ensure that they maintain all financial records throughout the response and recovery.
- Determine funding sources for significant expenditures expected during the recovery phase.
- Coordinate with the Command Group and the Logistics Section to identify expected recovery requirements and resources.
- Work with departments/agencies to ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and the County of San Diego.
- Ensure that the Finance/Administration function is performed, including:
 - Maintaining financial records of the emergency

**Finance/Administration Section Chief Checklist
(continued)**

- Processing purchase orders and contracts in coordination with Logistics Section
- Processing worker's compensation claims received at the EOC
- Handling travel and expense claims
- Recovery planning and implementation

- Direct the Cost Accounting Unit Leader in development and implementation of cost accounting and claiming throughout the response and recovery period.
- Advise the EOC Director on Finance/Administration issues regarding recovery.
- Work with the Planning/Intelligence Section Chief to develop a Recovery Plan.
- Coordinate and direct the transition from emergency response to recovery.
- Coordinate with the CA OES or Southern Region EOC through the Operational Area EOC in the establishment of Local Assistance Centers. Provide for OA support and staffing.
- Manage the determination of reimbursable costs and generation of the necessary claims to recover these funds.
- Provide a final report to the OA EOC Director on the total response costs, recovery activities and reimbursement programs.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the Finance/Administration Section when no longer required.
- Demobilize self when authorized by the EOC Director.

C. Time Unit Leader

1. Position Description

Responsible Party: Senior Accountant

Alternate: Accounting Technician

Reports to: Finance/Administration Section Chief

The Time Unit Leader is responsible for tracking Emergency Operations Center (EOC) Staff time and coordinating with the Cost Accounting Unit Leader on monetary issues related to EOC Staff time.

2. Responsibilities

- a. Track, record and report all on-duty time for personnel working during the disaster. Maintain a copy of the EOC sign-in sheet.
- b. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the City of Poway's Department of Administrative Services.

Time Unit Leader Checklist

Activation Phase Actions

- Review this and the all Staff EOC checklist.
- Report to and obtain initial situation briefing from the Finance/Administration Section Chief.

Operational Phase Actions

- Track and record all EOC Staff time.
- Provide input to the Cost Accounting Unit Leader on time keeping requirements for the emergency period.
- Coordinate with the Personnel Unit Leader to ensure all personnel requested by the EOC to participate in the response have time keeping records.
- Advise the Finance/Administration and Logistics Section Chiefs on staff time issues affecting recovery.
- Provide a final report to the Personnel Unit Leader on EOC personnel time and expense.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Finance/Administration Section Chief.

D. Compensation/Claims Unit Leader

1. Position Description

Responsible Party: Senior Management Analyst

Alternate: Customer Services Supervisor

Reports to: Finance/Administration Section Chief

The Compensation/Claims Unit Leader is responsible for processing all insurance and worker's compensation claims, investigating worker's compensation claims, tracking the claims and coordinating with the Cost Accounting Unit Leader on all claims.

2. Responsibilities

- a. Coordinate with City of Poway departments and agencies involved in the incident to ensure they document and investigate injuries and property/equipment damage claims involving the City and arising out of the response and recovery.
- b. Coordinate with the Personnel Unit to track estimated costs of worker's compensation claims.

Compensation/Claims Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Finance/Administration Section Chief.

Operational Phase Actions

- Ensure that all insurance claims for property sustaining physical damages are properly prepared, filed and coordinated.
- Ensure that all worker's compensation claims are properly prepared, investigated with the Safety/Security Officer, filed and tracked.
- Process, track and record all jurisdictional insurance claims resulting from the emergency/disaster.
- Provide input to the Cost Accounting Unit Leader on claims record keeping requirements for the emergency response period.
- Provide a final report to the Finance/Administration Section Chief, Cost Accounting Unit Leader on total reimbursements from insurance claims and expenditures related to worker's compensation claims.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Finance/Administration Section Chief.

E. Cost Accounting Unit Leader

1. Position Description

Responsible Party: Accountant

Alternate: Accountant

Reports to: Finance/Administration Section Chief

The Cost Accounting Unit Leader is the coordinator of expenditures for jurisdictional emergency response and recovery activities and serves as the focal point for reporting summarized response cost and loss estimate information to the EOC Director. The Cost Accounting Unit Leader coordinates information for the jurisdiction with County, State and Federal representatives on cost, time, procurement and claims activity for timelines and consistency.

Cost Accounting Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Finance/Administration Section Chief.
- Obtain the internal activity number for the disaster from your Section Chief for the purpose of tracking purchase orders and cost recovery.

Operational Phase Actions

- Provide information to the Finance/Administration Section Chief on the financial record keeping requirements for the emergency period.
- Manage all financial aspects of the emergency including emergency response activities, damage, repair/replacement estimates and recovery activities.
- Maintain financial records of the emergency.
- Advise the EOC Director, Finance/Administration Section Chief and Command Group on cost accounting issues, as requested.
- Gather and analyze information on expenditures, revenues, reimbursements and mitigation program applications and grants.
- Ensure that all obligation documents initiated during the operation are properly prepared and completed.
- Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies.
- In conjunction with all Section Chiefs determine reimbursable costs and generate the necessary forms or paperwork to recover these moneys.
- Determine reimbursable EOC Staff costs and generate the necessary forms or paperwork to recover these moneys, in conjunction with the Time Unit Leader and Section Chiefs, as appropriate.
- Ensure the Supply/Procurement Unit Leader provides copies of all purchases made in support of the incident.
- Develop a final report on monetary issues.
- Process claims for reimbursement as needed.

**Cost Accounting Unit Leader Checklist
(continued)**

- Provide a final report to the Finance/Administration Section Chief, Planning/Intelligence Section Chief on total costs and reimbursement programs.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Finance/Administration Section Chief.

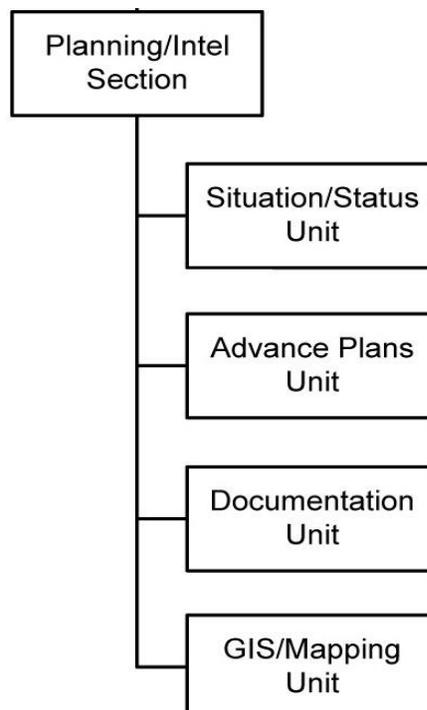
[This page intentionally left blank.]

VI. PLANNING/INTELLIGENCE SECTION

A. Description and Organizational Chart

1. The Planning/Intelligence Section is responsible for gathering, analyzing, evaluating, and disseminating technical information and making recommendations to the EOC Director. While Operations is concerned with immediate strategic response to the disaster, Planning is looking and planning ahead. Planning's function is to maintain information on the overall response effort and to develop the EOC Action Plan for the next operational period. The major responsibilities of this Section are:
 - a. Situation status, including information gathering, verification, status reporting, and maintaining maps and displays.
 - b. Damage Assessment, including information gathering, verification, and reporting.
 - c. Documentation.
 - d. Briefing EOC staff.
 - e. Developing the Action Plan.
 - f. Advanced Planning.

2. The following organizational chart details the Planning/Intelligence Section:



B. Planning/Intelligence Section Chief

1. Position Description

Responsible Party: Director of Development Services

Alternate: City Planner

Reports to: EOC Director

The Planning/Intelligence Section Chief is responsible for tracking the emergency and providing information to the Emergency Operations Center (EOC) Director. The Chief is also responsible for the development of: the Action Plan for emergency response; the plan for demobilization of emergency operations; and the Recovery Plan. The Planning/Intelligence Section Chief manages the activities of the following units: Situation/Status, Advanced Planning, Documentation and GIS/Mapping.

2. Responsibilities

- a. Ensure that the Planning/Intelligence function is carried out within the EOC.
- b. Exercise overall responsibility for Planning/Intelligence Section activities.
- c. Ensure that objectives and assignments identified in the Action Plan are carried out effectively.
- d. Establish the appropriate level of organization within the Planning/Intelligence Section, continuously monitoring their effectiveness and modifying accordingly.
- e. Prepare periodic Situation Reports.
- f. Prepare and distribute the Action Plans and facilitate the action planning meeting.
- g. Conduct Advance Planning activities.
- h. Provide technical support services to the various EOC sections, branches and units in documenting and maintaining files on all EOC activities.
- i. Keep the EOC Director informed of all significant issues affecting the Planning/Intelligence Section.

Planning/Intelligence Section Chief Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the EOC Director.
- Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment and supplies are in place.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Activate organizational elements and functions within the section, staff as appropriate and designate leaders for each element. Ensure the section is properly staffed for 24-hour operations. Continuously monitor the effectiveness of the section and make changes as required.
 - Situation/Status Unit
 - Advanced Planning Unit
 - Documentation Unit
 - GIS/Mapping Unit

Operational Phase Actions

- Coordinate the determination of the nature, scope and severity of the emergency.
- Ensure the Situation/Status Unit submits an initial situation status report to the Operational Area (OA) EOC as soon after activation as possible.
- Lead ongoing situation briefings.
- Oversee the preparation of the Action Plan, including assembly of information on alternative strategies and incorporation of supporting plans.
- Oversee the establishment of contact with the OA EOC and the receipt of Operational Area Situation Status Reports.
- Establish special information collection activities as necessary, e.g., weather, fire, etc.
- Ensure that periodic situation reports are prepared and provided to the OA EOC.
- Ensure that information on the status of resources, services and operations in the jurisdiction is maintained and current.

**Planning/Intelligence Section Chief Checklist
(continued)**

- Ensure that Geographic Information Systems (GIS) and other technical support services are provided to the various organizational elements within the EOC.
- Ensure the Advanced Planning Unit assists in the development of the Recovery Plan.
- Advise the EOC Director and on Planning/Intelligence issues regarding recovery.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the Planning/Intelligence Section when they are no longer required.
- Demobilize self when authorized by the EOC Director.

C. Situation/Status Unit Leader

1. Position Description

Responsible Party: Senior Planner

Alternate: As designated by the Planning/Intelligence Section Chief

Reports to: Planning/Intelligence Section Chief

The Situation/Status Unit Leader is responsible for: the collection and consolidation of initial reconnaissance information from Emergency Operations Center (EOC) Staff; evaluating and displaying information; preparing consolidated reports for the Command Group and transmitting the reports to the Operational Area (OA) EOC.

2. Responsibilities

- a. Oversee the collection, organization and analysis of disaster situation information.
- b. Ensure that information collected from all sources is validated prior to posting on status boards or entering into WebEOC.
- c. Ensure that an Action Plan is developed, in WebEOC if possible, for each operational period, based on objectives developed by each EOC Section.
- d. Ensure the Situation Report is sent to the OA EOC.

Situation/Status Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Planning/Intelligence Section Chief.
- Ensure that there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report and facilitate the action planning process.
- Ensure that appropriate maps are set up.
- Collect and consolidate initial information from EOC Staff Members, as well as, information from all other available reliable sources, on damage to public and private sector property, loss of life and injury and status of continued occupancy of facilities and structures.

Operational Phase Actions

- Identify the location of greatest impact, progress of the disaster and development of related events (e.g., earthquake causing hazardous materials incidents).
- Prepare a Situation Report for the Planning/Intelligence Section Chief on the status of the emergency (area affected, resources available and resources committed). Provide a copy to the Public Information Officer (PIO) as background information for the PIO's use in media briefing.
- Prepare and submit to the OA EOC, via WebEOC if possible, Situation Report Forms as follows:
 - Initial report within four hours.
 - Subsequent reports to be submitted as conditions warrant (i.e. any significant changes, but at least once an operational period).
- Supervise staff in the preparation and maintenance of visual displays, charts and maps, (including the areas involved in the emergency, impacted areas, damage incurred and resource allocation and deployment).
- Advise the Planning/Intelligence Section Chief on situation analysis issues regarding recovery.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Planning/Intelligence Section Chief.

D. Advanced Planning Unit Leader

1. Position Description

Responsible Party: Senior Civil Engineer

Alternate: As designated by the Planning/Intelligence Section Chief

Reports to: Planning/Intelligence Section Chief

The Advanced Planning Unit Leader is responsible for looking ahead in the operation and identifying issues that will have to be addressed by the Emergency Operations Center (EOC) and coordinating with the Finance/Administration Section Chief to develop a Recovery Plan.

2. Responsibilities

- a. Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours, and beyond.
- b. Review all available status reports, action plans and other significant documents for anything requiring consideration in the Advance Plan.
- c. Determine potential future impacts of the disaster; particularly issues which might modify the overall strategic objectives of the EOC.
- d. Provide periodic briefings for the EOC Director and Section Chiefs addressing Advance Planning issues.

Advanced Planning Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Planning/Intelligence Section Chief.

Operational Phase Actions

- Ensure that forecasts and plans are available in a timely manner to the EOC for operational and recovery planning, policy making and development of public information materials.
- Work with the Finance/Administration Section Chief in the development of the Recovery Plan.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs and any other key issues likely to affect EOC operations within a 36- to 72-hour time frame.
- Submit the Advance Plan to the Planning/Intelligence Section Chief for review and approval prior to conducting briefings for the Section Chiefs and EOC Director.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Planning/Intelligence Section Chief.

E. Documentation Unit Leader

1. Position Description

Responsible Party: Senior Management Analyst

Alternate: As designated by the Planning/Intelligence Section Chief

Reports to: Planning/Intelligence Section Chief

The Documentation Unit Leader assists in documenting operational activities, maintaining Emergency Operations Center (EOC) activation records and preparing a case file for the emergency.

2. Responsibilities

- a. Collect, organize and file all completed disaster related forms, to include: all EOC Position Logs, Situation Status Reports, Action Plans and any other related information, just prior to the end of each operational period.
- b. Provide documentation reproduction services to EOC Staff.
- c. Coordinate with the Situation/Status Unit Leader to distribute EOC Situation Status Reports, Action Plans and other documents, as required.
- d. Maintain a permanent electronic archive of all Situation Reports and Action Plans associated with the disaster.
- e. Assist the EOC Director in the preparation and distribution of the After-Action Report.

Documentation Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC checklist.
- Report to and obtain initial situation briefing from the Planning/Intelligence Section Chief.
- Begin running history of EOC activities.
- Establish pre-designated documentation filing system for:
 - Proclamations
 - Advance Plans
 - OA Jurisdiction Activation forms
 - Letters/memos
 - Situation Reports
 - Road Closures
 - News Releases
 - Weather Reports
 - Briefings
 - Message Forms
 - Notification System Logs
 - Activity Logs
 - Event Logs
 - E-mails
 - EAS (Emergency Alert System)
 - Messages

Operational Phase Actions

- Maintain all EOC materials as official records.
- Maintain accurate, up to date EOC activity files.
- Maintain master copies of messages and activity logs.
- Store EOC files for legal, analytical and historical purposes.
- Meet with the Finance/Administration Section Chief to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.

**Documentation Unit Leader Checklist
(continued)**

- Initiate and maintain a roster of all activated EOC positions to ensure that activity logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Review records for accuracy and completeness.
- Assist with the development of the Demobilization and Recovery Plans.
- Begin preparation of the After-Action Report.
- Request copies of After-Action Reports from the OA EOC and other OA Members.

Deactivation Phase Actions

- Collect all documentation, including e-mails, notes, documents, logs, and electronic files from all EOC Staff before the respective EOC staff position is demobilized.
- Authorize the demobilization of organizational elements within the unit when authorized by the Planning/Intelligence Section Chief.

F. GIS/Mapping Unit Leader

1. Position Description

Responsible Party: Assistant Engineer

Alternate: As designated by the Planning/Intelligence Section Chief

Reports to: Planning/Intelligence Section Chief

The GIS/Mapping Unit Leader is responsible for providing Emergency Operations Center (EOC) Staff with subject matter expertise during response incidents that require technical assistance to mitigate hazards and/or ensure personnel safety.

2. Responsibilities

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

GIS Unit Leader Checklist

Activation Phase Actions

- Review this and the All Staff EOC Checklist.
- Report to and obtain initial situation briefing from the Planning/Intelligence Section Chief.
- Set-up work area, including any equipment and materials necessary to your technical services specialty.

Operational Phase Actions

- Provide technical assistance to the EOC Staff as requested.
- Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- Assign technical staff to assist the Logistics Section in interpreting specialized resource requests.

Deactivation Phase Actions

- Authorize the demobilization of organizational elements within the unit when authorized by the Planning/Intelligence Section Chief.

[This page left intentionally blank.]

SECTION 3 HAZARD/EVENT SPECIFIC CHECKLISTS

The City of Poway is vulnerable to several different specific hazards: Fire, flooding, dam failure, earthquakes, and landslide/rockslides. In the event that one of these hazards impact the City of Poway, the following hazard specific checklists have been developed for use at the EOC.

I. WILDFIRE

EMERGENCY MANAGEMENT EOC - EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR WILDFIRE

<u>Action</u>	<u>Responsibility</u>
Control fires, save lives, and safeguard property.	Operations
Contact field units and key facilities to determine extent of damage and ability to function. Report finding to Situation/Status Unit and GIS/Mapping Unit for posting on maps.	Planning/Intel
Activate EOC.	EOC Director
Activate Emergency Public Information (EPI) procedures.	Command
Issue proclamation of a LOCAL EMERGENCY.	Command
Conduct mutual aid activities in accordance with established operational procedures.	Operations
Issue evacuation and/or shelter-in-place orders.	EOC Director
Initiate Community Emergency Notification System (Reverse 911/Alert San Diego) request.	Operations
Enforce evacuation and shelter-in-place orders.	Operations
Keep the Operational Area Fire and Rescue Coordinator informed on all matters during emergency operations.	Planning/Intel
Monitor communications to maintain situational awareness.	Planning/Intel
Determine if support is required to other jurisdictions.	Planning/Intel
Assess the capacity to assist other jurisdictions.	EOC Director
Assess operation of dispatch and reporting systems. If necessary, provide alternate communications links.	Logistics
When safe, conduct damage assessment of roads, structures and infrastructure. Report findings to Planning/Intel.	Operations

**Emergency Management
Wildfire Response (page 2)**

<u>Action</u>	<u>Responsibility</u>
Maintain appropriate records, data, and other pertinent information of mutual aid resources committed.	Planning/Intel
Clear routes as needed to support fire and rescue activities.	Operations
Obtain and provide equipment needed for heavy rescue.	Logistics
Establish access controls into damaged areas damaged areas.	Operations
Request medical support as needed.	Operations
Provide for traffic control.	Operations
Expedite movement of emergency units.	Operations
Activate CERT teams to designated staging locations.	Operations
Supervise first aid and movement of casualties to health facilities.	Operations
Obtain transportation, supplies, personnel and equipment needed by emergency forces.	Logistics
Determine condition of designated mass care facilities.	Operations
Direct opening of mass care facilities.	Operations
Activate Multi-purpose Staging Areas as destination points for mutual aid.	Logistics
Register spontaneous volunteers as DSWs and/or activate pre-registered volunteers (DSWs) to staging locations.	Logistics

II. MAJOR EARTHQUAKE

EMERGENCY MANAGEMENT EOC - EMERGENCY ACTION CHECKLIST RESPONSE TO A MAJOR EARTHQUAKE

<u>Action</u>	<u>Responsibility</u>
Ensure that mobile and aerial survey units are dispatched to survey for damage, flooding, fires or other hazards. Report findings and update maps and graphics.	Planning/Intel
Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.	Planning/Intel
Determine if Emergency Operations Center (EOC) should be activated.	EOC Director
Activate emergency forces if substantial damages are reported.	Operations
Determine if failure of the dam is considered possible.	Operations
Monitor communications to determine situation in other areas.	Planning/Intel
Determine if support is required to other jurisdictions.	Planning/Intel
Make the determination to dispatch mutual aid to other jurisdictions.	EOC Director
Check operation of dispatch and reporting systems. If necessary, provide alternate communications links.	Logistics
Determine condition of medical support and health facilities.	Operations
Determine status of utilities and transportation routes.	Operations
Advise key personnel of results of damage survey.	Planning/Intel

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

**Emergency Management
Earthquake Response (page 2)**

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

<u>Action</u>	<u>Responsibility</u>
Activate EOC.	EOC Director
Activate Emergency Public Information (EPI) procedures.	Command
Poll field units and key facilities to determine extent of damage and ability to function.	Planning/Intel
Direct emergency self-help instructions to be broadcast to the public.	Command
Activate emergency medical care system.	Operations
Set up first aid stations as required.	Operations
Activate Field Treatment Sites as required.	Operations
Consider evacuation if any dam failures are reported or are imminent.	Command
Order evacuation of all unsafe structures and areas.	EOC Director/ Incident Commander
Issue proclamation of a LOCAL EMERGENCY.	Command
Request that the Governor proclaim a STATE OF EMERGENCY, if required.	Command
Ensure that rescue operations of trapped people are underway.	Operations
Clear routes as needed to support fire and rescue activities.	Operations
Obtain and provide engineering equipment needed for heavy rescue.	Logistics
Establish access controls into damaged areas damaged areas.	Operations
Request medical support as needed.	Operations
Provide for traffic control.	Operations

**Emergency Management
Earthquake Response (page 3)**

<u>Action</u>	<u>Responsibility</u>
Expedite movement of emergency units.	Operations
Activate CERT teams to designated staging locations.	Operations
Supervise first aid and movement of casualties to health facilities.	Operations
Obtain transportation, supplies, personnel and equipment needed by emergency forces.	Logistics
Determine condition of designated mass care facilities.	Operations
Direct opening of mass care facilities.	Operations
Activate Multi-purpose Staging Areas as destination points for mutual aid.	Logistics
Register spontaneous volunteers as DSWs and/or activate pre-registered volunteers (DSWs) to staging locations.	Logistics

III. HAZARDOUS MATERIALS INCIDENT

EMERGENCY MANAGEMENT EOC - EMERGENCY ACTION CHECKLIST RESPONSE TO A HAZARDOUS MATERIAL INCIDENT

<u>Action</u>	<u>Responsibility</u>
Establish communication with on-scene Incident Command Post.	Operations
If required, activate Emergency Operations Center (EOC).	EOC Director
Ensure that Hazardous Incident Response Team(s) is dispatched to scene.	Operations
Ensure that State Office of Emergency Services (OES) is notified of incident.	Command
If required, obtain proclamation of a LOCAL EMERGENCY.	Command
If required, request that the Governor proclaim a STATE OF EMERGENCY.	Command
Activate the damage assessment and reporting system.	Planning/Intel
Collect and evaluate incoming information.	Planning/Intel
Post pertinent information on status boards and maps, and maintain other essential records.	Planning/Intel
Obtain estimates of area that may be affected by release of the hazardous material.	Planning/Intel
Determine if evacuation is necessary.	Incident Commander/ EOC Director
Direct implementation of public warning and movement operations as required.	Operations
Activate the care and shelter system and open shelters if required.	Operations

**Emergency Management
Hazardous Material Response (page 2)**

<u>Action</u>	<u>Responsibility</u>
Ensure that all essential emergency services are activated.	Command
Establish contact with appropriate state agency coordinators.	Operations
If required, activate CERT teams to designated staging locations.	Operations
Coordinate activities of private hazardous materials clean-up companies.	Operations
Establish priorities for emergency procurement and allocation of available resources.	Logistics
Report situation and support requirements to the OES Mutual Aid Region Office.	Command
Activate Emergency Public Information procedures.	Command
Request communications assistance from telephone company, RACES, ARES, or others as required.	Logistics
Request assistance from the State OES Mutual Aid Region Office as required.	Command
Register spontaneous volunteers as DSWs and/or activate pre-registered volunteers (DSWs) to staging locations.	Logistics

IV. IMMINENT/ACTUAL FLOODING

EMERGENCY MANAGEMENT EOC - EMERGENCY ACTION CHECKLIST RESPONSE TO IMMINENT/ACTUAL FLOODING

FLOODING EXPECTED

<u>Action</u>	<u>Responsibility</u>
Place Emergency Operations Center (EOC) Staff on standby.	EOC Director
Activate Public Works DOC if necessary.	Operations
Initiate sand bagging and other mitigation activities.	Operations
Direct appropriate agencies to stockpile additional sandbags, shovels, and other needed resources.	Operations
Activate Emergency Public Information procedures.	Command
Advise persons in flood-prone areas to prepare for evacuation.	Command/ Operations
Place emergency services on standby.	Operations
Test primary and alternate communications.	Operations/ Logistics
Move emergency vehicles from facilities in areas subject to immediate flooding.	Operations
If flood appears imminent, initiate warning and evacuation of potential inundation areas.	Operations
Report situation and support requirements to the State Office of Emergency Services (OES) Mutual Aid Region Office.	Command
Post pertinent information on status boards and maps and maintain other essential records.	Planning/Intel

**Emergency Management
Flood Response (page 2)**

FLOODING OCCURS

<u>Action</u>	<u>Responsibility</u>
Activate EOC.	EOC Director
Activate warning procedures.	Operations
Activate evacuation procedures.	Operations
Activate search and rescue teams.	Operations
Activate CERT teams.	Operations
Direct the placement of sandbags.	Operations
Request communications assistance from telephone company, Radio Amateur Civil Emergency Service (RACES), Amateur Radio Emergency Services (ARES) or others, as required.	Logistics
Direct that utilities be shut off in flooded areas.	Command
Direct opening of mass care facilities and ARC shelter, if necessary.	Operations
Report situation and support requirements to State OES Mutual Aid Region Office.	Command
Direct law enforcement agencies to establish access controls around flooded areas.	Operations
Warn areas subject to additional or immediate flooding.	Operations/ Command
Register spontaneous volunteers as DSWs and/or activate pre-registered volunteers (DSWs) to staging locations.	Logistics
Direct the testing of drinking water for purity in areas that could be affected by flooding.	Operations

**Emergency Management
Flood Response (page 3)**

Action

Responsibility

Establish traffic controls to permit return of displaced people when re-entry is feasible.

Operations

Issue proclamation of a LOCAL EMERGENCY.

Command

Request that the Governor proclaim a STATE OF EMERGENCY.

Command

V. IMMINENT/ACTUAL DAM FAILURE

EMERGENCY MANAGEMENT EOC - EMERGENCY ACTION CHECKLIST RESPONSE TO IMMINENT/ACTUAL DAM FAILURE

DAM FAILURE IMMINENT

<u>Action</u>	<u>Responsibility</u>
Attempt to avoid dam failure by requesting the release of water from the reservoir, if feasible.	Command
Activate warning system and order evacuation of predestinated evacuation area.	Command/ Operations
Proclaim a LOCAL EMERGENCY.	Command
Activate and staff Emergency Operations Center (EOC).	EOC Director
Broadcast instructions directing evacuees to reception areas.	Command
Search the evacuation area to ensure that people have received warning.	Operations
Post pertinent information on status boards and maps and maintain other essential records.	Planning/Intel
Report to the State OES Mutual Aid Region Office any ordered evacuation and the area involved.	Command
Provide assistance in the evacuation of institutionalized people in the threatened area.	Operations
Provide traffic controls for evacuation operations.	Operations
Provide transportation, supplies, equipment and personnel.	Logistics
Establish access controls to vacated areas.	Operations
Keep EOC informed of evacuation progress.	Operations
Place emergency medical and health components on standby.	Operations

**Emergency Management
Dam Failure Response (page 2)**

<u>Action</u>	<u>Responsibility</u>
Activate first aid facilities in reception areas.	Operations
Mobilize care and shelter components.	Operations
Activate mass care facilities in reception areas.	Operations
Receive, shelter and care for evacuees.	Operations
Activate CERT teams.	Operations
Develop preliminary estimate of homeless and inform the EOC; periodically update.	Operations
Prohibit entry into evacuated areas until it is determined that areas are safe.	Operations
When re-entry is feasible, establish traffic controls to permit return of displaced people.	Operations
Register spontaneous volunteers as DSWs and/or activate pre-registered volunteers (DSWs) to staging locations.	Logistics

DAM FAILURE OCCURS

<u>Action</u>	<u>Responsibility</u>
If not already accomplished, warn people in inundation area and order evacuation.	Operations
If not already accomplished, proclaim a LOCAL EMERGENCY and activate and staff EOC.	Command
Inform the State OES Mutual Aid Region of the situation and support requirements.	Command
If required, request that the Governor proclaim a STATE OF EMERGENCY.	Command
Collect and evaluate incoming damage assessment reports.	Planning/Intel
Post pertinent information on status boards and maps and maintain other essential records.	Planning/Intel

**Emergency Management
Dam Failure Response (page 3)**

Initiate search and rescue in affected areas.	Operations
Establish access controls.	Operations
Inform EOC of evacuation progress.	Operations
Mobilize emergency medical and health components.	Operations
Activate first aid facilities in reception areas.	Operations
Mobilize care and shelter components.	Operations
Activate mass care facilities in reception areas.	Operations
Receive, shelter, and care for evacuees and their animals.	Operations
Request needed supplies, equipment, and support services.	Operations
Develop preliminary estimate of homeless and inform the EOC; periodically update.	Operations
Prohibit entry into evacuated areas until areas are safe to re-enter.	Operations
Establish traffic control needed to permit return of displaced people when public re-entry is feasible.	Operations

SECTION 4 PLAN MAINTENANCE, TRAINING AND EXERCISES

I. PLAN MAINTENANCE

The City of Poway's Department of Safety Services is responsible for maintaining and updating this and other emergency management procedural manuals. This manual:

- A. Shall be kept as a "Master Copy" on Paper and electronically on the City of Poway Network and on CD within the "Master Copy" Binder.
- B. Shall be distributed to all Department Heads and Key Emergency Operations Center Staff in hard copy. A list of Handbook holders will be maintained by the Department of Safety Services.
- C. Shall have at least ten (10) hard and electronic (CD-ROM) copies of the Plan kept in the City of Poway Emergency Operations Center.
- D. Shall be updated as necessary in response to Federal, State and County guidelines. Shall be updated and/or revised as necessary in response to lessons learned from exercises or issuances of best practices.
- E. Shall be reviewed on an annual basis.
- F. Shall have any changes to the plan distributed to all Handbook holders.

II. EXERCISES

The best method of training staff to manage emergency operations is through exercising. Exercises allow personnel to become thoroughly familiar with the procedures, facilities and systems which will be used in emergency situations.

The City of Poway shall exercise the Emergency Operations Plan twice per year.

III. TRAINING

Training is a critical element to insuring the success of this plan and must include both classroom training as well as the "hands-on" experience provided by drills and exercises. Under the guidance provided by SEMS and NIMS, training on EOC Operations will be included in the City's preparedness goals.

[This page intentionally left blank.]

I. PROCLAMATION OF LOCAL EMERGENCY (DIRECTOR OF EMERGENCY SERVICES)

CITY OF POWAY PROCLAMATION OF LOCAL EMERGENCY (By Director of Emergency Services)

WHEREAS, section 2.12.060 of the Poway Municipal Code empowers the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, the City Manager, as Director of Emergency Services of the City of Poway, does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the City of Poway, caused by _____
_____ commencing on or about _____
a.m./p.m. on the day of _____, 20____; and

WHEREAS, that the City Council of the City of Poway is not in session and cannot immediately be called into session; and

WHEREAS, this Proclamation of Local Emergency will be ratified by the City Council within seven days of being issued.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED by the Director of Emergency Services for the City of Poway, that a local emergency now exists throughout the City and that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, ordinances, and resolutions of this City, and by the City of Poway Emergency Plan; and

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this Proclamation of Local Emergency be forwarded to the State Director of the Governor's Office of Emergency Services with a request that;

1. The State Director find the Proclamation of Local Emergency acceptable in accordance with provisions of the Natural Disaster Assistance Act; and that
2. The State Director forward this Proclamation, and request for a State Proclamation and Presidential Declaration of Emergency, to the Governor of California for consideration and action.

CITY OF POWAY
PROCLAMATION OF A LOCAL EMERGENCY
(By Director of Emergency Services)
(Page 2 of 2)

PASSED AND ADOPTED by the Director of Emergency Services for the City of Poway
this _____ day of _____, _____.

(Date and Time)

(Director of Emergency Services)

**II. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
POWAY, CALIFORNIA, CONFIRMING THE CITY
MANAGER/DIRECTOR OF EMERGENCY SERVICES'
PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY**

**CITY OF POWAY
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POWAY, CALIFORNIA,
CONFIRMING THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES'
PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY**

(Page 1 of 2)

WHEREAS, section 2.12.060 of the Poway Municipal Code empowers the Director of Emergency Services/City Manager to proclaim the existence or threatened existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session and requires that the City Council shall take action to ratify the proclamation within seven days thereafter; and

WHEREAS, such proclamation entitles the Director of Emergency Services, and the emergency organization of this City, to all the powers, functions, and duties prescribed by state law, ordinances, and resolutions of this jurisdiction and by the Operational Area Emergency Plan during the existence of said Local Emergency; and

WHEREAS, conditions of extreme peril to the safety of persons and property have arisen within the City of Poway, as a result of _____
_____ commencing on or about _____.m. on the
_____ day of _____, 20__, at which time the City Council of the City of
Poway was not in session and could not be called into session; and

WHEREAS, the City Council does hereby find that the above described conditions of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency in the vicinity of _____ ; and

WHEREAS, the City Manager acting as the Director of Emergency Services did proclaim the existence of a local emergency within the City on the ___ day of _____, 20__.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Poway that the Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services/City Manager, is hereby ratified and confirmed.

BE IT FURTHER RESOLVED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Poway.

III. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POWAY, CALIFORNIA, PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY

CITY OF POWAY
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POWAY, CALIFORNIA,
PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY
(Page 1 of 2)

WHEREAS, Government Code section 8630 and section 2.12.060 of the Poway Municipal Code empower the City Council to proclaim the existence or threatened existence of a local emergency when the City of Poway is affected or likely to be affected by a public calamity; and

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

WHEREAS, the City Council does hereby find that conditions of extreme peril to the safety of persons and property have arisen within the City of Poway, caused by _____ commencing on or about _____.m. on the _____ day of _____, 20____; and

WHEREAS, the City Council does find that the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Poway that it hereby proclaims that a local emergency now exists throughout the City.

BE IT FURTHER RESOLVED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Poway.

BE IT FURTHER RESOLVED that during the existence of said local emergency, the powers, functions, and duties of the Director of Emergency Services and the Emergency Organization of this City shall be those prescribed by state law, ordinances, and resolutions of this City and by the City of Poway Emergency Plan.

BE IT FURTHER RESOLVED that a copy of the Proclamation of Local Emergency be forwarded to the State Director of the Governor's Office of Emergency Services with a request that:

1. The State Director find the Proclamation of Local Emergency acceptable in accordance with provisions of the Natural Disaster Assistance Act; and that
2. The State Director forward the Proclamation and request for a State Proclamation and Presidential Declaration of Emergency to the Governor of California for consideration and action.

**IV. A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
POWAY, CALIFORNIA, DECLARING A CONTINUED LOCAL
EMERGENCY**

**CITY OF POWAY
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF POWAY, CALIFORNIA,
DECLARING A CONTINUED LOCAL EMERGENCY DUE TO**

(Page 1 of 2)

WHEREAS, California Government Code section 8630 authorizes local governing bodies to declare local emergencies when such events occur as described in California Government Code section 8558(c), and that such declarations be reviewed by the local governing body at least every fourteen days if the governing body meets weekly, until such emergency is declared to no longer exist; and

WHEREAS, on _____, the City Council adopted Resolution No. _____ declaring the existence of a state of emergency in the City of Poway due to

WHEREAS, the Council finds that such local emergency continues to exist in the City of Poway;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Poway that pursuant to California Government Code section 8630, a continued state of local emergency is declared to exist in the City of Poway.

PASSED, ADOPTED AND APPROVED by the City Council of the City of Poway at a regular meeting this day of _____, 200_.

(Mayor)

**CITY OF POWAY
A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF POWAY, CALIFORNIA,
DECLARING A CONTINUED LOCAL EMERGENCY DUE TO**

(Page 2 of 2)

ATTEST:

(City Clerk)

STATE OF CALIFORNIA)
)SS
COUNTY OF SAN DIEGO)

I, _____, City Clerk of the City of Poway, do hereby certify under penalty of perjury that the foregoing Resolution No. _____ was duly adopted by the City Council at a meeting of said City Council held on the _____ day of _____, 20__, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

(City Clerk)

**CITY OF POWAY
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF POWAY, CALIFORNIA,
PROCLAIMING THE TERMINATION OF A LOCAL EMERGENCY
(Page 2 of 2)**

I, _____, City Clerk, of the City of Poway, do hereby certify under penalty of perjury that the foregoing Resolution No. ___ was duly adopted by the City Council at a meeting of said City Council held on the ___ day of _____, 200_, and that it was so adopted by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

(City Clerk)

CONFIDENTIAL

EXECUTIVE TEAM EMERGENCY PHONE LIST

		Employee I.D. No.	Home	Cell
City Manager's Office				
Administrative Services				
City Attorney				
Community Services				
Development Services				
Safety Services/ Fire				
Sheriff's Department				
Public Works				

**See confidential envelope for
the most updated Executive
Team list and telephone
numbers for additional staff.**

[This page intentionally left blank.]

EOC PHONE LIST

Position Title	Login Name	Section	Phone No.	Phone Display
Emergency Services Director	EOCDirector	Command		EOC Director
Public Information Officer	EOCPIO	Command		EOC PIO
Liaison Officer	EOCLiaison	Command		EOC Liaison
Safety Officer	EOCSafety	Command		EOC Safety
Legal Officer	EOCLegal	Command		EOC Legal

Operations Section Chief	EOCOpsChief	Operations		EOC Ops Chief
Fire & Rescue Branch Director (CERT)	EOCFireRescueDirector	Operations		EOC FireRescue Director
Law Enforcement Branch Director	EOCLawDirector	Operations		EOC Law Director
Care & Shelter Branch Director	EOCCareShelterDirector	Operations		EOC CareShelter Director
Construction/Engineering Branch Director	EOCConstEngDirector	Operations		EOC ConstEng Director
Utilities Branch Director	EOCUtilitiesDirector	Operations		EOC Utilities Director

Planning Section Chief	EOCPlanningChief	Planning/Intel		EOC Planning Chief
Situation/Status Unit Leader	EOCSituationLeader	Planning/Intel		EOC Situation Leader
Advance Plans Unit Leader	EOCAdvPlansLeader	Planning/Intel		EOC AdvPlans Leader
Documentation Unit Leader	EOCDocLeader	Planning/Intel		EOC Doc Leader
GIS/Mapping Unit Leader	EOCGISLeader	Planning/Intel		EOC GIS Leader

Logistics Section Chief	EOCLogisticsChief	Logistics		EOC Logistics Chief
Communications/IT Unit Leader	EOCCommLeader	Logistics		EOC Comm Leader
Transportation Unit Leader	EOCTransportLeader	Logistics		EOC Transport Leader
Facilities Unit Leader	EOCFacilitiesLeader	Logistics		EOC Facilities Leader
Supply/Procurement Unit Leader	EOCSupplyLeader	Logistics		EOC Supply Leader
Personnel Unit Leader	EOCPersonnelLeader	Logistics		EOC Personnel Leader

Finance Section Chief	EOCFinanceChief	Finance/Admin		EOC Finance Chief
Time Unit Leader	EOCTimeLeader	Finance/Admin		EOC Time Leader
Comp/Claims Unit Leader	EOCCompClaimsLeader	Finance/Admin		EOC CompClaims Leader
Cost Accounting Unit Leader	EOCCostLeader	Finance/Admin		EOC Cost Leader

Unassigned				EOC Line 1
Unassigned				EOC Line 2
Unassigned				EOC Line 3
Unassigned				EOC Line 4
EOC Observation Room				
EOC Closed Session Room				
EOC Kitchen Area				
City of Poway EOC Fax				
Operational Area EOC				
Operational Area EOC Fax				
EOC Clerk's Telephone				
Pay Phones in EOC Lobby				
EOC NT Password: breakglass911				
City E-mail Distribution Lists:				
EOC All Staff				
EOC Command				
EOC Finance/Admin				
EOC Logistics				
EOC Operations				
EOC Planning/Intel				
EOC Team File Share Location:				
T:\EOC				
City Emergency Information Hotline	858-668-4400 858-668-4468			To record a message For public access information

CITY OF POWAY

EOC Message Form	Date:	
	Time:	
Message Text	PRIORITY	
	High	
	Immediate	
	Routine	
	To:	Initial Message
		From
		EOC Director
		Operations
		Plans
		Logistics
		Finance
	Other:	
	Date/Time Sent	
	Reply	
	EOC Director	
	Operations	
	Plans	
	Logistics	
	Finance	
	Other:	
	Date/Time Sent	
	Disposition	
	File in Plans	
	Message Thread	

Pink – Sender

Yellow – Recipient

White – Original

City of Poway – EOC Resource Request			
An attempt should be made to fill all applicable resource information before sending to Logistics			
INCIDENT / ORDER NUMBER:		LOGISTICS REQUEST NUMBER:	
Resource Requested:			
Priority:	Critical/Life Safety	Urgent	Routine
Incident Location		Incident Type	
Resource Accepted By:		Agency / Dept:	
Duration Needed		Phone:	
Staging/Delivery Location		Delivery Contact:	
Form Prepared By:		EOC Position:	
Latest Acceptable Delivery: (Date / Time)			
Purpose / Use:			
Suggested Source(s):			
Approval by Section Coordinator		Signature:	Date: Time:
Filled by Operations?		Send to Logistics?	
FOR LOGISTICS USE ONLY			
Resource Ordered From:			
Vendor/Agency Address:			
Vendor/Agency Contact Person		Phone:	
Date Ordered:		Time Ordered:	
Estimated Date/Time of Arrival:		PO Number	
Comments:			
Originator: Any EOC position. Retain copy. Routing: Approval by Section Coordinator; Then send to Logistics		This form is used to request all resources for field use and for EOC use.	
Additional Notes:			
White - Receiver	Blue - Receiver (for Logistics)	Yellow - Originator	Pink - Planning

**Emergency Operations Center
Emergency Call Back Procedure
Utilizing Alert SanDiego**

System access: <https://www.blackboardconnect.com/signin>

24/7 County Support: 858-565-3490 Ask for OES Staff Duty Officer

24/7 Technical Support: 866-360-2155

I. Authorized use of the System

Use of this system is authorized for the following purposes:

- Imminent or perceived threat to life or property
- Disaster notifications
- Evacuation notices
- Public health emergencies
- Any notification to provide emergency information to a defined community
- Exercise and training campaigns to recipients within or affiliated with the organization

The system is not authorized for:

- Routine, informational or educational messages
- Any message of commercial nature
- Any message of a political nature
- Any non-official business (e.g. articles, retirement announcements, etc.)

II. Notification

- In order to ensure proper coordination of emergency public information, all cities in the San Diego Operational Area, when using the system to make a notification will inform OES of the system's use.
- Before sending a notification that borders or crosses jurisdictional boundaries, the authorized user will establish contact with appropriate local jurisdictions/agencies and inform them that a mass notification message will be sent.
- Notify the OES Public Information Specialist (PIS).
- Provide a copy of the outgoing message to the OES, 211, and any affected dispatch centers.

III. Message

- Voice communication should be less than 60 seconds in length to effectively communicate the message content while keeping the recipient's attention.
- As time permits, messages should be **recorded by voice in both English and Spanish**.
- As time permits, **messages should be left on answering machines, but answering machines should NOT be marked as a successful call**. Only answered calls and TTY/TDD should be marked as successful. View details on the post campaign report to see the makeup of recipients (live pick up, answering machine, fax, etc.) and to resend to those subgroups if warranted.
- Always select "**TTY/TDD Device**".
- If utilizing an outbound Email message, set the FROM: address to the appropriate email ID. For example: AlertSD@sdcounty.ca.gov
- Always **say thank you and goodbye** at the conclusion of the message:
 - Agency Name
 - State that this is an emergency message
 - Area(s) affected
 - Date and Time
 - Nature of the emergency
 - Response required by listener
 - Way to obtain additional information
 - Use of 911 only for emergencies
 - Use of 211 for information, if they're notified
 - Thank you, goodbye

IV. Campaign

- Campaigns can be pre-existing. Saved campaigns can be managed within the software. Saved campaigns can be activated by accessing the program via Internet Browser, Mobile Device, or by calling Tech Support.
- Campaign Names should be detailed and include the type of emergency and the agency placing the call and the date.
- Emergency campaigns should utilize Outdial Voice, TTY/TDD, SMS Text Messaging, and Email messaging systems.
- Campaigns for actual emergency calls should be saved for future reference.

[This page intentionally left blank.]

Quick Start Guide

SENDING A MESSAGE



Login to Blackboard Connect 5

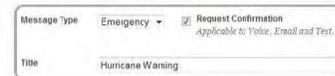
1. Go to blackboardconnect.com. You may want to Bookmark this Page for easier access in the future.
2. Enter your Username and Password and click SIGN IN.

Did you forget your Username and/or Password? Click the username or password link below the SIGN IN button.



Select a Message Type

1. Click "Message Center" at the top of the page.
2. Choose a Message Type (Outreach, Emergency or Attendance) you want to send.
3. Provide a Title for your message on the Send a Message page.
4. Select "Request Confirmation" option to request a confirmation from your Recipient.



Add Recipients

Add recipients for your message by using the field next to the button. There are different ways to add recipients.

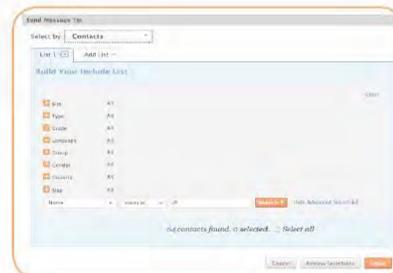
Start typing:

1. If you already know it, enter the name of a contact type (such as Student) or a Group next to the "To..." button. Then, select them as recipients.

You can also type All to select all of your potential recipients for your message.

Or, you can use Filters:

1. Click the button. Use the "+" button to expand a filter option, such as Grade.
2. Click a checkbox to make a selection. Click a checked box to de-select it.
3. Click the play button (located on the search line) to execute your search.
4. Check individual recipients you want to add or click the checkbox to select all recipients that were found in your search.



5. Click the "Done" button to save your selections and return to the Send a Message page.

Create a Phone Message

1. Click the phone tab on the Send a Message page.
2. Select an available Caller ID from the "CallerID" drop-down list.
3. Check the TTY checkbox to send the message to TTY-enabled devices (for speech and hearing-impaired recipients).

For Voice:

4. click the Upload Audio button to upload an audio file
OR
5. Click the "Add Voice" button and type your script in the text box.
6. Dial the toll-free number listed on the right side of the screen. Follow the voice prompts and provide the User Number and Message Box ID (located on-screen) when prompted.

For Text-to-Speech (a computerized voice will read your message):

7. Click the "Add Text" button.
8. Type your script in the text box.
9. Click the "Save Script" button to save your script for later use.



Create an Email Message

1. Click the Email tab.
2. Select a From email address using the drop-down list.
3. Type a Subject in the Subject field.
4. Compose your message in the text box. Use the Formatting tools to customize your email.
5. Click the button to save your script for later use.

OR

Use the drop-downs below the text box to copy from another mode (Phone, SMS, etc.) or select a script that was previously saved.



Create an SMS Message

1. Click the SMS tab.
2. Type your text in the Text box. There is a 140 character limit.
3. Click the button to save your script for later use.

OR

Use the drop-downs below the Text box to copy from another mode (Phone, Email, etc.) or select a script that was previously saved.



Schedule and Confirm Your Message

1. Indicate the time you want your message sent by specifying your Time Zone and choosing whether you want to send your message "Now" or "Later." Choosing "NOW" will send your message immediately after clicking the NEXT button and confirming your Message.
2. If you've selected "LATER," click the  icon to select the day you want your message sent. Click the  icon to indicate the time you want your message sent.
3. When you're done, click the **Add Selected Date** button to save your selected date and time.
4. Click the "Next" button to continue.



Review and Finalize Your Message

1. Review your message details. If you want to return to the Send a Message page to make changes, click the "Edit Message" button.
2. Click the "Send" button to schedule and send your message.
3. Until your message has a status of Completed, you can find your message by clicking on Outbox. You can Edit your message, or Cancel it.
4. When your message has a status of Completed, you can find it and view delivery details by clicking on the Sent tab.



Questions?

Answers to most questions can be found by clicking on the Behind the Blackboard link located in the lower right corner of every page. If you cannot find what you are looking for, or if we can be of service in any way, please call our 24-hour Client Care at (866) 435-7684 or email us at support@blackboardconnect.com.

[This page intentionally left blank.]

San Diego County

WebEOC Reporting Procedures

I. INTRODUCTION

WebEOC is an emergency management communications software designed to provide functionality to effectively manage every phase of a crisis. WebEOC facilitates multi-agency coordination by the sharing of information between users and provides a snapshot of an emergency or disaster event.

II. USE

WebEOC usage is appropriate for exercises, planned events, and emergency or disaster situations. WebEOC has been in use by the County of San Diego since October 2007, when it was implemented during the Firestorms. Since then it has been used for severe winter weather storms, fires, flooding, and several small to large scale training exercises. WebEOC's data sharing allows the County of San Diego to share reports with the all of the cities within the Operational Area.

Personnel working in the County's WebEOC system are required to gather and track the following reporting elements:

- A. Personal Profiles:** Each individual WebEOC user will use the personal profiles portion of the WebEOC system to maintain accurate phone directories for the event or exercise.

Each Jurisdiction and Agency is also responsible for one of the following Reports:

- B. Jurisdiction Situation Reports:** Each jurisdiction will be required to submit one WebEOC Jurisdictional Situation Report that provides their latest situational information and objectives during and after an exercise or event. Jurisdictions include all incorporated cities of San Diego County.
- C. Agency Situation Reports:** Each agency will be required to submit one WebEOC Agency Situation Report that documents their activities and capabilities during and after an exercise or event. Agencies include the San Diego County Sheriff.

Please note that agencies within an incorporated city (e.g., Poway Department of Safety Services) would include their information within their City's Jurisdictional Situation Report.

III. ADDITIONAL USE OF THE WEBEOC SYSTEM:

Reference Library: WebEOC users are encouraged to attach any reference material applicable to the incident or exercise within their Agency/Jurisdictional Situation Report and Incident Report.

- A. GIS Mapping: WebEOC reports are summarized in views and maps that show status information at a glance and also allow users to “drill down” to reports of interest.
- B. All other uses of the system are authorized at the discretion of the San Diego County Office of Emergency Services.

IV. REQUIREMENTS FOR ACCESSING WEBEOC:

- A. A computer with access to the Internet
- B. Internet Explorer 6.0
- C. The URL address: <http://www.sdcounty.ca.gov/oes>
- D. A username and password. Usernames and Passwords can be obtained at the Operational Area Emergency Operations Center (EOC) during activation. Usernames and passwords are distributed by the Office of Emergency Services through your Agency’s EOC or Jurisdictional EOC Coordinator. Important note: Do Not Share Username and Password. If someone else needs access to the system, have them contact their EOC coordinator.
- E. WebEOC related technical issues should be addressed to the WebEOC representative assigned to your location.
- F. See WebEOC log-in procedures located in the back sleeve of this Handbook.

V. IMPLEMENTATION:

These procedures will be implemented immediately and will remain effective until further notice.

Official Attachments:

- Page 3: Annex A – Personal Profile Procedures
- Page 4: Annex B – Jurisdiction SITREP Procedures
- Page 5: Annex C – Agency SITREP Procedures
- Page 6: Annex D – Duty Log Procedures (optional)

Annex A - Personal Profile Procedures

Purpose: The purpose of the Personal Profile is to create an enterprise wide directory of contacts and contact information.

To fill out the report, take the following steps:

1. Logon to the WebEOC system using Internet Explorer 6.0 or above.
 - Type in the address: <http://www.sdcounty.ca.gov/oes>.
 - Click on the “Training” button for an exercise. Click on the “Operations” button for a real event.
 - Type in your username and password and click on the submit button.
2. The next screen you will see is your personal profile.
 - If this is your first time logging in, fill in as much information as you can.
 - Review your contact information and make any appropriate changes
 - Click on the “Submit” button.

Annex B - Jurisdiction Situational Report

Purpose: The purpose of the Jurisdiction Situational Report is the overall jurisdiction-level report for an event or incident. It is a “snap shot” of the overall situation within a jurisdiction. These Situation reports can be consolidated into an overall Sitrep for the event or incident. Jurisdictions may use their own discretion whether their EOC staff or DOC staff will update the Jurisdictional Situation Report and Incident Report in WebEOC.

Reporting Procedures:

To fill out the report, take the following steps:

1. Logon to the WebEOC system using Internet Explorer 6.0 or above.
 - Type in the address: <http://www.sdcounty.ca.gov/oes>.
 - Click on the “Training” button for an exercise. Click on the “Operations” button for a real event.
 - Type in your username and password and click on the submit button.
2. The next screen you will see is your personal profile.
 - If this is your first time logging in, fill in as much information as you can.
 - Review your contact information and make any appropriate changes
 - Click on the “Submit” button in the upper right hand corner of the report.

Creating a new Jurisdiction SITREP Report:

This is to provide your jurisdiction’s latest situation information as it relates to the event or exercise.

- Click on the “**Create Report**” button on the left side of the screen
- Click on “**Situation**”, and then click on “**Jurisdiction**”
- Select appropriate “Jurisdiction”, “Overall Status” and “Related Event/Incident/Activity”
- Provide jurisdiction information in the “**Initial Situation Summary**”
- Provide “Current and Projected Objectives” and “Concerns and Problems” in appropriate boxes
- Set date information if appropriate in the “Emergency Declaration” area
- Provide “Casualty” information if appropriate
- Provide “Damage and Public Assistance” information if appropriate
- Provide “Evacuation” information if appropriate
- Provide “Additional Information” if appropriate
- Skip “Distribution” unless otherwise directed by command
- Select “Yes” or “No” in the “Notification” area of the form as identified by command
- Skip “Data Share” area of form unless directed by command
- Click “Submit” button in upper right hand corner of the report.
- This will close your report and make all your updated information available to all other WebEOC users

Annex C - Agency SITREP Procedures

Purpose: The purpose of the Agency Situation Report is for all agencies to submit information regarding the status of their activities and operations. These Situation Reports can be consolidated into an overall Situation Report for the event or incident. Agencies may use their own discretion whether their OA EOC representative or DOC staff will update the Agency Situation Report and Incident Report in WebEOC.

Reporting Procedures:

To fill out the report, take the following steps:

1. Logon to the WebEOC system using Internet Explorer 6.0 or above.
 - Type in the address: **<http://www.sdcounty.ca.gov/oes>**.
 - Click on the “Training” button for an exercise. Click on the “Operations” button for a real event.
 - Type in your username and password and click on the submit button.
2. The next screen you will see is your personal profile.
 - If this is your first time logging in, fill in as much information as you can.
 - Review your contact information and make any appropriate changes
 - Click on the “Submit” button.

Creating a new Agency Situation Report (ONLY FOR THE INITIAL REPORT):

This is to provide your agency’s latest situation information as it relates to the event or exercise.

- Click on the red “**Create Report**” button on the left side of the screen
- Click on “Situation”, and then click on “**Agency**”
- Fill in as much information as possible (red items are required)

To update the initial report throughout the event:

- Locate your agency’s report
- Click on it and it will open up the report in read mode
- Click “**Add New Situation Summary**” located in the “Situation Summary” section
- Type the new information in the Situation Summary field
- Click “Submit” in upper right hand corner of the report
- This will close your report and make all your updated information available to all other WebEOC users

Annex D – Duty Log Procedures (Optional within Jurisdictions only)

Purpose: The purpose of the WebEOC Duty Log report is for all users to submit information documenting their activities during each operational period.

Reporting Procedures:

To fill out the report, take the following steps:

1. Logon to the WebEOC system using Internet Explorer 6.0 or above.
 - Type in the address: **<http://www.sdcountry.ca.gov/oes>**.
 - Click on the “Training” button for an exercise. Click on the “Operations” button for a real event.
 - Type in your username and password and click on the submit button.

2. The next screen you will see is your personal profile.
 - If this is your first time logging in, fill in as much information as you can.
 - Review your contact information and make any appropriate changes
 - Click on the “Submit” button.

Creating a new Duty Log Report:

- Click the red “Duty Log” button on the left side of the screen
- Identification information is auto-filled
- Click to select Related Event/Incident/Activity
- Enter the Subject
- Enter log entry
- Stop
- Click “Submit” button in upper right hand corner of the report
- This will close your report and make all your updated information available to all other WebEOC users