The City of Oakley
Emergency Operations Plan

Letter of Promulgation

Approval Date: January 22, 2007

To: Officials, Employees, and Citizens of the City of Oakley

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

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

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

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

The City Council gives its full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in the total emergency effort of the City of Oakley.

Concurrence of this promulgation letter constitutes the adoption of the Standardized Emergency Management System by the City of Oakley. This emergency operations plan will become effective on approval by the City Council.

Kevin Romick

Mayor
City of Oakley

Emergency Operations Plan

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The City of Oakley

Emergency Operations Plan (Part I)

Introduction

On July 1st, 1999, the City of Oakley incorporated and began it's march into the 21st Century. With this progression, comes the requirement to provide more services to the community - to ensure that the community continues to benefit from it's decision to incorporate. Of all the tasks that are completed by members of local government, there can be no more important task than the planning for the provision of emergency services during a disaster.

The purpose of this Emergency Operations Plan (EOP) is to provide a blueprint for emergency management within the City. It's goal is simple, to reduce the loss of lives and property in the event of a disaster.

The City of Oakley Emergency Operations Plan (EOP) identifies the City's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination within other governmental levels that are required during an emergency.

This plan is based on the functions and principles of the Standardized Emergency Management System (SEMS), which is based on the FIRESCOPE Incident Command System (ICS), and identifies how the City fits in the overall SEMS structure.

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

The City of Oakley Emergency Operations Plan will be approved by the City Council and signed by the Mayor. The City's Police Department (specifically, the OES Supervisor) is responsible for reviewing the entire plan on an annual basis, and coordinating revisions to the plan as required.

Each department manager is responsible for reviewing its SOPs on an annual basis and coordinating the revision of the procedures with the Police Department OES Supervisor.

Special districts serving the City of Oakley are responsible for following this plan and developing procedures to fulfill their directed responsibilities, to include an annual review of the entire plan. The Police Department's OES Supervisor will be responsible for maintaining records of all special district revisions.

Authorities

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

Federal
- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).

State
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).

- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code §8607 et sec).
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §2720-2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5)
- California Department of Water Resources Flood Control (California Water Code §128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency.
- Orders and Regulations which may be Selectively Promulgated by the Governor to take affect upon the Existence of a State of War.

Local
- The authority for the City of Oakley Emergency Operations Plan (EOP) is provided in the California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- In development of this EOP, references were used from many sources such as, Contra Costa County EOP, the Standardized Emergency Management System (SEMS) Regulations (California Government Code 8607 et seq) and Guidelines, and the State Emergency Plan.

SEMS Functions

City of Oakley Emergency Management Organization
The City of Oakley's emergency management operation operates under the Standardized Emergency Management System (SEMS). The City of Oakley is located in the Coastal region of the Governor's Office of Emergency Services (OES).

The City Manager will direct the emergency management organization, serving as the Director of Emergency Services. The Director of Emergency Services is responsible for implementing the emergency operations plan through the efforts of the City of Oakley's Emergency Operations Center. Every department within the City will provide support to the operations of the City's Emergency Operations Center (EOC). The Organization of the Emergency Operations Center is critical to it's effectiveness. The City of Oakley Emergency Operations Center will be organized following the functions and principles of the Standardized Emergency Management System (SEMS).

Within the emergency organization, departments and agencies have specified roles and responsibilities for certain functions. A listing of each functional area with their assigned duties is listed within this plan.

Organization of the City of Oakley Emergency Operations Center
- Management
  - Operations
  - Planning
  - Logistics
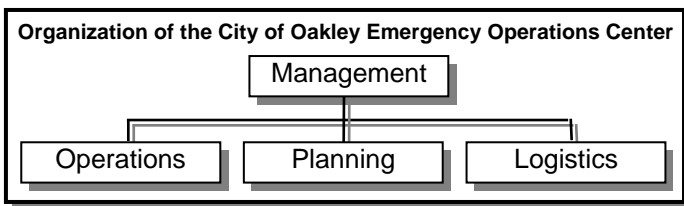
Concept of Operations

General
This emergency operations plan addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters, such as an earthquake. Some emergencies will be preceded by a buildup or warning period, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the emergency operations plan and efficient and coordinated mobilization and deployment of resources. All departments and agencies of the City must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.

The City's response to disasters is based on five phases:
- preparedness;
- increased readiness;
- initial response operations;
- extended response operations; and
- recovery operations.

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

Preparedness Phase
The preparedness phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. Preparedness activities fall into two basic areas: readiness and capability.

Examples of Readiness Activities

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:
- implementing hazard mitigation projects;
- developing hazard analyses;
- developing and maintaining emergency plans and procedures;
- conducting general and specialized training;
- conducting exercises;
- developing mutual aid agreements; and
- improving emergency public education and warning systems.

Standard Operating Procedures (SOPs). The City of Oakley departments and the special districts who have responsibilities in this plan will prepare Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists.

Emergency response personnel will be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs. Capability activities involve the procurement of items or tools necessary to complete the task(s) or mission(s).

Capability activities might include:
- assessment of City of Oakley and special district resources;
- comparison and analysis of anticipated resource requirements and resources; and
- identification of local sources to meet anticipated resource "shortfall."

Increased Readiness
Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur soon, the City will initiate actions to increase its readiness.

Events that may trigger increased readiness activities include:

Triggers for Readiness Activities

- issuance of a credible long-term earthquake prediction;
- receipt of a flood advisory or other special weather statement;
- conditions conducive to wild land fires, such as the combination of high heat, strong winds, and low humidity;
- an expansive hazardous materials incident; and

- information or circumstances indicating the potential for acts of violence or civil disturbance.

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

- briefing of City Manager and key officials or employees of the City of Oakley on the situation;
- reviewing and updating of this Emergency Operations Plan and related SOPs;
- increasing public information efforts;
- accelerating training efforts;
- inspection of critical facilities and equipment, including testing warning and communications systems;
- recruiting of additional staff and Disaster Service Workers;
- warning threatened elements of the population;
- conducting precautionary evacuations in the potentially impacted area(s);
- mobilizing personnel and pre-positioning resources and equipment; and
- establishing or activating staging areas.

Initial Response

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

Examples of initial response activities include:

- making all necessary notifications, including the County OES Office;
- disseminating of warnings, emergency public information, and instructions to the citizens of Oakley;
- conducting evacuations and/or rescue operations;
- caring for displaced persons and treating the injured;
- conducting initial damage assessments and surveys;
- assessing the need for mutual aid assistance;
- restricting movement of traffic/people and unnecessary access to affected areas;
- establishing Unified Commands;
- coordinating with state and federal agencies working in the field; and
- developing and implementing Incident Action Plans.

Extended Response

The City's extended response activities are conducted in the field and in the City's Emergency Operations Center (EOC). The City of Oakley's EOC is located in the City of Oakley Offices, located at 3231 Main Street. The alternate EOC will be located at 204 Second Street.

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

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

When the EOC is activated, communications and coordination will be established between the Incident Commander(s) and the EOC. Communications and coordination will be established between the City of

Oakley EOC, when activated, and the Contra Costa County Operational Area EOC. Multi-agency or inter-agency coordination will be used by EOC staff to facilitate decisions for overall local government level emergency response activities.

Mutual Aid	The "Mutual Aid System" means the system which allows for the progressive mobilization of resources to/from emergency response agencies, local governments, Operational Areas, regions, and the State with the intent of providing adequate resources to requesting agencies. The City of Oakley is located in Mutual Aid Region II (Coastal).

Within the framework of the California Disaster and Civil Defense Master Mutual Aid Agreement, several discipline-specific mutual aid coordinators will operate from the Contra Costa County Operational Area EOC, such as fire and rescue, law, medical, and public works. Mutual aid requests for these disciplines will be coordinated through the coordinators.

Once the City EOC is activated, communications will be established between the EOC and these discipline-specific Operational Area mutual aid coordinators. All other requests for assistance will flow through the appropriate Operational Area SEMS function. The jurisdiction(s) requesting mutual aid will remain in charge and retain overall direction of personnel and equipment provided through mutual aid.

Examples of extended response activities include:
- preparing detailed damage assessments;
- operating mass care facilities;
- conducting coroner operations;
- procuring required resources to sustain operations;
- documenting situation status;
- protecting, controlling, and allocating vital resources;
- restoring vital utility services;
- tracking resource allocation;
- conducting advance planning activities;
- documenting expenditures;
- developing and implementing Action Plans for extended operations;
- dissemination of emergency public information;
- declaring a local emergency;
- prioritizing resource allocation; and
- inter/multi-agency coordination.

Examples of Recovery Activities	**Recovery** As the immediate threat to life, property, and the environment subsides, the rebuilding of the City of Oakley will begin through various recovery activities.
	Recovery activities involve the restoration of services to the public and rebuilding the affected area(s). Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat facing the City.

This plan does not specifically identify the City of Oakley's recovery operations. However, the **Recovery Operations Manual** covers the recovery process in detail, describing roles and responsibilities and the procedures for accessing the federal and state disaster assistance programs that are available to individuals, businesses, and the City. The **City of Oakley Recovery Operations Manual** is enclosed in the appendix of this plan.

Examples of recovery activities include:

- restoring of all utilities;
- establishing and staffing Local Assistance Centers and Disaster Assistance Centers;
- applying for state and federal assistance programs;
- conducting hazard mitigation analyses;
- identifying residual hazards; and
- determining and recovering costs associated with response and recovery.

Relationship to the System

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

Under the Standardized Emergency Management System (SEMS), the city has responsibilities at two levels, the field response and the local government levels. At the field response level, all agencies will use the Incident Command System (ICS) to standardize the emergency response.

At the local government level, a designated Emergency Operations Center (EOC) is used as the central location for gathering and disseminating information, coordinating all jurisdictional emergency operations, and coordinating with the Contra Costa County Operational Area.

The following diagram depicts the relationship between the City of Oakley, the Contra Costa County Operational Area, and the State's Coastal Administrative Region Emergency Operations Center (REOC).
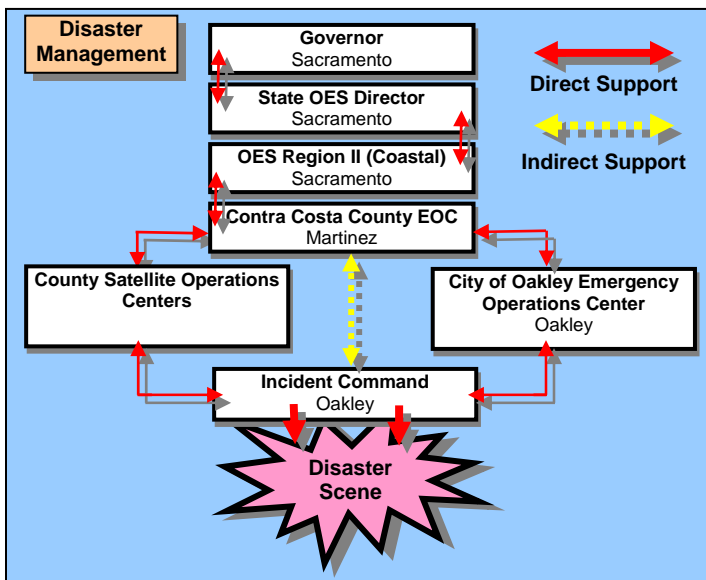
OES Contact Points

COASTAL REGION (OAKLAND)
1300 Clay Street, Suite 408
Oakland, CA 94612
(510) 286-0895
(510) 540-3581 FAX
(510) 286-0877 TDD
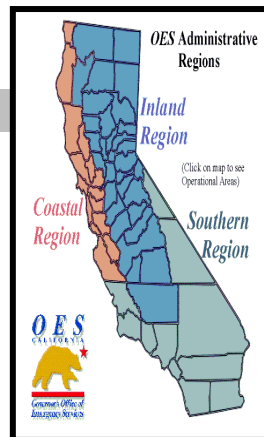
OES HEADQUARTERS
2800 Meadowview Rd.
Sacramento, CA 95832
(916) 262-1843
Tom Mullins
Jaime Arteaga
Susie Wong

OES PLANNING/TECH. HAZARDS
11070 White Rock Road, Suite 210
Ranch Cordova, CA 95670
(916) 464-3200
(916) 464-3208 FAX

OES HAZARDOUS MATERIAL
11070 White Rock Road, Suite 210
Rancho Cordova, CA 95670
(916) 464-3230
(916) 464-3205 FAX

DISASTER ASSISTANCE BRANCH
11030 White Rock Road
Rancho Cordova, CA 95670
(916) 464-1024
(916) 464-0776 FAX

FIRESCOPE-RIVERSIDE
2524 Mulberry Street
Riverside, CA 92501
(909) 782-4174
(909) 782-4239 FAX

Hazard Analysis

The City of Oakley recognizes that the planning process must address each hazard that threatens the City. The City of Oakley is vulnerable to a wide range of threats. There are three broad categories of hazards: natural, technological or man-made and national security.

The City of Oakley, with its varying topography, mix of urban and rural areas, rapidly growing permanent population, and transient and recreational population is subject to a wide variety of negative impacts from natural and technological hazards. The natural hazards and technological or man-made hazards that confront the City of Oakley are as follows:

Natural Hazards
- earthquakes;
- floods, levee breaks;
- wild land fires, and;
- extreme weather/storm.

Technological/Man-made Hazards
- hazardous materials;
- major vehicle accident;
- train accident;

- airplane crash;
- civil disturbance; and
- terrorism.

General

Major Industries. The following major industries and businesses within and surrounding the City of Oakley present hazards:

a.	Kamps Propane	1433 Main Street, Oakley	925-679-0438
b.	Kragen Auto Parts	100 E Cypress, Oakley	925-625-1373
c.	Diablo Water District	3990 Main Street, Oakley (Offices)	925-625-2112
d.	Diablo Water District	2107 Main Street, Oakley (Treatment Plant)	925-625-3798
e.	Ironhouse Sanitary District	450 Walnut Mdws, Oakley	925-625-2488
f.	Antioch Power Plant	Wilber Road, Antioch	
g.	Suburban Propane	30 Delta Rd, Oakley	925-686-5811

Highways, Roads, Rail lines. The following highways, roads and rail lines are critical facilities within the City of Oakley:

a. <u>Highway 4 (Main Street)</u>. Critical areas of this route include the Highway 4/Highway 160 exchange and the Rose Avenue Bridge.
b. <u>Vintage Parkway Overpass</u>.
c. <u>Burlington Northern and Santa Fe (BNSF) Railway</u>. Critical areas of this route include the Bridgehead Road over crossing and the Cypress Road crossing.

A hazard matrix that outlines each of these hazards and identifies their likelihood of occurrence and its severity is listed on the next page.

City of Oakley - Hazards to the City
Likelihood of Occurrence

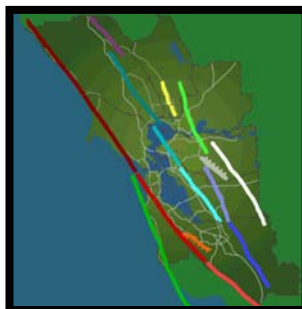| Hazard	Infrequent	Sometimes	Frequent	Low	Moderate	High
				Severity		
Earthquake M<5		X		X		
Earthquake M>5	X					X
Wild land Fire	X				X	
Floods	X			X	X	X
Levee Break	X			X	X	X
HazMat		X			X	X
Civil Disturbance	X			X		
Extreme Weather	X				X	
Aircraft Crash	X			X	X	X
Train Accident	X			X	X	X
Major Veh Acc.			X	X		
Terrorism	X				X	X

Earthquakes

The U.S. Geological Survey has estimated that there is a 67 percent probability of a major earthquake in the San Francisco Bay Area in the next 30 years. That's major -- Loma Prieta was recently downgraded from a major to moderate quake. But many moderate to great earthquakes (over magnitude 6.0) have affected the Bay Area; 22 such events have occurred in the last 160 years -- for an average of one every seven years.

For all the suffering it caused, the Loma Prieta earthquake was only the "Pretty Big One" that warned experts of the Bay Area's vulnerability. The magnitude 7.1 quake struck more than 60 miles from the Bay Area, with shaking that lasted a scant 15 seconds. So it was something of a revelation to structural engineers and emergency planners that it slammed the Bay Area as hard as it did.

In the decade since, the lessons have spurred governments, utilities and big businesses to pour billions of dollars into shoring up freeway overpasses, strengthening reservoirs and adding "redundancy" to distribution systems for water, power and emergency communications. Despite those efforts, huge vulnerabilities remain.

If a major quake were to strike the Bay Area tomorrow, the chaos would be unlike anything the region has ever seen. One need only look at the geography and development of the Bay Area to see why we're in such a precarious state. All our essential utilities cross active faults. So too, do major freeways, arterial roads and BART. Other critical facilities, including many of the East Bay's hospitals, are within a mile or two of the Hayward fault.

The Port of Oakland, the San Francisco financial district and most of the region's sandy soils that amplify shaking during studded hills, state geologists have could occur during an earthquake, and Oakland airports, the San Francisco refineries and industrial plants are built on an earthquake. In the East Bay's house- identified large areas where landslides particularly in the rainy months.

Even so, damage to state highways is officials say. Retrofitting could mean lifelines we use every day -- and the likely to render them unusable for a while, repairs take days, rather than weeks. The ones we want to count on -- aren't going to

be there, especially the highways. Many of the region's hospitals are potentially more vulnerable than transportation and utilities. About half of Contra Costa's eight hospitals are expected to remain fully functional, while others would have limited capacity and some could require evacuation. All of these factors, combining together, require that the City be properly prepared for an earthquake.

In the Bay Area, there are a number of earthquake faults that each could affect the operations of City Services in some manner.

A moderate earthquake occurring in or near this area could result in deaths, casualties, property and environmental damage, and disruption of normal government and community services and activities. The effects could be aggravated by collateral emergencies such as fires, flooding, hazardous material spills, utility disruptions, landslides, and transportation emergencies.

The community needs would most likely exceed the response capability of the City's emergency management organization, requiring mutual assistance from volunteer and private agencies, the Contra Costa County Office of Emergency Services, the Governor's Office of Emergency Services and the Federal Emergency Support Functions.

In any earthquake, the primary consideration is saving lives. Time and effort must also be given to providing for people's mental health by reuniting families, providing shelter to the displaced persons and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities and provide continuing care and temporary housing for affected citizens.

After any earthquake there will be a loss of income. Individuals can lose wages due to businesses inability to function because of damaged goods or facilities. Due to business losses, the City will lose revenue. Economic recovery from even a minor earthquake is critical to our communities.

Because of the number of faults that affect the City, the effects of a major earthquake could have a variety of impacts upon the City. The Association of Bay Area Governments (ABAG) has prepared a number of "models" that predict the affect of earthquakes on each of the faults within our area. The location of each fault and the affect that it may have on the City are also depicted.

Modified Mercalli Intensity Scale Value 1. Effect Not felt. Marginal and long period effects of large earthquakes.
Modified Mercalli Intensity Scale Value 2. Felt by persons at rest, on upper floors, or favorably placed.
Modified Mercalli Intensity Scale Value 3. Felt indoors. Hanging objects swing. Vibration like passing of light trucks. Duration estimated. May not be recognized as an earthquake.
Modified Mercalli Intensity Scale Value 4. Hanging objects swing. Vibration like passing of heavy trucks; or sensation of a jolt like a heavy ball striking the walls. Standing motor cars rock. Windows, dishes, doors rattle. Glasses clink. Crockery clashes. In the upper range of IV, wooden walls and frame creak.
Modified Mercalli Intensity Scale Value 5. **Light Pictures Move**. Felt outdoors; direction estimated. Sleepers wakened. Liquids disturbed, some spilled. Small unstable objects displaced or upset. Doors swing, close, open. Shutters, pictures move. Pendulum clocks stop, start, change rate.
Modified Mercalli Intensity Scale Value 6. **Moderate Objects Fall**. Felt by all. Many frightened and run outdoors. Persons walk unsteadily. Windows, dishes, glassware broken. Knickknacks, books, etc., off shelves. Pictures off walls. Furniture moved or overturned. Weak plaster and masonry D cracked. Small bells ring (church, school). Trees, bushes shaken (visibly, or heard to rustle).
Modified Mercalli Intensity Scale Value 7. **Strong, Nonstructural Damage**. Difficult to stand. Noticed by drivers of motor cars. Hanging objects quiver. Furniture broken. Damage to masonry D, including cracks. Weak chimneys broken at roof line. Fall of plaster, loose bricks, stones, tiles, cornices (also unbraced parapets and architectural ornaments). Some cracks in masonry C. Waves on ponds; water turbid with mud.

Small slides and caving in along sand or gravel banks. Large bells ring. Concrete irrigation ditches damaged.

<u>Modified Mercalli Intensity Scale Value 8</u>. **Very Strong Moderate Damage**. Steering of motor cars affected. Damage to masonry C; partial collapse. Some damage to masonry B; none to masonry A. Fall of stucco and some masonry walls. Twisting, fall of chimneys, factory stacks, monuments, towers, elevated tanks. Frame houses moved on foundations if not bolted down; loose panel walls thrown out. Decayed piling broken off. Branches broken from trees. Changes in flow or temperature of springs and wells. Cracks in wet ground and on steep slopes.

<u>Modified Mercalli Intensity Scale Value 9</u>. **Violent, Heavy Damage**. General panic. Masonry D destroyed; masonry C heavily damaged, sometimes with complete collapse; masonry B seriously damaged. (General damage to foundations.) Frame structures, if not bolted, shifted off foundations. Frames racked. Serious damage to reservoirs. Underground pipes broken. Conspicuous cracks in ground. In alluvial areas sand and mud ejected, earthquake fountains, sand craters.

<u>Modified Mercalli Intensity Scale Value 10</u>. **Very Violent, Extreme Damage**. Most masonry and frame structures destroyed with their foundations. Some well-built wooden structures and bridges destroyed. Serious damage to dams, dikes, embankments. Large landslides. Water thrown on banks of canals, rivers, lakes, etc. Sand and mud shifted horizontally on beaches and flat land. Rails bent slightly.

<u>Modified Mercalli Intensity Scale Value 11</u>. Rails bent greatly. Underground pipelines completely out of service.

<u>Modified Mercalli Intensity Scale Value 12</u>. Damage nearly total. Large rock masses displaced. Lines of sight and level.

Masonry A: Good workmanship, mortar, and design; reinforced, especially laterally, and bound together by using steel, concrete, etc.; designed to resist lateral forces.

Masonry B: Good workmanship and mortar; reinforced, but not designed in detail to resist lateral forces.

Masonry C: Ordinary workmanship and mortar; no extreme weaknesses like failing to tie in at corners, but neither reinforced nor designed against horizontal forces.

Masonry D: Weak materials, such as adobe; poor mortar; low standards of workmanship; weak horizontally.

Full descriptions are from: Richter, C.F., 1958. *Elementary Seismology.* W.H. Freeman and Company, San Francisco, pp. 135-149; 650-653.

Shaking Amplifications on the City of Oakley from any Earthquake
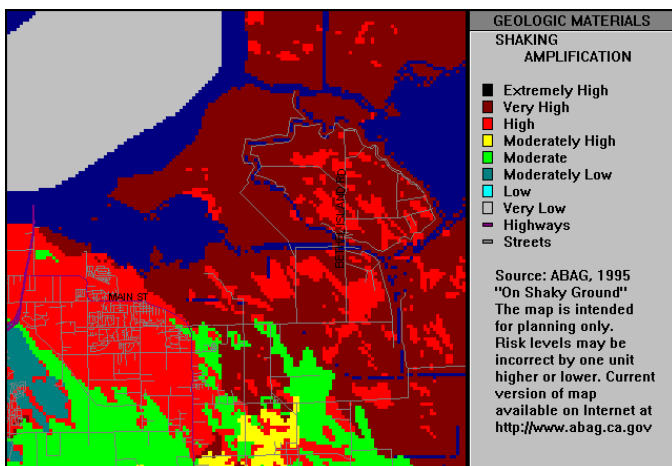
Effects on the City of Oakley from a Hayward Fault Earthquake
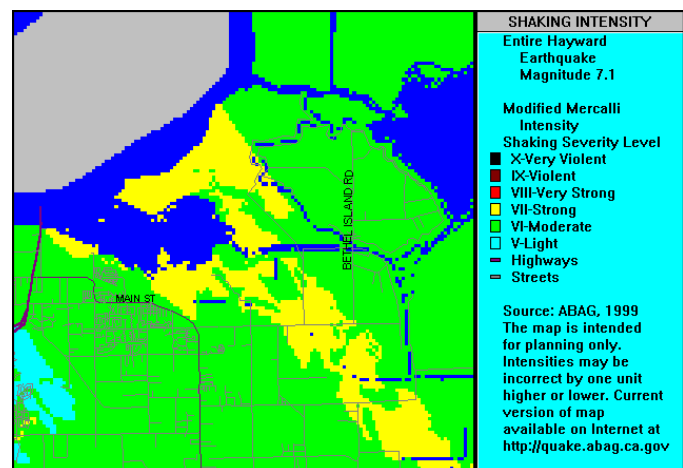
Effects on the City of Oakley from a San Andreas Fault Earthquake

SHAKING INTENSITY
North Golden Gate San Andreas Earthquake Magnitude 7.5

Modified Mercalli Intensity
Shaking Severity Level
- X-Very Violent
- IX-Violent
- VIII-Very Strong
- VII-Strong
- VI-Moderate
- V-Light
- Highways
- Streets

Source: ABAG, 1999
The map is intended for planning only. Intensities may be incorrect by one unit higher or lower. Current version of map available on Internet at http://quake.abag.ca.gov

Effects on the City of Oakley from a Calaveras Fault Earthquake

SHAKING INTENSITY
Central Calaveras Earthquake Magnitude 6.6

Modified Mercalli Intensity
Shaking Severity Level
- X-Very Violent
- IX-Violent
- VIII-Very Strong
- VII-Strong
- VI-Moderate
- V-Light
- Highways
- Streets

Source: ABAG, 1999
The map is intended for planning only. Intensities may be incorrect by one unit higher or lower. Current version of map available on Internet at http://quake.abag.ca.gov

Effects on the City of Oakley from a Concord Fault Earthquake

SHAKING INTENSITY
Concord - Green Valley Earthquake Magnitude 6.8

Modified Mercalli Intensity
Shaking Severity Level
- X-Very Violent
- IX-Violent
- VIII-Very Strong
- VII-Strong
- VI-Moderate
- V-Light
- Highways
- Streets

Source: ABAG, 1999
The map is intended for planning only. Intensities may be incorrect by one unit higher or lower. Current version of map available on Internet at http://quake.abag.ca.gov
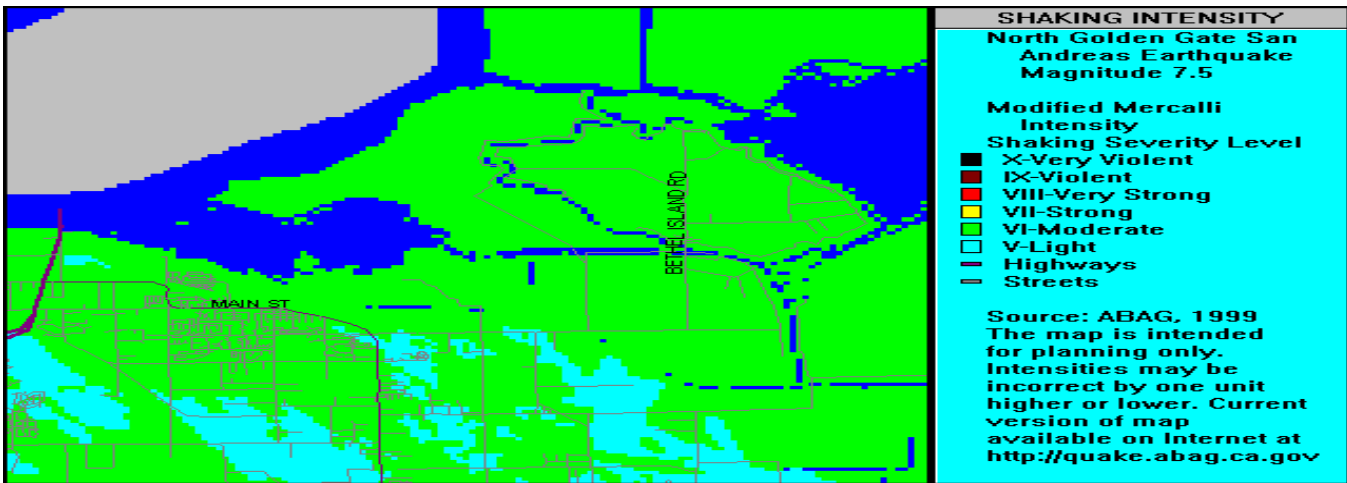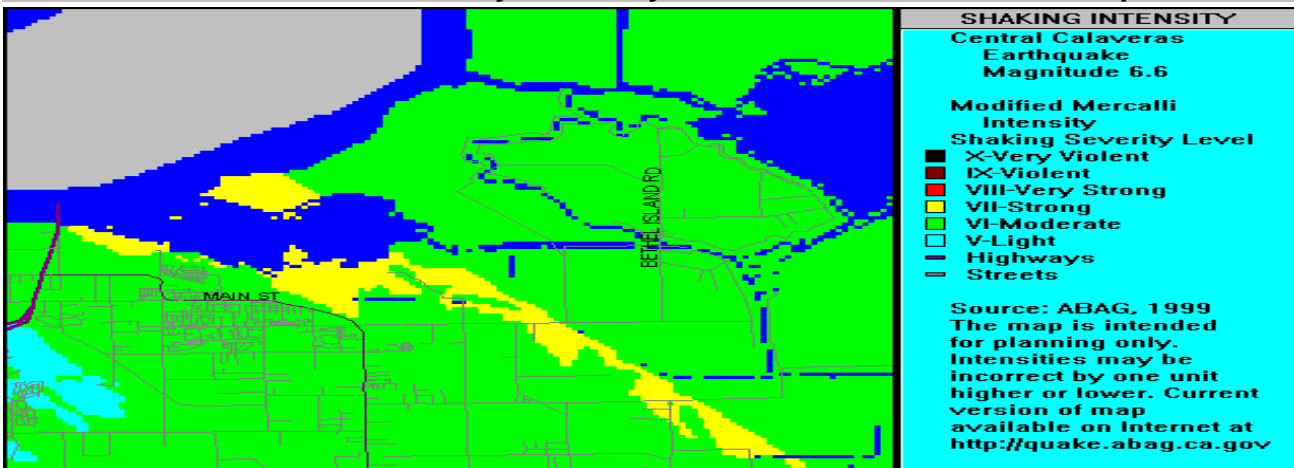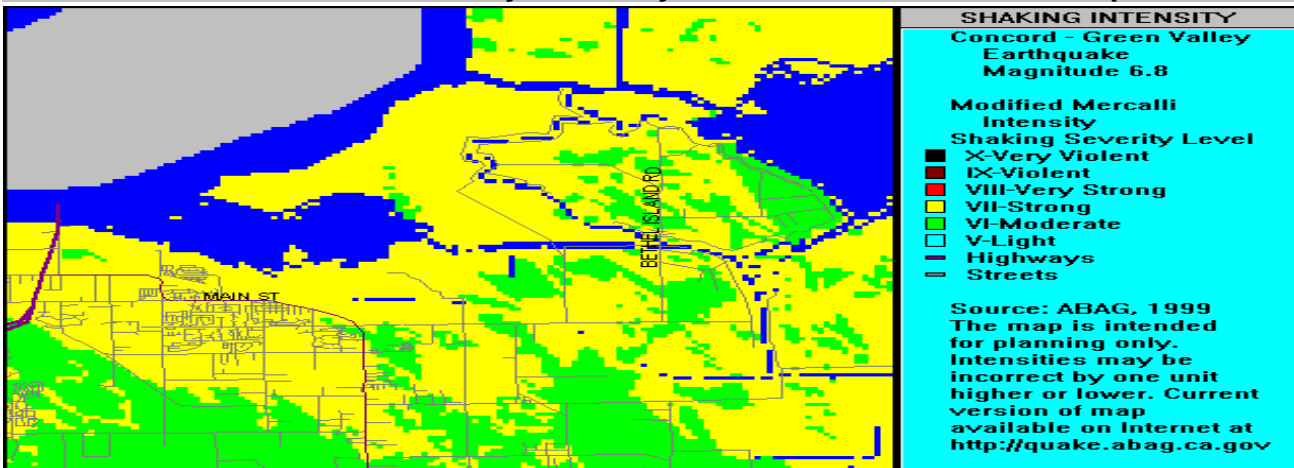
Effects on the City of Oakley from a Greenville Fault Earthquake

Effects on the City of Oakley from a Loma Prieta Fault Earthquake

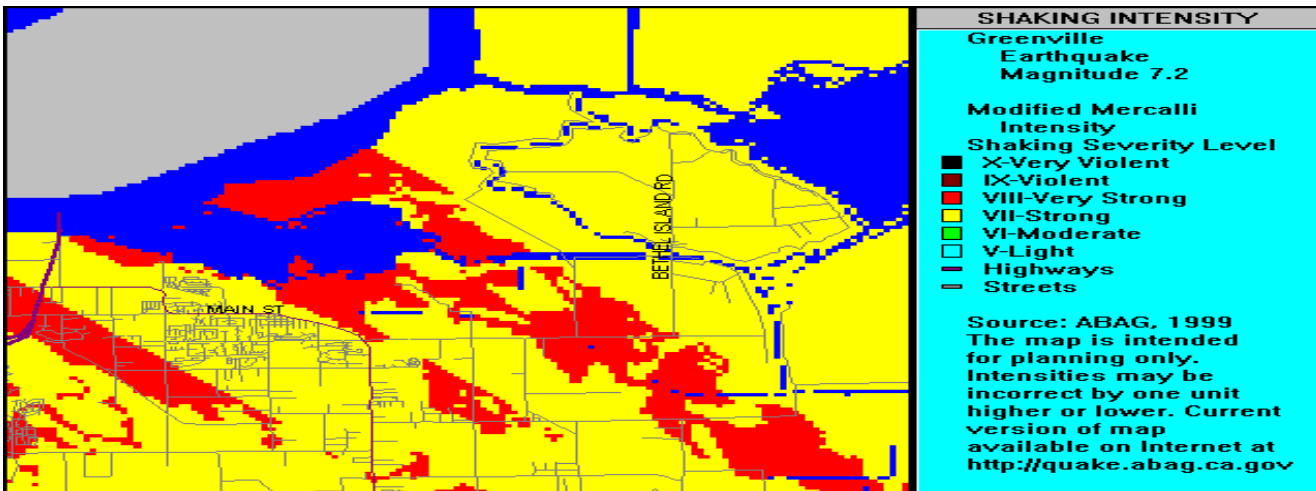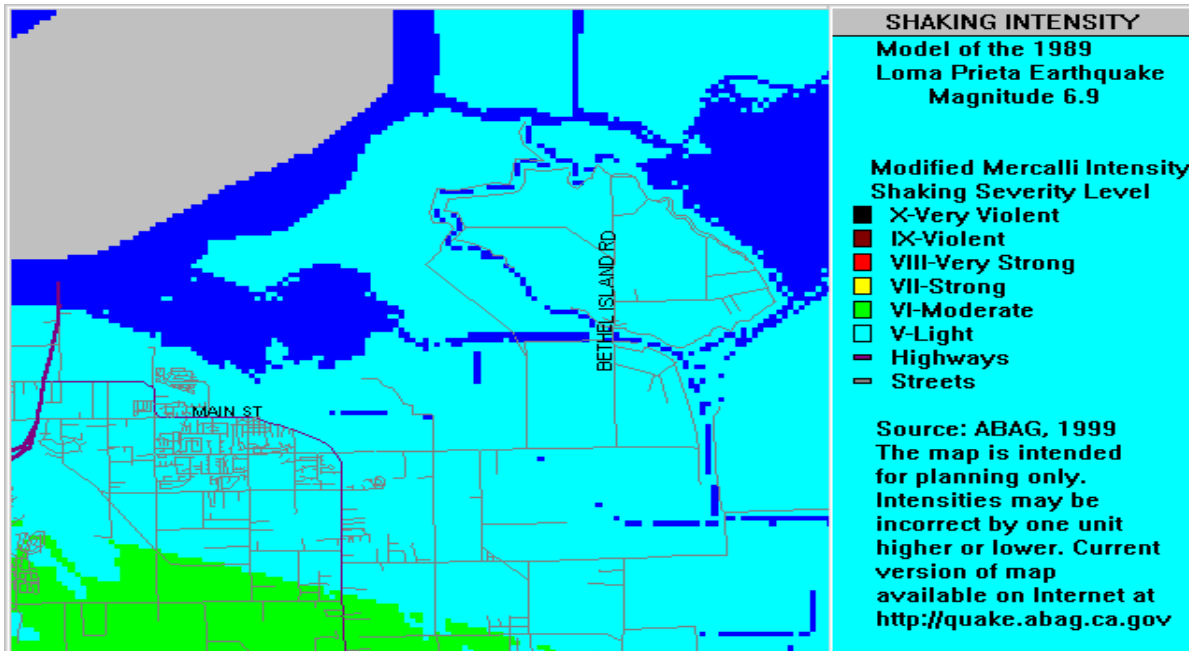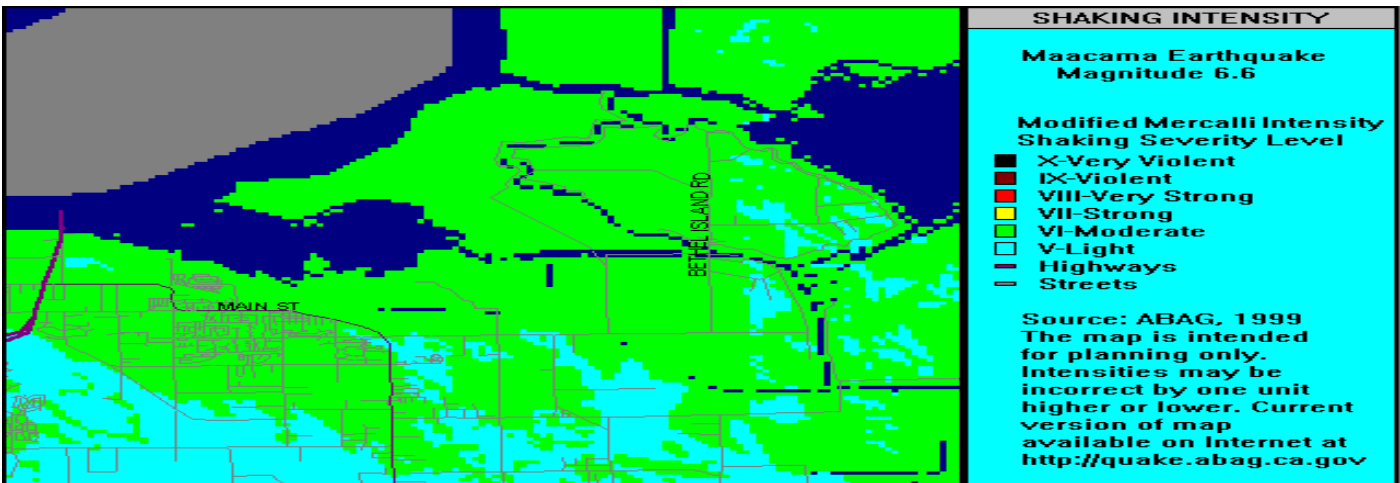## Effects on the City of Oakley from a Maacama Fault Earthquake

Expected Earthquake Damage

Medical Facilities. The City of Oakley is served by a series of hospitals, all of which are located in surrounding jurisdictions. Each of these facilities provide services to the residents of Oakley and other surrounding communities. The critical need will be to establish routes to each of the supporting medical facilities. In the event of a moderate level earthquake, there is not expected to be a large number of citizens requiring emergency room attention, the majority of injuries will be "field level" services (cuts, bruises, etc.) A strong earthquake will require emergency room services, and transportation will be made using available emergency services assets.

Communications.   Telephone systems will be impacted by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately following an event, numerous failures will occur, compounded by system use overloads. This will likely disable up to 80% of the telephone system for one day. Radio systems are expected to operate at 40% effectiveness the first 12 hours following an earthquake, increase to 50% for the second 12 hours, then begin to slowly decline to approximately 40% within 36 hours. Microwaves systems will likely be 30% or less effective following a major earthquake.

Electrical Power. Transmission lines are vulnerable to many hazards, due to their length and remoteness of the lines. Damage to generation/ substations may cause outages. Damage to generation affects production. Earthquakes effect high voltage equipment most. Damage to substations affects delivery. Repairs to electrical equipment requires physically clearing roadways, and movement of special equipment. Restoration of local electrical power will be coordinated with regional and local utility representatives. Up to 60% of the system load may be interrupted immediately following the initial earthquake shock wave. Much of the affected area may have service restored in days; however, a severely damaged area's underground distribution system may create longer service delays.

Natural Gas. Damage to natural gas facilities serving Oakley will consist primarily of isolated breaks in underground pipelines. Breaks in mains and individual service connections within the distribution system will be significant. These many leaks pose a fire threat in these susceptible areas of intense ground shaking and/or poor ground near the shoreline. Breaks in the system will effect large portions of the City and restoration of natural gas service could be significantly delayed.

Potable Water.   Damage to water lines serving Oakley will consist primarily of isolated breaks in underground pipelines. Breaks in mains and individual service connections within the distribution system will be significant. These many leaks pose an erosion threat in these susceptible areas of intense ground shaking and/or poor ground near the shoreline. Breaks in the system will affect large portions of the City and restoration of water service could be significantly delayed. Because of breaks in the system, available water sources may be contaminated.

Transportation Systems. Transportation systems within the City will be impacted by any earthquake, be it minor or severe. Transportation systems, roadway and rail will likely be affected involving both delays and closures. Critical points of Highway 4 that are likely to be affected by an earthquake are: Highway 4/160 intersection overpass and the highway 4 bridge at Rose Avenue. Critical points of rail lines within the City that will be effected by an earthquake of any size are: Rail crossing at Bridgehead Road, Rail crossing at Cypress Road. Additionally, the vintage parkway overpass will require inspection.

Sanitation Systems. The sanitation systems within the City will be affected through localized breaks, but no catastrophic damage to the system is expected.

Dam Failure

There is currently no risk of a dam failure to the City of Oakley.
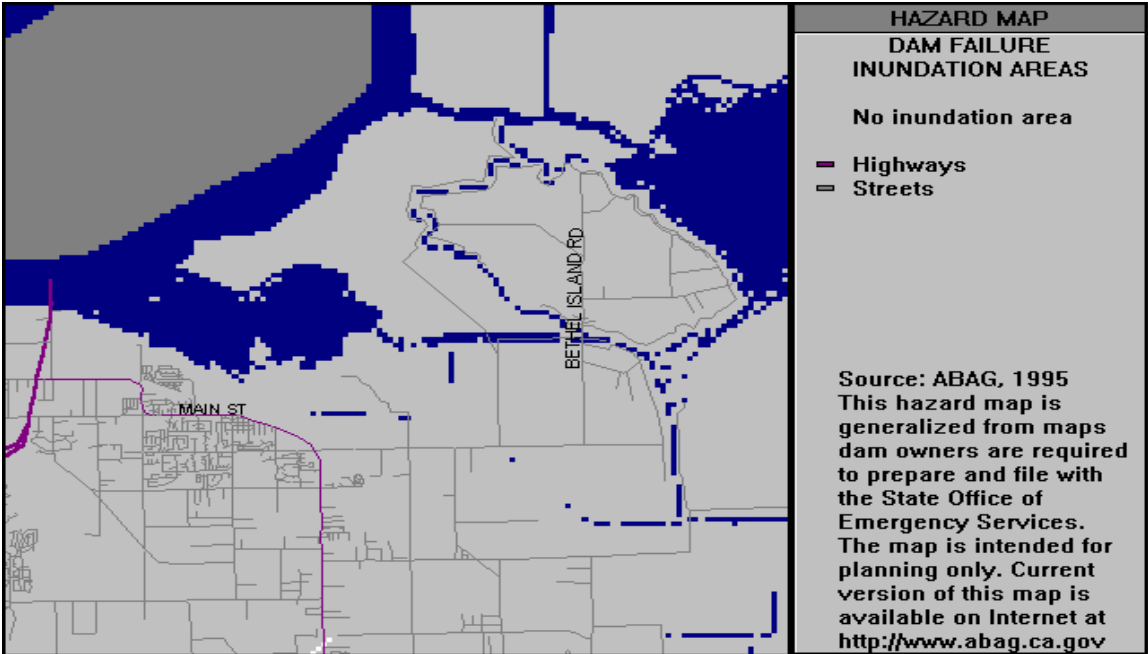
Floods

The primary flood control concerns for the City of Oakley are the threats posed by one hundred year floods. The area that are threatened by this occurrence are depicted below:
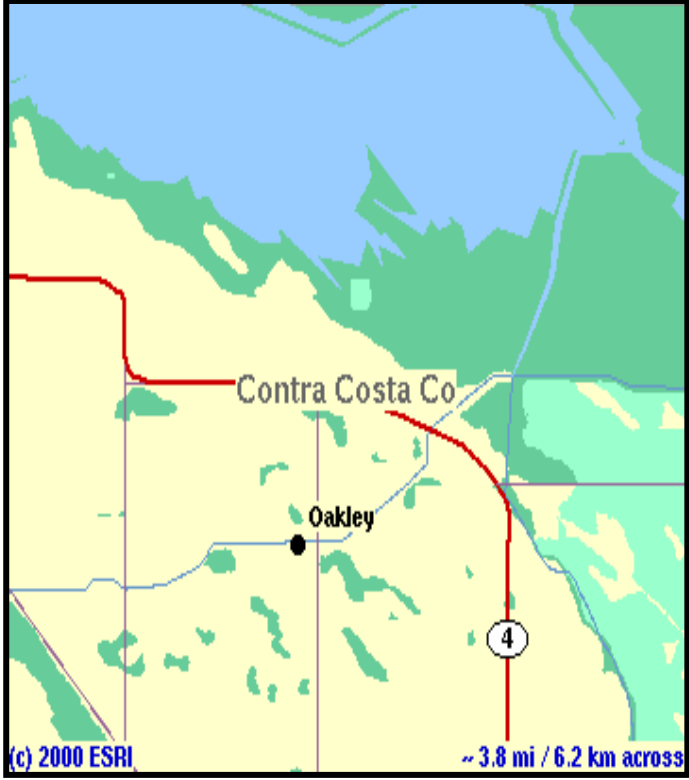
<u>Wild Land Fires</u>

Generally, from June to October, there is a wild land fire threat within the South-West portions of the City. However, the risks posed by these areas are not great. The urban areas of the City are not susceptible to wild land fires. High temperatures, low humidity, and high winds may exacerbate the potential for wild land fires. The East Contra Costa Fire Protection District and The California Department of Forestry both train for and respond to these incidents on a regular basis.

Continuity of Government

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

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

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

Reconstitution of the Governing Body
Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed by the chairman of the board of the county in which the political subdivision is located or by the chairman of the board of any other county within 150 miles.

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

Section 23600 of the California Government Code provides that the Board of Supervisors shall designate alternative county seats which may be located outside county boundaries, (real property cannot be purchased for this purpose), a resolution designating the alternate county seats must be filed with the Secretary of State, and additional seats may be designated subsequent to the original site designations if circumstances warrant.

Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and knowledge of what individuals and groups should do to increase their chances of survival and recovery. Public awareness and education prior to an emergency or disaster will directly affect the City of Oakley's emergency operations and recovery efforts.

The City of Oakley Police Department will make emergency preparedness information from local, state and federal sources available to the Operational Area member jurisdictions and the citizens of Oakley. Further, the City Council will provide special emphasis on specific hazards on specified months throughout the calendar year, aiding in the disaster preparation and education of the citizens of Oakley.

The following list depicts the specific hazards that will be emphasized throughout the calendar year:

May	Hazard Mitigation
April	Earthquake Preparedness
October	Fire Prevention
November	Winter Preparedness

Emergency Operations Plan Management

Emergency Operations Plan Modifications

The City of Oakley's Emergency Operations Plan will be reviewed and revised by the Emergency Services Committee annually. The plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management and operations change.

Those agencies having assigned responsibilities under this plan are obligated to inform the Chairman of the Emergency Services Committee when changes occur or are imminent. Proposed changes will be submitted, in writing, to the City of Oakley Emergency Services Committee. Changes will be published and distributed to all recipients of the Emergency Operations Plan.

Every four years, the entire emergency operations plan will be reviewed, updated, republished, and redistributed.

Emergency Operations Plan Distribution

The following departments or agencies have a complete copy(ies) of the City of Oakley emergency operations plan:

Department/Agency	No. of Copies
Mayor	1
City Council	4
City Manager	2
Assistant City Manager	1
City Attorney	1
Emergency Services Committee	5
Police Department	3
Fire Department	2
Engineering Department	2
Finance Department	1
City Clerk's Office	1
Community Development Department	1
Building Department	1
Liberty High School District Office	1
Oakley Union School Dist.	1
Antioch School Dist.	1
Knightsen School Dist.	1
Diablo Water Dist.	1
Iron House Sanitary Dist.	1
City of Antioch	1
City of Brentwood	1
City of Pittsburg	1
Contra Costa County OES	3
Contra Costa County Sheriff	1
East County Fire	1
Contra Costa County Health Dept	1
Governor's OES - Coastal Region	1

Training and Exercising

Training. The City of Oakley Emergency Services Committee will be made up of key department heads or their designee and will be represent the Police Department, Community Development Department, Parks and Recreation Department, Finance Department, and the City Managers Office. The Committee will inform City Departments and special districts of training opportunities associated with emergency management. Individual departments will be responsible for maintaining training records. City departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

The City's Emergency Services Committee must determine the appropriate level(s) of NEMS instruction for each member of the City's Emergency Organization, including field personnel. The determination will be based on individuals' potential assignments during emergency response.

The City's Emergency Services Committee will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum SEMS performance objectives as contained in the Approved Course of Instruction (ACI) Syllabus referenced in the NEMS regulations.

Additionally, City will ensure that these objectives are met through the completion of materials from the ACI and incorporation of the objectives into exercises. In the event the Governor's Office of Emergency Services asks for training documentation, a sample training document is enclosed in the appendix of this plan, which will be the format used by the City of Oakley to document all training.

Exercising. The best method of training emergency responders is through exercises.
Exercises allow emergency responders to become familiar with the procedures, facilities and systems which they will actually use in emergency situations. The Emergency Services Committee is responsible for the planning and conducting of emergency exercises for the City of Oakley.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many Operational Area member jurisdictions as possible.   The City Emergency Services Committee will document exercises by conducting a critique, and using the information obtained from the critique, revise the emergency operations plan.

In the event the Governor's Office of Emergency Services asks for exercise supporting documentation, a sample exercise document is enclosed in the appendix of this plan, which shall be the format used by the City of Oakley to document the objectives and outcomes of every exercise.

The City of Oakley
Initial Response Operations (Part II)

Concept of Operations

Initial response operations will be accomplished by City of Oakley personnel, Contra Costa Operational Area member jurisdictions, volunteer agencies, and segments of the private sector. During initial response operations, Oakley field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations. The disaster/event may be controlled solely by Oakley emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the Contra Costa County Emergency Operations Center be activated to support the field operations.

Alerting and Warning

Alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public. The City of Oakley utilizes an Emergency Alert List to alert and activate its emergency response personnel.

The Emergency Alert List is centered around the five SEMS functions. The list includes personnel who are part of each SEMS function in the City Emergency Operations Center, as well as other technical employees of the City.

The Police and Fire Departments have the primary responsibility in alerting and warning the public, with assistance from the Public Information Officer and Team, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System, special broadcasts, or simply driving up and down the streets using the public address systems.

Emergency Alert List

The Emergency Alert List is to be activated and implemented when an emergency or disaster affects the City of Oakley and poses a major threat to life, property, and/or the environment. The list will only be implemented when directed by a City employee who has been given authority to activate the Emergency Alert List.

Activation Authority

The City of Oakley Director of Emergency Operations or the Incident Commander may activate the Emergency Alert List when a disaster occurs or threatens to occur in the City of Oakley.

Implementation

Once activation is requested and properly authorized, the Emergency Alert List will be implemented by the Contra Costa County Sheriff's Dispatch Center. Notifications and alerts begin with the EOC Director (City Manager). If the Director cannot be reached, his successor(s) will be contacted until someone is reached to assume the EOC Director's role.

The dispatcher will provide the Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the EOC Director will determine what parts of the Emergency Alert List will be implemented, including what sections of the City of Oakley Emergency Operations Center will be alerted and requested to respond.

Additionally, the dispatchers will confirm whether or not the EOC Director will personally contact and inform the City of Oakley City Council of the situation in the City. The Director may request that the dispatchers notify the City Council members.

The City of Oakley Emergency Alert List consists of the following parts:
- Management Section;
- Operations Section;
- Planning/Intelligence Section;
- Finance/Administration Section; and
- Logistics Section.

Additionally, the City of Oakley Emergency Services Committee must maintain and keep current the Emergency Alert List. The committee must also ensure that Central Dispatch, the EOC Director, and the City's Elected Leaders have current copies of the Emergency Alert List.

City of Oakley Emergency Alert List

Management Section

No Answer	Ans. Mach	Notified	En Route	ETA	Title / EOC Function	Name	Work Phone	Home Phone	Cell Phone	Pager
					EOC Director	B. Montgomery	625-7025	625-2995	270-5131	n/a

No Answer	Ans. Mach	Notified	En Route	ETA	Title / EOC Function	Name	Work Phone	Home Phone	Cell Phone	Pager
						K. Majors	625-7045	930-8539	628-4708	
						J. Vogan	625-7003	634-6688	580-6101	
						R. Willis	625-7006	916-687-7458	925-783-8266	
						C. Thorsen	625-6701	210-0904	382-6910	
						B. Mason	625-7016	513-9169	457-4219	
						B. Smith	625-7019	513-2765	382-3036	
						N. Ortenblad	625-7013	516-3922	876-8933	
					Fire Chief	Weisgerber	240-2130		260-3340	346-0902
					Bat Chief	Helmick	240-2134		584-8468	346-0931
						P. Abelson	625-7010	937-7217	683-8968	

Confirm with EOC Director that he will make notification to City Council

Position	Name	Home Phone	Work Phone	Cell Phone
Mayor ☐	Pat Anderson	625-1344		250-9689
Council	Brad Nix	625-3041		209-505-4497
Council	Bruce Connelley	625-7467		
Council	Carol Rios	625-3516		382-5675
Council	Kevin Romick	679-9546		382-0733

Incident Command System (ICS) _____ __

Introduction

The Incident Command System (ICS) is used to manage an emergency incident. It can be used for both small and large incidents. The system has considerable internal flexibility. ICS can expand or contract to meet different needs of the incident.

For some incidents, and in some applications, only a few of the organizational functional elements may be required. Conversely, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. This makes it a very cost-effective and efficient management system.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

Every incident or event has certain major management activities or actions that must be performed. Even if the incident is very small and only one or two people are involved, these activities will still apply to some degree.

> The organization of ICS is based on five major management functions:
> - Command;
> - Operations;
> - Planning/Intelligence;
> - Logistics; and
> - Finance/ Administration.

These five management functions are the foundation upon which the ICS organization develops. They apply to handling a routine emergency, organizing for a major incident, or managing a major response to a disaster.

On small incidents, these major activities may all be managed by one person, the Incident Commander (IC). Large incidents usually require that these activities be set up as separate "sections" within the organization. Each of these sections may be further divided into branches, units and groups, as needed.
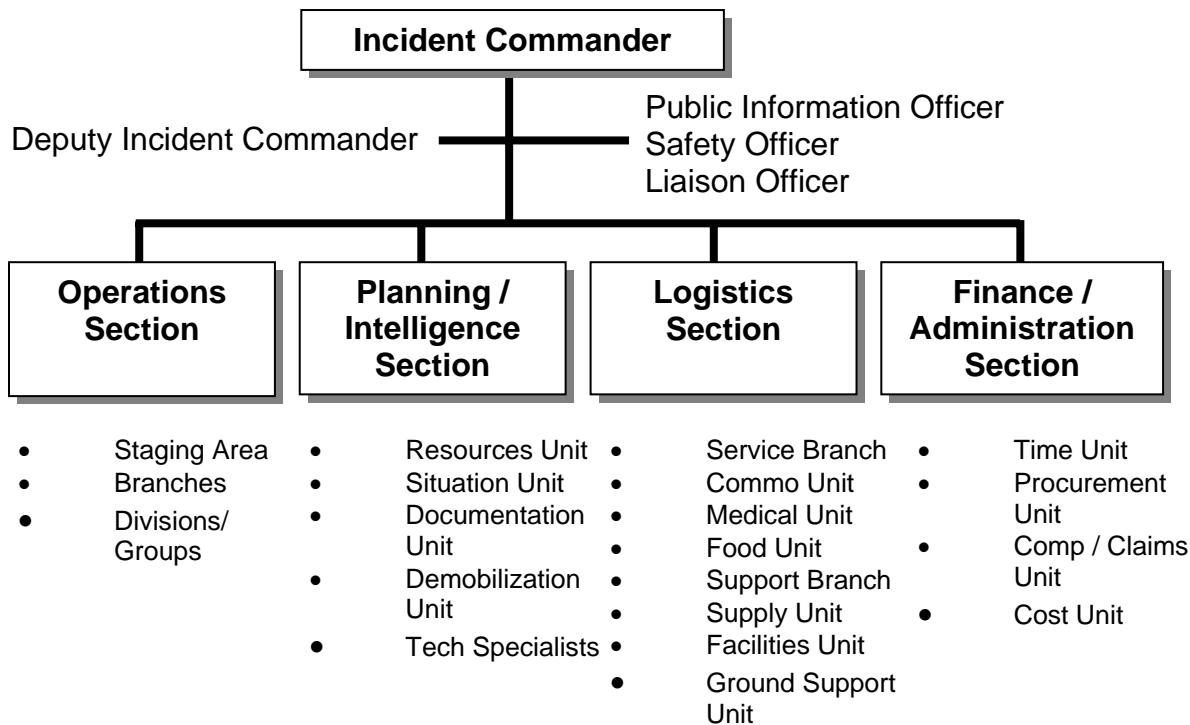
Command staff consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer, and the Liaison Officer. General Staff includes the Section Chiefs from each Section.

Modular Organization Of ICS

The modularity and flexibility for application of ICS at the Field Response Level allows it to rapidly adjust and build the organization for the function it is to perform. Aside from the Incident Commander, there is no required structure or order in which positions are filled. The ICS organization can be as small as one person, or large enough to handle thousands of emergency responders.

Incidents usually start with a few resources and expand the organization from the bottom up, as necessary. It is not necessary to implement levels of the ICS organization unless they are required.

An important aspect of the modularity in ICS at the Field Response Level is that there is nothing to prohibit the Incident Commander from activating one or more Units in various Sections without first activating the Section organizational element. However, it is important to maintain the ICS principle of span-of-control, one supervisor to five staff members. A typical ICS organization for the Field Response Level is depicted below.

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                    ┌─────────────────────┐
                    │  Incident Commander │
                    └─────────────────────┘
                                              Public Information Officer
Deputy Incident Commander  ────────────────  Safety Officer
                              │               Liaison Officer
        ┌──────────┬──────────┼──────────┬──────────┐
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Operations Section	Planning / Intelligence Section	Logistics Section	Finance / Administration Section

- Staging Area
- Branches
- Divisions/ Groups

- Resources Unit
- Situation Unit
- Documentation Unit
- Demobilization Unit
- Tech Specialists

- Service Branch
- Commo Unit
- Medical Unit
- Food Unit
- Support Branch
- Supply Unit
- Facilities Unit
- Ground Support Unit

- Time Unit
- Procurement Unit
- Comp / Claims Unit
- Cost Unit

Unified Command

The Unified Command concept will be used at all multi-agency incidents within the City of Oakley. Unified Command is a procedure which allows all agencies with geographical or functional responsibility to establish together a common set of incident objectives and strategies, and a single Incident Action Plan. In some specific instances such as oil spills, military aircraft incidents and large regional floods, the Incident Commander may be from a state or federal agency. With those possible exceptions, state and federal agencies with a field response function would be represented in the Unified Command.

Under Unified Command, a single Operations Chief will have the responsibility for implementing and managing the operations portion of the Incident Action Plan.

Coordinated Multi-Agency Response. The use of Unified Command ensures a coordinated multi-agency response. Unified Command procedures assure that agencies retain individual responsibility, authority, and accountability. Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need. The primary features of a Unified Command incident organization include:
- a single integrated incident organization;
- co-located and shared facilities;
- a single planning process and Incident Action Plan;
- shared planning, logistical, and finance/administration operations; and
- a coordinated process for resource ordering.

Advantage. Additionally, there are several advantages to using Unified Command during multi-agency or multi-jurisdictional incidents. These advantages include:
- a single set of objectives are developed for the entire incident period;
- a collective approach is made in developing strategies to achieve incident objectives and goals;
- information flow and coordination is improved between all jurisdictions and agencies involved in the incident;
- no agency's authority or legal requirements will be compromised or neglected;

- each agency is fully aware of the plans, actions, and constraints of all other agencies; and
- the combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.

Incident Action Plans

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

It is important that all incidents have some form of an Incident Action Plan. The plan is developed around a specified duration of time called an operational period, and will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives.

The plan may be oral or written. Small incidents with only a few assigned resources may have a very simple plan which may not be written. Small incidents do not require elaborate Incident Action Plans. Most simple, short-term, and single agency incidents do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the action plan should be written.

Incident Action Plans will vary in content and form depending upon the kind and size of the incident. ICS provides for the use of a systematic planning process, and provides forms and formats for developing the Incident Action Plan. The general guideline for use of a written versus a verbal action plan is when:

- two or more jurisdictions are involved;
- a number of organizational elements have been activated;
- the incident continues into another planning or operational period; and
- it is required by agency policy.

For multi-agency incidents being run under a Unified Command, the Incident Action Plans should be written. This provides all agencies with a clear set of objectives, actions, and assignments. It also provides the organizational structure and the communications plan required to manage the incident effectively under Unified Command.

There is no single format which will fit all situations. Several ICS forms are appropriate for use in Incident Action Plans. Incident Action Plans have four main elements that should be included:

- **Statement of Objectives** - Statement of what is expected to be achieved. Objectives must be measurable.
- **Organization** - Describes what elements of the ICS organization will be in place for the next Operational Period.
- **Tactics and Assignments** - Describes tactics and control operations, including what resources will be assigned. Resource assignments are often done by Division or Group.
- **Supporting Material** - Examples could include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

Position Descriptions And Responsibilities

Command

Incident Commander. The Incident Commander (IC) is the individual on-scene who is in charge of the incident, providing the overall management of the incident. In some instances such as a flood, or military aircraft accident, or oil spill, the IC may not be a local agency, but a state or federal agency. The IC may have a Deputy IC, who may be from the same agency or from an assisting agency.

Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As incidents expand, the IC may delegate authority for the performance of certain activities to others as required. The Incident Commander is charged with the following responsibilities:
- establishing an Incident Command Post;
- assessing the situation;
- determining incident objectives, strategies, and immediate priorities;
- establishing an appropriate ICS organization;
- approving and authorizing the implementation of the Incident Action Plan;
- ensuring that adequate safety measures are in place;
- coordinating activities for all Command and General Staff;
- communicating and coordinating response efforts with the Oakley EOC, when activated;
- approving requests for additional resources or for the release of resources;
- authorizing the release of public information originating from the Incident Command Post; and
- ordering the demobilization of the incident when appropriate.

Public Information. The Public Information Officer (PIO) will be the point of contact for the Officermedia and other organizations seeking information directly from the incident location. Only one PIO will be assigned for each incident, including multi-agency or multi-jurisdictional incidents. The PIO may have assistants or aides to help with the fulfillment of their responsibilities, as necessary. The responsibilities of the Public Information Officer include:
- determining if IC has placed any limitations on releasing information;
- obtaining validated and current information summaries and/or graphics of the incident;
- obtaining the Incident Commander's approval for all information releases;
- developing materials for use in media briefings;
- providing media with time and location of briefings;
- conducting media briefings;
- arranging for interviews and tours that may be required or requested;
- obtaining media information that may be useful to incident planning; and
- maintaining a PIO log.

Safety Officer. The Safety Officer's function is to monitor incident operations and to develop protective measures for assuring personnel safety. The Safety Officer assesses and anticipates hazardous and unsafe conditions. The Safety Officer has the authority to stop and prevent unsafe incident activities. Only one Safety Officer will be assigned for each incident. Safety assistants may help the Safety Officer, as necessary. Other responsibilities of the Safety Officer include:
- identifying of hazardous situations associated with the incident;
- reviewing the Incident Action Plan for safety implications;
- investigating accidents that have occurred within the incident area;
- assigning assistants or aides as necessary;
- reviewing and approving the medical plan; and
- maintaining a Safety Officer log.

Liaison Officer. Incidents that have a multi-agency or multi-jurisdictional response may require the establishment of a Liaison Officer. The Liaison Officer ensures any agency representatives are informed and involved in the incident response. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. The responsibilities and duties of the Liaison Officer include:

- acting as the primary contact point for Agency Representatives;
- maintaining a list of assisting agencies and representatives;
- assisting in establishing and coordinating inter-agency contacts;
- ensuring that all agency or jurisdictional resources are checked-in at the incident;
- keeping all agencies informed on the incident status;
- monitoring incident operations to identify current or potential inter-organizational problems; and
- maintaining log of all Liaison Officer activities.

Agency Representatives. In many multi-agency or multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident who has the authority to make decisions on matters affecting that agency's or jurisdiction's participation at the incident. Agency Representatives report directly to the Liaison Officer or the Incident Commander in the absence of a Liaison Officer. Responsibilities and duties of the Agency Representative include:

- obtaining briefing from Liaison Officer or Incident Commander;
- ensuring that all agency resources are properly checked-in at the incident;
- informing agency personnel on-scene that the Agency Representative position for the agency has been filled;
- cooperating fully with the Command Staff regarding agency involvement at the incident;
- ensuring the well-being of agency personnel and resources assigned to the incident;
- advising the Liaison Officer of any special agency needs or requirements;
- on a continuous basis, reporting to home agency dispatch or EOC;
- ensuring that all agency personnel and equipment are properly accounted for and officially released prior to their departure; and
- ensuring that all required agency forms, reports, and documents are completed prior to departure.

Operations Section

Operations Section Chief. The Operations Section Chief is part of the General Staff and has overall management responsibility of all activities within the Operations Section. The Operations Section Chief will develop the Section to accomplish the incident objectives. Responsibilities and duties of the Operations Section Chief include:

- managing tactical operations at the incident;
- assisting in the development of the Operations portion of the Incident Action Plan;
- supervising the execution of the operational portion of the Incident Action Plan;
- maintaining close contact with subordinate operations positions;
- ensuring safe tactical operations;
- requesting additional resources to support tactical operations;
- approving the release of resources from assigned status;
- making or approving expedient changes to the Incident Action Plan during the operational period, as necessary;
- maintaining close communication with the Incident Commander; and
- ensuring that a Section log is maintained.

Operations Branch Director. Branch Directors supervise the activities of their respective branches. Branches may be functional or geographic. There are generally three reasons to use Branches in an

incident: span-of-control, need for a functional branch structure, and for multi-jurisdictional incidents. If the number of Divisions or Groups exceeds the recommended span of control, then a Branch is necessary.

Some incidents have multiple disciplines involved, e.g., police, fire, medical, and public works, that may create the need to set up incident operations around a functional branch structure. In some incidents, it may be better to organize the incident around jurisdictional lines, organizing operations into separate Branches for each agency involved. Responsibilities and duties of the Operations Branch Directors include:

- interacting with the Operations Section Chief and other Branch Directors to develop tactics to implement the Incident Action Plan;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting the status to Operations Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- maintaining a Branch log.

Division/Group Supervisors. Supervisors supervise the activities of their respective Division or Group. Divisions describe some geographical area related to incident operations. Groups are established to describe functional areas of operations. Divisions and Groups can be used together on an incident and are at the same level in the ICS organization. Division and Group Supervisors report to a Branch Director or the Incident Commander if Branches are not utilized. The responsibilities and duties of a Division/Group Supervisor include:

- assigning specific tasks to Division/Group personnel;
- providing resource status changes of assigned Division/Group resources to the Planning/Intelligence Section;
- coordinating Division/Group activities with other Divisions/Groups;
- monitoring and inspecting Division/Group tasks, making any necessary changes;
- keeping Branch Director or IC informed of the situation and resource status;
- resolving tactical assignment and logistical problems within the Division/Group;
- informing Branch Director or IC of hazardous situations and significant events;
- ensuring that assigned personnel and equipment get to and from their assignments in a timely and orderly manner; and
- maintaining a Division/Group log.

Staging Area Supervisor. The Staging Area Supervisor manages operations at the designated incident staging area. The Staging Area Supervisor reports to the Operations Section Chief or Incident Commander if the Operations Section Chief position has not been filled. The responsibilities and duties of the Staging Area Supervisor include:

- establishing layout of staging area;
- posting areas for identification and traffic control;
- providing check-in for incoming resources;
- determining required resource reserve levels from the Operations Section Chief;
- advise the Operations Section Chief or Incident Commander when reserve levels reach established minimums;
- maintaining and providing status of all resources in staging area to Planning/Intelligence Section;
- responding to requests for resources;
- requesting logistical support for personnel and/or equipment;
- demobilizing or moving staging area as required; and
- maintaining a staging area log.

Planning/Intelligence Section

Planning/Intelligence Section Chief. The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use at the incident. The Section is managed by the Planning/Intelligence Section Chief. The responsibilities and duties of the Planning/Intelligence Section Chief include:
- collecting and processing incident information;
- supervising the preparation of the Incident Action Plan;
- supervising and directing Unit leaders;
- reassigning out-of-service personnel already on-site to appropriate ICS positions;
- establishing information requirements and reporting schedules for Planning/Intelligence Section units;
- determining need for any specialized resources in support of the incident;
- establishing special information collection activities as necessary or requested;
- assembling information on alternative strategies;
- providing periodic predictions on incident potential or future growth;
- reporting any significant changes in incident status;
- compiling and displaying incident status information;
- overseeing preparation and implementation of incident demobilization plan; and
- ensuring that a Planning/Intelligence Section log is maintained.

Resources Unit. This unit is responsible for maintaining the status of all assigned resources at the incident by overseeing the check-in of all resources, maintaining a status-keeping system that indicates current location and status of all resources, and maintaining a master list of all resources. The Resources Unit is supervised by a Unit Leader. The responsibilities and duties of the Resources Unit Leader include:
- coordinating check-in function with Staging Area Supervisor;
- preparing and maintaining a display that includes resource availability and assignment;
- confirming dispatch and estimated time of arrival of incoming resources;
- supervising and assigning specific duties to personnel assigned to the Resources Unit;
- maintaining a master roster of all resources checked-in at the incident; and
- maintaining a Resources Unit log.

Situation Unit. The collection, processing, and organizing of all incident information takes place within the Situation Unit. The Situation Unit prepares incident maps, incident intelligence, and future projections of incident growth, as required. The Situation Unit is supervised by a Unit Leader. Responsibilities and duties of the Situation Unit Leader include:
- supervising and assigning specific duties to personnel assigned to the Situation Unit;
- collecting and analyzing incident information;
- preparing, posting, and disseminating situation status information;
- preparing periodic predictions or as requested;
- preparing the Incident Status Summary Form (ICS Form 209);
- providing photographic services and maps as required; and
- maintaining a Situation Unit log.

Documentation Unit. The Documentation Unit is responsible for the maintenance of accurate and up-to-date incident files. All incident files will be stored for legal, analytical, and historical purposes. A duplication service will also be provided by the Documentation Unit. The Documentation Unit is supervised by a Unit Leader. The responsibilities and duties of the Documentation Unit Leader include:
- supervising and assigning specific duties to personnel assigned to the Documentation Unit;
- organizing and maintaining accurate incident files;
- establishing and providing duplication services as necessary;

- filing of all official forms and reports;
- reviewing records for accuracy and completeness;
- providing incident documentation as requested;
- storing files for post-incident use; and
- maintaining a Documentation Unit log.

Demobilization Unit. The Demobilization Unit is responsible for developing the Incident Demobilization Plan. The Demobilization Unit is supervised by a Unit Leader. The responsibilities and duties of the Demobilization Unit Leader include:
- supervising and assigning specific duties to personnel assigned to the Demobilization Unit;
- reviewing incident resource records to determine the likely size and extent of the demobilization effort;
- coordinating demobilization with Agency Representatives;
- developing a incident check-out process for all units;
- evaluating logistics and transportation capabilities to support demobilization;
- developing an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures;
- preparing appropriate materials for inclusion in the demobilization plan;
- distributing the Incident Demobilization Plan;
- ensuring that all Sections understand their specific demobilization responsibilities;
- supervising execution of the Incident Demobilization Plan;
- briefing the Planning/Intelligence Section Chief on the demobilization progress; and
- maintaining a Demobilization Unit log.

Technical Specialists. Certain incidents or events may require the use of Technical Specialists who have specialized knowledge or expertise. Technical Specialists may function within the Planning/Intelligence Section or be assigned wherever their services are required. In the Planning/Intelligence Section, Technical Specialists may report to the Planning/Intelligence Section Chief or a designated Unit Leader.

Logistics Section

Logistics Section Chief. All incident support needs are provided by the Logistics Section, with the exception of air support. Based on the size, complexity of support, and the expected duration of the incident, the Logistics Section is divided into two distinct Branches: Service and Support. The Logistics Section is managed by the Logistics Section Chief. The responsibilities and duties of the Logistics Section Chief include:
- managing all incident logistical needs;
- establishing the Logistics Section organization, based on the needs of the incident;
- supervising and directing Unit leaders;
- providing logistical input to the IC in preparing the Incident Action Plan;
- identifying anticipated and known incident service and support requirements;
- requesting additional resources as needed;
- authorizing and supervising requests for additional resources; and
- ensuring that a Logistics Section log is maintained.

Service Branch Director. The Service Branch Director supervises the activities of the Logistics Service Branch. The Service Branch includes three Units: Communications, Medical, and Food. The responsibilities and duties of the Service Branch Director include:
- interacting with the Logistics Section Chief to provide service in support of the incident;
- assigning specific work tasks to Branch personnel;

- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Service Branch log is maintained.

Communications Unit. The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center, and the distribution and maintenance of communications equipment. The Communications Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing information on communications capabilities and limitations;
- preparing and implementing the Incident Radio Communications Plan (ICS Form 205);
- establishing and supervising the Incident Communications Center and Message Center;
- establishing telephone, computer links, and public address systems;
- establishing communications equipment distribution and maintenance locations;
- installing and testing all communications equipment;
- overseeing distribution, maintenance, and recovery of communications equipment;
- developing and activating an equipment accountability system;
- providing technical advise on system adequacy and potential equipment problems; and
- maintaining a Communications Unit log.

Medical Unit. The Medical Unit will develop an Incident Medical Plan and procedures for managing medical emergencies. The Unit will provide medical aid for emergency responders and assist the Finance/Administration Section with processing injury-related claims. The Medical Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the level of emergency medical activities;
- acquiring and managing medical support personnel;
- preparing the Incident Medical Plan (ICS Form 206);
- establishing procedures for handling injuries sustained by emergency responders;
- responding to requests for medical aid, medical transportation, and medical supplies;
- assisting the Finance/Administration Section with the processing of forms related to injuries or deaths of incident personnel; and
- maintaining a Medical Unit log.

Food Unit. The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations. The Food Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining food and water requirements;
- determining method of feeding to best fit each facility or situation;
- establishing cooking and feeding facilities;
- obtaining necessary equipment and supplies for cooking facilities;
- ensuring that well-balanced meals are provided;
- ordering sufficient food and potable water from the Supply Unit;
- maintaining an inventory of food and water;
- maintaining food service areas, ensuring that all appropriate health and safety measures are being followed;
- supervising caterers, cooks, and other Food Unit personnel; and
- maintaining a Food Unit log.

Support Branch Director. The Support Branch Director supervises the activities of the Logistics Support Branch. The Support Branch includes three Units: Supply, Facilities, and Ground Support. Responsibilities and duties of the Support Branch Director include:

- interacting with the Logistics Section Chief to provide support to the incident;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Support Branch log is maintained.

Supply Unit. The Supply Unit is responsible for ordering, receiving, processing, and storing all incident-related resources. All off-incident resources will be ordered through the Supply Unit, including tactical resources, support resources, and all expendable and non-expendable support supplies. The Support Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing supplies to each of the Sections;
- determining the type and amount of supplies in route;
- ordering, receiving, distributing, and storing supplies and equipment;
- responding to requests for personnel, equipment, and supplies;
- maintaining an inventory of supplies and equipment;
- servicing reusable equipment, as needed; and
- maintaining a Supply Unit log.

Facilities Unit   The Facilities Unit is responsible for set up, maintenance, and demobilization of all incident facilities, except the Staging Area. The Facilities Unit will also provide security services to the incident as needed. The Facilities Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the need and requirements for incident facilities;
- preparing layouts of facilities;
- activating incident facilities;
- obtaining and supervising personnel to operate facilities;
- providing security services as needed;
- providing facility maintenance services, e.g., sanitation, lighting, etc.;
- demobilizing incident facilities; and
- maintaining a Facilities Unit log.

Ground Support Unit. The Ground Support Unit is responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, except aviation resources. The Ground Support Unit also has the responsibilities for the ground transportation of personnel, supplies, equipment, and the development of the Incident Traffic Plan. The Ground Support Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing support services (fueling, maintenance, and repair) for all mobile equipment and vehicles;
- ordering maintenance and repair supplies (fuel, oil, and spare parts);
- providing support for out-of-service equipment;
- developing the Incident Traffic Plan;
- maintaining an inventory of support and transportation vehicles;
- recording time use for all incident-assigned ground equipment;
- updating the Resources Unit with the location and capability of transportation vehicles;
- maintaining a transportation pool, as necessary;
- maintaining incident roadways, as necessary; and

- maintaining a Ground Support Unit log.

Finance/Administration Section

Finance/Administration Section Chief. The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/ Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. Finance/Administration services used at incident may include the monitoring of costs, procuring specialized equipment, contracting with a vendor, or for making cost estimates of alternative strategies. The Finance/Administration Section is managed by the Finance/Administration Section Chief. The responsibilities and duties of the Finance/Administration Chief include:
- managing all financial aspects of an incident;
- providing financial and cost analysis information as requested;
- gathering pertinent information from responsible agencies;
- determining the need to establish and operate an incident commissary;
- ensuring that all personnel time records are accurately completed;
- ensuring that all obligation documents initiated at the incident are properly prepared and completed;
- briefing agency administrative personnel on all incident-related financial issues requiring attention or follow-up; and
- ensuring that a Finance/Administration Section log is maintained.

Time Unit. The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(ies) time recording policies, and managing established commissary operations. Personnel time records will be collected and processed for each operational period. The Time Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:
- determining incident requirements for time recording function;
- ensuring that daily personnel time recording documents are prepared and in compliance with agency(ies) policy;
- maintaining separate logs for overtime hours;
- establishing commissary operations as needed;
- submitting cost estimate data forms to Cost Units as required;
- ensuring that all records are current and complete prior to demobilization;
- releasing time reports from assisting agency personnel to their respective Agency Representatives or senior officer prior to demobilization; and
- maintaining a Time Unit log.

Procurement Unit. All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The Unit is also responsible for maintaining equipment time records. The Procurement Unit identifies local sources for equipment and supplies, manages all equipment and rental agreements, and processes all rental and supply fiscal document billing invoices. The Procurement Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:
- reviewing incident needs and developing any special procedures for procuring resources;
- preparing and authorizing contracts and land use agreements;
- drafting required memoranda of understanding;
- identifying sources that can provide necessary resources;
- establishing contracts and agreements with supply vendors;
- providing coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident;
- ensuring that a system is in place which meets agency property management requirements;

- interpreting contracts and agreements;
- coordinating with the Compensation/Claims Unit for processing claims;
- coordinating the use of impress funds, as required;
- completing final processing of contracts and sending documents for payment;
- coordinating cost data in contracts with the Cost Unit Leader; and
- maintaining a Procurement Unit log.

Compensation/Claims Unit. The Compensation/Claims Unit handles any compensation-for-injury claims related to the incident. This Unit oversees the completion of all forms required by workers' compensation. A file of injuries and illnesses associated with the incident will be maintained and all witness statements will be obtained in writing. Close coordination with the Medial Unit is essential. Additionally, the Compensation/Claims Unit investigates all claims involving property associated with or involved in the incident. The Compensation/Claims Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- establishing communications with the incident Safety Officer, Liaison Officer, and Medical Unit Leader;
- reviewing Incident Medical Plan;
- reviewing procedures for handling claims with the Procurement Unit Leader;
- ensuring that all Unit forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization; and
- maintaining a Compensation/Claims Unit log.

Cost Unit. The Cost Unit provides all incident cost analysis. The Unit ensures proper identification of all equipment and personnel requiring payment, the recording of all cost data, analyzes and prepares estimates of incident costs, and maintains accurate records of incident costs. The Cost Unit is managed by a Unit leader. Responsibilities and duties of the Unit leader include:

- establishing cost reporting procedures;
- collecting and recording all cost data;
- developing incident cost summaries;
- preparing resources-use cost estimates for the Planning/Intelligence Section;
- making cost-saving recommendations to Finance/Administration Section Chief; and
- maintaining a Cost Unit log.

Field Response

Introduction
Within the City of Oakley, the Incident Command System will be used on all incidents. When Oakley has jurisdiction over a multiple-agency incident, City emergency responders will organize the field response using the Incident Command System (ICS). Additionally, the principles of ICS will be used even for those incidents that begin as a single discipline response (i.e., all fire or all law enforcement). Often the single discipline incident expands to a multi-discipline incident, which demands the use of ICS. During multi-agency incidents in the City of Oakley, field responders will use the principles of Unified Command to the extent possible.

In order for ICS to be used at all incidents, the first emergency responder on scene who has single discipline management responsibility will always take the following basic actions:
- establish the Incident Command Post (ICP);
- size up the incident;
- determine the ICS organizational elements required;
- request additional resources necessary to mitigate the incident;

- delegate authority within the ICS organizational structure; and
- develop the Incident Action Plan, incorporating the incident objectives and strategies.

By taking these basic actions, the change from a one-person response to a 25-250 person response involves no change in the management system. The built-in capability for modular development helps to shape the organization based on the functional needs of the incident.

Coordination with Special Districts, Private, and Volunteer Agencies in Initial Response Operations

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a City of Oakley Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Pacific Bell, Pacific Gas and Electric, the Water Company, American Red Cross, the Salvation Army, and other private and volunteer agencies could be cooperating agencies depending on the type of incident.

Coordination With Contra Costa County EOC

Field response units have a direct communications and reporting relationship with the Oakley Emergency Operations Center (EOC). When the EOC is activated, the Incident Commander will coordinate directly with the EOC's Operations Section Chief, if the position has been established, or the EOC Director.

The Contra Costa County Sheriff's Dispatch Center will function in an intermediate role between the Incident Commander and the EOC's Operations Section Chief. Dispatch will have no command authority over field operations. It is a communications conduit. The City of Oakley EOC may give policy direction directly to the Incident Commander.

During disaster situations with multiple incidents occurring simultaneously within the City, the City EOC will be activated. Incident Commanders and the appropriate ICS structure will be established for each incident. Each Incident Commander will communicate and report to the Operations Section Chief throughout the incident.

This section of the Emergency Operations Plan is designed for field responders' initial response to emergencies, bridging the gap between a routine emergency and a disaster. Experience has shown that the outcome of many emergencies can be greatly affected by effective initial response actions.

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

About Field Response Checklists

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

- The checklists for each agency are designed to flow from increased readiness actions to general response actions for all incidents, and finally to actions taken in direct response to the specific hazards facing the County of Contra Costa.
- For each Contra Costa County agency, the hazard-specific checklists only include those specific hazards for which that agency has a field response responsibility.

Contra Costa County Sheriff's Office Central Dispatch
<u>Increased Readiness Checklist</u>

1. _____ Upon notification of a potential emergency/disaster, adopt an increased readiness posture:
   _____ Establish and maintain an incident log.
   _____ Review appropriate emergency operations plans, guidelines, and checklists.

2. _____ Establish contact with Dispatch Supervisor, Oakley OES, and the City of Oakley PIO.

3. _____ Consider alerting/recalling off-duty dispatch personnel.

4. _____ Establish an emergency work schedule for the Central Dispatch.

5. _____ Log availability and condition of personnel and resources as reports are received from the City departments.

6. _____ Coordinate requests for emergency public information from the public and media with the County Office of Emergency Services (OES) and the County Public Information Officer (PIO).

Contra Costa County Sheriff's Office Central Dispatch
<u>General Response Checklist</u>

1. _____ Dispatch emergency responders and maintain status on their disposition.

2. _____ Obtain status reports promptly.

3. _____ Establish a clear line of communications with the Incident Commander.

4. _____ Obtain location of Incident Facilities (Command Post(s), Staging Areas, etc.) from the Incident Commander (IC).

5. _____ Coordinate the assignment of tactical frequencies with Incident Commander.

6. _____ Contact appropriate personnel on Emergency Alert List as directed by the Incident Commander, and key personnel/agencies as directed by the Dispatch Supervisor or City OES. Provide situation status and/or request their presence on scene or in City EOC.

7. _____ Recall off-duty county departmental personnel, as requested.

8. _____ Establish communications with dispatch centers from the Operational Area member jurisdictions and determine effects of the event throughout the Operational Area.

9. _____ Relay evacuation instructions, as directed by the Incident Commander.

10. _____ Coordinate warning and emergency public information with the Incident Commander, City EOC, County OES, and the County PIO.

11. _____ Determine, with County Health Department, the need for Critical Incident Stress Debriefing for the Central Dispatch staff.

12. _____ Maintain a log of all incident activities.

Contra Costa County Sheriff's Office Central Dispatch
<u>Hazardous Materials Checklist</u>

1. _____ Implement "General Response Checklist."

2. _____ Obtain following information from Incident Commander:
    _____ Exact location of Incident
    _____ Hazardous materials involved
    _____ Quantity of materials
    _____ Potential area(s) threatened
    _____ Areas evacuated and/or Shelter-in-Place operations
    _____ Directions to Command Post
    _____ Property Owner/Responsible Party

3. _____ Provide responding emergency response agencies with directions to Incident Command Post (ICP) and other incident facilities.

4. _____ As directed by the Incident Commander, make the appropriate spill notifications:
    _____ County Office of Emergency Services
    _____ State OES Warning Center
    _____ National Response Center

Contra Costa County Sheriff's Office Central Dispatch
<u>Earthquakes Checklist</u>

1. _____ Check for injured personnel in Dispatch Center and provide first aid.

2. _____ Internal status (damage assessment and availability of resources):
   _____ Facility
   _____ Communications Equipment
   _____ Other equipment

3. _____ Establish specific functional positions:
   _____ Communications/Dispatch
   _____ Rumor control
   _____ Situation Status

4. _____ Implement "General Response Checklist."

5. _____ Draft on-duty personnel to assist in Dispatch Center.

6. _____ Poll Field Units and determine status and availability.

7. _____ Establish communications with Operational Area member jurisdictions' dispatch centers.

8. _____ Monitor and document situation status:
   _____ Damage assessments
   _____ Utility system status
   _____ Resource availability

9. _____ Coordinate warning and emergency public information with Oakley OES, County OES and the County PIO.

10. _____ Utilize the Emergency Alert List to notify key personnel and activate the City EOC, as directed by the Incident Commander or Emergency Services Director.

11. _____ When City EOC is activated, provide complete and up-to-date situation status.

12. _____ Contact communications personnel for maintenance and service of communications equipment.

13. _____ Contact maintenance personnel to maintain and service the emergency generator.

East Contra Costa Fire Protection District
<u>Increased Readiness Checklist</u>

1. _____ Upon notification of potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.

2. _____ Consider alerting/recalling off-duty personnel.

3. _____ Assess the availability and condition of resources.
   _____ Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.

4. _____ Anticipate department logistical needs (i.e., feeding and lodging requirements, potential resupply needs, etc.).

5. _____ Anticipate specialized equipment needs (i.e., medical supplies, rescue equipment, fire fighting materials, and equipment, etc.).

6. _____ Provide status report to City OES and Central Dispatch.

7. _____ Stage equipment in strategic locations, as deemed necessary.

8. _____ Coordinate emergency public information with City OES and the City Public Information Officer.

East Contra Costa Fire Protection District
Transportation Emergencies Checklist

All Transportation Emergencies

1. _____ Assume Incident Command* and provide Central Dispatch with the Incident Commander's name. Establish a Unified Command for all multi-agency responses.

> ** Except during major vehicle accidents when the law enforcement agency with jurisdiction assumes the Incident Commander function. However, the law enforcement agency may hand over the Incident Command function to the County Fire Department if the emergency response to the accident involves actions usually handled by the fire services.*

2. _____ Relay initial assessment of incident to responding units and Central Dispatch. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.

3. _____ Establish an Incident Command Post (ICP).

4. _____ Request additional resources and establish Staging Area, as required.

5. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform about the incident.

6. _____ Ensure the safety of all personnel involved with the incident.

7. _____ Coordinate with City Police Department to isolate and deny entry to accident site.

8. _____ Provide periodic status reports to Central Dispatch and the County information regarding response activities, injuries, and sustained damage.

9. _____ Forward all incident documentation, including report, to OES for the preparation of the after-action report.

Train Accident

1. _____ Through the Central Dispatch make the following notifications and/or request response to incident:
   _____ Operational Area Fire & Rescue Mutual Aid Coordinator
   _____ County Public Information Officer
   _____ Pacific Delivery and Trans-Western Railroad

2. _____ Locate any relevant paperwork relating to car placement and cargo (i.e., manifest, bill of lading, consist, shipping papers, etc.).

3. _____ Request Central Dispatch to recall off-duty fire department personnel.

4. _____ Coordinate emergency public information with County OES, the County Public Information Officer, and representatives from the Pacific Delivery and Trans-Western Railroad, if on site.

Major Vehicle Accident

1. _____ Through the Central Dispatch, make the following notifications and/or request response to incident:
_____ Operational Area Fire & Rescue Mutual Aid Coordinator
_____ County Public Information Officer
_____ California Highway Patrol (CHP), if on a highway
_____ Trucking Company, if known and applicable

2. _____ Participate in the Unified Command, under the authority of the Sheriff's Department or other law enforcement agencies with Incident Command authority for highway incidents.

3. _____ Assist the law enforcement agencies in locating any relevant paperwork relating to cargo (manifest, shipping papers, etc.).

4. _____ Coordinate emergency public information with County OES, the County Public Information Officer and the California Highway Patrol, if designated as the Incident Commander.

Aircraft Accident

Civilian
1. _____ Through the Dispatch Center, make the following notifications and/or request response to incident:
_____ Federal Aviation Administration
_____ Operational Area Fire & Rescue Mutual Aid Coordinator
_____ County Public Information Officer
_____ Hospitals (indicate the applicable hospitals)
_____ Involved Airline Carrier
_____ Ambulance Companies

2. _____ Coordinate emergency public information with County OES, the County Public Information Officer and the Federal Aviation Administration.

3. _____ Assist the City Police's Department with evacuating affected areas and identifying safe evacuation routes to be used.

4. _____ Assist the City Police's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the City of Oakley Chapter of the American Red Cross regarding the activation of a shelter.)

5. _____ Ensure that rescue operations are established, including triage operations.

6. _____ Assist the County Sheriff's Department with establishing a temporary morgue site.

7. _____ Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

Military
1. _____ Due to the unknown cargo, establish a 2000 foot safety zone around the aircraft.

2. _____ Provide Central Dispatch with the following information regarding the military aircraft:
   _____ Time of accident
   _____ Exact location of accident
   _____ Whether or not parachutes were sighted
   _____ Whether or not aircraft was on fire
   _____ Damage to private property, if known
   _____ Extent of civilian injuries/deaths
   _____ Identification number on tail of military aircraft
   _____ Established Incident Command Post location

3. _____ Through the Central Dispatch, make the following notifications and/or request response to incident:
   _____ El Dorado Air Force Base (Instruct Central Dispatch to provide the information as indicated above, which is on their Aircraft Accident [Military] Checklist)
   _____ Operational Area Fire & Rescue Mutual Aid Coordinator
   _____ County Public Information Officer
   _____ Hospitals (indicate the applicable hospitals)
   _____ Ambulance Companies

4. _____ Unless the Air Force determines the site to be a National Security situation, Contra Costa County Fire Department personnel will represent the County under a Unified Command structure. County Fire will assist with the mitigation of the incident.

5. _____ Refer all emergency public information relating to the accident to the El Dorado Air Force Base's Military Information Officer, if on site, or to the Office of Information at El Dorado Air Force Base.

6. _____ If the aircraft is on fire, all actions should be taken with extreme caution.

7. _____ Search crash site for survivors (outside 2000 foot safety zone).

8. _____ Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

East Contra Costa Fire Protection District
<u>Hazardous Materials Checklist</u>
(Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!)

1. _____ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)
2. _____ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
3. _____ Establish an Incident Command Post (ICP), providing directions for incoming units.
4. _____ Establish hazardous materials zones: Safe Zone, Decontamination Zone, and Hot Zone, at a minimum.
5. _____ Ensure the safety of all personnel involved with the incident, including the proper selection of personnel protective clothing.
6. _____ Coordinate with the City Police Department to isolate and deny entry to incident.
7. _____ Identify the hazardous material(s) involved.
8. _____ Provide medical care to injured persons and, if transporting the injured persons to local hospitals, ensure that proper decontamination is performed prior to transport.
9. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.
10. _____ Ensure that the following individuals are notified and responding to incident:
    _____ Hazardous Materials Specialists
    _____ County Health Officer
    _____ Operational Area Fire & Rescue Mutual Aid Coordinator
11. _____ Request additional resources and establish Staging Area, as required.
12. _____ Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the City Police Department with evacuating affected areas and in the identification of safe evacuation routes to be used.
13. _____ Assist the City Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the City of Oakley Chapter of the American Red Cross regarding the activation of a shelter.)
14. _____ Coordinate emergency public information with the County OES and the County PIO.
15. _____ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

East Contra Costa Fire Protection District
<u>Earthquakes Checklist</u>

1. _____ After the initial shaking subsides, move all vehicles out of apparatus bays.

2. _____ Conduct an internal damage assessment:
 _____ Check safety of fire personnel, providing first aid as necessary
 _____ Check structural integrity of fire station
 _____ Test communications (radios, telephones, etc.)
 _____ Check utility systems
 _____ Check availability of fuel

3. _____ Establish communications with Central Dispatch and provide initial status report:
 _____ Personnel available
 _____ Apparatus, equipment, and fuel availability

4. _____ Through Central Dispatch, request the presence of the following individuals at the Incident Command Post:
 _____ Operational Area Fire & Rescue Mutual Aid Coordinator
 _____ Hazardous Materials Specialists
 _____ County Health Officer

5. _____ Establish communications and coordination efforts with other County and Operational Area emergency response agencies, utilizing ICS.

6. _____ Conduct a windshield survey of assigned critical facilities, including but not limited to the following:
 _____ Essential service buildings (government and utility facilities)
 _____ City of Oakley School District facilities
 _____ Memorial and County hospitals
 _____ Utility facilities throughout County
 _____ Contra Costa Dam

Consider the following when conducting your "Windshield Survey"
- Stay in your vehicle - This is an information gathering task only!
- Two persons per vehicle - One to drive and the other to take notes.
- Utilize the predetermined list of critical facilities.
- Gathering this information will determine the big picture, prioritization of response, and the incidents requiring the greatest allocation of resources.
- The faster this is accomplished, the sooner resources can be allocated!

7. _____ Provide "Windshield Survey" report to Central Dispatch.

8. _____ In coordination with other emergency response agencies, initiate responses to the most severe incidents, which may include but are not limited to:
 _____ Light and heavy rescue operations
 _____ Fire suppression operations
 _____ Medical aid (triage) operations
 _____ Hazardous Materials operations

9. _____ Once activated, coordinate all response actions and resource requests with the Operations Section of the County Emergency Operations Center.

10. _____ Establish staging area(s) to receive incoming resources.

11. _____ Coordinate all emergency public information through the County EOC.

12. _____ In coordination with the County EOC, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.

13. _____ On a periodic basis, provide status reports on all incident activities to the Operations Section of the County EOC.

East Contra Costa Fire Protection District
Floods Checklist

1. _____ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)

2. _____ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

3. _____ Establish an Incident Command Post (ICP).

4. _____ Request additional resources and establish Staging Area, as required.

5. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.

6. _____ Ensure the safety of all personnel involved with the incident.

7. _____ In coordination with the County Engineering Department, determine the flood stage and related flood inundation area.

8. _____ Assist the City Police Department with evacuating areas within the dam inundation zone and in the identification of safe evacuation routes to be used.

9. _____ Coordinate with the City Police Department to isolate and deny entry to flood inundation area.

10. _____ Assist the City Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the City of Oakley Chapter of the American Red Cross regarding the activation of a shelter.)

11. _____ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

12. _____ Ensure that rescue operations are established; include swift water rescues.

13. _____ Assist the City Engineering Department in any way possible, including diverting and/or diking flood waters, pumping out flooded critical facilities, clearing drains, and sandbagging operations.

14. _____ Coordinate emergency public information with City OES and the City PIO.

15. _____ Forward all incident documentation, including report, to OES for the preparation of the after-action report.

East Contra Costa Fire Protection District
Wildland Fires Checklist

1. _____ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)

2. _____ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

3. _____ Establish an Incident Command Post (ICP).

4. _____ Through Central Dispatch, request the presence of the following individuals at the Incident Command Post:
   _____ Operational Area Fire & Rescue Mutual Aid Coordinator
   _____ Hazardous Materials Specialists

5. _____ Through Central Dispatch, notify all the Operational Area member jurisdictions' fire agencies of the wildfire incident.

6. _____ Establish Staging Area to receive incoming resources, as required.

7. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.

8. _____ Ensure the safety of all personnel involved with incident.

9. _____ Assist the City Police Department with evacuating areas within the fire zone and in the identification of safe evacuation routes to be used.

10. _____ Assist the City Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the City of Oakley Chapter of the American Red Cross regarding the activation of a shelter.)

11. _____ Coordinate with City Police Department to isolate and deny entry to the wildfire area.

12. _____ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of wildfire.

13. _____ Assign Weather Technical Specialists to the Command Staff and request that the Specialists coordinate with the Central Dispatch to monitor weather conditions, including current and forecasted wind conditions.

14. _____ Through the Hazardous Materials Specialists, determine locations within the current and forecasted fire area that store or contain hazardous materials.

15. _____ Ensure that support systems are in place to provide firefighting crews with necessary provisions, including but not limited to food and water.

16. _____ Coordinate emergency public information with City OES, County OES and the City PIO.

17. _____ Forward all incident documentation, including the report, to OES for the preparation of the after-action report.

East Contra Costa Fire Protection District
<u>Extreme Weather/Storms Checklist</u>

1. _____ Assume Incident Command & provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)

2. _____ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

3. _____ Establish an Incident Command Post (ICP).

4. _____ Assign Weather Technical Specialists to the Command Staff and request that the Specialists coordinate with Central Dispatch to monitor weather conditions, including current and forecasted conditions.

5. _____ In coordination with other emergency response agencies responding to the incident, determine the extent of damage from the storm and/or extreme storm situation.

6. _____ In coordination with other emergency response agencies, initiate responses to the most severe incidents.

7. _____ Ensure the safety of all personnel involved with incident.

8. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.

9. _____ Provide periodic status reports to the Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of extreme weather/storm.

10. _____ Coordinate emergency public information with the County OES and the County PIO.

11. _____ Forward all incident documentation, including a report, to OES for the preparation of the after-action report.

City of Oakley Police Department
Increased Readiness Checklist

1. _____ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists, including mutual aid agreements.

2. _____ Consider alerting and/or recalling off-duty personnel.

3. _____ Prepare an emergency work schedule and manpower patterns (i.e., two or four Deputies per vehicle).

4. _____ Assess the availability and condition of resources, including the number of on-duty deputies and vehicle status.

5. _____ Assess and determine the necessity of specialized equipment and resources, such as riot gear, search dogs, etc.

6. _____ Provide resource status report to the City OES, the County OES and to the Central Dispatch.

7. _____ Stage equipment and personnel in strategic locations, as deemed necessary.

8. _____ Coordinate emergency public information with the City OES, the County OES and the City Public Information Officer.

City of Oakley Police Department
Coroner Operations Checklist

1. _____ Upon notification of fatalities, activate the Coroner Division within the Sheriff's Department.

2. _____ The Deputy Coroner shall report directly to the Incident Command Post, reporting to the Operations Section Chief or the Incident Commander (IC) if the Section Chief position is not filled.

3. _____ Receive an incident briefing from the Operations Section Chief or IC, determining the extent and location of fatalities.

4. _____ Coordinate with the appropriate agencies, if on site (i.e., CHP, FBI, NTSB, etc.).

5. _____ Make initial assessment of scene, surveying the area and any special conditions.

6. _____ Determine resource requirements, including equipment and specialists (i.e., body bags, plastic tarps, sheeting, reclosable plastic bags, toe tags, etc.).

7. _____ Establish a body processing area and a temporary morgue.

8. _____ In body processing area, identify and tag remains, perform body recovery operations, and process personal belongings.

9. _____ Coordinate emergency public information with the County Public Information Officer and the Incident Commander.

10. _____ Provide periodic status reports to the Incident Commander and/or the Operations Section Chief.

11. _____ Coordinate with the County Health Department the need for Critical Incident Stress Debriefing for emergency responders who have performed body recovery/coroner operations.

12. _____ Forward all incident documentation, including a report, to OES for the preparation of the after-action report.

City of Oakley Police Department
Transportation Emergencies Checklist

Train Accident

1. _____ Report to the Incident Command Post, receiving briefing from the Incident Commander or the Operations Section Chief, if position is filled.

2. _____ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
_____ Establish a perimeter to isolate the incident.
_____ Control access to accident site, restricting access to emergency responders only.
_____ Provide security for evacuated areas.

3. _____ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
_____ Identify safe evacuation routes.
_____ Identify and establish adequate evacuation reception areas.
_____ Request that the American Red Cross activate a shelter, if long term evacuation is expected.

4. _____ Develop and implement a traffic control plan, coordinating with City Engineering for the use of street barricades.

5. _____ Provide for crowd control at accident site.

6. _____ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.

7. _____ Assist County Fire with safeguarding all evidence for federal accident investigators.

8. _____ Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.

9. _____ Ensure that all emergency public information is transmitted through the Incident Commander.

Major Vehicle Accident

1. _____ Assume Incident Command* and provide Central Dispatch with the Incident Commander's name. Establish a Unified Command for all multi-agency responses.

> *The Incident Commander position may be handed over to the Fire Department if the emergency response to the accident involves actions usually handled by the fire services.

2. _____ Relay initial assessment of incident to responding units and Central Dispatch. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.

3. _____ Establish an Incident Command Post (ICP).

4. _____ Request additional resources and establish Staging Area, as required.

5. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.

6. _____ Ensure the safety of all personnel involved with incident.

7. _____ Direct the City Police Department to isolate and deny entry to the accident site in coordination with the County Fire Department.

8. _____ If evacuation of affected areas is necessary, take the following actions in coordination with the County Fire Department:
   _____ Identify safe evacuation routes
   _____ Identify and establish adequate evacuation reception areas.
   _____ Request that the American Red Cross activate a shelter, if long-term evacuation is expected
   _____ Provide security for evacuated areas

9. _____ Develop and implement a traffic control plan, coordinating with the County Engineering and/or CALTRANS for the use of street barricades.

10. _____ Provide for crowd control at the accident site.

11. _____ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.

12. _____ Assist County Fire with safeguarding all evidence for federal accident investigators.

13. _____ Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.

14. _____ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

15. _____ Coordinate emergency public information with County OES and the County PIO.

16. _____ Forward all incident documentation, including a report, to OES for the preparation of the after-action report.

Aircraft Accident *(Civilian and Military)*

1. _____ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.

2. _____ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
   _____ Establish a perimeter to isolate the incident with a minimum of a 2000 foot perimeter for military aircraft crashes.
   _____ Control access to accident site, restricting access to emergency responders only.

3. _____ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
   _____ Identify safe evacuation routes.
   _____ Identify and establish adequate evacuation reception areas.
   _____ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
   _____ Provide security for evacuated areas.

4. _____ Develop and implement a traffic control plan, coordinating with County Engineering for the use of street barricades.

5. _____ Provide for crowd control at accident site.

6. _____ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.

7. _____ Assist County Fire with safeguarding all evidence for federal accident investigators.

8. _____ Assist the Deputy Coroner with the establishment of a temporary morgue and the removal and disposition of the deceased, as requested.

9. _____ Ensure that all emergency public information is transmitted through the Incident Commander.

City of Oakley Police Department
<u>Hazardous Materials Checklist</u>

- **Upon dispatch, always approach hazardous materials incident from UPWIND, UPHILL, and UPSTREAM!!!**
- **Toxic materials may be odorless and invisible.**
- **Minimize all exposures by not driving through or in the area of the suspective release.**
- **If Sheriff's Department personnel discover a hazardous material or an unlabled container and suspect it contains a hazardous material, take the following actions:**
- Do not move the container or attempt to determine if it is full.
- Retreat to an upwind, uphill and upstream position.
- Notify the County Fire Department through Central Dispatch.
- Isolate the area and deny entry to non-emergency responders.

1. _____ Obtain directions to Incident Command Post from Central Dispatch.

2. _____ Report to the Incident Commander or the Operations Section Chief, if position has been established, and receive briefing.

3. _____ Ensure that all Sheriff Department Personnel remain out of the hazard zones established by the County Fire Department, remaining outside the safe zone.

4. _____ In coordination with the County Fire Department and as directed by the IC or Operations Chief, control access to incident site, restricting access to emergency responders only.

5. _____ Through Central Dispatch, request that off-duty Deputies be recalled to duty.

6. _____ Direct Central Dispatch to request the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.

7. _____ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
   _____ Identify safe evacuation routes.
   _____ Identify and establish adequate evacuation reception areas.
   _____ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
   _____ Provide security for evacuated areas.

8. _____ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.

9. _____ Provide for crowd control at incident site.

10. _____ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.

11. _____ Ensure that all emergency public information is transmitted through the Incident Commander.

City of Oakley Police Department
<u>Earthquakes Checklist</u>

1. _____ After the initial shock waves (shaking) subside, move all vehicles from parking garage.

2. _____ Conduct an internal damage assessment of Sheriff facility:
   _____ Check safety of Police personnel, providing first aid as necessary
   _____ Check structural integrity of Police facility
   _____ Test communications (radios, telephones, etc.)
   _____ Check utility systems
   _____ Check availability of fuel

3. _____ Establish communications with Central Dispatch and provide initial status report:
   _____ Personnel available
   _____ Vehicle and equipment availability
   _____ Availability of fuel

4. _____ Through Central Dispatch, request the presence of the following individuals at the Incident Command Post:
   _____ Operational Area Law Enforcement Mutual Aid Coordinator
   _____ Deputy Coroner

5. _____ Establish communications and coordination efforts with other County and Operational Area emergency response agencies, utilizing ICS.

6. _____ In coordination with County Fire, conduct a windshield survey of assigned critical facilities, including but not limited to the following:
   _____ Essential service buildings (primarily government facilities)
   _____ City of Oakley School District facilities
   _____ Sutter Delta Hospital
   _____ Utility facilities throughout the City

Consider the following when conducting your "Windshield Survey"
- Stay in your vehicle - This is an information gathering task only!
- Two persons per vehicle - One to drive and the other to take notes.
- Utilize the predetermined list of critical facilities.
- Gathering this information will determine the big picture, prioritization of response, and the incidents requiring the greatest allocation of resources.
- The faster this is accomplished, the sooner resources can be allocated!

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7. _____ Provide "Windshield Survey" report to Central Dispatch.

8. _____ In coordination with other emergency response agencies, initiate responses to the most severe incidents.

9. _____ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, control access to incident site, restricting access to emergency responders only.

10. _____ Through Central Dispatch, request that off-duty deputies be recalled to duty.

11. _____ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.

12. _____ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
_____ Identify safe evacuation routes.
_____ Identify and establish adequate evacuation reception areas.
_____ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
_____ Provide security for evacuated areas.

13. _____ Develop and implement a traffic control plan for the affected areas, coordinating with County Engineering and/or CALTRANS for the use of street barricades.

14. _____ Provide for crowd control at all incident sites.

15. _____ Once activated, coordinate all response actions and resource requests with the Operations Section of the County Emergency Operations Center.

16. _____ Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.

17. _____ Provide alternate communication systems as required.

18. _____ In coordination with the Incident Commander and the County EOC, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.

19. _____ Regularly provide status reports on all incident activities to the Operations Section Chief.

20. _____ Refer all emergency public information requests to the Incident Commander.

City of Oakley Police Department
<u>Floods Checklist</u>

1. _____ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.

2. _____ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
   _____ Establish a perimeter to isolate the incident.
   _____ Control access to accident site, restricting access to emergency responders only.

3. _____ Through Central Dispatch, request that off-duty deputies be recalled to duty.

4. _____ Direct Central Dispatch to request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.

5. _____ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
   _____ Identify safe evacuation routes.
   _____ Identify and establish adequate evacuation reception areas.
   _____ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
   _____ Provide security for evacuated areas.

6. _____ In coordination with the County Fire Department, take the following actions in response to flooding:
   _____ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
   _____ Provide for crowd control.

7. _____ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.

8. _____ Ensure that all emergency public information is transmitted through the Incident Commander.

9. _____ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

City of Oakley Police Department
Extreme Weather/Storm Checklist

1. _____ Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.

2. _____ In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:
   _____ Establish a perimeter to isolate the incident.
   _____ Control access to accident site, restricting access to emergency responders only.

3. _____ Through Central Dispatch, request that off-duty deputies be recalled to duty.

4. _____ Request Central Dispatch to notify and request that the Operational Area Law Enforcement Mutual Aid Coordinator respond to the incident. Activate the Law Enforcement Mutual Aid System as required.

5. _____ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
   _____ Identify safe evacuation routes.
   _____ Identify and establish adequate evacuation reception areas.
   _____ Request that the American Red Cross activate a shelter, if long-term is expected.
   _____ Provide security for evacuated areas.

6. _____ In coordination with the County Fire Department, take the following actions in response to severe weather or storm:
   _____ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
   _____ Provide for crowd control.

7. _____ Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.

8. _____ Ensure that all emergency public information is transmitted through the Incident Commander.

9. _____ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

City of Oakley Police Department
<u>Civil Disturbances Checklist</u>

1. _____ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)

2. _____ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

3. _____ Establish an Incident Command Post (ICP).

4. _____ Ensure that the following agencies have been notified and/or on scene:
   _____ City Engineering Department
   _____ County Fire Department
   _____ Operational Area Law Enforcement Mutual Aid Coordinator
   _____ Operational Area member Law Enforcement Agencies
   _____ Governor's Office of Emergency Services (to request National Guard assistance)

5. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.

6. _____ In coordination with the County Fire Department, take the following actions in response to a dam failure:
   _____ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
   _____ Provide for crowd control.

7. _____ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

8. _____ Coordinate emergency public information with County OES and the County PIO.

9. _____ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

City of Oakley Police Department
<u>Terrorism Checklist</u>

1. _____ Assume Incident Command and provide Central Dispatch Center with the Incident Commander's name. (Establish a Unified Command if a multi-agency response is required.)

2. _____ Relay initial assessment of incident to responding units and Central Dispatch (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

3. _____ Establish an Incident Command Post (ICP).

4. _____ Ensure that the following agencies have been notified and/or are on scene:
   _____ City Engineering Department
   _____ County Fire Department
   _____ Operational Area Law Enforcement Mutual Aid Coordinator
   _____ Operational Area member Law Enforcement Agencies
   _____ Governor's Office of Emergency Services (to request National Guard, and/or Department of Justice assistance)
   _____ Federal Bureau of Investigations (FBI)
   _____ Alcohol, Tobacco and Firearms agencies (ATF)

5. _____ Authorize the activation of the Emergency Alert List, specifically indicating to the Central Dispatch who to notify and inform of the incident.

6. _____ In coordination with the County Fire Department, take the following actions in response to terrorist activities:
   _____ Develop and implement a traffic control plan, coordinating with County Engineering and/or CALTRANS for the use of street barricades.
   _____ Provide for crowd control.

7. _____ If evacuation of affected areas is requested by the Incident Commander, take the following actions in coordination with the County Fire Department:
   _____ Identify safe evacuation routes.
   _____ Identify and establish adequate evacuation reception areas.
   _____ Request that the American Red Cross activate a shelter, if long-term evacuation is expected.
   _____ Provide security for evacuated areas.

8. _____ Provide periodic status reports to Central Dispatch and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

9. _____ Coordinate emergency public information with County OES and the County PIO.

10. _____ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

City of Oakley Engineering Department
Increased Readiness Checklist

1. _____ Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.

2. _____ Consider alerting and/or recalling off-duty personnel.

3. _____ Prepare an emergency work schedule, and manpower patterns (i.e., two people per vehicle).

4. _____ Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status, and communications systems.

5. _____ Assess and determine the necessity of specialized equipment and resources, such as barricades, bulldozers, skip loaders, traffic cones, etc.

6. _____ Provide a resource status report to City OES and to Central Dispatch.

7. _____ Stage equipment and personnel in strategic locations, as deemed necessary.

8. _____ Coordinate emergency public information with City OES and the City Public Information Officer.

City of Oakley Engineering Department
<u>General Response Checklist</u>

1. _____ Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.

2. _____ Determine the extent of the Engineering Department's assistance required, including personnel and equipment required.

3. _____ Determine if mutual aid is required. If required, contact the following agencies for assistance:
_____ CALTRANS

4. _____ Assist the City Police Department with the utilization of barricades and cones to close off streets and hazardous areas.

5. _____ Coordinate emergency public information with County Public Information Officer and the Incident Commander.

6. _____ On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.

7. _____ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

City of Oakley Engineering Department
Earthquakes Checklist

1. _____ After the initial shaking stops, immediately perform the following functions:
    _____ Check for injured Engineering Department personnel and provide first aid as necessary.
    _____ Check damage sustained to Engineering Department facilities.
    _____ Check communications equipment.
    _____ Check the availability and status of all heavy equipment and other materials at County Yard and other Engineering Department locations.

2. _____ Establish communications with Central Dispatch and provide an initial status report, which should include:
    _____ Engineering Department personnel available
    _____ Equipment and materials available

3. _____ Recall all personnel, if earthquake occurs during non-working hours. Central Dispatch <u>may not</u> be able to assist in performing this action.

4. _____ Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide status report to the Operations Section Chief and the County EOC, or Central Dispatch if the EOC is not yet activated.

5. _____ Establish communications with other county emergency response agencies.

6. _____ As directed by the Operations Section Chief, perform the following functions:
    _____ Dispatch crews to inspect the structural stability of critical facilities.
    _____ Dispatch crews to determine the capacity and safety of bridges, freeway over/under passes, and other roadways.
    _____ Dispatch crews to clear debris.

7. _____ Advise the Operations Section Chief of the need to evacuate critical facilities and the need to close or restrict access to bridges, freeways, or other roadways, based on inspections and surveys.

8. _____ Consider placing equipment at the designated staging areas.

9. _____ Assist the City Police Department with the utilization of barricades and cones to close off streets and hazardous areas.

10. _____ Assist the City Police Department to set up detours and alternate routes for damaged roadways, bridges, and freeways.

11. _____ Repair damage to critical facilities and essential roadways.

12. _____ Coordinate with utility companies to repair and/or restore services.

13. _____ Review and complete all the required actions on the "General Response Checklists."

City of Oakley Engineering Department
<u>Floods Checklist</u>

1. _____ Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.

2. _____ Determine the extent of the Engineering Department's assistance required, including personnel and equipment required.

3. _____ Determine if mutual aid is required. If required contact the following agencies for assistance:
   _____ CALTRANS

4. _____ Mobilize crews for flood fighting operations, which may include the following actions:
   _____ Diverting flood waters.
   _____ Clearing debris from bridges and overpasses, as the situation permits it to be accomplished safely.
   _____ Sandbagging operations.
   _____ Levee reinforcement.

5. _____ Assist the City Police Department with the utilization of barricades and cones to close off streets and hazardous areas.

6. _____ Coordinate emergency public information with County Public Information Officer and the Incident Commander.

7. _____ On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.

8. _____ Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

9. _____ Review and complete all the required actions on the "General Response Checklists."

City of Oakley Emergency Operations Center
<u>Increased Readiness Checklist</u>

1. _____ Upon notification of potential emergency or disaster, adopt an increased readiness posture by reviewing appropriate emergency operations plans, guidelines, checklists, and mutual aid agreements.

2. _____ Recall all City of Oakley EOC staff to office.

3. _____ Assess the availability and condition of EOC resources.

4. _____ Perform a communications check for all Operational Area radio frequencies.

5. _____ Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re supply needs, etc.).

6. _____ Provide EOC status report to Central Dispatch.

7. _____ Verify other City department resource status reports from Central Dispatch.

8. _____ Establish communications with the County Administrative Officer and other key County officials, as necessary, to obtain an assessment of the situation.

9. _____ Establish communications or make contact with Operational Area member jurisdictions and special districts.

10. _____ Coordinate emergency public information with the City Public Information Officer.

City of Oakley Emergency Operations Center
General Response Checklist

1. _____ Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.

2. _____ Determine whether or not the City EOC will need to be activated. If not, assist the Incident Commander by assuming any of the ICS positions.

3. _____ If activation of the City EOC is required, report back to the center and begin the activation and setup process.

4. _____ Recall all City of Oakley EOC staff to office.

5. _____ Assess the availability and condition of EOC resources.

6. _____ Perform a communications check for all Operational Area radio frequencies.

7. _____ Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re supply needs, etc.).

8. _____ Provide EOC status report to Central Dispatch.

9. _____ Verify other City department resource status reports from Central Dispatch.

10. _____ Establish communications with the County Administrative Officer and other key County Officials, as necessary, providing an assessment of the unfolding situation.

11. _____ Establish communications or make contact with Operational Area member jurisdictions and special districts.

12. _____ Make all necessary preparations to activate the City EOC in the event activation is required or requested.

13. _____ Based on the situation, recommend an emergency proclamation to the City Manager and the City Council.

14. _____ Coordinate emergency public information with the City Public Information Officer.

15. _____ Organize and prepare the incident after-action report, based on the incident reports and related documentation provided by each of the responding emergency response agencies.

The City of Oakley
Extended Operations (Part III)

Concept of Operations

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

The City of Oakley EOC will serve as the focal point of communications between the City EOC and the County EOC and the Coastal Region.

Emergency Operations Center SOPs

Introduction
Within the City of Oakley, normal day-to-day operations are conducted by the various departments and agencies that are dispersed throughout Contra Costa County. The City of Oakley EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. The EOC facilitates a coordinated response by all the departments and agencies who are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation.

Primary and Alternate Locations
The primary City of Oakley Emergency Operations Center (EOC) is located in the Oakley City Offices, 3231 Main Street, Oakley.

The alternate Iron House Sanitary District located at 450 Walnut Meadows Drive, Oakley.

Activation Policy
The City of Oakley EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The EOC will be activated upon the direction of the City Manager or the on-duty emergency services supervisor.

Contra Costa County EOC Activation
The following list depicts the circumstances when the Contra Costa County EOC must be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, Section 2409 f):
- a local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support its emergency operations;
- two or more cities within the Operational Area have declared a local emergency;
- the County and one or more cities have declared a local emergency;
- a city, city and county, or county has requested a Governor's Proclamation of a State of Emergency, as defined in the Contra Costa County Government Code §8558(b);
- a state of emergency is proclaimed by the Governor for the county or two or more cities within the Operational Area;

- the Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid; and

- the Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid.

Action Planning

The use of action plans in the City EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

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

The action planning process should involve the EOC Director and Section Chiefs (which includes the Chiefs of each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. 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 action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the appendix.

Information And Resource Management

Within the Oakley EOC, the EOC Message Form will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch, and Unit will use this form to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the City during the response to a disaster, not every word uttered between the various EOC Staff.

The EOC message form will not replace face-to-face communications, but will ensure that a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs (found in the Response Information Management System). A copy of the City of Oakley EOC message form is located in the appendix of this plan.

Critical information and resource requests will be provided electronically using the Response Information Management System (RIMS) to the County EOC.

The Preliminary Report form will be used by the City to transmit information to the County Emergency Operations Center during the first two hours after an event.

The Situation Summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the County together.

The Flash Report is used to transmit vital and/or time-sensitive information between the City and the County outside regularly scheduled Situation Summaries and Status Reports.

Resource requests will be made through one of the following processes:
- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests to the Contra Costa County EOC must be submitted on RIMS. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the City EOC are responsible for ensuring that priorities are followed.

Response Information System (RIMS). The purpose of the Response Information Management System (RIMS) is to improve the City OES' ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to:
- respond to, manage and coordinate requests for resources; and
- collect, process, and disseminate information during and after a disaster.

Each computer in the City Emergency Operations Center will have RIMS installed. The following reports or requests will be provided to the County EOC and the Governor's Office of Emergency Services via RIMS during and after the emergency or disaster:
- Situation Status Reports;
- Mutual Aid Requests;
- Local Declarations, Gubernatorial, and Presidential Declaration requests; and
- After-Action Reports.

Coordination With Field Response Level
The Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the City EOC, via the central dispatchers or through the EOC radio operators, if established.

When the County EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode. When this is the case, the Incident Commander will make secondary reports to the City EOC.

Coordination With State And Federal Field Response
There are some instances where a state or federal agency will have a field response. State agency field response may result to address flood, oil spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with Contra Costa County Office of Emergency Services and the appropriate city emergency services office, where the incident occurs. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The incident will determine their location.

Coordination With Special Districts
The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

Ideally, the special district involved in the emergency response will have a representative at the City EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

Coordination With Private And Volunteer Agencies

Within the City of Oakley, coordination of response activities with many non-governmental agencies may occur, primarily at the local government level. The City EOC will establish coordination with private and volunteer agencies that have a response role within the City. The agencies that play key roles in the response should have representatives at the City EOC.

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

Damage Assessment And Situation Reporting

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation, and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

General. Damage information will be consolidated and reported to the County EOC and then to the State's Coastal Region Emergency Operations Center (REOC), and will be provided to the member jurisdictions of the Operational Area. An initial assessment, sometimes called a "windshield survey," will be conducted by field responders, giving a quick picture of the incident.

The Public Works Branch of the City EOC will coordinate safety inspections, searching for life and/or property-threatening situations. As significant damages become apparent, the Operations Section Chief should direct the Public Works Branch to prepare an Initial Damage Estimate (IDE).

The IDE when completed should be forwarded to the Contra Costa County EOC. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a State of Emergency and to request a Presidential Declaration of Emergency.

A detailed assessment of damage in public and private facilities, with more precise dollar loss estimates, will be formulated and forwarded to State OES later, as recovery operations begin.

Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but must not be collected until the operational problems and immediate needs are collected and analyzed.

Detailed damage assessment information will be used to plan for both short and long range recovery, which will be given highest priority as the City emergency organization transitions from response to recovery operations.

Policy and Procedures. When a disaster occurs, an immediate survey of the City will be conducted by emergency responders, assessing the nature, severity, and extent of the situation. The responders include the East Contra Costa Fire Protection District, the Police Department, and the City Community Development Department. Information may also be gathered from American Red Cross Damage Assessment Teams.

Field responders will accomplish the initial damage assessment by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas.

The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders will report their observations to the Contra Costa County Central Dispatch Center. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination can be made of whether or not to activate the City Emergency Operations Center (EOC).

Once activated, the Community Development Department Damage/Safety Assessment Unit of the City EOC Operations Section will begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessment.

The Damage/Safety Assessment Unit will manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property.

The Planning/Intelligence Section will complete and transmit the various situation reports to the County EOC. When no damage is observed, a report will be submitted indicating no observed damage.

As directed by the Operations Section Chief, the Public Works Branch will begin completing the Initial Damage Estimate (IDE), which includes the location and description of the damages and provides a rough estimate of the associated dollar loss.

Once completed on RIMS, the IDE will be sent to the County EOC. Reports will be submitted electronically, via RIMS, and will consist of "Flash" reports, "Situation" reports, and the "Initial Damage Estimate."

Flash reports are reports that describe the disaster situation. They may be oral at first, but will be submitted via RIMS as the disaster/event continues. Flash reports will be submitted to the region in between Situation Reports.

Situation Reports are completed and submitted via RIMS on a regularly scheduled basis, every two, four, eight, or ten hours. Situation Reports define affected areas, identify status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

Public Information
Emergency public information to both the general public and the media will only be provided through the Public Information Branch of the City EOC, unless the EOC is not yet activated, in which case the Incident Commander will release information based on the facts of the incident. The Incident Commander may elect to delegate this authority to a field level Public Information Officer (PIO). All other individuals working at either the field response level or the EOC will refer inquiries from the media or general public to the Public Information Branch or the Incident Commander.

Transition Into Recovery Operations
As the threat to life, property, and the environment dissipates, the EOC/Emergency Services Director will consider deactivating the EOC. The EOC/Emergency Services Director will direct Section Chiefs to deactivate their sections, ensuring that each unit/branch/section provides its logs and files to the Recovery Unit. The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will

prepare the after-action report, submitting it to the County Office of Emergency Services within 60 days of the disaster/event.

SEMS Functions

Overview. The five SEMS functions in the Contra Costa County EOC are: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the Contra Costa County EOC Organization.

- The Management function is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- The Operations function is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating county-wide activities through implementation of the County Action Plan.
- The Planning/Intelligence function is responsible for collecting, evaluating, and disseminating information, developing the County action plan in coordination with other functions, and maintaining documentation.
- The Logistics function is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
- The Finance/Administration function is responsible for financial and other administrative activities.

The duties and responsibilities for these functions are depicted in the All Hazards position checklists, which are provided for each SEMS function. As mentioned in the Concept of Operations Section, the checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided.

Management Section

Provides overall direction to emergency response to assure effective inter-agency communications and coordination and efficient use of resources.

Elected Officials
- Establish a legal authority and organization from which the city may operate in times of an emergency.
- Ratify any proclamation of Local Emergency, pass emergency ordinances and resolutions, and assist in managing recovery issues during reconstruction after an emergency.
- Identify alternates in the event City Council Members are unavailable at the time of an emergency.
- Assist with the Continuity of Government following an emergency.

Emergency Services Director
The City Manager is the **Emergency Services Director** and leads the city's Emergency Management Staff. The Director's staff consists of city staff and volunteers. As a group, they:
- Organize, staff and operate a City Emergency Operations Center (EOC).
- Activate and monitor communications and warning systems.
- Provide information and guidance to the public.
- Maintain information on the status of resources, services and operations.
- Monitor field operations, and provide policy and priority directions to the field.
- Obtain support for the city, and provide support to other jurisdictions as required.
- Analyze hazards and recommend appropriate countermeasures.
- Collect and evaluate damage and other essential information and report the data to the county.

- Gather status reports and other information from field units and report the appropriate data to the county.

Emergency Public Information Officer

In the City of Oakley, the Assistant City Managers under the direction of the City Manager has been designated as the Public Information Officer and is a member of the Emergency Management Team. The PIO is expected to:

- Talk with the Emergency Services Director (City Manager or alternate) about the content of all information prior to giving it to the media.
- Contact and work with other agencies (private, volunteer, government, special districts, etc.) within the affected area before releasing information about them to the media.
- Release detailed information and instructions to the public.
- Set up a rumor control system to respond to public inquiries.
- Notify county public information officers of information applicable to county-wide news releases.
- Prepare for arriving dignitaries (for example, gubernatorial or presidential visit, etc.). Work with other agencies to obtain necessary support and/or resources.
- Request PIO Mutual Aid from the county if required.

Liaison

In the City of Oakley the City Clerk or a designee from her office will serve as the Liaison and is a member of the Emergency Management Team. The Liaison is expected to:

- Notify the Operational Area of the opening and closing of the City Emergency Operations Center.
- Remind the Emergency Services Director (City Manager or alternate) to hold regular briefings in the EOC. Briefings are necessary for all EOC staff, City Council and any visiting dignitaries. These can be held together or separately at the discretion of the Director.
- Contact and work with other agencies (private, volunteer, government, special districts, etc.) to enhance working relationships and clarify any billing questions or problems.
- As available, help the PIO prepare for arriving dignitaries (for example, gubernatorial or presidential visit, etc.). Work with other agencies to obtain necessary support and/or resources.

Safety Officer

In the City of Oakley, a person from the Building Official's office will serve as the EOC Safety Officer and is a member of the Emergency Management Team. The Safety Officer is expected to:

- Attend briefings and give input on the potential hazards within the EOC.
- Identify what protective equipment is needed for the required job and halt work until the equipment is available.
- Work with Logistics, Planning and Operations Sections to identify the hazardous jobs and get the materials needed.
- Request the Emergency Services Director to get necessary Mutual Aid.

Legal Advisor

The City of Oakley has established legal authority for the development and maintenance of an emergency management program and organization by passing Municipal Code _____.   This ordinance defines emergency powers, authorities, and responsibilities of the Emergency Services Director, establishes a Emergency Services Committee and provides for the development of an emergency plan.

Operations Section

The Operations Section is the equivalent of the front lines during a war. Emergency functions in this section work to control the direct and immediate effects of a disaster, where the "action" is.

Operations Chief
The Police Chief, or an alternate, will serve as the Operations Chief and is a member of the Emergency Management Team. The Operations Chief is expected to:
- Brief Operations Section staff on the priorities set by the Director and City Council.
- Brief the Emergency Services Director on actions or events developing in the field.
- Manage the field response with the staff assign d to the Operations Section.
- Arbitrate conflicts between agencies as they occur and involve the Emergency Services Director as needed.
- Keep the Public Information Officer informed of evacuations or other public issues that the media will want.
- Be sure Operations Section staff keep Resource and Situation Status staff up to date on events.

Fire Department
The Chief of the East Contra Costa Fire Protection District or an alternate serves as a member of the Emergency Management Team. The designated fire representative and will ensure the following occurs in each area of responsibility:

Identify staff to go to the City Emergency Operations Center (EOC) to help manage the following:

Fire
- Coordinate the activities of personnel engaged in fire operations.
- Maintain communications with the Emergency Fire Operations Center(s) or field commands, including any established on-scene ICS.
- Evaluate status reports and determine priorities for committing fire resources.
- Coordinate and communicate with city staff as required to maintain smooth operations.
- Determine the need for additional assistance and submit appropriate requests to the County Fire and Rescue Coordinator.

Field Medical
- Continue to provide triage and immediate medical care for casualties.
- Coordinate with County EMS for transportation of injured.

Heavy Rescue
- Work with the Operations Chief to identify an Incident Commander at heavy rescue sites and identify the responsibilities each responding agency assumes.
- Work with City of Oakley Police and Public Services to gather personnel and equipment to effectively complete heavy rescue operations.
- Deploy available rescue resources.
- Request and/or gather Mutual Aid through the proper methods.

Evacuation
- As time, staff availability and resources permit, assist police with evacuation and warning.

Police Services
The City of Oakley Police Chief serves as the Operations Chief who manages the five units in the Operations Section. The on-duty Shift Sergeant will be assigned to fill this position. In this capacity he will:

Law Enforcement
- Coordinate law enforcement and traffic control operations within the city and support to other city functions.

- Evaluate status reports and determine priorities to commit law enforcement resources within the jurisdiction.
- Provide support to other jurisdictions as required
- Determine the need for more assistance and submit the County Law Enforcement Coordinator.

Search
- Take reports of missing persons.
- Work with fire and public works staff to locate missing persons and assist in rescue efforts. Secure rescue operations.
- Assist with crowd control.

Movement
- Work with Transport Resources, Transportation Planning and Shelter staff to manage the movement of people from hazardous or threatened areas to safer areas in the city.
- Movement operations will be conducted through; the cooperative efforts of law enforcement agencies, highway/road/street departments, and public and private transportation providers.
- Procurement, regulation and allocation of resources will be done by the City Transport Resources person.
- Work with PIO to warn the area to evacuate. Include the following info:
    o Why they must evacuate.
    o Routes to take, including conditions of roads, bridges and freeway overpasses.
    o What to do if vehicle breaks down.
    o The locations of assembly points for those without access to automobiles.
    o Where to go for mass care until the emergency has passed.

Coroner
- Establish communications with County Sheriff/coroner.
- Coordinate response and obtaining resources as needed.
- Secure remains of dead at a temporary morgue. Be sure belongings of
- person stays with body.
- Obtain resources to store bodies until county support can respond.
- Identify casualties as able.
- Notify kin.

Animal Services
- Respond to animal-related emergencies as available and related to priority of life saving. Coordinate with County Animal Services Department.

Maintenance
The City Engineer or designee is responsible for Maintenance Operations in the City of Oakley, and is a member of the Emergency Management Organization. The engineer or alternate will staff the Maintenance staff position in the city EOC and:
- Coordinate maintenance operations in City of Oakley.
- Work with the other Emergency Management Staff to fill their needs for maintenance support.
- Determine and pass on requirements for maintenance operations Mutual Aid to the County Construction and Engineering Coordinator.

Utilities
The Building and Safety Services Manager, or alternate will serve as the Utilities staff person. If a disaster affects a large area of the county, the Utilities staff will work with the Utilities Coordinator at the County

EOC. If it is a disaster only affecting the City of Oakley, immediately request liaison from the utilities serving the city.

Public Health

The Contra Costa County Health Services Department provides Public Health Operations for the entire county. This includes the City of Oakley. To enhance response to and coordination with the County Public Health Emergency Management Staff the city has appointed personnel from the Maintenance Department as the City Public Health staff. The **City Public Health** staff will:

- Gather information about the public health needs within City of Oakley.
- Compile information on any hazardous materials', incidents within the city, and relay that information to the County EOC.
- Coordinate with any field Incident Command within the city in a hazardous materials incident.
- Communicate the city's needs to the County Public Health or Environmental Health Coordinator, as appropriate.
- Take remedial action to prevent public health problems, if directed to do so by the County Public Health Coordinator.
- Take action necessary to protect the public from hazardous materials incidents, in coordination with the established fie d Incident Command.
- Contact the local hospital and request an assessment of the hospital; and relay all information to the County EOC.
- Provide necessary non-medical support to the local hospital (emergency water, power, personnel to move patients, etc.).
- Work with the Fire staff to keep abreast of incidents involving serious injuries.
- Contact the County Emergency Medical Services about the transportation of injured citizens.
- Work with the city Care and Shelter staff to determine the city's medical needs in the shelters.
- Relay information to the County Emergency Med cal Services staff about the medical needs of the city.

Police Services is responsible for scene management, including Incident Command, at the site of any hazardous materials incident. The local fire district/agency in a jurisdiction is responsible for rescue, decontamination, containments, fire control and hazard recognition activities at a hazardous materials incident. For the specific role of the Contra Costa County Health Services Department in hazardous materials incidents, see the list of Environmental Health Coordinator duties in this section.

Planning/Intelligence Section

The Planning Section attempts to answer the question, "What's the problem?" This Section provides the facts and projections that he p others make informed decisions.

Planning Chief

The Community Development Director, or designee, will serve as the Planning Chief and is a member of the Emergency Management Team. The Planning Chief is expected to:

- Collect and analyze all data regarding field operations.
- Collect and summarize data regarding disaster response in the city.
- Develop situation reports upon request.
- Identify potentially critical problems. Give information to Operations Section Chief and the Director.
- Develop the EOC Action Plan.
- Assist the Emergency Public Information Team by maintaining updated information and producing regular situation summaries for the Emergency Operations Center (EOC) staff.
- Work with Damage Assessment staff to collect and consolidate damage information within the city. This information would be included with the regularly published situation reports.

- Assign staff to maintain files of the written documents generated in the EOC.
- Be sure staff maintain major incident boards and Maps in the EOC.
- Brief Planning Section staff on the priorities set by the Director and City Council. Create a document that consolidates the priorities and decisions and distribute to all EOC staff.
- Work with the Operations Chief to be sure Operations Section staff keep
- Resource and Situation Status staff up to date on events.

Resource Status

A Senior Civil Engineer, or alternate, will serve as the Resource Status staff and is a member of the Emergency Management Team. Resource Status staff are expected to:
- Maintain information on the status of city resources: personnel, equipment, etc.
- Collect and summarize data regarding location of resources in disaster response.
- Determine whether equipment is being used wisely.
- Help staff determine whether Mutual Aid is necessary and where it should be sent.
- Help locate and manage Staging Areas for incoming assistance.
- Maintain a resource status board in the EOC.

Situation Status and Damage Assessment

The Head Building Official, or designee, will serve as the Situation Status and Damage Assessment staff and is a member of the Emergency Management Team. The Situation Status and Damage Assessment staff are expected to:
- Collect and analyze all data regarding field operations.
- Poll Operations Section staff for damage information from field units.
- Collect and summarize data regarding disaster response in the city.
- Identify potentially critical problems. Give information to Planning Section Chief.
- With the Planning Section Chief, develop Situation Reports upon request and give copies to all EOC staff.
- Help the Emergency Public Information Team maintain updated information and produce regular situation summaries for the Emergency Operations Center (EOC) staff.
- Work with Damage Assessment staff to collect and consolidate damage information within the city. This information will be included with the regularly published Situation Reports.
- Maintain the city map and Major Incident Board in the EOC.

Demobilization

The Associate Civil Engineer, or alternate, will serve as the Demobilization staff and is a member of the Emergency Management Team. The Demobilization staff are expected to:
- Identify lost, disabled or destroyed city resources and work with Logistics and Finance Staff to identify means to replace or repair them.
- Manage the closing and securing of EOC operations and the restoration of normal city operations.
- Review documents for information on resources lost, damaged or destroyed. Be sure this ties into a specific site of activity.
- Assist in setting up and conducting a post disaster briefing.
- Help manage the transitions between shifts and ensure complete Documentation is filed.
- Assist other Planning Section actions as staff are available.

Transportation Planning

The City Engineer, or alternate, will serve as the Transportation Planning staff and is a member of the Emergency Management Team. The Transportation Planning staff are expected to:
- Collect and analyze all data regarding transportation systems.
- Work with Transport Resources in Logistics to identify routes for resources to use.

- Work with Police to determine best evacuation routes for the number of people moved.
- Identify potentially critical problems given Transportation System damages.
- Work with other Planning Section staff to develop accurate Situation Reports.
- Help the Emergency Public Information Team main-Lain updated information.
- Work with Damage Assessment staff to collect and consolidate damage information within the city. This information Would be included with the regularly published Situation Reports. Maintain information on the city map and status board in the EOC.

Logistics Section

Provides for the procurement, distribution and use of essential resources and services (including equipment, supplies, water, food, fuel, electric power and transportation).

Logistics Section Chief

The Redevelopment Director, or alternate:, will serve as the Logistics Chief and is a member of the Emergency Management Team. The Logistics Chief is expected to:
- Manage the procurement and allocation of resources within City of Oakley.
- Supervise staff that will complete and maintain accurate records of resource transactions.
- Request support and Mutual Aid from the Contra Costa County Resources Coordinator.

Supply

The Parks and Landscape Supervisor, or alternate, will serve as the Supply staff and is a member of the Emergency Management Team. The Supply staff is expected to:
- Identify the type and quantity of resources needed, locate where to obtain them, send them to a site or Staging Area, and monitor their use,.
- Maintain accurate records of resource transactions.
- Work with Resource Status on city resources available and track their use.
- Work with other Logistics Section staff and EOC staff.
- Support Time, Cost and Claims staff requests for ~information.
- Request security-for Staging Areas and supplies from Police staff in the EOC.

Communications

A Recreation Supervisor from the Parks and Recreation Department, or alternate, serves as the Communications staff. The Communications staff and other city staff as needed are to:
- Manage the communications system (Local Government Net) within the city.
- Identify agencies or contract agents to repair communications equipment as needed. (Before a disaster, it would benefit the City to create written agreements with vendors or agencies to provide services during a disaster.)
- Contact the county for the use of amateur radio personnel in the local radio systems.
- Identify local vendors that could supply emergency communications equipment in the event support is needed. (Again, pre-disaster agreements will assist the city.)
- Participate in tests of the City-County Emergency Centrex Phone System.

Transportation Resources

A Recreation Coordinator from the Parks Recreation Department, or alternate, will serve as the Transport Resources staff. The Transport Resources staff is expected to:
- Work with other city EOC staff to determine the type and quantity of transportation resources needed and where they are to stage for use.
- Locate and obtain transportation resources within City of Oakley.
- Direct use and track location of these resources.
- Request support or Mutual Aid from the Transportation Coord at the County EOC.

- Work with Transportation Planning to communicate with the county EOC to obtain information from the transportation representatives there (CALTRANS, BART, County Connection, etc.).

Volunteers

The Senior Recreation Coordinator from the Parks and Recreation Department, or alternate, will serve as the Volunteer staff in the City EOC. The Volunteer staff will:

- Answer calls from volunteers.
- Locate, organize and use volunteer resources within the City of Oakley.
- Coordinate the call-out and use of existing registered volunteers within the city.
- Organize a registration system for volunteers being used in disaster operations in the city.
- Coordinate with local volunteer agencies for organizing and using volunteers.
- Request support and/or Mutual Aid from the Personnel staff at the Contra Costa County EOC.

Facilities/EOC Support

The Housing Analyst, or alternate, will serve as the Facilities and EOC Support Staff. The Facilities and EOC Support Staff is expected to:

- Manage the general health and welfare of the EOC staff and rest areas for disaster workers.
- Set up a feeding schedule and gather food for EOC staff and field workers.
- Obtain supplies, equipment and other resources to support rest area operations.
- Work with Planning staff to select a site for rest area operations and with other Logistics staff to gather supplies and staff to operate them.
- Manage the emergency generator for the EOC and obtain supplies/services to maintain it.
- Maintain accurate records of activity and resource transactions. Red Cross does not pay for housing or rest area supplies. They do pay for and will acquire meals.
- Monitor conditions of the EOC facility and rest area buildings for disaster workers. Manage problems that may arise, such as, lighting failure, air conditioning/heating problems, etc. Locate resources/services to correct.

Documents/Message Support

The Associate/Assistant Planner, or alternate, will serve as the Documents / Messages staff and is a member of the Emergency Management Team. The Documents Messages staff are expected to:

- Collect and review all Activity Logs and Message Forms.
- Look for completeness and accuracy of information on forms.
- Assist with creating documents as staff are available.
- Be sure messages and information are routed to the proper EOC staff.
- Send reports or information over phone, local government radio or fax.
- Help the Emergency Public Information Team maintain updated information.
- Work with Damage Assessment staff to collect and consolidate damage information within the city. This information would be included with the regularly published reports.
- As staff are available, help maintain the EOC status boards.

Care and Shelter

In City of Oakley, the Redevelopment Director, or designee, serves as the Care and Shelter staff in the City EOC. Community Services staff have been trained on American Red Cross procedures and certified as Shelter Managers. In order to manage shelter activity Care and Shelter staff must contact with the American Red Cross. Red Cross staff will be at the Contra Costa County EOC in a large disaster which affects the county at large; otherwise, in a local emergency the Red Cross may staff the City of Oakley EOC.

American Red Cross

By Federal Charter, the American Red Cross (ARC) is mandated to provide disaster relief in peacetime emergencies. In California, the American Red Cross, the State Office of Emergency Services (OES) and the Department of Social Services have created an operating relationship. The American Red Cross of the Bay Area created a similar operating relationship. The following references outline ARC responsibilities:

- Federal Law 36-USC-3;
- Public Law 93-288 (Federal Disaster Relief Act of 1974);
- Statement of Operational Relationships (ARC and OES);
- Memorandum of Understanding (ARC and Social Services).
- Operating Relationship Agreement (ARC and Contra Costa County)

The Red Cross agrees to provide:

- Emergency lodging for disaster victims in public or private buildings.
- Food and clothing for people in emergency mass care facilities.
- Food for disaster workers if normal commercial feeding facilities are not available.
- Registration and inquiry service.

The Red Cross acts cooperatively with state and local governments and other private relief organizations to provide emergency mass care to people affected by disasters in peacetime. There is no legal mandate for Red Cross involvement in a State of War Emergency, but, by decision of Chapter Boards of Directors, the Red Cross Chapter Disaster Committees in California may, if incorporated into the war emergency plans of political subdivision management to assist with emergency mass care operations.

Demobilization

The Associate City Engineer, or alternate, will serve as the Demobilization staff and is a member of the Emergency Management Team. The Demobilization staff are expected to:

- Identify lost, disabled or destroyed city resources and work with Logistics and Finance Staff to identify means to replace or repair them.
- Manage the closing and securing of EOC operations and the restoration of normal city operations.
- Review documents for information on resources lost, damaged or destroyed. Be sure this ties into a specific site of activity.
- Assist in setting up and conducting a post disaster briefing.
- Help manage the transitions between shifts and ensure complete documentation is filed.
- Assist other Planning Section actions as staff are available.

Finance Section

This section will be activated when an incident requires record maintenance for personnel and equipment time, providing payments to vendors for supplies and equipment use, and for determining the cost of alternate response strategies.

Finance Section Chief

In City of Oakley, the Finance Director, or alternate, will serve as the Finance Chief and is a member of the Emergency Management Team. The Finance Chief is expected to:

- Be sure the proper documentation begins.
- Ask the Emergency Services Director to require EOC staff to complete the necessary documents.
- Review the types of documents that are necessary for EOC staff to complete.
- Review documents filed in the Documents and Message Center files to be sure documents are thorough.

Time Costs

In City of Oakley, the Accounting Manager from the Administrative Services Department, or alternate, will serve as the Cost and Time staff. The Cost and Time staff is expected to:

- Be sure the proper documentation begins.
- Review the types of documents that are necessary for EOC staff to complete.
- Review documents filed in the Documents and Message Center files to be sure documents are thorough.
- Create incident and cumulative cost reports.
- Attend applicant briefings set up by the state after the immediate disaster response has occurred and some semblance of recovery has begun.

Compensation/Claims

In City of Oakley, the Finance Director, or alternate, will serve as the Compensation, Claims and Personnel staff. The Compensation, Claims and Personnel staff is expected to:

- Be sure the proper documentation begins.
- Review the types of documents that are necessary for EOC staff to complete.
- Review documents filed in the Documents and Message Center files to be sure documents are thorough.
- Maintain information on the reassignment of non-assigned city staff.
- Attend applicant briefings set up by the state after the immediate disaster response has occurred and some semblance of recovery has begun.

Departmental Responsibilities

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

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

The City's Police Department (specifically, the OES Supervisor) is responsible for developing and maintaining an emergency alert list, which will be used to notify the key city personnel. Each department will develop their own departmental alert list, which will be used by the departments to alert departmental personnel.

Special districts with responsibilities under this plan will coordinate all planning efforts with the City's Police Department (specifically, the OES Supervisor).

The City's Police Department (specifically, the OES Supervisor) has the overall responsibility for coordinating the City's response to each identified hazard and threat. Departmental responsibilities are outlined in hazard/threat specific matrices. Typical activities/actions performed during a specific hazard/threat are listed on the vertical axis (y-axis); and the five Standardized Emergency Management System (SEMS) functions are listed on the horizontal axis (x-axis). For each activity/action, the departments' assigned responsibilities under this activity/action are listed under the appropriate SEMS function.

The following legend will apply to all the matrices:

FD = Fire Department
CD= Community Development
ADMIN= Administration/City Manager/Mayors Office

OES = Office of Emergency Services
P&R = Parks and Recreation
PW = Public Works
PD = Police Department
FIN = Finance
SD = Special districts

Earthquake

SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Ctr.		PD,PW			
EOC Operations	ADMIN,FD, CD, FIN,OES, PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuations		PD,FD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,PW, OES		PD	
Initial Damage Assessment		PD,FD,SD			
Detailed Damage Assessment		CD			
Shelter Operations				ADMIN,PD SD	
Public Information	PD,FD,OES SD	FD,PD			
Fire Suppression		FD			
HazMat Operations		FD			
Debris Removal		PW			
Utility Restoration		PW,SD			
Facility Restoration		PW,CD			
Situation Status			CD,PD,FD,PW		
Documentation					FIN
Procurement				ADMIN	FIN
Volunteer Mgmt.		ADMIN,PD,SD			
Fatalities Mgmt.		PD,FD,PW, P&R			
Recovery Operations		ADMIN,FD,PDPW ,CD			

Wildland Fires

SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, CD,FIN, OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD, OES		PD	
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Fire Suppression		FD			
Situation Status			CD,PD,FD,PW		
Documentation					FIN
Procurement				ADMIN	FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Flood

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	FIN,ADMIN
Evacuation		PD,FD, PW		CD,PW	
Notifications		PD,FD			
Communications		FD,PD, OES		PD	
Flood Fight Ops.		PW,PD,FD,SD		CD	
Shelter Operations				ADMIN,PD SD	
Public Information	PD,FD,OES				
Med/Rescue Ops.		FD,PD, P&R			
Situation Status			CD,PD,FD,PW		
Documentation					FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

HazMat

SEMS Functions					
Activities	**Mgmt/ Command**	**Operations**	**Planning/ Intell.**	**Logistics**	**Finance/ Admin.**
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	
Evac/Shelter-Inplace		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD, OES		PD	
HazMat Operations		FD,PW,PD		CD	
Medical Operations		FD,P&R			
Public Information	PD,FD,OES				
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Procurement				ADMIN	FIN

Civil Disturbance

SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, CD,FIN, OES, PD	PD,FD,PW, P&R	CD, ADMIN	ADMIN,PW PD	FIN,ADMIN
Notifications	PD,FD				
Communications		FD,PD,OES		PD	
Public Information	PD,FD,OES				
Fire Suppression		FD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN

Extreme Weather/Storm

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
SEMS Functions					
Incident Command	FD,PD				
EOC Operations	ADMIN,FD, CD,FIN,OES PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Shelter Operations				ADMIN,PD SD	
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Damage Assessment		FD,PD,PW, P&R, SD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Procurement				ADMIN	FIN
Recovery Operations	ADMIN,OES	FD,PD,PW, P&R	CD,PD,FD,PW	ADMIN,PW PD	FIN,ADMIN

Train Accident

SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		FD,PD			
EOC Operations	ADMIN,FD, CD,FIN, OES PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Safeguard Evidence		PD,FD			
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Fire/HazMat Ops.		FD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Major Vehicle Accident

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	OES,PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Public Information	PD,FD,OES				
Rescue Operations		FD,PD			
Fire/HazMat Ops.		FD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		
Procurement				ADMIN	FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Terrorism
SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, FIN, OES, PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW, PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Safeguard Evidence		PD,FD			
Public Information	PD,FD,OES				
Med/Rescue Ops.		FD,P&R			
Damage Assessment		PD,FD,PW			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		FIN
Fatalities Mgmt.		PD,FD,PW, P&R			

Airplane Crash

SEMS Functions

Activities	Mgmt/ Command	Operations	Planning/ Intell.	Logistics	Finance/ Admin.
Incident Command	FD,PD				
Establish Perimeter		FD,PD			
Control Access		FD,PD,PW			
Traffic/Crowd Control		PD,PW			
EOC Operations	ADMIN,FD, CD,FIN,OES,PD	PD,FD,PW, P&R	CD,ADMIN	ADMIN,PW,PD	FIN,ADMIN
Evacuation		FD,PD		CD,PW	
Notifications		PD,FD			
Communications		FD,PD,OES		PD	
Safeguard Evidence		PD,FD			
Shelter Operations				ADMIN,PD, SD	
Public Information	PD,FD,OES				
Fire/Rescue Ops.		FD,PD			
Situation Status			CD,PD,FD,PW		
Documentation			ADMIN,OES		
Fatalities Mgmt.		PD,FD,PW, P&R			

Standard Operating Procedures Development

For the City of Oakley's Emergency Operations Plan to be complete, each SEMS section, branch and unit must develop Standard Operating Procedures (SOPs). Upon completion, each SOP will become part of this plan by reference.

These SOPs will contain, in detail, those actions that are necessary to fulfill the SEMS functional responsibilities under this plan. Each of the SOPs will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, disaster assignments, and resource lists.

Under a heading for each SEMS section, branch or unit, a descriptive list of what specific information will be in the SOPs is provided below to assist in developing SOPs. Once the SOPs are completed, they must return to the "Concept of Operations" section on this plan to ensure that the SOPs are consistent with these concepts.

Each SOP will be reviewed by the City's Police Department (specifically, the OES Supervisor) for consistency with the City's Emergency Operations Plan. Inconsistencies or overlaps between departmental actions will be addressed by the departments or the City Manager.

Strict adherence to the SOP by departments is not required. Departments may deviate from SOPs to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the EOC.

Fire Department

Increased Readiness

Develop procedures for reviewing and updating Fire Department SEMS SOPs.

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

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

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

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

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

Ensure that hazardous material procedures are consistent with the Contra Costa County's Hazardous Materials Area Plan.

Initial Response Operation

In coordination with the Police Department, Office of Emergency Operations Services, and Administration/City Managers Office, develop procedures to disseminate warnings, emergency public information, and instructions to Oakley citizens.

Develop procedures for responding to and managing:
- train accidents;
- aircraft accidents, including military aircraft;
- major vehicle accidents;
- hazardous material incidents (consistent with County's HazMat Area Plan);
- earthquakes;
- floods;
- wild land fires;
- extreme weather or storm situations.

Develop procedures for initiating:
- activities to implement Incident Action Plans;
- "windshield survey" damage assessment following an earthquake;
- medical operations, including triage operations;
- a needs assessment and subsequent requests for fire and rescue mutual aid;
- rescue operations, including swift water rescues;
- evacuation and rescue operations; and
- treatment for the injured. (Medical Care/Triage SOP)

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

Extended Response Operations

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

Police Department

Increased Readiness

Identify key management, with two alternates per position, and develop list.

Identify alternative government facilities, based on the hazard analysis.

Develop procedures for reviewing and updating the City of Oakley Police Department SOPs.

Identify the process and develop procedures for checking critical police department facilities and equipment, including the testing of systems.

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

In coordination with the Fire Department and the Emergency Services Committee, develop a process for managing incidents, at the field level, using the Incident Command System.

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

In coordination with the Fire Department, develop process and procedures to warn threatened areas of the community.

Initial Response Operations

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

Develop procedures for responding to:
- train accidents;
- aircraft accidents, including military aircraft;
- major vehicle accidents;
- hazardous material incidents;
- civil disturbances and terrorism incidents;
- earthquakes;
- floods;
- wild land fires; and
- extreme weather or storm situations.

Develop procedures for initiating:
- "windshield survey" damage assessment following an earthquake;
- perimeter management, including access control;
- isolating the incident, and controlling access to the incident;
- request for law enforcement mutual aid; and
- operations to safeguard evidence at aircraft and train accidents.

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

Take into consideration specific planning requirements that are identified the hazard analysis, in particular for hazardous materials and dam safety elements. Ensure that all items under the Americans with Disabilities Act are covered for evacuations/movement operations.

Extended Response Operations

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

In coordination with the Contra Costa County Coroner, develop procedures for managing fatalities.

Office Of Emergency Services (Oakley Police Department's OES Sergeant)

Review and update the City of Oakley Emergency Services SOPs.

Increased Readiness

Check and expedite any repairs to the EOC and equipment, including the testing of systems.

Review procedures for identifying and pre-positioning resources and equipment.

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

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

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

Prepare to mobilize auxiliary and volunteer staff and pre-positioning resources and equipment.

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

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

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

Review maps of specific hazards (i.e., HazMat, dam inundation areas, flood inundation areas, earthquake faults, etc.) to be used by the various departments/emergency responders.

Revise EOC SOPs, based on new conditions.

Initial Response Operations	In coordination with the Fire Department, Police Department, and Administration/City Manager's Office, develop procedures to disseminate warnings, emergency public information, and instructions to Oakley citizens.

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

Extended Response Operations	In coordination with Administration/City Manager's office, develop the process and procedures for maintaining a local emergency for an extended period of time.

In coordination with Administration/City Manager's office, develop the process and procedures for responding to press inquiries for the duration of the emergency.

Develop procedures for the activation, operation, and deactivation of the City of Oakley Emergency Operational Center (EOC SOPs).

Develop procedures and the process for communicating with the Contra Costa County EOC, surrounding jurisdictions, and special districts serving the City of Oakley.

Recovery Operations	Develop procedures for the organization and preparation of after-action reports.

In coordination with the Finance Department and Administration, develop the procedures and processes used for recovery operations.

Develop procedures for applying for state and federal disaster assistance programs.

In coordination with the Community Development Department, identify the process for conducting and analyzing potential hazard mitigation projects.

In coordination with the Fire Department, identify any residual hazards resulting from the disaster.

Community Development Department

| Increased Readiness | Develop procedures for reviewing and updating the City of Oakley Community Development Department SOPs. |

Identify the process and develop procedures for checking critical Public Works facilities and equipment, including the testing of systems.

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

Initial Response Operations

Develop procedures for responding to:
- earthquakes;
- floods; and
- extreme weather or storm situations.

Develop procedures for initiating:
- utility system damage assessment operations following an earthquake;
- damage assessment operations for critical facilities, including infrastructure;
- debris removal operations;
- repair and restoration activities for damaged facilities, utility systems, and infrastructure;
- flood fighting activities/actions;
- sand bagging operations;
- levee reinforcement operations;
- hazardous waste clean up and disposal operations;
- clearing and shoring operations for landslide areas; and
- request for public works mutual aid.

Extended Response Operations

Develop procedures for restoring vital utility services.

Recovery Operations

In coordination with the Contra Costa County Office of Emergency Services and Community Development Department, identify the process for conducting and analyzing potential hazard mitigation projects.

Administration/City Manager's Office

Increased Readiness

Develop procedures for reviewing and updating Administration/City Manager's Offices SOPs.

In coordination with OES, identify alternate government facilities, including an alternate EOC.

In coordination with the Emergency Services Committee, develop the process and procedures for increasing public information efforts.

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

Initial Response Operations

In coordination with the Fire Department, Police Department, and the Emergency Services Committee, develop procedures to disseminate warnings, emergency public information, and instructions to City of Oakley citizens.

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

Extended Response Operations

In coordination with the Emergency Services Committee, develop the process and procedures for declaring a local emergency.

In coordination with the Emergency Services Committee, develop the process and procedures for disseminating emergency public information.

Develop procedures for protecting, controlling, and allocating vital resources.
Develop the process for communicating with the Disaster Council.

Recovery Operation

In coordination with the Finance Department and the Emergency Services Committee, develop the procedures and processes used for recovery operations.

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

Community Development Department

Increased Readiness

Develop procedures for reviewing and updating Community Development Department SOPs.

Identify the process and develop procedures for checking critical Community Development Department facilities and equipment, including the testing of systems.

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

Initial Response Operations

Develop procedures for assessing mutual aid needs.

Extended Response Operations

Develop procedures for performing detailed safety inspections of damaged facilities following an earthquake, including the process of determining whether a structure will be rebuilt or demolished.

Develop procedures to initiate mutual aid request for building inspectors following an earthquake.

Develop procedures to manage building inspection teams.

Develop procedures for conducting advance planning activities.

Develop procedures for creating a situation status report for the disaster to obtain the "big picture," include the updating process.

Develop procedures for tracking resources.

Recovery Operations

Identify the process used by the Redevelopment Agency to rebuild damaged areas of the City of Oakley under redevelopment laws and regulations.

Identify the process for rezoning damaged areas of Oakley.

Finance Department

Increased Readiness

Develop procedures for reviewing and updating Finance Department SOPs.

Extended Response Operations

Develop procedures for procuring emergency resources to sustain operations.

Develop the process for documenting the financial cost of disaster response and recovery operations (a disaster accounting system).

Recovery Operations

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

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

Develop process and the procedures for submitting and processing workman compensation claims.

Parks & Recreation Department

Increased Readiness

Develop procedures for reviewing and updating the City of Oakley Parks and Recreation Department SOPs.

Identify the process and develop procedures for checking Parks and Recreation facilities and equipment, including the testing of systems.

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

Initial Response Operations

Develop procedures for assessing the need for mutual aid. In coordination with the Fire Department, develop procedures for treating the injured, including activating "field treatment sites" (Medical Care/Triage SOP.)

Extended Response Operation

In coordination with the American Red Cross, develop procedures for caring for displaced persons (Shelter Operations SOP). Ensure that all items under the American's with Disabilities Act are considered when opening and managing a shelter.

Develop procedures for transporting patients from the field to local medical facilities.

Develop procedures for activating and participating in the Hospital Emergency Amateur Radio (HEAR) system.

In coordination with the County Health Department, develop procedures for vector control operations.

In coordination with County Animal Control develop procedures for the care and shelter of pets and livestock.

Annex: A
Emergency Operations Plan Concurrence

The following list of signatures documents each department's concurrence with this emergency operations plan.

The City Manager concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____
   Bryan Montgomery, City Manager

The Finance Department concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____
  Paul Abelson, Finance Director

The Police Department concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____
   Chris Thorsen, Police Chief

The Fire Department concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____
  Bill Wiseberger, Interim Fire Chief-East Contra Costa Fire Protection District

The Public Works Department concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____
  Rebecca Willis, Community Development Director

The Parks and Recreation Department concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____

   Karen Majors, (Interim)Parks and Recreation Director

The Human Resources and Personnel Department concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____

   Karen Majors, Assistant City Manager

The City Clerk concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____

  Nancy Ortenblad, City Clerk

    The City of Oakley Building Department concurs with the City of Oakley's Emergency Operations Plan. As Needed, revisions will be submitted to the Chief of Police.

Signed _____

     Brent Smith, Head Building Official

    The City of Oakley Redevelopment Agency concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police

Signed_____

    Barbara Mason, Redevelopment Director

    The City of Oakley Engineering Department concurs with the City of Oakley's Emergency Operations Plan. As needed, revisions will be submitted to the Chief of Police.

Signed _____

   Jason Vogan, City Engineer

Annex: B
EOP Alert Roster

Name	Ofc Phone	Hm Phone	Cell Phone
BRYAN MONTGOMERY	625-7025		
CHRIS THORSEN	625-6701		
BARBARA MASON	625-7016		
BRENT SMITH	625-7019		
GARY SMITY	625-7001		
JASON VOGAN	625-7003		
KAREN MAJORS	625-7045		
NANCY ORTENBLAD	625-7013		
PAUL ABLESON	625-7010		
REBECCA WILLIS	625-7006		
KEVIN ROMICK	439-6890		
BRUCE CONNELLEY	625-7467		
BRAD NIX	625-3041		
CAROL RIOS			
PAT ANDERSON	625-6863		

Annex: C
Standardized Emergency Management System (SEMS)

Purpose

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems.

Incident Command System (ICS)

General

The Incident Command System (ICS) is a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Functions

The five functions of the ICS organization are command, operations, planning, logistics, and finance. Command is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency, or delegated authority. Operations is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. Planning is responsible for the collection, evaluation, documentation, and use of information about the development of the incident. Logistics is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. Finance is responsible for all financial and cost analysis aspects of the incident, and/or any administrative aspects not handled by the other functions.

Principles

The principles of ICS are that the system provides the following kind of operations: single jurisdictional/agency involvement, single jurisdictional responsibility with multiple agency involvement, and multiple jurisdictional responsibility with multiple agency involvement. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system will be applicable and acceptable to all user agencies. The system is readily adaptable to new technology. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology and procedures.

Components

The components of ICS are:
- common terminology;
- modular organization;
- unified command structure;

- consolidated action plans;
- manageable span-of-control;
- pre designated incident facilities;
- comprehensive resource management; and
- integrated communications.

Common Terminology. Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

Modular organization is the method by which the ICS organizational structure develops, based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander.

At all incidents there will be five functions: management; operations; planning; logistics; and finance. These may, as the incident grows, be organized and staffed into sections. Initially, the Incident Commander may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

Unified Command Structure. Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

Consolidated Action Plans. Consolidated action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated action plans for an incident documents the tactical and support activities required for the operational period.

Span-of-control. Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.

Pre-designated Incident Facilities. The need for pre-designated incident facilitates is identified within ICS. The determination of the types and locations of facilities to be used will be based upon the requirements of the incident.

Comprehensive resource management is the identification, grouping, assignment and tracking of resources.

Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

Mutual Aid System
The foundation of California's emergency planning and response is a statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions/three administrative regions. Contra Costa County is located within Mutual Aid Region II. The general flow of resource requests within the mutual aid systems is depicted in the attached diagram.

Discipline-specific Mutual Aid. The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law enforcement and, emergency managers. The adoption of SEMS does not alter existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area, regional and state levels.

Regional Disaster Medical Health Coordinators have been identified for each mutual aid region to coordinate medical mutual aid during disasters. It is expected that, during a disaster, the Contra Costa County Operational Area Mutual Aid Coordinators will be assigned to the Contra Costa County Emergency Operations Center.

The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next SEMS level.

Volunteers. Volunteer and private agencies are part of the Contra Costa County Operational Area's mutual aid system. The American Red Cross and Salvation Army are essential elements of Contra Costa County's response to meet the care and shelter needs of disaster victims. Private sector medical/health resources are an essential part of the County's medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. These agencies are represented at the Contra Costa County EOC when activated.

Coordination of Requests. Incoming mutual aid resources may be received and processed at several types of facilities including marshaling areas, mobilization centers and incident facilities.

Marshaling areas are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.

Mobilization centers are off-incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

Incident facilities include Incident Command Posts, staging areas, bases, and camps. Staging areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

During a proclaimed emergency, the Contra Costa Operational Area will coordinate mutual aid requests between Contra Costa County, the Contra Costa Operational Area member jurisdictions, and the State OES Southern Regional Emergency Operations Center (REOC). Requests should specify, at a minimum:
- number and type of personnel needed, and/or;
- type and amount of equipment needed;

- reporting time and location;
- authority to whom forces should report;
- access routes into the affected area(s);
- estimated duration of operations; and
- risks and hazards.

Mutual Aid Agreements. The following depicts the mutual aid agreements in which Contra Costa County is a participant:

- California Master Mutual Aid Agreement;
- Region 2 Fire and Rescue Operations Plan;
- Region 2 Law Enforcement Mutual Aid Agreement;
- Region 2 Public Works Mutual Aid Agreement;
- Region 2 Medical Services Mutual Aid Agreement;
- Emergency Managers Mutual Aid Agreement;
- Volunteer and Private Agencies Mutual Aid Agreement; and
- Contra Costa Operational Area Mutual Agreement.

Multi-Agency/Inter-Agency Coordination

The multi-agency or inter-agency coordination is the decision making system used by member jurisdictions of the Contra Costa Operational Area. Multi-agency or inter-agency coordination is agencies and disciplines involved at any level of the SEMS organization working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

SEMS Functions

There are five designated levels in the SEMS organization: field response, local government, operational area, regional, and state. Each level is activated as needed.

The field response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

The local government level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The Operational Area level manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level.

The Operational Area includes all the jurisdictions and special districts within the County geographical area. The County of Contra Costa is the lead agency for the Contra Costa Operational Area.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.

The state level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.
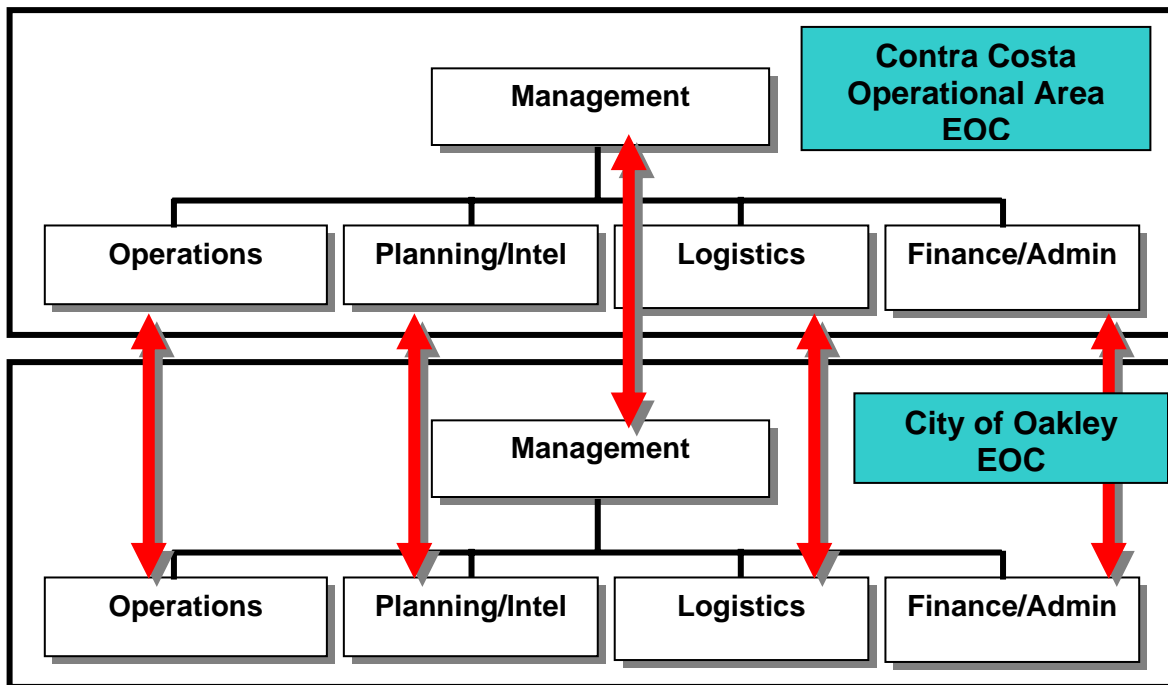
Coordination With Other Levels Of Government

Contra Costa County has identified the jurisdictions, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an

emergency or disaster which affects Contra Costa County. Their emergency roles have been identified and provisions for coordination with each of them made. The diagram on **page 20** illustrates how the County, as the lead agency for the Contra Costa Operational Area, will coordinate with these agencies during an emergency or disaster.

The Contra Costa Operational Area agreement between the Cities that make up Contra Costa; the County of Contra Costa; and the special districts defines the roles and responsibilities of each party. The agreement is included as part of the appendix to this plan.

The County will also work with state and federal agencies that have emergency responsibilities to ensure they are integrated into County emergency operations.

Coordination with other SEMS Levels

	Contra Costa Operational Area EOC
Management	
Operations	Planning/Intel	Logistics	Finance/Admin

	City of Oakley EOC
Management	
Operations	Planning/Intel	Logistics	Finance/Admin

Annex: D
Incident Action Plans

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

It is important that all incidents have some form of an Incident Action Plan. The plan is developed around a specified duration of time called an operational period, and will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives.

The plan may be oral or written. Small incidents with only a few assigned resources may have a very simple plan which may not be written. Small incidents do not require elaborate Incident Action Plans. Most simple, short-term, and single agency incidents do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the action plan should be written.

Incident Action Plans will vary in content and form depending upon the kind and size of the incident. ICS provides for the use of a systematic planning process, and provides forms and formats for developing the Incident Action Plan. The general guideline for use of a written versus a verbal action plan is when:
- two or more jurisdictions are involved;
- a number of organizational elements have been activated;
- the incident continues into another planning or operational period; and
- it is required by agency policy.

For multi-agency incidents being run under a Unified Command, the Incident Action Plans should be written. This provides all agencies with a clear set of objectives, actions, and assignments. It also provides the organizational structure and the communications plan required to manage the incident effectively under Unified Command.

There is no single format which will fit all situations. Several ICS forms are appropriate for use in Incident Action Plans. Incident Action Plans have four main elements that should be included:
- **Statement of Objectives** - Statement of what is expected to be achieved. Objectives must be measurable.
- **Organization** - Describes what elements of the ICS organization will be in place for the next Operational Period.
- **Tactics and Assignments** - Describes tactics and control operations, including what resources will be assigned. Resource assignments are often done by Division or Group.
- **Supporting Material** - Examples could include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

Annex: E
Recovery Operations Manual

Concept of Operations

The City of Oakley and the special districts serving the City will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- assessment of the extent and severity of damages to homes and other property;
- restoration of services generally available in communities - water, food, and medical assistance;
- repair of damaged homes and property; and
- professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

The City will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them.

Phases of Recovery

Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean-up, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the City's disaster response.

The major objectives of long-term recovery operations include:

- coordinated delivery of long-term social and health services;
- improved land use planning;
- an improved City of Oakley Emergency Operations Plan;
- re-establishing the local economy to pre-disaster levels;
- recovery of disaster response costs; and
- the effective integration of mitigation strategies into recovery planning and operations.

The City of Oakley will handle long-term recovery activities on its own, separate from the Contra Costa County Operational Area. Changes to the plan will be coordinated with all participating departments and agencies. Structures that present public safety threats will be demolished and abated during short-term recovery operations.

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery includes:

Short-term Recovery

- utility restoration;
- expanded social;
- medical and mental health services;
- re-establishment of the City of Oakley government operations;
- transportation route restoration;
- debris removal and clean-up operations; and
- the abatement and demolition of hazardous structures.

The City of Oakley will coordinate with special district and private utility companies on all efforts to restore utility systems and services during recovery operations. Medical services will continue in temporary facilities, as necessary. The Contra Costa County Health Department will be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

For federally-declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans.

In coordination with the American Red Cross, the City will provide sheltering for disaster victims until housing can be arranged. The City will ensure that debris removal and clean-up operations are expedited during short-term recovery operations.

Long-term Recovery The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities, and disaster response cost recovery.

The City will be responsible for its own approach to mitigation which could include zoning variances, building code changes, plan reviews, seismic safety elements, and other land use planning techniques. With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.
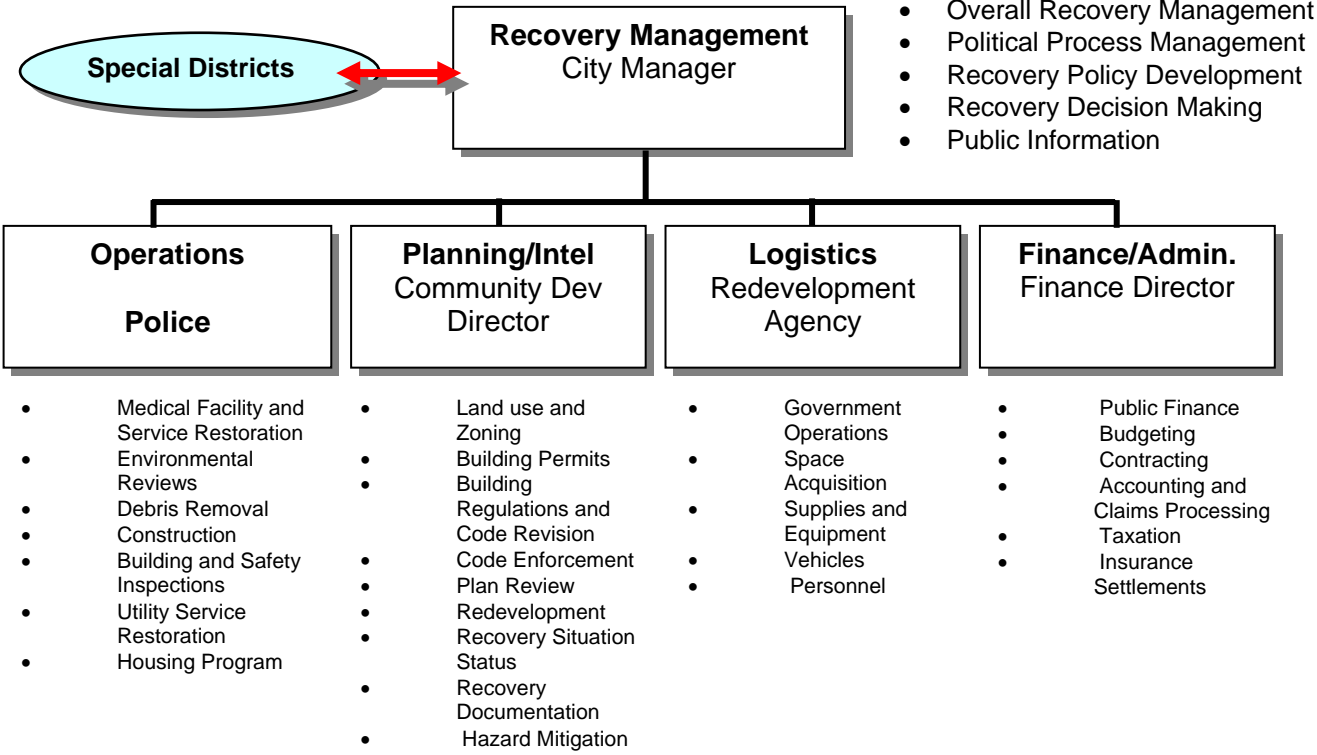
Hazard mitigation actions will need to be coordinated and employed in all activities by the City and special districts in order to ensure a maximum reduction of vulnerability to future disasters. The City and special districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The City's redevelopment agencies will play a vital role in rebuilding the commercial areas of Oakley.

Recovery Operations Organization

For the City of Oakley, recovery operations will be managed and directed by the City Manager. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the City Manager and their designated representatives. On a regularly scheduled basis, the City Manager will convene meetings with department managers, key individuals, and representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The City Emergency Services Coordinator will assist the City Manager in facilitating and leading the recovery process. City of Oakley departments will also be represented and responsible for certain functions throughout the recovery process. A recovery operations organizational chart is depicted below.

City of Oakley Recovery Operations Organizational Chart

Special Districts ←→ **Recovery Management**
City Manager

- Overall Recovery Management
- Political Process Management
- Recovery Policy Development
- Recovery Decision Making
- Public Information

Operations **Police**	**Planning/Intel** Community Dev Director	**Logistics** Redevelopment Agency	**Finance/Admin.** Finance Director
• Medical Facility and Service Restoration • Environmental Reviews • Debris Removal • Construction • Building and Safety Inspections • Utility Service Restoration • Housing Program	• Land use and Zoning • Building Permits • Building Regulations and Code Revision • Code Enforcement • Plan Review • Redevelopment • Recovery Situation Status • Recovery Documentation • Hazard Mitigation	• Government Operations • Space Acquisition • Supplies and Equipment • Vehicles • Personnel	• Public Finance • Budgeting • Contracting • Accounting and Claims Processing • Taxation • Insurance Settlements

Recovery Operations Responsibilities

The City and special districts have specific responsibilities in recovering from a disaster. The functional responsibility chart, listed below, depicts the functional responsibilities assigned to each of the departments and/or key personnel, the Contra Costa County Operational Area, and special districts.

Function Departments/Agencies	
Political process management; interdepartmental coordination; policy development; decision making; and public information.	City Manager's Office Special District Management
Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections.	Community Development Dept. Planning
Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews.	County Health Department Red Cross
Debris removal; demolition; construction; management of and liaison with construction contractors; restoration of utility services.	Engineering/Public Works Utility Special Districts
Housing programs; assistance programs for the needy; oversight of care facility property management; low income and special housing needs.	County Social Services Dept.
Public finance; budgeting; contracting; accounting and claims processing; taxation; insurance settlements.	Finance Dept. Special District Acct. Offices
Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.	City Redevelopment Agency
Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; disaster financial assistance project management.	City of Oakley OES Special District Acctg Offices
Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions.	City Attorney
Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support.	City Managers Office/Finance

Recovery Damage/Safety Assessment

Under the City Of Oakley Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed during the emergency response phase to support a request for gubernatorial proclamation and for the State to request a presidential declaration.

This is followed by a detailed assessment of damage during the recovery phase by the City and special districts. This detailed assessment provides the basis for determining the type and amount of state and/or federal financial assistance available for recovery.

In coordination with County OES, the Community Development Department will complete the detailed damage/safety assessment. Administrative and operational divisions of special districts will, in most cases, complete the detailed damage/safety assessment.

Documentation

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

NDAA Requirements Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city streets, bridges, and other public works.

Federal Requirements Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:
- roads;
- water control facilities;
- public buildings and related equipment;
- public utilities;
- facilities under construction;
- recreational and park facilities;
- educational institutions; and
- certain private non-profit facilities.

Debris Removal Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the City and special districts to collect documentation of these damages. The documented information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

Building Codes The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For the City of Oakley and their special districts, documentation **must** begin at the field response level and continue throughout the operation of the Emergency Operations Center as the disaster unfolds.

After-Action Reporting

Standardized Emergency Management System (SEMS) regulations require any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency to complete and transmit an after-action report to OES within (90) days of the close of the incident period.

After-Action Reporting

The after-action report will provide, at a minimum, response actions taken, application of SEMS, suggested modifications to SEMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

The after-action report will serve as a source for documenting Oakley's emergency response activities, identifying areas of concern and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

An after-action report will be a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and addressing specific areas if necessary.

It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report.

The City of Oakley Police Department will be responsible for the completion and distribution of the City of Oakley after-action report, including sending it to the Governor's Coastal Region Office of Emergency Services within the required 90 day period. They may coordinate with the Operational Area and special districts in the completion of the after-action report, incorporating information from them for the report.

For Contra Costa County, the after-action report's primary audience will be City management and employees. As public documents, they are accessible to anyone who requests a copy and will be made available through the Contra Costa County library system.

The after-action reports will be written in simple language, well-structured, brief and well-presented, and geared to multiple audiences.

Data for the after-action report will be collected from a questionnaire, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most recent After-Action Report Instructions and Report Form are available on RIMS.

Disaster Assistance Programs

Introduction

When requesting disaster assistance, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance.

The disaster assistance programs have been developed for the needs of four distinct groups:
- individuals;
- businesses (including agriculture interests);
- governments; and
- non-profit organizations.

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

Business Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

Agriculture Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses, repair, and reconstruction.

Government Funds and grants are available to government and non-profit organizations to mitigate the risk of future damage.

Type of Emergency Declaration

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters. At each level of emergency declaration, various disaster assistance programs become available to individuals, businesses, governments, and non-profit organizations. Under local emergency declarations, the City of Oakley may be eligible for assistance under the Natural Disaster Assistance Act (with concurrence of the Director of the Governor's OES).

Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

Under a State of Emergency Proclamation by the Governor, the City, special districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

State of Emergency Proclamation
- Contractor's License Board;
- Department of Insurance;
- Department of Social Services;
- Franchise Tax Board Tax Relief;
- Department of Motor Vehicles;
- Department of Aging State Board of Equalization; and
- Department of Veteran's Affairs (CALVET).

Under a Presidential Declaration, the City, special districts, individuals, and businesses may be eligible for the following disaster assistance programs and services:

Presidential Declaration
- Cora Brown Fund;
- Crisis Counseling Program;
- Disaster Unemployment;
- Temporary Housing Program;
- Individual and Family Grant Program;
- Internal Revenue Service Tax Relief;
- Public Assistance;
- Hazard Mitigation;
- Veteran's Affairs Assistance; and
- Federal Financial Institutions.

Public Assistance Program Responsibilities
The City, private agencies, and special districts have the responsibility for the completion and submission of the required documents for both state and federal public assistance programs for their jurisdiction, agency, or company.

Specifically, the City Office of Emergency Services (OES) will complete the necessary public assistance program application and supporting materials. Additionally, the City OES will be the primary contact for state and federal field representatives.

Special districts will typically assign a representative from their accounting office to complete application materials and coordinate with state and federal representatives. This special district representative will also work closely with their agency's/company's field operations staff throughout this process.

Individual Assistance Program Responsibilities
Individuals are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, many individuals will expect the City to deliver assistance to them well after the disaster.

The City will assist the individuals in any way possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance.

A sequence of delivery guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The City of Oakley's objective is to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:
- individual actions for assistance (family, friends, volunteer organizations, churches, etc.);
- recovery/assistance from private insurance carrier;
- FEMA disaster housing assistance;
- United States Small Business Administration assistance;
- individual and Family Grant Program assistance; and
- Cora Brown Fund Assistance.

Hazard Mitigation Grant Program Responsibilities
Within declared areas, management of non-profit special districts and the City of Oakley Office of Emergency Services are responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster.

These agencies must ensure that each identified project is cost effective and meets basic project eligibility. These agencies will be the primary contact and coordinator for each funded project until completion.

Annex: F
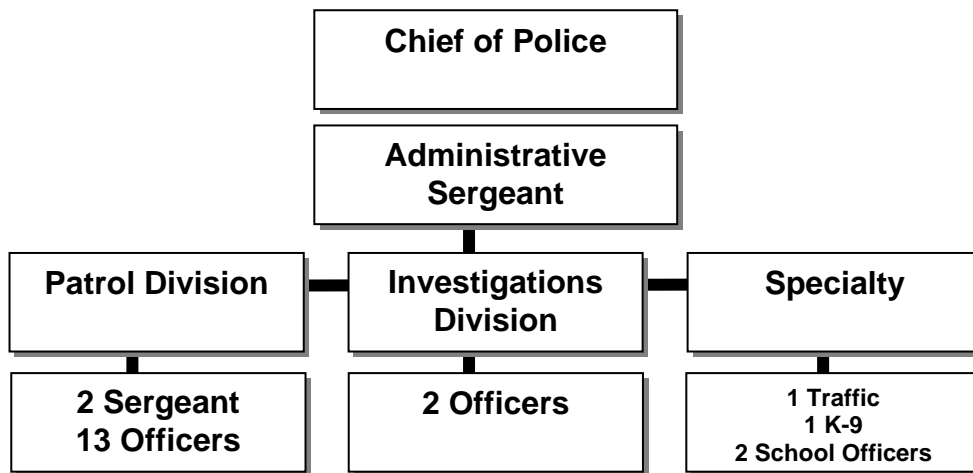## Police Department EOC Operations SOP
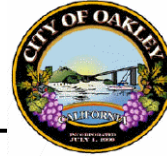
Mission of the Police Department

The Oakley Police Department exists to serve the community. Protection of people and their property is our primary responsibility. Honor, Commitment, Courage, Leadership and Teamwork shall be the core values employed as we serve the public.

Staffing

The Police Department functions under the direction of the Chief of Police, with divisions for Patrol, Administration and Investigations. The current staffing levels by division are:

Administration	02
Investigations	02
Patrol	16
Specialty	4
Total Staff	**24**

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                    ┌─────────────────┐
                    │ Chief of Police │
                    └─────────────────┘
                             │
                    ┌─────────────────┐
                    │ Administrative  │
                    │    Sergeant     │
                    └─────────────────┘
                             │
      ┌──────────────────────┼──────────────────────┐
┌──────────────┐    ┌─────────────────┐    ┌──────────────┐
│ Patrol       │    │ Investigations  │    │  Specialty   │
│ Division     │    │ Division        │    │              │
└──────────────┘    └─────────────────┘    └──────────────┘
      │                     │                      │
┌──────────────┐    ┌─────────────────┐    ┌──────────────────┐
│ 2 Sergeant   │    │ 2 Officers      │    │ 1 Traffic        │
│ 13 Officers  │    │                 │    │ 1 K-9            │
│              │    │                 │    │ 2 School Officers│
└──────────────┘    └─────────────────┘    └──────────────────┘
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Facilities and Equipment

The City of Oakley's Police department is located at 210 O'Hara Avenue. All assets of the Police Department are located at this facility. The Police Department is dispatched through the Contra Costa County Sheriff's Office, with the central dispatch center located in the City of Martinez.

A total of 23 vehicles and pieces of mobile equipment are operated by the Department. This equipment includes patrol cars, 2 4wd vehicles, a full size pick up truck and electronic message trailer. All equipment is stored at the Police Department.

EOC Staffing

When the EOC is operational, the Police Department will provide personnel to staff the following EOC positions. Although each emergency will be different in it's requirements, the Police Department will provide personnel to perform the operational functions of the positions. One person can be assigned the duties of more than one staff position.

Police Department EOC Positions

- Operations Section Chief
- Law Enforcement Branch Coordinator
- Law Enforcement Operations Unit Leader
- Coroner Unit Leader
- Safety Officer
- Security Officer

All Police Department Representatives

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

Responsibilities:
1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the City of Oakley.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the City EOC.

Activation Phase:
_____ Follow generic Activation Phase Checklist.
_____ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the City EOC.
_____ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
_____ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
_____ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
_____ Contact the City EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

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

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

Operations Section Chief

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

Responsibilities:
1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the City of Oakley EOC.

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

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

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

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

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

7. Overall supervision of the Operations Section.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
_____ Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
_____ Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
      _____ Fire & Rescue_____ Law Enforcement
      _____ Health and Welfare_____ Construction & Engineering
_____ Determine need for Mutual Aid.
_____ Request additional personnel for the section as necessary for 24-hour operation.
_____ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
_____ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
_____ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
_____ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
_____ Establish radio or cell-phone communications with Incident Commander(s) operating in City, and coordinate accordingly.
_____ Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.
_____ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
_____ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
_____ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.

_____ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

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

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Law Enforcement Branch Coordinator

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

Responsibilities:
1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the City.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Based on the situation, activate the necessary Units within the Law Enforcement Branch:
_____ Law Enforcement Operations Unit _____ Coroner Unit
_____ Contact and assist the Contra Costa Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the City of Contra Costa.
_____ Provide an initial situation report to the Operations Section Chief.
_____ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

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

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Law Enforcement Operations Unit Leader

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

Responsibilities:
1. Coordinate City of Contra Costa requests for Law Enforcement Mutual Aid Resources through the Contra Costa Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the law enforcement operations unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other appropriate files.
_____ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.
_____ Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.
_____ Assess the impact of the disaster/event on the Police Department's operational capability.
_____ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
_____ If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
_____ If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
_____ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
_____ Coordinate major evacuation activity with the Fire Operations Branch, as required.
_____ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
_____ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.
_____ Reinforce the use of proper procedures for media contacts.
_____ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
_____ Evaluate and process all requests for law enforcement resources through the Contra Costa Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Coroner Unit Leader

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

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

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

3. Supervision of the Coroner Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other appropriate files.
_____ Ensure that locations where fatalities are discovered are secured.
_____ Ensure that fatality collection points are established and secured as necessary.
_____ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff / Coroner.
_____ Request Coroner's Mutual Aid through the Sheriff / Coroner at the Operational Area EOC as required.
_____ Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
_____ Coordinate with the Search & Rescue Unit To determine location and number of extricated fatalities.
_____ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff / Coroner.
_____ Assist the Sheriff / Coroner with identification of remains and notification of next of kin as required.
_____ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and / or disturbed as a result of the disaster.
_____ Keep the Law Enforcement Branch Coordinator informed of Coroners Unit activities on a regular basis.
_____ Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
_____ Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Safety Officer

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

Responsibilities:
1. Ensure that all buildings and other facilities used in support of the City of Oakley EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

Activation Phase:
_____ Follow generic Activation Phase Checklist.
_____ Identify yourself as the SAFETY OFFICER.
_____ Set-up your workstation and begin an EOC activity Log
  a. Messages Received
  b. Actions taken
  c. Requests filled
  d. Your time on duty.
_____ Obtain a situation briefing from the EOC Director.

Operational Phase:
_____ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)
_____ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
_____ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
_____ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
_____ If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
_____ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
_____ Keep the EOC Director advised of unsafe conditions; take action when necessary.
_____ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:
_____ Follow generic Demobilization Phase Checklist.
_____ Forward all reports to the EOC Director
_____ Prepare a summary report on your activities during the disaster and submit to Police/Emergency Services.
_____ Participate in post-emergency briefing and critique sessions.
_____ Complete all activity documentation and submit to Finance Section Staff
_____ Be sure all damage to buildings have been reported to the Damage Assessment staff for filing claims.

Security Officer

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

Responsibilities:
1. Provide 24-hour security for the City of Oakley EOC.

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

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Determine the current EOC security requirements and arrange for staffing as needed.
_____ Determine needs for special access to EOC facilities.
_____ Provide executive and V.I.P. security as appropriate and required.
_____ Provide recommendations as appropriate to EOC Director.
_____ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Annex: G
Fire Department EOC Operations SOP
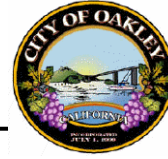
Mission of the Fire Department

The mission of the East Contra Costa Fire Protection District is to preserve and protect life, the environment and property, with service above all else.

Annex: H
Engineering Department EOC Operations SOP

Mission of the Engineering Division

Mission of the Public Works and Engineering Division
The Public Works and Engineering Division (PW&E) of the Community Development Department provides contract oversight for street and maintenance, administers design, construction inspection, and contract management for most capital improvement projects within the City, implements the City's Clean Water Program to ensure compliance with current NPDES requirements, and reviews and inspects private development grading and infrastructure improvements for compliance with City standards.

Staffing
The Division is managed by the City Engineer and currently has a staff of eight full time and two part time positions. The primary functional areas of the division include Development Services, Capital Improvement Program Management, Cleanwater Program, Construction Inspection, Traffic Engineering, and Maintenance Services.

Facilities and Equipment
The Division operates out of the City Offices at 3231 Main Street. Since the City contracts for the majority of its maintenance services the facilities and equipment of the Division are currently relatively limited. Most staff members have cellular phones, and the Division has a dedicated Ford Ranger pickup. In addition there are a variety of hand tools, barricades, cones, and other small scale safety and construction related pieces of equipment. In the future the City will likely establish a corporation yard and associated equipment.

Annex: I
Finance Department EOC Operations SOP
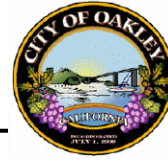
Mission of the Finance Department

Finance is responsible for all financial and cost analysis aspects of the incident, and any administrative aspects not handled by the other functions.

Staffing

The City of Oakley financial unit is staffed by four full time accountants and accounting technicians.

Facilities and Equipment

Office space and work locations for all finance staff is located at the City of Oakley civic center complex, 3231 Main Street, Oakley. Staff is equipped with computers, software and equipment to assist them in tracking and categorizing incident costs.

Annex: J

Logistics Section EOC Operations SOP

Mission of the Logistics Section

The City of Oakley
EOC Position Checklists

Generic Checklists for All Positions

Activation Phase:
- ❑ Check in with the Personnel Unit (in Logistics) upon arrival at the Contra Costa EOC.
- ❑ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- ❑ Set up your workstation and review your position responsibilities.
- ❑ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ❑ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ❑ Ensure RIMS (Response Information Management System) is operational.

Demobilization Phase:
- ❑ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ❑ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- ❑ Be prepared to provide input to the after-action report.
- ❑ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ❑ Clean up your work area before you leave.
- ❑ Leave a forwarding phone number where you can be reached.

EOC DIRECTOR

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

Responsibilities:
1. Establish the appropriate Staffing level for the City of Contra Costa EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.

2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of Contra Costa County. Ensure that all County agency actions are accomplished within the priorities established.

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

Activation Phase:
_____ Determine appropriate level of activation based on situation as known.
_____ Mobilize appropriate personnel for the initial activation of the City EOC.
_____ Respond immediately to EOC site and determine operational status.
_____ Obtain briefing from whatever sources are available.
_____ Ensure that the EOC is properly set up and ready for operations.
_____ Ensure that an EOC check-in procedures is established immediately.
_____ Ensure that an EOC organization and staffing chart is posted and completed.
_____ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
     _____ Operations Section Chief _____ Logistics Section Chief
     _____ Planning/Intelligence Section Chief _____ Finance/Administration Chief
_____ Determine which Management Section positions are required and ensure they are filled as soon as possible.
     _____ Liaison Officer _____ EOC Coordinator
     _____ Public Information Branch Coordinator _____ Safety Officer
     _____ Security Officer
_____ Ensure that telephone and/or radio communications with Operational Area EOC are established and functioning.
_____ Schedule the initial Action Planning meeting.
_____ Confer with the General Staff to determine what representation is needed at the City EOC from other emergency response agencies.
_____ Assign a liaison officer to coordinate outside agency response to the City EOC, and to assist as necessary in establishing an Interagency Coordination Group.

Operational Phase:

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

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

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

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

_____ In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.

_____ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (refer to Planning/Intelligence Section, "Action Planning Job Aid." Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.

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

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

_____ Conduct periodic briefings for elected officials or their representatives.

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

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

Demobilization Phase:

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

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

_____ Ensure that any open actions not yet completed will be handled after demobilization.

_____ Ensure that all required forms or reports are completed prior to demobilization.

_____ Be prepared to provide input to the after action report.

_____ Deactivate the City EOC at the designated time, as appropriate.

_____ Proclaim termination of the emergency response and proceed with recovery operations.

EOC COORDINATOR (ESC)

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

Responsibilities:
1. Facilitate the overall functioning of the City of Contra Costa EOC.

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

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

Activation Phase:
_____ Follow generic Activation Phase Checklist.
_____ Assist the EOC Director in determining appropriate staffing for the EOC.
_____ Provide assistance and information regarding section staffing to all general staff.

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

Demobilization Phase:
_____ Follow generic Demobilization Phase Checklist.

Public Information Branch Coordinator

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

Responsibilities:
1. Serve as the coordination point for all media releases for the City of Contra Costa. Represent the City of Contra Costa EOC as the lead Public Information Officer.

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

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

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

5. Maintaining a positive relationship with the media representatives.

6. Supervising the Public Information Branch.

Activation Phase:
_____ Follow generic Activation Phase Checklists.
_____ Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operational Phase:
_____ Obtain policy guidance from the EOC Director with regard to media releases.
_____ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
_____ Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
_____ Develop and publish a media briefing schedule, to include location, format, and preparation and distribution of hand-out materials.
_____ Implement and maintain an overall information release program.
_____ Establish a Media Information Center, as required, providing necessary space, materials, telephones, and electrical power.
_____ Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
_____ Interact with other City EOC as well as Operational Area EOC PIOs and obtain information relative to public information operations.
_____ Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
_____ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
_____ At the request of the EOC Director, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
_____ Ensure that a rumor control function is established to correct false or erroneous information.
_____ Ensure that adequate staff are available at incident sites to coordinate and conduct tours of the disaster areas.

_____ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.

_____ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.

_____ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).

_____ Monitor broadcast media, using information to develop follow-up news releases and rumor control.

_____ Ensure that file copies are maintained of all information released.

_____ Provide copies of all media releases to the EOC Director.

_____ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.

_____ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

_____ Follow generic Demobilization Phase Checklist.

Rumor Control Unit Leader

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

Responsibilities:
1. Provide staffing for rumor control telephone bank.

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

3. Supervise the Rumor Control Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Obtain "confirmed" disaster information.
_____ Operate a telephone bank for receiving incoming inquiries from the general public.
_____ Correct rumors by providing factual information based on confirmed data.
_____ Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
_____ Refer inquiries from member of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:
_____ Follow generic Demobilization Phase Checklist.

Liaison Officer

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

Responsibilities:
1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of Contra Costa EOC and handling requests from other EOCs for City of Contra Costa EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
5. Ensuring that demobilization is accomplished when directed by the EOC Director.

Activation Phase:
_____ Follow generic Activation Phase Checklist.
_____ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:
_____ Contact Agency Representatives already on-site, ensuring that they:
_____ Have signed into the EOC,
_____ Understand their assigned functions,
_____ Know their work locations,
_____ Understand City of Contra Costa EOC organization and floor plan.
_____ Determine if additional representation is required from:
_____ Other agencies,
_____ Volunteer organizations,
_____ Private organizations,
_____ Utilities not already represented.
_____ In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives <u>not assigned</u> to specific sections within the EOC.
_____ Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
_____ Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
_____ <u>With the approval of the EOC Director</u>, provide agency representatives from the City EOC to other EOCs as required and requested.
_____ Maintain a roster of agency representatives located at the City EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:
_____ Follow generic Demobilization Phase Checklist
_____ Release agency representatives that are no longer required in the City EOC when authorized by the EOC Director.

Agency Representatives

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

Responsibilities:
1. Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the City of Oakley.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the City EOC.

Activation Phase:
_____ Follow generic Activation Phase Checklist.
_____ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the City EOC.
_____ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
_____ Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
_____ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
_____ Contact the City EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

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

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

Safety Officer

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

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

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

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

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)
_____ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
_____ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
_____ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
_____ If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
_____ Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
_____ Keep the EOC Director advised of unsafe conditions; take action when necessary.
_____ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:
_____ Follow generic Demobilization Phase Checklist.

Security Officer

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

Responsibilities:

1. Provide 24-hour security for the City of Contra Costa EOC.

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

Activation Phase:

_____ Follow the generic Activation Phase Checklist.

Operational Phase:

_____ Determine the current EOC security requirements and arrange for staffing as needed.
_____ Determine needs for special access to EOC facilities.
_____ Provide executive and V.I.P. security as appropriate and required.
_____ Provide recommendations as appropriate to EOC Director.
_____ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

Demobilization Phase:

_____ Follow the generic Demobilization Phase Checklist.

Operations Section Chief

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

Responsibilities:
1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the City of Oakley EOC.

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

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

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

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

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

7. Overall supervision of the Operations Section.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
_____ Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
_____ Based on the situation, activate appropriate branches within the section. Designate   Branch Coordinators as necessary.
     _____ Fire & Rescue_____   Law Enforcement
     _____ Health and Welfare_____   Construction & Engineering
_____ Determine need for Mutual Aid.
_____ Request additional personnel for the section as necessary for 24-hour operation.
_____ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.
_____ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
_____ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
_____ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
_____ Establish radio or cell-phone communications with Incident Commander(s) operating in City, and coordinate accordingly.
_____ Determine activation status of other EOCs in the Operational Area and establish communication links with their Operations Sections if necessary.
_____ Based on the situation known or forecasted, determine likely future needs of the Operations Section.
_____ Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
_____ Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.

_____ Adopt a proactive attitude. Think ahead and anticipate situations and problems before   they occur.

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

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Fire & Rescue Branch Coordinator

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

Responsibilities:
1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the unincorporated county or contract areas.
2. Assist the City of Contra Costa EOC Fire & Rescue Branch Coordinator in acquiring mutual aid resources, as necessary.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain branch status reports (in RIMS format if available) for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources in the City.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Overall supervision of the Fire & Rescue Branch.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
  _____ Fire Operations Unit _____ Search & Rescue Unit
  _____ Disaster Medical Unit _____ Hazmat Unit
_____ If the mutual aid system is activated, coordinate use of City fire resources with the Contra Costa Operational Area Fire & Rescue Mutual Aid Coordinator.
_____ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
_____ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:
_____ Ensure that Branch and Unit position logs and other files are maintained.
_____ Maintain current status on Fire & Rescue missions being conducted in the City.
_____ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operational periodically or as requested during the operational period.
_____ On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms if available.
_____ Refer all contacts with the media to the Public Information Branch.
_____ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
_____ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next   Action Planning meeting.
_____ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Fire Operations Unit Leader

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

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

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

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

4. Provide general support to field personnel as required.

5. Supervise the Fire Operations Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other appropriate files.
_____ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire & Rescue Branch at the Field Level.
_____ Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Branch at the Field Level.
_____ Assess the impact of the disaster/event on the City Fire Department's operational capability.
_____ Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
_____ Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
_____ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
_____ If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
_____ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
_____ Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
_____ Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
_____ Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP or DOC.
_____ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:
_____ Follow generic Demobilization Phase Checklist.

Disaster Medical Unit Leader

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

Responsibilities:

1.	Ensure that all available disaster medical resources are identified and mobilized as required.

2.	Provide assistance to Incident Command Posts and Department Operations Centers in establishing triage teams.

3.	Determine the status of medical facilities within the affected area.

4.	Coordinate the transportation of injured victims to appropriate medical facilities as required.

5.	Supervise the disaster Medical Unit.

Activation Phase:

_____ Follow generic Activation Phase Checklist.

Operational Phase:

_____ Establish and maintain position logs and other necessary files.

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

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

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

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

_____ Assist the Search and Rescue Unit Leader in providing triage for extricated victims.

_____ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.

_____ Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.

_____ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.

_____ Inform the Fire & Rescue Branch Coordinator of all significant events.

_____ Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

_____ Follow the generic Demobilization Phase Checklist.

Search & Rescue Unit Leader

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

Responsibilities:
1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of City Department Operations Centers or Field Incident Commanders.
3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain position log and other appropriate files.
_____ Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
_____ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
_____ Mobilize and deploy available search and rescue teams to locations within the City, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
_____ Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
_____ Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area; specifically larger jurisdictions who have organized USAR teams.
_____ Coordinate with the Law Enforcement Branch to determine availability of search dog units.
_____ Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
_____ Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
_____ Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
_____ Ensure that each team leader develops a safety plan for each assigned mission.
_____ Monitor and track the progress and status of each search and rescue team.
_____ Ensure that team leaders report all significant events.
_____ Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
_____ Inform the Fire & Rescue Branch Coordinator of all significant events.
_____ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Hazmat Unit Leader

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

Responsibilities:
1. Determine the scope of hazardous materials incidents throughout the City.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Request assistance from and / or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.

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

5. Supervise the Hazmat Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other appropriate files.
_____ Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
_____ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
_____ Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the Hazmat Mutual Aid System and established priorities.
_____ Establish radio or cell-phone communication with all deployed HazMat teams to determine the scope of support required.
_____ Work closely with the Logistics Section to determine the status and availability of Hazmat Response Teams in the Operational Area.
_____ Coordinate with construction and engineering to provide on-site assistance with HazMat operations at the request of team leaders.
_____ Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
_____ Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at HazMat scenes.
_____ Monitor and track the progress and status of each HazMat team.
_____ Ensure that Hazmat Team Leaders report all significant events.
_____ Assist in establishing camp facilities (or commercial lodging) for HazMat teams through   the Logistics Section, if not addressed at the ICP or DOC.
_____ Inform the Fire & Rescue Branch Coordinator of all significant events.
_____ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Law Enforcement Branch Coordinator

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

Responsibilities:
1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the City.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.
6. Supervise the Law Enforcement branch.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Based on the situation, activate the necessary Units within the Law Enforcement Branch:
_____ Law Enforcement Operations Unit _____ Coroner Unit
_____ Contact and assist the Contra Costa Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources requested or provided by the City of Contra Costa.
_____ Provide an initial situation report to the Operations Section Chief.
_____ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

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

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Law Enforcement Operations Unit Leader

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

Responsibilities:
1. Coordinate City of Contra Costa requests for Law Enforcement Mutual Aid Resources through the Contra Costa Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the law enforcement operations unit.

Activation Phase:

_____ Follow generic Activation Phase Checklist.

Operational Phase:

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

_____ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.

_____ Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.

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

_____ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.

_____ If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.

_____ If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.

_____ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.

_____ Coordinate major evacuation activity with the Fire Operations Branch, as required.

_____ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.

_____ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.

_____ Reinforce the use of proper procedures for media contacts.

_____ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.

_____ Evaluate and process all requests for law enforcement resources through the Contra Costa Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

_____ Follow the generic Demobilization Phase Checklist.

Coroner Unit Leader

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

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

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

3. Supervision of the Coroner Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other appropriate files.
_____ Ensure that locations where fatalities are discovered are secured.
_____ Ensure that fatality collection points are established and secured as necessary.
_____ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff / Coroner.
_____ Request Coroner's Mutual Aid through the Sheriff/Coroner at the Operational Area EOC as required.
_____ Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc..
_____ Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.
_____ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner.
_____Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required.
_____ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and / or disturbed as a result of the disaster.
_____ Keep the Law Enforcement Branch Coordinator informed of Coroners Unit activities on a regular basis.
_____ Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
_____ Ensure that all media contacts are referred to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Construction / Engineering Branch Coordinator

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

Responsibilities:
1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the City.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Based on the situation, activate the necessary units within the Construction/Engineering Branch:
   _____ Utilities Unit _____ Damage/Safety Assessment Unit _____ Public Works Unit
_____ Contact and assist the Contra Costa Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
_____ Provide an initial situation report to the Operations Section Chief.
_____ Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:
_____ Ensure that branch and unit position logs and other necessary files are maintained.
_____ Maintain current status on all construction/engineering activities being conducted in the City.
_____ Ensure that damage and safety assessments are being carried out for both public and private facilities.
_____ Request mutual aid as required through the Operational Area Publics Works Mutual Aid Coordinator.
_____ Determine and document the status of transportation routes into/within affected areas.
_____ Coordinate debris removal services as required.
_____ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
_____ Ensure that <u>all</u> Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).
_____ Refer all contacts with the media to the Public Information Branch.
_____ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Admin. Section (notification of any emergency expenditures and daily time sheets).
_____ Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
_____ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Utilities Unit Leader

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

Responsibilities:
1. Assess the status of utilities, provide Utility Status Reports as required.

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

3. Supervise the Utilities Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Establish and maintain communications with the utility providers for the City.
_____ Determine the extent of damage to utility systems in the City.
_____ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC.
_____ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
_____ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
_____ Keep the Public Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
_____ Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
_____ Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Damage/Safety Assessment Unit Leader

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

Responsibilities:
1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.

2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched by the County of Contra Costa to assess the condition of the Contra Costa Dam.

3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

4. Maintain detailed records on damaged areas and structures.

5. Initiate requests for Engineers from the Contra Costa Operational Area, to inspect structures and/or facilities.

6. Supervise the Damage/Safety Assessment Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
_____ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
_____ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
_____ Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
_____ Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
_____ Initiate all requests for engineers and building inspectors through the Operational Area EOC.
_____ Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Public Works Unit Leader

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

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

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

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

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

5. Supervise the Public Works Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
_____ Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
_____ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.
_____ Work closely with the Logistics Section to provide support and materiel as required.
_____ Keep the Construction/Engineering Branch Coordinator informed of unit status.
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Health and Welfare Branch Coordinator

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

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

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

3. Supervise the Health and Welfare Branch.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a Health and Welfare Unit position logs and other necessary files.
_____ Ensure that all potable water supplies remain safe, and free from contaminates.
_____ Ensure that sanitation systems are operating effectively and not contaminating water supplies.
_____ Ensure that a vector control plan is established and implemented for the affected area(s).
_____ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health And Welfare Branch Operational periodically during the operations period or as requested.
_____ Complete and maintain the Care & Shelter Status Reports (utilizing RIMS forms if available).
_____ Ensure that the Public Health Branch is available to assist the Coroner Unit in mitigating/managing mass fatality situations.
_____ Ensure coordination of all mass care activities occurs with the Red Cross and other volunteer agencies as required.
_____ Prepare objectives for the Health and Welfare Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Care & Shelter Unit Leader

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

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

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

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

4. Supervise the Care & Shelter Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain your position log and other necessary files.
_____ Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
_____ Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
_____ Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
_____ Assist the American Red Cross in staffing and managing the shelters to the extent possible.
_____ In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
_____ Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
_____ Complete and maintain the Care and Shelter Status Report Form (utilize RIMS forms if available).
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Public Health Unit Leader

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

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Responsibilities:

1. Assess the status and availability of potable water within the City

2. Assess the status of the sanitation system within the City.

3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.

4. Assess the need for a vector control plan for the affected disaster area(s) within the City.

5. Supervise the Public Health Unit.

Activation Phase:

_____ Follow generic Activation Phase Checklist.

Operational Phase:

_____ Establish and maintain a position log and other necessary files.
_____ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems.
_____ If systems are damaged, request assistance from Contra Costa County Public Health to assess drinking water quality and potential health risks from ruptured sewer / sanitation systems.
_____ Develop a distribution system for drinking water throughout the City as required.
_____ Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
_____ Inspect emergency supplies to be used in the EOC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.
_____ Determine the need for vector control, and coordinate with Contra Costa County Public Health for Vector control services as required.
_____ Inform the Health & Welfare Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

_____ Follow the generic Demobilization Phase Checklist.

Planning/Intelligence Section Chief

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

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Responsibilities:
1. Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
   _____ Collecting, analyzing, and displaying situation information,
   _____ Preparing periodic Situation Reports,
   _____ Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting,
   _____ Conducting Advance Planning activities and report,
   _____ Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities.

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

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

4. Keep The EOC Director informed of significant issues affecting the Planning/Intelligence Section.

5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.

6. Supervise the Planning/Intelligence Section.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
_____ Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:
   _____ Situation Analysis Unit _____ Advance Planning Unit
   _____ Documentation Unit _____ Technical Services Unit
_____ Request additional personnel for the section as necessary to maintain a 24-hour operation.
_____ Establish contact with the Operational Area EOC when activated, and coordinate Situation Status Reports with their Planning/Intelligence Section.
_____ Meet with Operations Section Chief; obtain and review any major incident reports.
_____ Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
_____ Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
_____ Keep the EOC Director informed of significant events.
_____ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

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

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

_____ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence (Utilize RIMS forms if available).

_____ Ensure that a situation status report is produced and distributed to EOC Sections and Operational Area EOC at least once, prior to the end of the operational period.

_____ Ensure that all status boards and other displays are kept current and that posted information is neat and legible.

_____ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.

_____ Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.

_____ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.

_____ Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.

_____ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.

_____ Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.

_____ Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the City EOC.

_____ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.

_____ Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.

_____ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

_____ Follow the generic Demobilization Phase Checklist.

Situation Analysis Unit Leader

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

Responsibilities:
1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed utilizing RIMS forms, for dissemination to EOC staff and also to the Operational Area EOC.
4. Ensure that an EOC Action Plan is developed (utilizing RIMs form) for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report on RIMS, and facilitate the Action Planning process.
_____ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:
_____ Ensure position logs and other necessary files are maintained.
_____ Oversee the collection and analysis of all event/or disaster related information.
_____ Oversee the preparation and distribution of the Situation Status Report (utilizing RIMS forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.
_____ Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, (utilizing RIMS forms), on a regular basis.
_____ Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.
_____ Prepare a situation summary for the EOC Action Planning meeting.
_____ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
_____ Convene and facilitate the Action Planning meeting following the meeting process guidelines. (attachment)
_____ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)
_____ Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
_____ Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Documentation Unit Leader

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

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Responsibilities:

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

2. Provide document reproduction services to EOC staff.

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

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

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

6. Supervise the Documentation Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

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

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Advance Planning Unit Leader

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

Responsibilities:
1. 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.

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

3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.

4. Supervise the Advance Planning Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Maintain a position log.
_____ Monitor the current situation report to include recent updates.
_____ Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.
_____ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
_____ Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
_____ Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Technical Services Unit Leader

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

Responsibilities:
1. Provide technical observations and recommendations to the City EOC in specialized areas, as required.

2. Ensure that qualified specialists are available in the areas required by the particular event or disaster.

3. Supervise the Technical Services Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Maintain a position log and other necessary files.
_____ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
_____ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
_____ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Demobilization Unit Leader

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

Responsibilities:
1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.

2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Monitor the current situation report to include recent updates.
_____ Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
_____ Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.
_____ Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.
_____ Finalize the Demobilization Plan for approval by the EOC Director.
_____ Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
_____ Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

Logistics Section Chief

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

Responsibilities:
1. Ensure the Logistics function is carried out in support of the City EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.

2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.

3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.

4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the City.

5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.

6. Supervise the Logistics Section.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
_____ Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
    _____ Communications Branch _____ Personnel Unit
    _____ Transportation Unit _____ Facilities Unit
    _____ Supply/Procurement Unit _____ Resource Status Unit
_____ Mobilize sufficient section staffing for 24 hour operations.
_____ Establish communications with the Logistics Section at the Operational Area EOC if activated.
_____ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
_____ Meet with the EOC Director and General Staff and identify immediate resource needs.
_____ Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
_____ Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with   the Action Plan.
_____ Provide periodic Section Status Reports to the EOC Director.
_____ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:
_____ Ensure that Logistic Section position logs and other necessary files are maintained.
_____ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
_____ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
_____ Attend and participate in EOC Action Planning meetings.
_____ Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
_____ Ensure that transportation requirements, in support of response operations, are met.
_____ Ensure that all requests for facilities and facility support are addressed.
_____ Ensure that all City resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
_____ Provide section staff with information updates as required.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Communications Branch Coordinator

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

Responsibilities:
1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the City EOC. Ensure that a communications link is established with the Operational Area EOC.
3. Determine specific computer requirements for all EOC positions.
4. Implement RIMS if available, for internal info mgmnt to include message and e-mail systems.
5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the communications branch.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Based on the situation, activate the necessary units within the Communications Branch:
_____ Communications Unit _____ Information Systems Unit
_____ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:
_____ Ensure that communication branch position logs and other necessary files are maintained.
_____ Keep all sections informed of the status of communications systems, particularly those that are being restored.
_____ Coord. with all EOC sections/branches/units regarding the use of all commo systems.
_____ Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
_____ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
_____ Ensure that RIMS Communications links, if available, are established with the Operational Area EOC.
_____ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
_____ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
_____ Ensure that tech personnel are available for commo equip. maintenance and repair.
_____ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
_____ Keep the Logistics Section Chief informed of the status of communications systems.
_____ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Communications Unit Leader

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

Responsibilities:
1. Install, activate, and maintain telephone and radio systems for the City of Oakley EOC.

2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.

3. Acquire radio frequencies as necessary to facilitate operations.

4. Assign Amateur Radio Operators as needed to augment primary communications networks.

5. Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
_____ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
_____ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
_____ Coordinate with Pacific Bell Telephone Company in the City to obtain portable telephone banks, as necessary.
_____ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Information Systems Unit Leader

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

Responsibilities:
1. Install, activate, and maintain information systems for the City of Contra Costa EOC .

2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.

3. Install RIMS, if available, on all computers for internal information management to include message and e-mail systems.

4. Supervise the Information Systems Unit.

Activation Phase:
_____ Follow generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Continually monitor and test RIMS if available, and ensure automated information links with the Operational Area EOC are maintained.
_____ Keep the Communications Branch Coordinator informed of system failures and restoration activities.
_____ Develop instructional guidance for use of computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.
_____ Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Transportation Unit Leader

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

Responsibilities:
1. In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.

2. Arrange for the acquisition or use of required transportation resources.

3. Supervise the Transportation Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the City.
_____ Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.
_____ Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
_____ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
_____ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Personnel Unit Leader

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

Responsibilities:
1. Provide personnel resources as requested in support of the EOC and Field Operations.

2. Identify, recruit and register volunteers as required.

3. Develop an EOC organization chart.

4. Supervise the Personnel Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain personal log and other necessary files.
_____ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
_____ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.
_____ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
_____ Coordinate with the Contra Costa Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.
_____ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding   personnel, and advise the requesting parties accordingly.
_____ Maintain a status board or other reference to keep track of incoming personnel resources.
_____ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
_____ Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
_____ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section <u>prior to acting on the request</u>.
_____ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
_____ Arrange for child care services for EOC personnel as required.
_____ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
_____ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Supply/Procurement Unit Leader

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

Responsibilities:
1. Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.

2. Coordinate procurement actions with the Finance/Administration Section.

3. Coordinate delivery of supplies and materiel as required.

4. Supervise the Supply/Procurement Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Determine if requested types and quantities of supplies and materiel are available in City inventory.
_____ Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
_____ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
_____ In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
_____ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
_____ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
_____ Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
_____ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
_____ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
_____ In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
_____ Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
_____ Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Facilities Unit Leader

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

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

2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.

3. Supervise the facilities unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
_____ Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
_____ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
_____ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
_____ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
_____ Ensure all structures are safe for occupancy and that they comply with ADA requirements.
_____ As facilities are vacated, coordinate with the facility manager to return the location to it's original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
_____ Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Resource Status Unit Leader

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

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Responsibilities:
1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.

2. Develop and maintain resource status boards in the Logistics Section.

3. Supervise the Resource Status Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel, and transportation.
_____ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
_____ Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
_____ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
_____ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
_____ Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Finance/Administration Section Chief

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

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Responsibilities:
1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all City emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all City employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
11. Supervise the Finance/Administration Section.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.
_____ Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
_____ Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:
_____ Time Keeping Unit _____ Compensation & Claims Unit
_____ Purchasing Unit _____ Recovery Unit
_____ Ensure that sufficient staff are available for a 24-hour schedule, or as required.
_____ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
_____ Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
_____ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
_____ Notify the EOC Director when the Finance/Administration Section is operational.
_____ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

_____ Ensure that Finance/Administration position logs and other necessary files are maintained.

_____ Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.

_____ Participate in all Action Planning meetings.

_____ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.

_____ Keep the EOC Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.

_____ Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.

_____ Ensure that the Time Keeping Unit tracks and records all agency staff time.

_____ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.

_____ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time-frame, given the nature of the situation.

_____ Ensure that the Time-Keeping Unit processes all time-sheets and travel expense claims promptly.

_____ Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

_____ Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

Demobilization Phase:

_____ Follow the generic Demobilization Phase Checklist.

Time Keeping Unit Leader

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

Responsibilities:
1. Track, record, and report all on-duty time for personnel working during the event or disaster.

2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.

4. Supervise the time keeping unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain position logs and other necessary files.
_____ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.
_____ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
_____ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
_____ Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
_____ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Compensation and Claims Unit Leader

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

Responsibilities:
1. Oversee the investigation of injuries and property / equipment damage claims involving the City, arising out of the event or disaster.

2. Complete all forms required by worker's compensation program.

3. Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.

4. Supervise the Compensation and Claims Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain a position log and other necessary files.
_____ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
_____ Investigate all injury and damage claims as soon as possible.
_____ Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with City Policy & Procedures.
_____ Coordinate with the Safety Officer regarding the mitigation of hazards.
_____ Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
_____ Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Purchasing Unit Leader

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

Responsibilities:
1. Coordinate vendor contracts not previously addressed by existing approved vendor lists.

2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

3. Supervise the Purchasing Unit.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain position logs and other necessary files.
_____ Review the City's emergency purchasing procedures.
_____ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
_____ Ensure that all contracts identify the scope of work and specific site locations.
_____ Negotiate rental rates not already established, or purchase price with vendors as required.
_____ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
_____ Finalize all agreements and contracts, as required.
_____ Complete final processing and send documents to Budget and Payroll for payment.
_____ Verify costs data in the pre-established vendor contracts and/or agreements.
_____ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
_____ Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist.

Recovery Unit Leader

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

Responsibilities:
1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

2. Coordinate all fiscal recovery with disaster assistance agencies.

3. Prepare and maintain a cumulative cost report for the event or disaster.

4. Supervise the Recovery Unit and <u>all</u> recovery operations.

Activation Phase:
_____ Follow the generic Activation Phase Checklist.

Operational Phase:
_____ Establish and maintain position log and other necessary files.
_____ In conjunction with Budget Office, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
_____ Obtain information from the Resources Status Unit regarding equipment use times.
_____ Ensure that the Budget Office establishes a disaster accounting system, to include an exclusive cost code for disaster response.
_____ Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
_____ Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
_____ Act as the liaison for the City of Contra Costa EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.
_____ Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
_____ Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
_____ Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the City.
_____ Organize and prepare records for final audit.
_____ Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:
_____ Follow the generic Demobilization Phase Checklist

City of Oakley
Emergency Operations Plan

Appendix 1 – Heavy Equipment Inventory

City of Oakley
Emergency Operations Plan
Inventory of Heavy Equipment

Public Agencies

Company	Contact Name	Address	Contact Number	Inventory
Ironhouse Sanitary District	Dennis Nunn	450 Walnut Meadow Drive	925-625-2279 w Non-business hours: person on call at all times. Answering service will call.	* 10 Yd. Dump Truck * Water Truck * VacCon * Ford F700 Flat Bed Truck * John Deere 790 Excavator * John Deere 772 Grader * John Deere 850 Dozer * John Deere 450 Dozer * CAT 613 Scraper * CAT CP 563 Compactor * John Deere 710B Backhoe * John Deere 710D Backhoe * 3 Portable Generators * CAT 966 Loader * CAT 225 Excavator
CCC Public Works Field Station	Dave Harper	3017 Walnut Blvd	W 925-427-8562 C: 925-567-6667 Usually called through the Sheriff's Department dispatch, but if he is not in they will call others on a list like a Superintendent	* Motor Grader 670 John Deer * Ford Backhoe (large) * JCB Loader (large) * Pick-up trucks, utility trucks * One ton dump trucks * (4) bobtail trucks – 7 tons of material * (2) 10 wheeler trucks – 15 tons a piece * Mobile sweeper (broom not pick up) * (2) Wood Chippers * (1) Slope mower * Paving box – laying down asphalt * (2) Large equipment trailers (pull small loaders etc. * (2) asphalt rollers

				* small loader for tighter areas (JCB) * Oil emotion pot for paving * Small utility trailer * Small tools and access to jack hammer (access to air compressor) *Portable generator * 2,000 gallon capacity water truck * Sand bags, recycled base rock, cut back (temporary asphalt) rip rap (large rock) on hand

Company	Contact Name	Address	Contact Number	Inventory
Contra Costa Water District – Randal Bowles Station (Laurel & Empire)	Mike		24 hour number: 925-688-8397	* (1) John Deer Backhoe * (2) 5 yard dump trucks * (1) John Deer 450 crawler bulldozer * (1) knuckle boom truck * (1) 25 ton mobile crane

Private Companies

Company Name	Address	Contact Number	Type
Bobcat West	210 Mason Circle, Concord	925- 521-5400	Loaders and excavators
Bailey Rentals & Hardware	450 Minnesota Ave, Brentwood	925- 634-3331	Bobcats, compressors, generators and so forth
Home Depot	5631 Lone Tree Way, Brentwood	925- 513-6060 Manager in the store 24 hours and is supposed to answer the phone	(1) Backhoe
United Rentals	1204 Sunset Drive, Antioch	925-757-7900	Loaders, generators, backhoes, mini excavators (can get large), dump trucks, bobcats