Emergency Operations Plan For The City of Sonora

PART III: Position Checklists & Support material

February 2014

PART III

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City of Sonora EOC

Management Section

Position Checklist

CITY OF SONORA
Emergency Operations Center

Generic Checklist
(For All Positions)

Activation Phase:

- ❒ Check in with the Personnel Unit (in Logistics) upon arrival at the Sonora 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 Sonora 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 Sonora 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 procedure 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
- ❒ Planning/Intelligence Section Chief
- ❒ Logistics Section Chief
- ❒ Finance/Administration Chief

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

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

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

❒ Schedule the initial Action Planning meeting.

❒ Confer with the General Staff to determine what representation is needed at the City EOC from other emergency response agencies.

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

Operational Phase:

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

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

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

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

❒ In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.

❒ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. (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.

Emergency Services COORDINATOR (ESC)

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

Responsibilities:

1. Facilitate the overall functioning of the City of Sonora 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 Sonora. Represent the City of Sonora 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 Sonora EOC and handling requests from other EOCs for City of Sonora 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 Sonora 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 not assigned 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.

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

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

Demobilization Phase:

- ❒ Follow generic Demobilization Phase Checklist

- ❒ Release agency representatives 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 Sonora

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 Sonora 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 Sonora City EOC are in a safe operating condition.

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

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

Activation Phase:

❒ Follow generic Activation Phase Checklist.

Operational Phase:

❒ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.)

❒ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.

❒ Be familiar with particularly hazardous conditions in the facility; take action when 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 Sonora EOC.

2. Control personnel access to the City of Sonora 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.

City of Sonora
EOC

Operations Section

Position Checklists

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 Sonora City 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 Sonora 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
- ❒ Disaster Medical Unit
- ❒ Search & Rescue Unit
- ❒ Hazmat Unit

❒ If the mutual aid system is activated, coordinate use of City fire resources with the to the Sonora 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 Sonora 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 Sonora.

❒ 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 Sonora requests for Law Enforcement Mutual Aid Resources through the Sonora 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 Sonora 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
❒ Public Works Unit
❒ Damage/Safety Assessment Unit

❒ Contact and assist the Sonora 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 and within affected areas.

❒ Coordinate debris removal services as required.

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

❒ Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage 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/Administration Section (notification of any emergency expenditures and daily time sheets).

❒ Prepare objectives for the Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

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

Demobilization Phase:

❒ Follow the generic Demobilization Phase Checklist.

Utilities Unit Leader

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

Responsibilities:

1. Assess the status of utilities and 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 Sonora to assess the condition of the Santa Luisa 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 Sonora 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 Sonora, 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 Sonora.

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

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

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 Sonora 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 Sonora 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.

City of Sonora EOC

Planning/Intelligence Section

Position Checklists

Planning/Intelligence Section Chief

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

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; and
   - ❒ 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

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

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 Sonora 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.

City of Sonora
EOC

Logistics Section

Position Checklists

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 information management to include message and e-mail systems.

5. Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.

6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.

7. Supervise the communications branch.

Activation Phase:

❒ Follow the generic Activation Phase Checklist.

❒ Based on the situation, activate the necessary units within the Communications Branch:

❒ Communications Unit ❒ Information Systems Unit

❒ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

❒ Ensure that communication branch position logs and other necessary files are maintained.

❒ Keep all sections informed of the status of communications systems, particularly those that are being restored.

- ❒ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- ❒ Ensure that the EOC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the EOC.
- ❒ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ❒ Ensure that RIMS Communications links, if available, are established with the Operational Area EOC.
- ❒ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- ❒ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- ❒ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ❒ Mobilize and coordinate amateur radio resources to augment primary communications systems, as required.
- ❒ Keep the Logistics Section Chief informed of the status of communications systems.
- ❒ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- ❒ Refer all contacts with the media to the Public Information 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 Sonora City EOC.

2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.

3. Acquire radio frequencies as necessary to facilitate operations.

4. Assign Amateur Radio Operators as needed to augment primary communications networks.

5. Supervise the EOC Communications Center and the Communications Unit.

Activation Phase:

❒ Follow generic Activation Phase Checklist.

Operational Phase:

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

❒ Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.

❒ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.

❒ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.

❒ Coordinate with 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 Sonora 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 Sonora 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 prior to acting on the request.

- ❒ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.

- ❒ Arrange for 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

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

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.

❒ <u>Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.</u>

Demobilization Phase:

❒ Follow the generic Demobilization Phase Checklist.

City of Sonora
EOC

Finance/Administration Section

Position Checklists

Finance/Administration Section Chief

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

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 all 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 Sonora 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.

EMPLOYEE PREPARATION
BEGINS IN YOUR HOME

The City acknowledges the fact that an employee will work harder and safer if they are afforded the opportunity to provide for the welfare of their own family prior to and during an emergency event. Therefore, the City of Sonora encourages all staff and support personnel to consider the following recommendations prior to disaster striking in or around the city.

1. **Evaluate your property**; Identify potential hazards in or around your home and take corrective action as soon as possible.
    a. Defensible space (including storage and debris that will retain water against your home during rain/flooding conditions).
    b. All electrical panels labeled identifying the circuits fed.
    c. Surge protectors on valuable electronics.
    d. Control points for all utilities accessible. (what tools are necessary to shut off water and gas valves?)
    e. Address clearly marked and visible from the street as well as on the house.
    f. Place garden hoses with nozzles around your home.
    g. Keep a fire extinguisher available in your home and instruct your family in its use.
2. **Create a disaster-preparedness plan**; Planning is the first step in surviving a disaster.
    a. Keep your essential documents in a fire proof safe or consider a safe deposit box at your bank.
    b. Establish an out-of-area (this is best if out of state) contact person who can be called by everyone in your family both local as well as out of the area family to check on you and your family's welfare.
    c. Provide all family members with a list of important contact phone numbers. The list should include priority numbers in an effort to direct calls out of the county and preferably out of the state.
    d. Establish a pre-determined meeting place and a secondary meeting place in the event of a disaster.
    e. Pre-determine where your family will go if evaluation orders are given in your area and how they will get there. Primary and secondary routes.
3. **Create a disaster kit**; don't leave home without it.
    a. Keep an emergency go-kit packed and readily available.
        i. Flashlight, backup batteries, cash, food, identification, drinking water, first aid supplies, blanket, rain gear, work gloves, medication, comfort items for children (games, stuffed animals crayons etc) and copies of vital documents.
        ii. Change the food, water and clothing to suit the season.
4. **Protect yourself during a disaster**; Situational awareness is key to protecting you and your family
    a. Pre-identify areas that would pose a risk at your home and in the road system leading to and from your home. Identify trigger points that you and your family will use when making the determination to stand your ground or to evaluate your home.

5. **Evaluation**; The type of disaster will be the determining factor during this phase. It is important for you and your loved ones to evaluate your surroundings.

a. Injuries or illnesses. (Stress can cause medical emergencies)
b. Damage.
    i. Is your home habitable?
        1. Structurally sound?
        2. Utilities operational?
        3. Accessible?
        4. What hazards exist in the area?
    ii. Would your family consider housing others?
        1. Friends or family
        2. Co-workers
    iii. How long can you and your family exist without additional supplies?
        1. Food
        2. Water
        3. Utilities

6. **Financial considerations/Recovery**; After a disaster the following documents will be important to your recovery:
    a. Birth certificates, passports, drivers licenses SS card.
    b. Marriage licenses, divorce/child custody papers.
    c. Military/veterans papers.
    d. Critical medical information.
    e. Bank account information, credit card information including a phone list and addresses for your financial institutions.
    f. Insurance policies.
    g. Inventory of your household possessions. Appraisals for real and personal property. Home improvement records.
    h. Deeds, titles, ownership records for real and personal property.
    i. Wills or trust documents.
    j. List of names, phone numbers, addresses and email addresses of critical personal and business contacts.

During a disaster the City will take action to rotate critical staff off of critical tasks and allow said staff the opportunity to travel to their homes in a effort support both the employee as well as the employees family during the course of the event with the following considerations:

1. The employee conducts a windshield survey while traveling to and from his/her residence. The survey will be documented on a situation report form and returned to his/her supervisors upon their return.

HOME SURVEY CITY OF SONORA WINDSHEILD SURVEY

SITUATION REPORT		
DATE:	TIME:	
PREPARED BY:		INCIDENT:
UNIT NUMBER:		CITY DEPARTMENT:

HOME STATUS SUMMARY		CONDITIONS OBSERVED
FAMILY	at home/not at home	
STRUCTURE	habitable/not habitable	
ELECTRIC	ON/OFF	
GAS	leaking/not leaking	
WATER	available/not available	

ROAD CONDITIONS ATTACHED MAP ON BACK		TREES, POWERLINES, ROCKS, FLOODING, SLIDES, SINK HOLES ETC
ROAD LOCATION	PASSABLE/NOT PASSABLE	HAZARDS OBSERVED ROAD CONDITIONS/OBSTRUCTIONS
BEST ROUTE NORTH/SOUTH:		
BEST ROUTE EAST/WEST:		

HAZARDS OBSERVED (BY LOCATION)	OBSERVATIONS OTHER THAN ON ROADWAYS. (PROPERTY DAMAGE ETC)

IS YOUR FAMILY WILLING TO HOUSE OTHERS (YES/NO)	WHO ARE YOU WILLING TO HOUSE?

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CITY OF SONORA

ORGANIZATIONAL CHART

GENERAL LAW CITY

Updated 09-07-2011

CITY COUNCIL (Mayor, Mayor Pro-Tem, 3 Councilmembers and City Clerk)

PLANNING COMMISSION (Chair & 4 Commissioners)

CITY ADMINISTRATOR (Administration)

PARKING & TRAFFIC COMMISSION (8 Commissioners)

COMMUNITY DEVELOPMENT
- COMMUNITY DEVELOPMENT DIRECTOR
  - Public Works/Building Inspector
  - Community Development Specialist
  - Special Programs Coordinator

PUBLIC WORKS
- CITY ADMINISTRATOR
  - Public Works Supervisor
    - Public Works Assistant*
    - Public Works Specialist
    - Public Works Specialist II*
  - Supervising Mechanic
    - Equipment Mechanic

FINANCE
- FINANCE DIRECTOR
  - Administrative Assistant
  - Office Assistant/Accounting Tech**

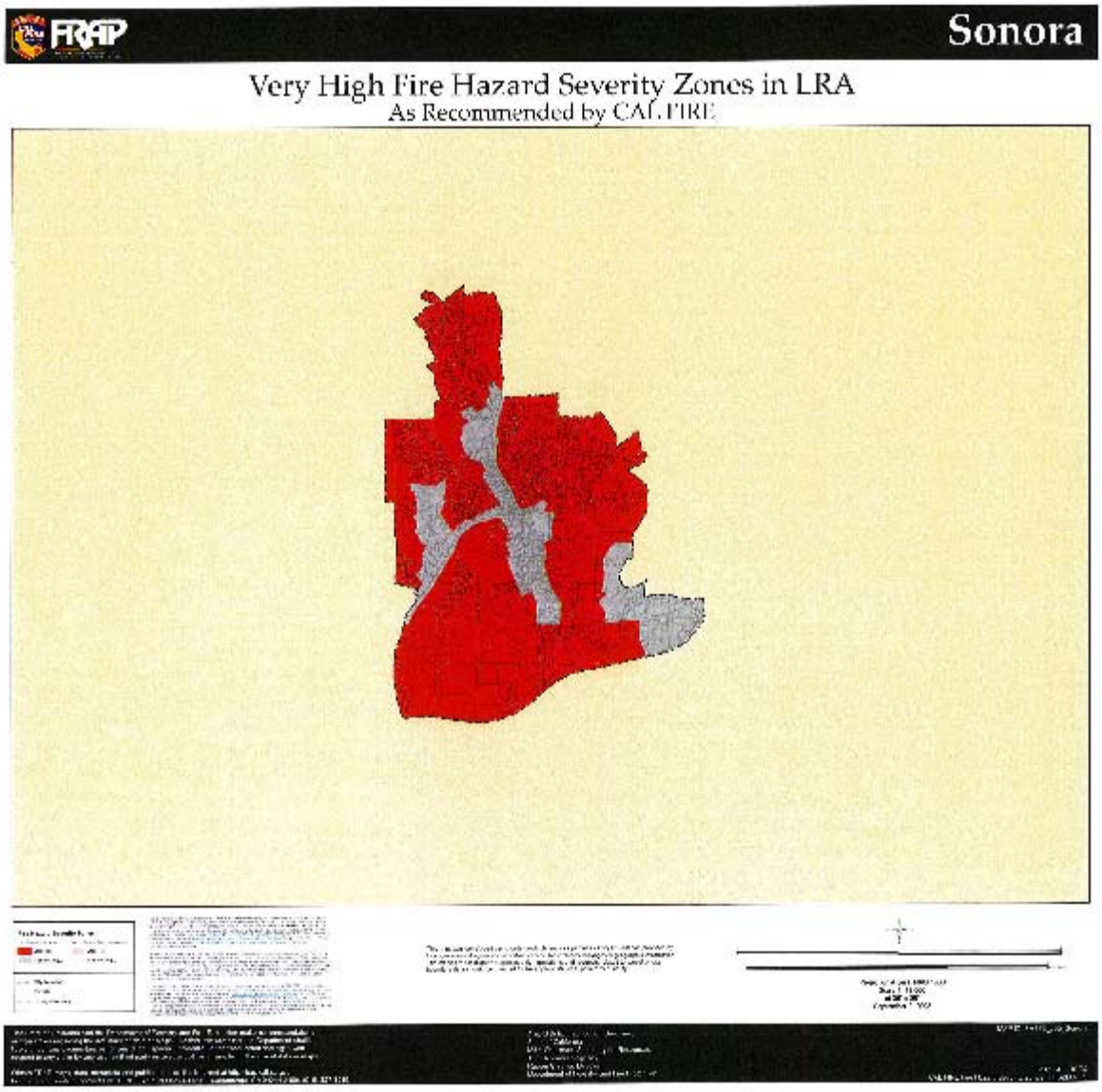
ADMINISTRATION
- CITY ADMINISTRATOR
  - Administrative Analyst/DCC**
  - Background Investigator**

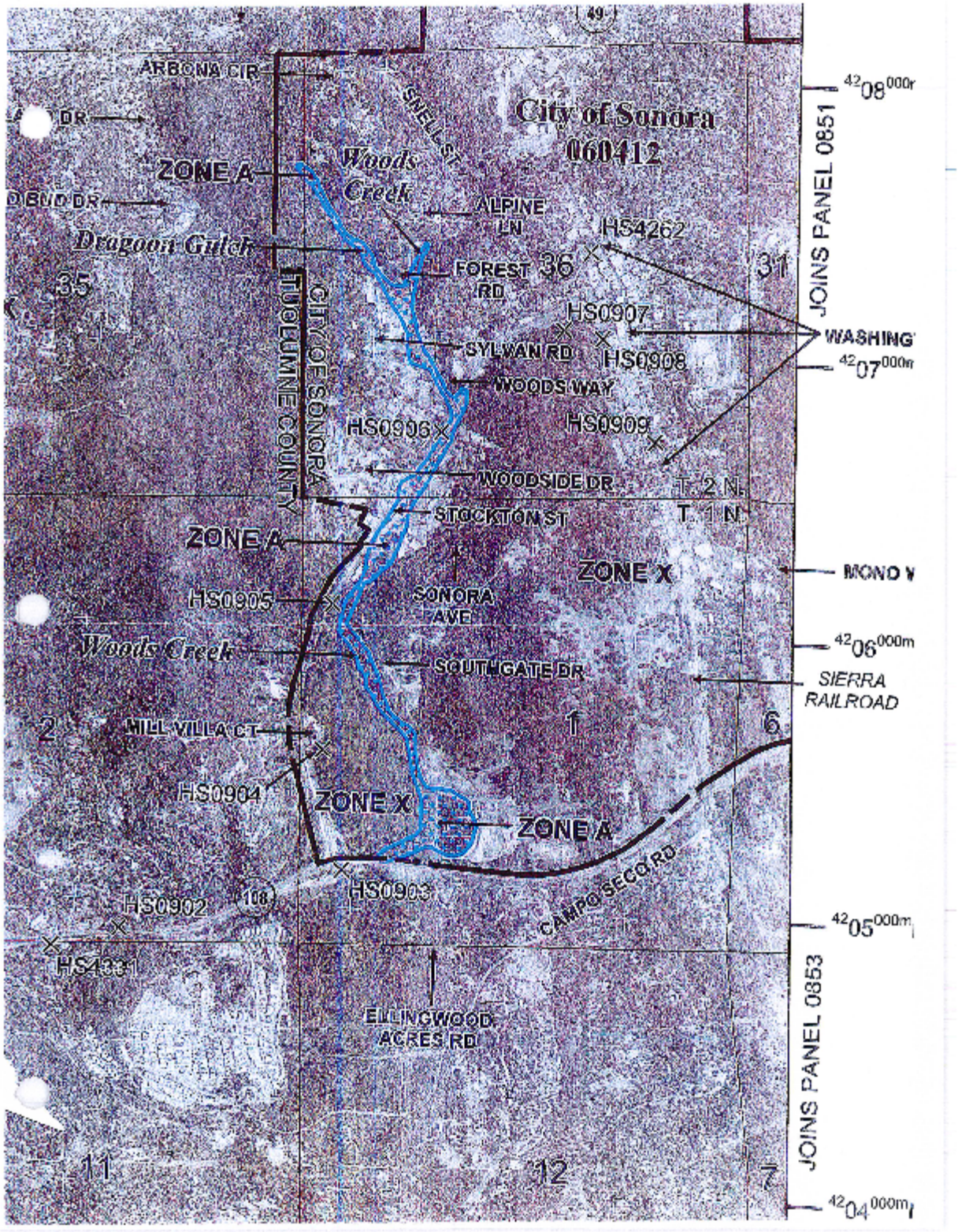
POLICE
- POLICE CHIEF
  - Police Lieutenant
  - Police Sergeant
  - Police Officer*
    - Communications-Records Supervisor
      - Dispatcher-Records Specialist*
    - Fire Prevention Inspector**
      - Office Assistant**
    - Community Service Officer**
    - Background Investigator**
    - Admin. Services Officer **
    - Volunteer Reserve Officer
    - Volunteer Police Explorer
    - Volunteer Police Associate Citizens Team (P.A.C.T.)

FIRE
- FIRE CHIEF
  - Fire Captain*
  - Fire Engineer*
    - Volunteer Fire Captain
    - Volunteer Fire Engineer
    - Volunteer Fire Fighter

**There are both "Full-Time" and "Relief/Part-Time Unrepresented" positions in these classifications*

***There are only "Relief/Part-Time Unrepresented" position(s) in these classifications*


FRAP
Sonora
Very High Fire Hazard Severity Zones in LRA
As Recommended by CAL FIRE


City of Sonora
060412
ZONE A
ZONE X
Woods Creek
Dragoon Gulch
ALPINE LN
FOREST RD
SYLVAN RD
WOODS WAY
WOODSIDE DR
STOCKTON ST
SONORA PAVE
SOUTHGATE DR
MILL VILLA CT
CAMPO SECO RD
ELLINGWOOD ACRES RD
SNELL ST
ARBONA CIR
TUOLUMNE COUNTY
CITY OF SONORA
JOINS PANEL 0851
JOINS PANEL 0353
WASHING
MONO
SIERRA RAILROAD
HS4262
HS0907
HS0908
HS0909
HS0906
HS0905
HS0904
HS0903
HS0902
HS4331
T. 2 N.
T. 1 N.
35
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31
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1
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12
7
4208000m
4207000m
4206000m
4205000m
4204000m

LEGEND

SPECIAL FLOOD HAZARD AREAS (SFHAs) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD

The 1% annual chance flood (100-year flood), also known as the base flood, is the flood that has a 1% chance of being equaled or exceeded in any given year. The Special Flood Hazard Area is the area subject to flooding by the 1% annual chance flood. Areas of Special Flood Hazard include Zones A, AE, AH, AO, AR, A99, V, and VE. The Base Flood Elevation is the water-surface elevation of the 1% annual chance flood.

ZONE A	No Base Flood Elevations determined.
ZONE AE	Base Flood Elevations determined.
ZONE AH	Flood depths of 1 to 3 feet (usually areas of ponding); Base Flood Elevations determined.
ZONE AO	Flood depths of 1 to 3 feet (usually sheet flow on sloping terrain); average depths determined. For areas of alluvial fan flooding, velocities also determined.
ZONE AR	Special Flood Hazard Area formerly protected from the 1% annual chance flood by a flood control system that was subsequently decertified. Zone AR indicates that the former flood control system is being restored to provide protection from the 1% annual chance or greater flood.
ZONE A99	Area to be protected from 1% annual chance flood by a Federal flood protection system under construction; no Base Flood Elevations determined.
ZONE V	Coastal flood zone with velocity hazard (wave action); no Base Flood Elevations determined.
ZONE VE	Coastal flood zone with velocity hazard (wave action); Base Flood Elevations determined.

FLOODWAY AREAS IN ZONE AE

The floodway is the channel of a stream plus any adjacent floodplain areas that must be kept free of encroachment so that the 1% annual chance flood can be carried without substantial increases in flood heights.

OTHER FLOOD AREAS

ZONE X	Areas of 0.2% annual chance flood; areas of 1% annual chance flood with average depths of less than 1 foot or with drainage areas less than 1 square mile; and areas protected by levees from 1% annual chance flood.

OTHER AREAS

ZONE X	Areas determined to be outside the 0.2% annual chance floodplain.
ZONE D	Areas in which flood hazards are undetermined, but possible.

COASTAL BARRIER RESOURCES SYSTEM (CBRS) AREAS

OTHERWISE PROTECTED AREAS (OPAs)

CBRS areas and OPAs are normally located within or adjacent to Special Flood Hazard Areas.

1% annual chance floodplain boundary

0.2% annual chance floodplain boundary

Floodway boundary

Zone D Boundary

CBRS and OPA Boundary

Boundary dividing Special Flood Hazard Areas of different Base Flood Elevations, flood depths or flood velocities.

513 (EL 987) — Base Flood Elevation line and value; elevation in feet*
Base Flood Elevation value where uniform within zone; elevation in feet*

*Referenced to the North American Vertical Datum of 1988

A — A — Cross section line

23 — 23 — Transect line

97° 07' 30", 32° 22' 30" — Geographic coordinates referenced to the North American Datum of 1983 (NAD 83), Western Hemisphere