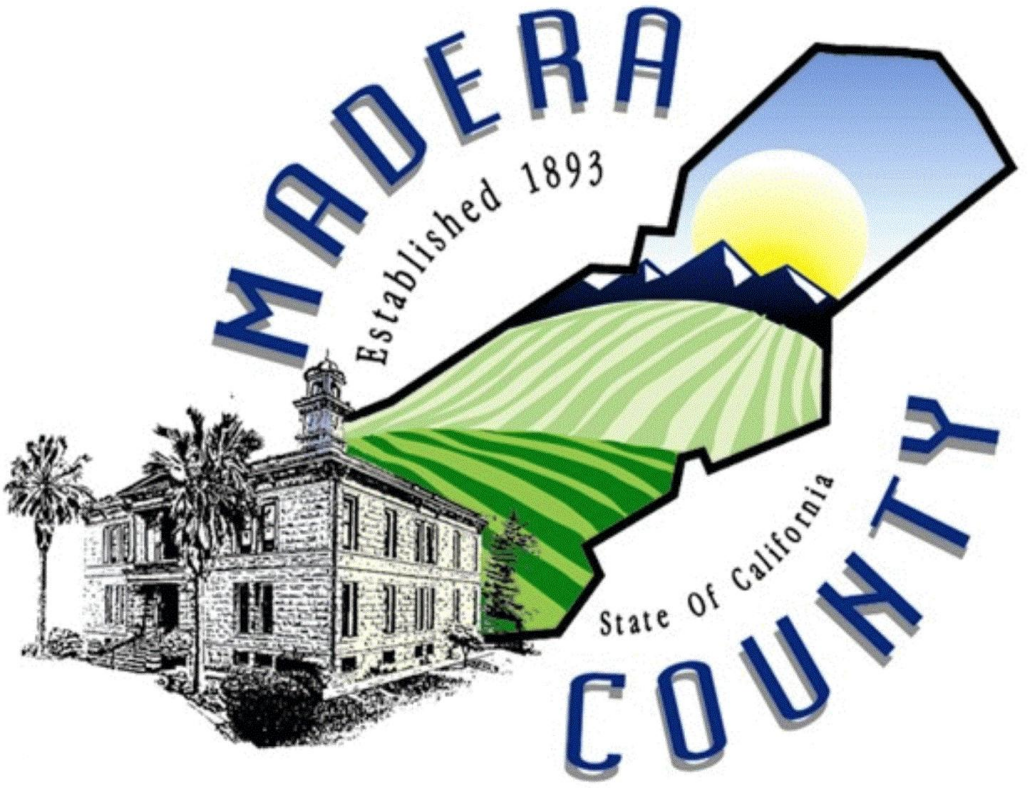
# MADERA COUNTY
# OPERATIONAL AREA
# EMERGENCY OPERATIONS PLAN




**Revised January 2010**

# *Acknowledgement*

***"…We Cannot Control Chaos – We Can Only Manage it…"***

***Madera County Operational Area moves forward in its emergency preparedness planning through the continued efforts set forth by all County and City management and field personnel. These efforts are lead by the Madera County Emergency Management Council – the Board of Supervisors and the Sheriff, Director of Emergency Services.***

***The Madera County Operational Area Emergency Operations Plan is designed to assist Federal, State and Local Government agencies and departments maintain consistency in knowing and understanding their management role and responsibility when confronted with an incident requiring activation of our emergency operations.***

***These agencies and departments are encouraged to use the Emergency Operations Plan as a guide to initate best practices to increase their efforts in attaining a successful outcome before, during and after an emergency.***

***A sincere 'thank you' is extended to everyone who supported the Madera County Operational Area Office of Emergency Services in this Plan's revision processes.***

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## FOREWORD

The Madera County's Emergency Operations Plan addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, weapons of mass destruction, and national security emergencies in or affecting the County of Madera.

This plan accomplishes the following:

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

This plan is designed to establish the framework for implementation of the National Incident Management System (NIMS) for Madera County, which is located within the Offices of California Emergency Management Mutual Aid Region V. It is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between Madera County and local governments, including special districts, tribes and state agencies, in emergency operations.

This document is operational in design. It serves a secondary use as a planning reference. Departments within the County of Madera and local governments who have roles and responsibilities identified by this plan, are encouraged to develop emergency operations plans, detailed Standard Operating Procedures (SOPs), and emergency response checklists based on the provisions of this plan. This plan will be used in conjunction with the ***State Emergency Plan*** and the ***National Response Framework.***

## FOREWORD

This plan is designed to guide the reader or user through each phase of an emergency: preparedness, response, recovery, and mitigation. It is divided into the following parts:

**Part I - General Information.** This part focuses on the preparedness phase and is the "basic plan" that describes the structure of the Madera County Emergency Management Organization; its responsibilities and operational concepts for multi-hazard emergency preparedness, response, recovery, and mitigation; and its role, and responsibilities as the lead agency for the Madera Operational Area.

**Part II - Initial Response Operations.** This part is a series of hazard specific checklists designed to provide field-level responders with the basic considerations and actions necessary for effective emergency response. It also provides field-level responders with the framework to implement the National Incident Management System (NIMS).

**Part III - Extended Response Operations.** This part outlines the operational procedures for County emergency management staff to conduct extended emergency response operations, usually coordinated by the Madera County Emergency Operations Center (EOC). It also addresses the transition to the recovery phase and the framework to implement NIMS.

**Part IV** - **Recovery Operations.** This part addresses recovery and mitigation activities. It describes the procedures to coordinate recovery operations within Madera County, procedures to mitigate future events and procedures for obtaining state and federal disaster assistance funds for damage restoration and mitigation projects.

# AUTHORITIES

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

## Federal

- Federal Civil Defense Act of 1950 (Public Law 920, as amended).
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended).
- Army Corps of Engineers Flood Fighting (Public Law 84-99).
- Presidential Directives 5 & 8 (NIMS ) Compliance

## State

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- Emergency Management System (SEMS) & (NIMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations) and (California Government Code §8607 et sec).
- Executive Order S-2-05 National Incident Management System adoption.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §2720-2728 of the California Code of Regulations) and (California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5)
- California Department of Water Resources Flood Control (California Water Code § 128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.

Orders and Regulations which may be Selectively Promulgated by the Governor to take *affect* upon the Existence of a STATE OF WAR.

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## MADERA COUNTY EMERGENCY MANAGEMENT ORGANIZATION

The County of Madera's emergency management organization operates under the National Incident Management System (NIMS). Madera County is part of California Emergency Management Agency (Cal EMA) Inland Region.

The Madera County Sheriff will direct the emergency management organization, serving as the Director of the Madera County Office of Emergency Services. The Director of Emergency Services is responsible for implementing the Emergency Operations Plan through the efforts of the Madera County's Office of Emergency Services. The Madera County Emergency Organization is depicted on page 15.

Within the Emergency Organization, departments and agencies have specified roles and responsibilities for certain functions. A functional matrix is shown on page 17.

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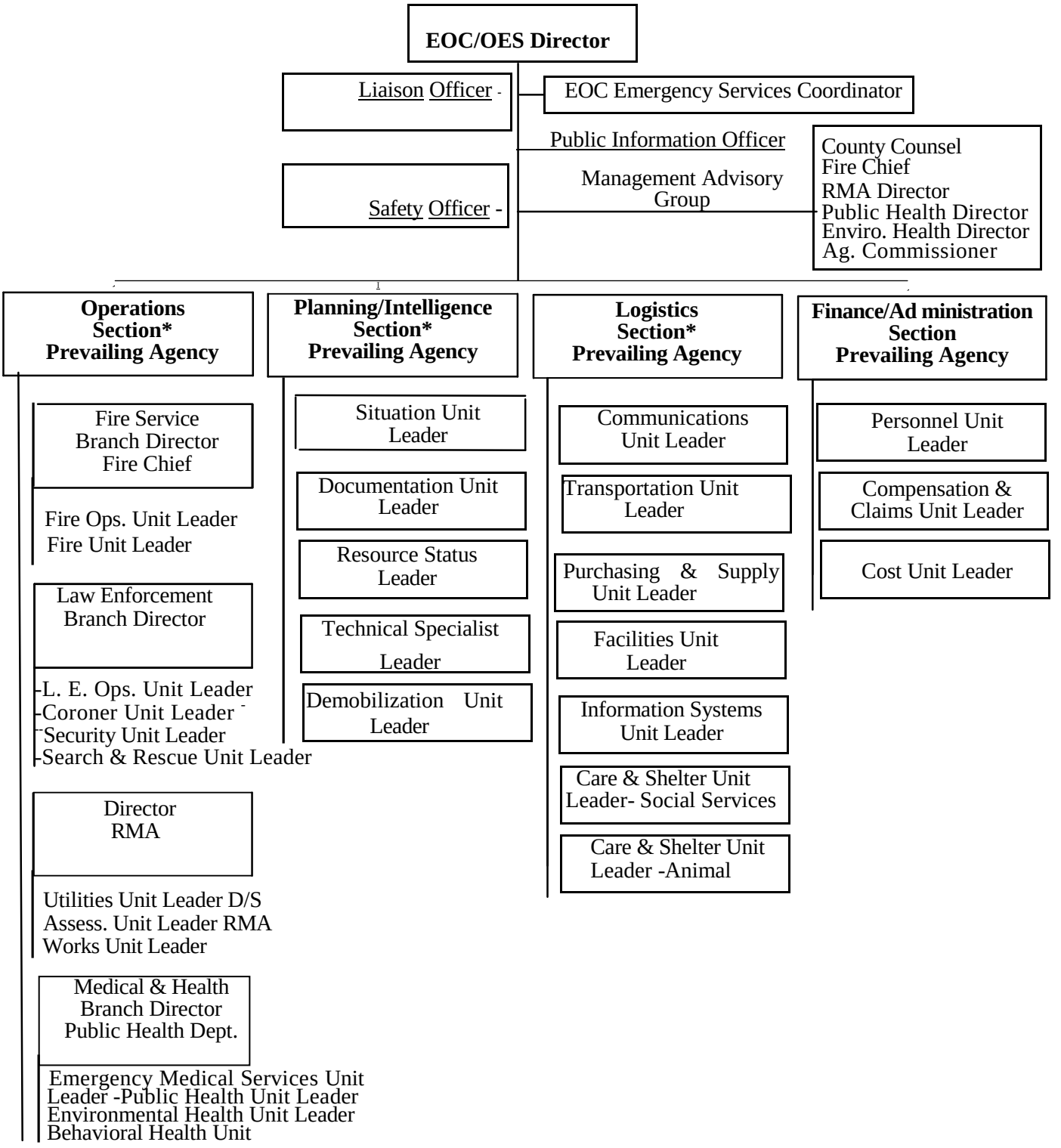
# MADERA COUNTY EMERGENCY OPERATIONS PLAN

## Emergency Management Organizational Chart




*** The Section Chief Positions are staffed dependant on the type and severity of the event.**

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## COUNTY
## FUNCTIONAL MATRIX

**P = Primary** **S = Support**

| NIMS FUNCTIONS | MGMT | | PLAN/ INTEL | OPERATIONS | | | | | | | | | | | LOGISTICS | | | | | FIN/ ADMIN | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| DEPARTMENTS/ AGENCIES | MANAGEMENT | PUBLIC INFORMATION | SITUATION ANALYSIS | ALERTING & WARNING | DAMAGE ASSESSMENT | FIRE/HEAVY RESCUE | HAZARDOUS MATERIALS | LAW ENFORCEMENT | EVACUATION | UTILITIES | MEDICAL/PUBLIC HEALTH | ENVIRONMENTAL HEALTH | SEARCH & RESCUE | TERRORISM | ANIMAL CARE & SHELTER | HUMAN CARE & SHELTER | TRANSPORTATION | COMMUNICATIONS | PURCHASING | RECOVERY | PERSONNEL |
| County Administration | | | | | | | | | | | | | | | | | | | | P | P |
| County OA OES | P | S | S | S | S | S | S | P | P | S | S | S | S | S | P | P | S | S | S | S | S |
| Sheriff | P | P | P | P | S | | S | P | P | | | | P | P | | | | S | | | |
| Fire Department. | P | S | | | S | P | P | | S | | | | S | S | | | | S | | | |
| RMA | P | | | | P | | | | | P | | | | | | | P | | | | |
| Public Health | P | | | S | | | | | | | P | | | S | | S | | | | S | |
| Environmental Health | P | | S | S | | | S | | | | | P | | S | | | | | | S | |
| Behavioral Health | | | | | | | | | | | | | | | | S | | | | | |
| Social Services | | | | | | | | | | | | | | | | P | | | | | |
| County Counsel | P | | | | | | | | | | | | | | | | | | | | |
| Agricultural Commissioner | | | | | | | | | | | | | | | P | | | | | S | |
| Animal Services | | | | | | | | | | | | | | | P | | | | | S | |
| Operational Area Cities | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | S | | S | S |
| Auditor/Controller /Recorder | | | | | | | | | | | | | | | | | | | | P | |
| Cal EMA Inland Region V | S | S | S | S | S | S | S | S | S | S | S | S | | S | S | S | | S | | S | S |
| Emergency Medical Services | | | S | | | | S | | S | | S | S | | | | S | S | | | | |
| General Services | | | | | | | | | | | | | | | | | | P | P | | |
| Information Systems | | | | | | | | | | | | | | | | | | P | | | |

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## OVERALL CONCEPT OF OPERATIONS

### General

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

### Emergency Phases

Emergency management activities during peacetime and national security emergencies are often associated with the four federally defined phases:

- Preparedness
- Response
- Recovery
- Mitigation

### Preparedness Phase

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

*Examples*

Readiness activities shape the framework and create the basis of knowledge necessary to complete a task or mission. Readiness activities might include:

- implementing hazard mitigation projects
- developing hazard analyses
- developing/maintaining emergency plans/ procedure
- conducting general and specialized training and exercises
- developing mutual aid agreements
- improving emergency public education and warning systems

## OVERALL CONCEPT OF OPERATIONS

The Madera County Departments and the Operational Area Member Jurisdictions who have responsibilities in this plan will prepare Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, and resource lists.

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

Capability activities might include:

- assessment of Madera County and Operational Area resources
- comparison and analysis of anticipated resource requirements and resources
- identification of local sources to meet any anticipated resource "shortfall"

### Response Phase

The response phase includes increased readiness, initial response, and extended response activities. Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, Madera County will initiate actions to increase its readiness.

Events which may trigger increased readiness activities include:

- Receipt of a flood advisory or other special weather statement
- Receipt of a potential dam failure advisory
- Conditions conducive to wild land fires, such as the combination of high heat, strong winds, and low humidity
- An expansive hazardous materials incident
- A rapidly-deteriorating international situation that could lead to an attack upon the United States
- Information or circumstances indicating the potential for acts of violence or civil disturbance
- A credible terrorist threat

## OVERALL CONCEPT OF OPERATIONS

***Increased Readiness***

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

- briefing of County Board of Supervisors, County Executive Officer, Operational Area Council Members, Management Advisory Group and other key officials or employees of Madera County
- briefing of Cities and Townships within Madera County
- reviewing and updating of Madera County Emergency Operations Plan & Departmental SOPs
- increasing public information efforts
- accelerating training efforts
- inspecting critical facilities and equipment, including the testing of warning and communications systems
- recruiting additional staff and Disaster Service Workers
- warning of threatened elements of the population
- conducting precautionary evacuations in the potentially impacted area(s)
- mobilizing personnel and pre-positioning resources and equipment
- contacting state and federal agencies that may become involved in field activities

***Initial Response***

Madera County's initial response activities are primarily performed at the field response level. Emphasis is placed on minimizing the effects of the emergency or disaster.

Part *II, Initial Response Operations,* provides hazard-specific guidance to the departments who are responsible for initial response operations in the County and Operational Area. Examples of initial response activities include:

- making all necessary notifications, including County Departments and personnel, the Madera Operational Area Member Jurisdictions, and the State California Emergency Management Agency (Cal EMA) Inland Region
- disseminating warnings, emergency public information, and instructions to the citizens of Madera County
- conducting evacuations and/or rescue operations

## OVERALL CONCEPT OF OPERATIONS

- caring for displaced persons and treating the injured
- conducting initial damage assessments and surveys
- assessing need for mutual aid assistance
- restricting movement of traffic/people and unnecessary access to affected areas
- developing and implementing Incident Action Plans

***Extended Response***

Madera County's extended response activities are primarily conducted in the Emergency Operations Center (EOC). Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Part *III, Extended Response Operations,* provides specific guidance for conducting of Extended Response Operations, including those functions performed by the EOC staff.

Examples of extended response activities include:

- preparing detailed damage assessments
- operating mass care facilities
- conducting coroner operations
- procuring required resources to sustain operations
- documenting situation status
- protecting, controlling, and allocating vital resources
- restoring vital utilities
- tracking resource allocation
- conducting advance planning activities
- documenting expenditures
- developing and implementing Incident Action Plans for Extended Response Operations
- disseminating emergency public information
- declaring a local emergency
- coordinating with state and federal agencies working within the county

## OVERALL CONCEPT OF OPERATIONS

### Recovery Phase

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term. Ranging from restoration of essential utilities such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

Part IV, *Recovery Operations,* describes in detail the roles and responsibilities of each level of government following a disaster. Part IV addresses the procedures for accessing federal and state programs available for individual, business, and public assistance following a disaster. Examples of recovery activities include:

- restoring utilities
- applying for state and federal assistance programs
- conducting hazard mitigation analyses
- identifying residual hazards
- determining and recovering costs associated with response and recovery

### Mitigation Phase

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within Madera County. Mitigation efforts may include:

- amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
- initiating structural retrofitting measures
- assessing tax levees or abatements
- emphasizing public education and awareness
- assessing and altering land use planning

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# NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

## Purpose

The National Incident Management System (NIMS) is intended to standardize response to emergencies involving multiple jurisdictions or multiple agencies. NIMS like (SEMS) is intended to be flexible and adaptable to the needs of all emergency responders in California. NIMS requires emergency response agencies to use basic principles and components of emergency management, including the Incident Command System, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems.

## INCIDENT COMMAND SYSTEM (ICS)-General

The Incident Command System (ICS) is a nationally-used, standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities; equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

## Functions

The five functions of the ICS organization are Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. **Command** is responsible for directing, ordering, and/or controlling resources by virtue of explicit legal, agency or delegated authority. **Operations** is responsible for the coordinated tactical response of all field operations directly applicable to or in support of the mission(s) in accordance with the Incident Action Plan. **Planning/Intelligence** is responsible for the collection, evaluation, documentation, and use of information about the development of the incident. **Logistics** is responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. **Finance/Administration** is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by the other functions.

# NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

## Principle

The principles of ICS are that the system provides the following kind of operations: single jurisdictional/agency involvement, single jurisdictional responsibility with multiple agency involvement, and multiple jurisdictional responsibilities with multiple agency involvement. The system's organizational structure adapts to any emergency or incident to which emergency response agencies would expect to respond. The system will be applicable and acceptable to all user agencies. The system is readily adaptable to new technology. The system expands in a rapid and logical manner from an initial response to a major incident and contracts just as rapidly as organizational needs or the situation decrease. The system has basic common components in organization, terminology and procedures.

### Components

The components of ICS are:

- common terminology
- modular organization
- unified command structure
- consolidated action plans
- manageable span-of-control
- pre-designated incident facilities
- comprehensive resource management
- integrated communications

***Common Terminology*** Common terminology is the established common titles for organizational functions, resources, and facilities within ICS.

***Modular Organization*** Modular organization is the method by which the ICS organizational structure develops based upon the type and size of an incident. The organization's staff builds from the top down as the incident grows, with responsibility and performance placed initially with the Incident Commander.

At all incidents there will be five functions: Command; Operations; Planning/Intelligence; Logistics and Finance/Administration. These may, as the incident grows, be organized and staffed into sections. Initially, the Incident Commander may be performing all five functions. Then, as the incident grows, each function may be established as a section with several units under each section.

# NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

***Unified Command***

Unified command structure is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility or accountability.

***Consolidated Incident Action Plans***

Consolidated incident action plans identify objectives and strategy determinations made by the Incident Commander for the incident based upon the requirements of the affected jurisdiction. In the case of unified command, the incident objectives must adequately reflect the policy and needs of all the jurisdictional agencies. The consolidated Action Plan for an incident documents the tactical and support activities required for the operational period.

***Span-of-Control***

Manageable span-of-control within ICS is a limitation on the number of emergency response personnel who can effectively be supervised or directed by an individual supervisor. The type of incident, the nature of the response or task, distance, and safety will influence the span-of-control range. The ordinary span-of-control range is between three and seven personnel.

***Pre-designated Incident Facilities***

The need for pre-designated incident facilitates is identified within ICS. The determination of the types and locations of facilities to be used will be based upon the requirements of the incident.

***Comprehensive Resource Management***

Comprehensive resource management is the identification, grouping, and assignment and tracking of resources.

***Integrated Communications***

Integrated communications are managed through the use of a common communications plan and an incident-based communications center established for the use of tactical and support resources assigned to the incident.

## Mutual Aid System

The foundation of California's emergency planning and response is the California Emergency Management Agency (Cal EMA), statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s).

## NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. It created a formal process wherein each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

State government is obligated to provide available resources to assist local jurisdictions in emergencies. To facilitate the coordination and flow of mutual aid, the state has been divided into six mutual aid regions and three administrative regions. Madera County is located within Mutual Aid Region V.

***Discipline-specific Mutual Aid***

The statewide system includes several discipline-specific mutual aid systems, such as, but not limited to, fire and rescue, law enforcement and emergency medical services (EMS). The adoption of NIMS does not alter existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area, Regional and State levels.

Regional Disaster Medical Health Coordinators have been identified for each mutual aid region to coordinate medical mutual aid during disasters. It is expected that, during a disaster, the Madera County Operational Area Mutual Aid Coordinators, or their designees, will be assigned to the Madera County Emergency Operations Center.

The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next NIMS level.

# NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

***Volunteers***

Volunteer and private agencies are part of the Madera Operational Area's mutual aid system. The American Red Cross and Salvation Army are essential elements of Madera County's response to meet the care and shelter needs of disaster victims. Private sector medical/health resources are an essential part of the County's medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems to include: large/small animal rescue/evacuation teams; disaster service workers; RACES; Citizens on Patrol; search/rescue teams; and Community Emergency Response Teams. These agencies are represented at the Madera County EOC when activated.

***Coordination of Requests***

Incoming mutual aid resources may be received and processed at several types of facilities including Marshaling Areas, Mobilization Centers and Incident Facilities.

***Marshaling Areas*** are used for the complete assemblage of personnel and other resources prior to being sent directly to the disaster site.

**Mobilization Centers** are off incident locations at which emergency response personnel and equipment are temporarily located pending assignment, release or reassignment.

**Incident Facilities** include Incident Command Posts, Staging Areas, Bases, and Camps. Staging Areas are temporary locations at an incident where personnel and equipment are kept while awaiting tactical assignments.

During a proclaimed emergency, outside of the normal Law and Fire Mutual Aid Systems, the Madera Operational Area will coordinate mutual aid requests between Madera County, the Madera Operational Area Member Jurisdictions, and Cal EMA Inland Regional Emergency Operations Center (REOC). Requests should specify, at a minimum:

- number and type of personnel needed, and/or; type and amount of equipment needed
- reporting time and location
- authority to whom forces should report
- safe access routes into the affected area(s)
- estimated duration of operations
- risks and hazards

# NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

***Mutual Aid Agreements***

The following depicts the mutual aid agreements in which Madera County is a participant:

- California Master Mutual Aid Agreement
- Region V Fire and Rescue Operations Plan
- Region V Law Enforcement Mutual Aid Agreement
- Region V Public Works Mutual Aid Agreement
- Region V Medical Services Mutual Aid Agreement

## Multi-Agency/Inter-Agency Coordination

The multi-agency or inter-agency coordination is the decision-making system used by member jurisdictions of the Madera Operational Area. Multi-agency or inter-agency coordination are agencies and disciplines involved at any level of the NIMS organization working together to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

## NIMS Functions

There are five designated levels in the SEMS/NIMS Organization: field response, local government, operational area, regional, and state. Each level is activated as needed.

The field response level commands emergency response personnel and resources to carry out tactical decisions and activities in direct response to an incident or threat.

The local government level manages and coordinates the overall emergency response and recovery activities within its jurisdiction. The local government level includes cities, counties, and special districts.

The Operational Area level manages and/or coordinates information, resources, and priorities among local governments; and serves as the coordination and communication link between the local government level and the regional level, within the disaster system.

The Operational Area includes all the jurisdictions and special districts within the County geographical area. The County of Madera is the lead agency for the Madera Operational Area.

The regional level manages and coordinates information and resources among operational areas within the mutual aid region designated and between the operational areas and the state level. This level, along with the state level, coordinates overall state agency support for emergency response activities.

The state level manages state resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the mutual aid regions and between the regional level and state level, and serves as the coordination and communication link with the federal disaster response system.

## Coordination with Other Levels of Government

Madera County has identified the jurisdictions, special districts, volunteer agencies, and private agencies within the County geographical area that may have an emergency response role during an emergency or disaster that affects Madera County. Their emergency roles have been identified and provisions for coordination with each of them made. The diagrams on page 37/38 illustrate how the County, as the lead agency for the Madera Operational Area, will coordinate with these agencies during an emergency or disaster.

The Madera County Operational Area agreement between the Cities of Madera, Chowchilla, and Special Districts defines the roles and responsibilities of each party. The agreement is included as part of the appendix to this plan.

The County will also work with State and Federal agencies that have emergency responsibilities to ensure they are integrated into County emergency operations.

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# Mutual Aid and Administrative Regions

# Map

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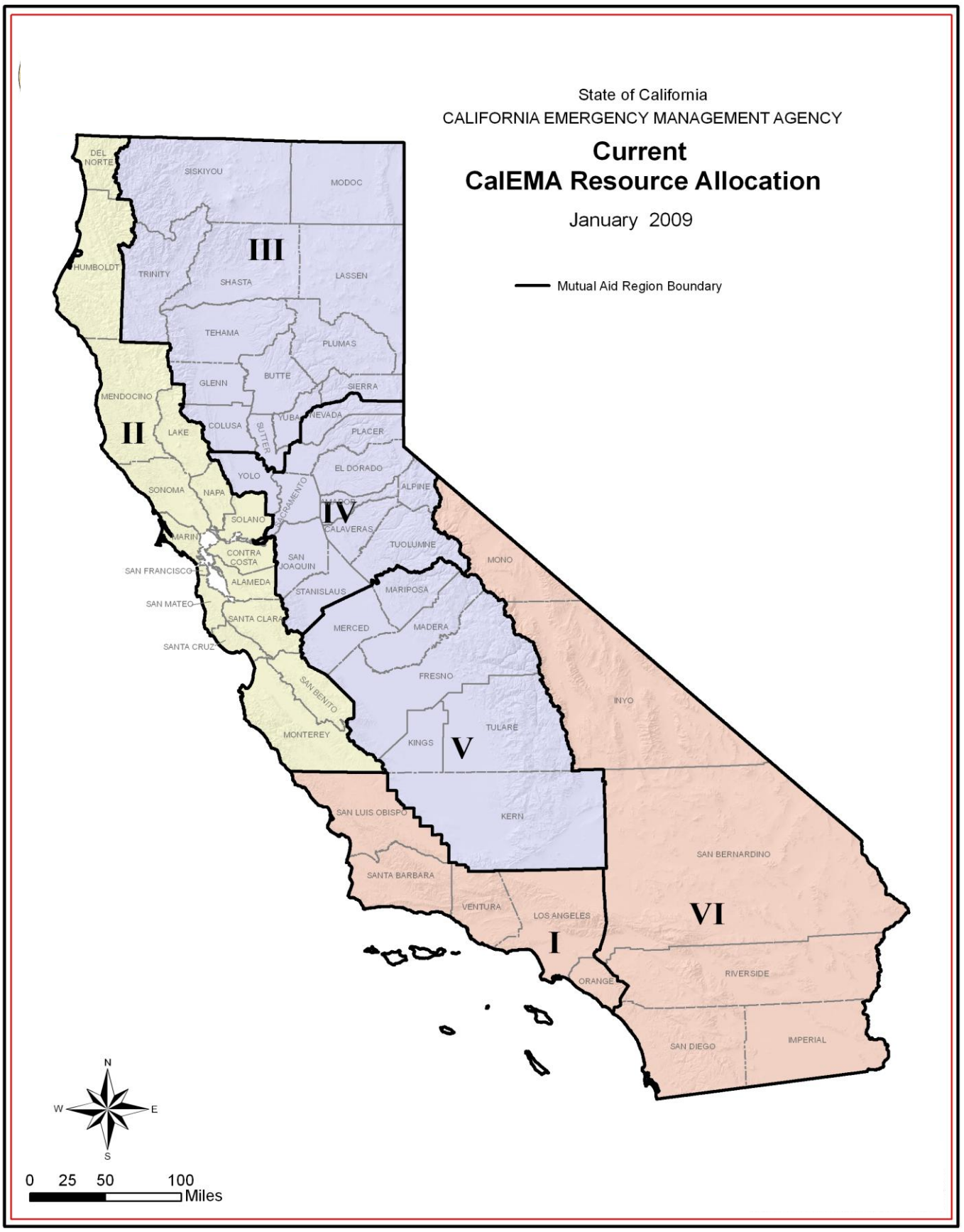
State of California
CALIFORNIA EMERGENCY MANAGEMENT AGENCY
Current
CalEMA Resource Allocation
January 2009
Mutual Aid Region Boundary
DEL NORTE
SISKIYOU
MODOC
HUMBOLDT
TRINITY
SHASTA
LASSEN
III
TEHAMA
PLUMAS
GLENN
BUTTE
SIERRA
MENDOCINO
COLUSA
SUTTER
YUBA
NEVADA
PLACER
II
LAKE
YOLO
EL DORADO
SONOMA
NAPA
SACRAMENTO
ALPINE
IV
SOLANO
CALAVERAS
MARIN
TUOLUMNE
CONTRA COSTA
SAN JOAQUIN
MONO
SAN FRANCISCO
ALAMEDA
STANISLAUS
MARIPOSA
SAN MATEO
SANTA CLARA
MERCED
MADERA
SANTA CRUZ
FRESNO
SAN BENITO
INYO
TULARE
MONTEREY
KINGS
V
SAN LUIS OBISPO
KERN
SAN BERNARDINO
SANTA BARBARA
VENTURA
LOS ANGELES
VI
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RIVERSIDE
ORANGE
SAN DIEGO
IMPERIAL
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0 25 50 100
Miles

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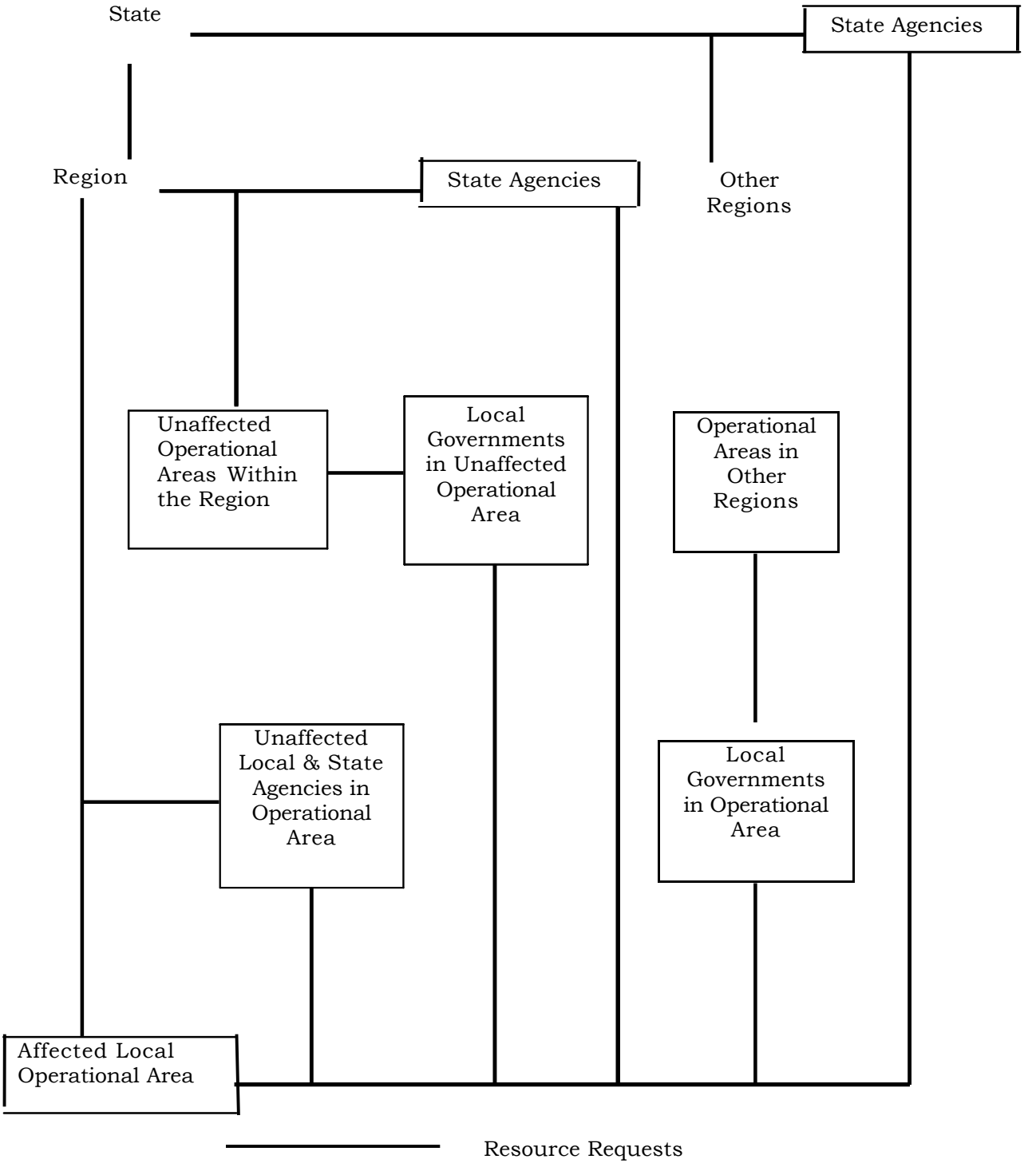
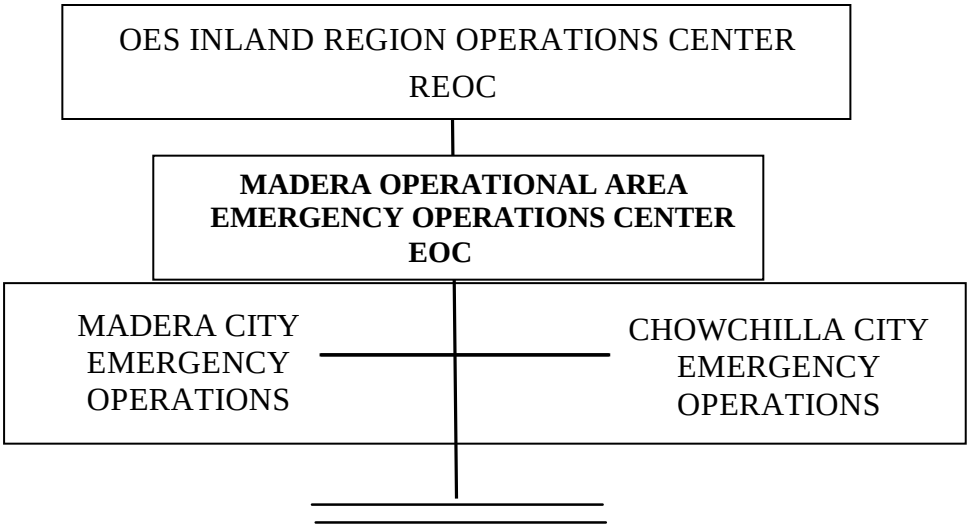
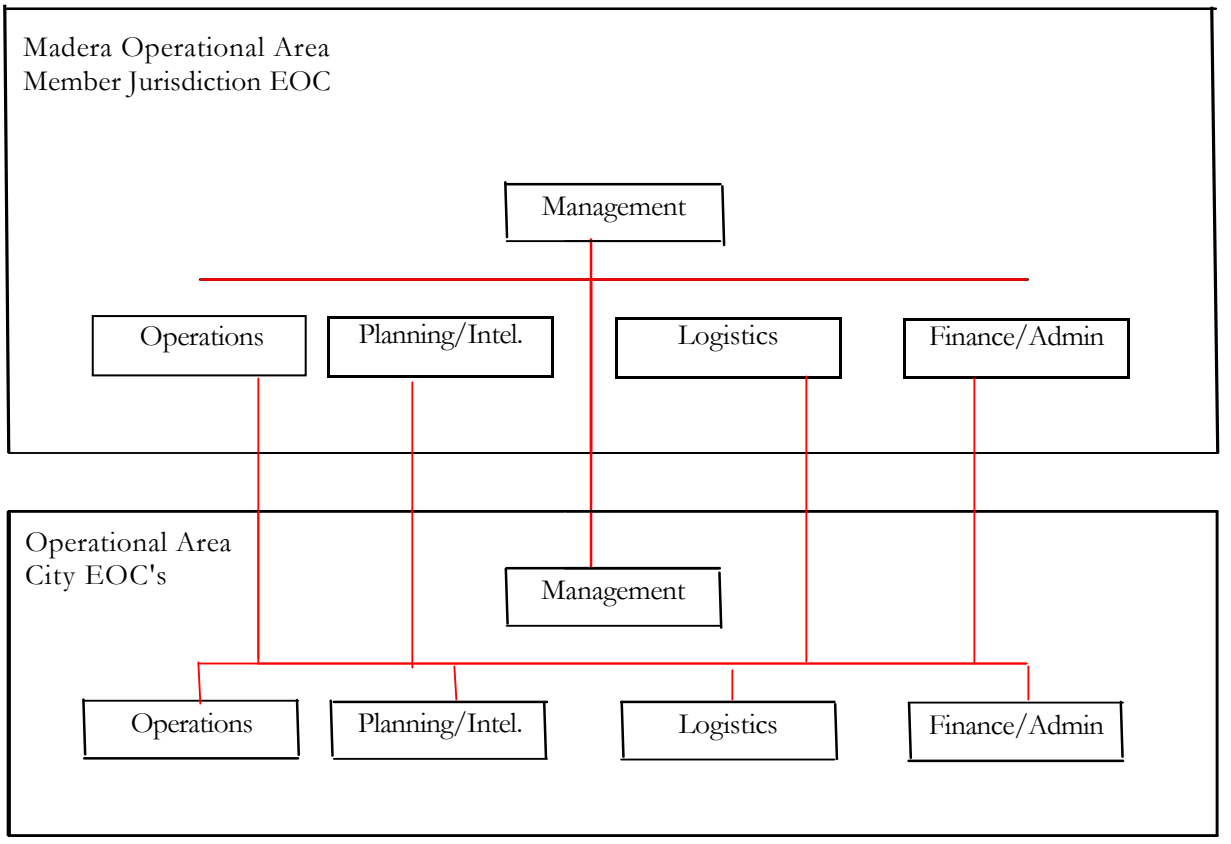
# MUTUAL AID PROCESS:
# GENERAL FLOW OF REQUESTS AND RESOURCES



# COORDINATION WITH OTHER NIMS LEVELS




**Lines of Communications and Coordination**



## HAZARD ANALYSIS

**General**

Madera County is located in the heart of the Central Valley of California, approximately 166 miles south east of the San Francisco Bay Area and 240 miles north east of Los Angeles. It sits in the center of the California Emergency Management Agency (Cal EMA) Inland Administrative Region, between the Coastal and Southern Administrative Regions. Madera County covers approx 2,147 square miles and is part of the Region V Operational Area. The current population of Madera County is about 140,000 and is fast growing (Census 2000).

***Physical description***

The western part of Madera County is generally flat and ranges in elevation from 45 to 188 feet. This part of the county contains the incorporated cities of Madera and Chowchilla, together with the communities of Fairmead, Madera Ranchos, and Bonadelle Ranchos. The western area, along with the foothills supports a substantial amount of intensive agriculture development including a half million acres enrolled in the California Land Conservation Act. The eastern part of the county includes rural foothill and mountain communities of Coarsegold, Oakhurst, Ahwahnee, Bass Lake, and North Fork. The elevation ranges from 180 to 13,000 feet. The southern part of Yosemite National Park falls within Madera County. The eastern part of the county is of particular concern in respect of fire, a local response plan for these areas is the forerunner of this plan and shown at the beginning of this document.

***Highways, Roads, Rail Lines***

The major highways are (St Rts: 99, 152, 145, 41 and 49), and a network of County roads that connect each of the communities together. In addition there are two major rail lines, the Union Pacific and the Santa Fe (Am-Track).

The County of Madera recognizes that the planning process must address each hazard that threatens Madera County and the jurisdictions within the Madera Operational Area.

***Hazardous Materials***

The County of Madera is vulnerable to a wide range of threats. In recent years, it has experienced several disastrous events such as floods, fires and storms. The increased use, storage and transportation of numerous hazardous materials further complicate the threat picture.

Madera County is home to many companies and industries that manufacture, store, use and dispose of toxic materials. The area is highly exposed to hazardous materials transported over major interstate highways, state routes, and railways. On any given day, a vast assortment of petroleum products, agricultural pesticides and industrial chemicals are moved within and through our County with the possibility of generating a hazardous materials incident.

## HAZARD ANALYSIS

Hazardous Materials emergencies, primarily due to surface route and rail accidents, have occurred and will continue to occur in Madera County. Although most of these incidents have been easily handled, the potential for and extreme threat to life and property is quite high. Therefore, this plan has been developed to utilize multi-agency, multi-discipline and multi-jurisdictional resources to successfully counter the effects of an emergency involving hazardous materials. Additionally, the Madera County Hazardous Materials Area Plan has been developed and is utilized as the response guidelines to hazardous materials incidents. Madera County Environmental Health is the lead agency; and a copy of their Hazard Materials Area Plan is located in the Madera County Office of Emergency Services located in the Sheriff's Department.

***Hazard Impacts***

Madera County, with its varying topography, mix of urban and rural areas, and rapidly growing population, is subject to a wide variety of negative impacts from various hazards and threats. There are three broad categories of hazards that threaten: Natural, Technological and Domestic Security Threats.

These are as follows:

Natural Hazards

- floods
- wild land fires
- extreme weather/storm

Technological Hazards

- dam failure
- hazardous material
- transportation emergencies
- train accident
- major truck accident
- airplane crash

Domestic Security Threats

- civil unrest
- terrorism

## HAZARD ANALYSIS

**On the following pages are maps depicting the:**

**Madera County Operational Area**

**California Emergency Management Agency Inland Region (CalEMA)**

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## Madera County Operational Area

## Map

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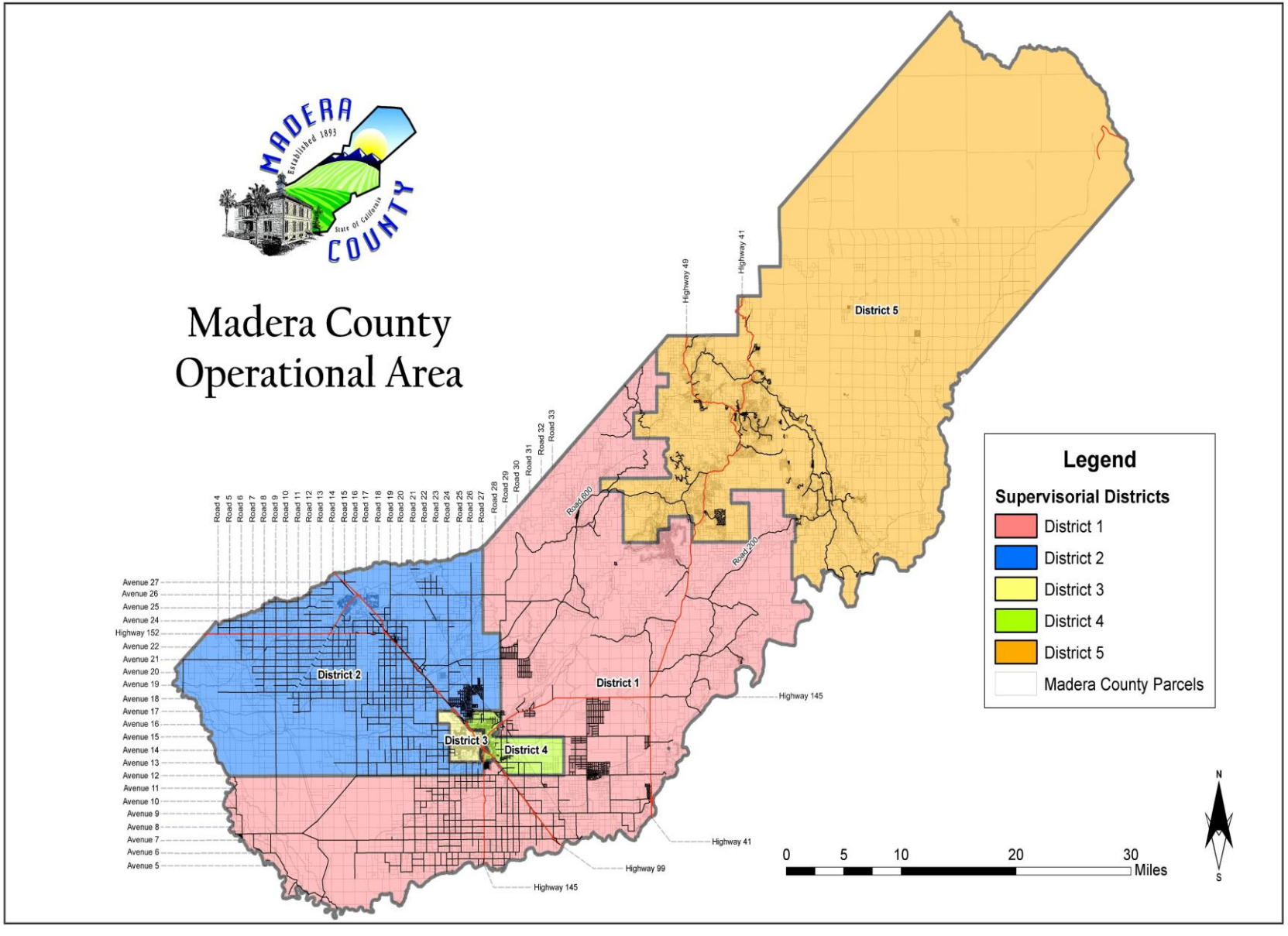
Madera County
Operational Area
Legend
Supervisorial Districts
District 1
District 2
District 3
District 4
District 5
Madera County Parcels
District 1
District 2
District 3
District 4
District 5
Road 600
Road 200
Highway 49
Highway 41
Highway 145
Highway 99
Highway 152
0 5 10 20 30
Miles
N
S

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## California Emergency Management Agency Inland Region

## Map

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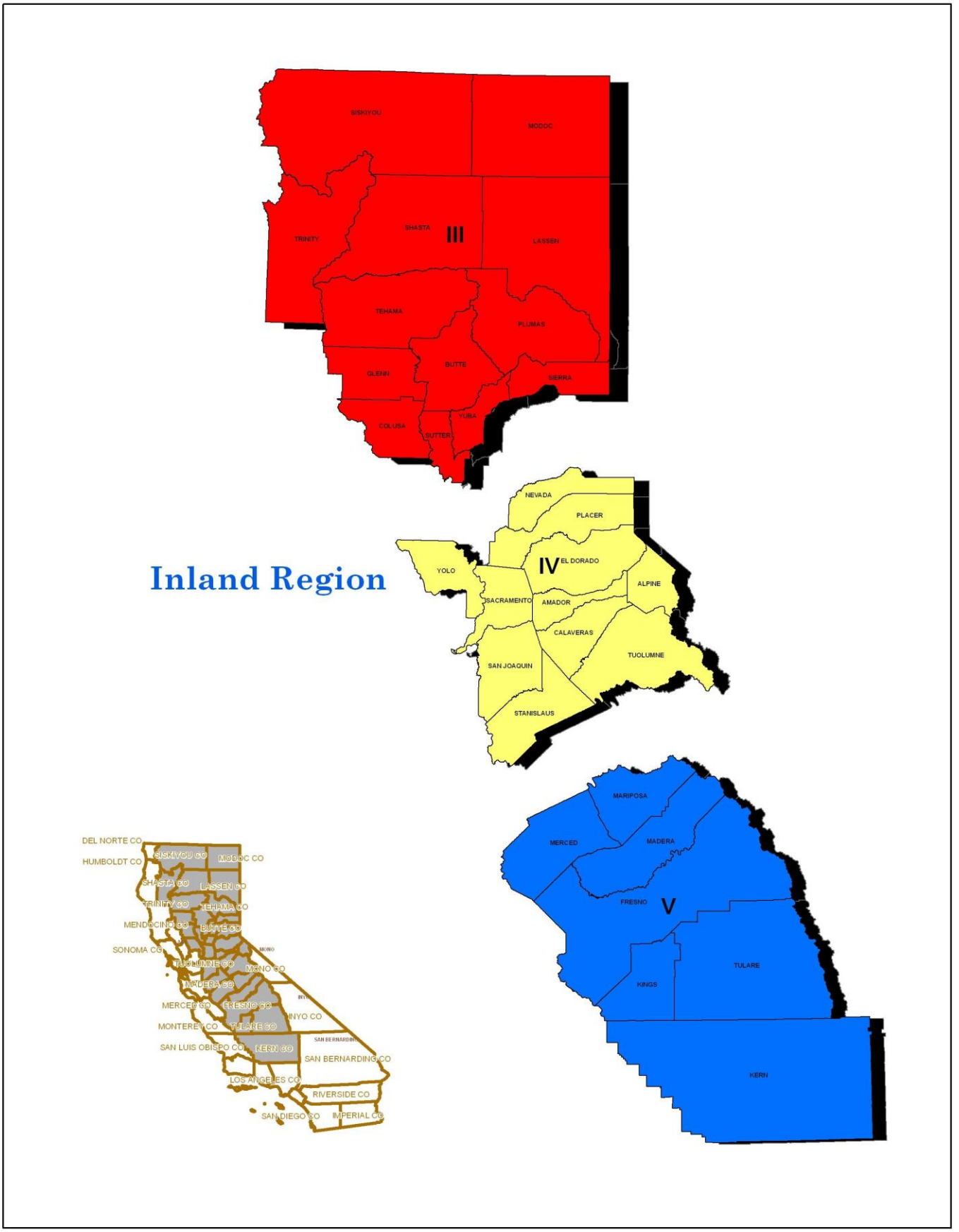
Inland Region
III
SISKIYOU
MODOC
TRINITY
SHASTA
LASSEN
TEHAMA
PLUMAS
GLENN
BUTTE
SIERRA
COLUSA
YUBA
SUTTER
IV
NEVADA
PLACER
EL DORADO
YOLO
SACRAMENTO
AMADOR
ALPINE
CALAVERAS
TUOLUMNE
SAN JOAQUIN
STANISLAUS
V
MARIPOSA
MERCED
MADERA
FRESNO
TULARE
KINGS
KERN
DEL NORTE CO
HUMBOLDT CO
SISKIYOU CO
MODOC CO
SHASTA CO
LASSEN CO
TRINITY CO
TEHAMA CO
MENDOCINO CO
BUTTE CO
SONOMA CO
MONO
TUOLUMNE CO
MONO CO
MADERA CO
MERCED CO
FRESNO CO
INYO CO
MONTEREY CO
TULARE CO
SAN BERNARDINO
SAN LUIS OBISPO CO
KERN CO
SAN BERNARDINO CO
LOS ANGELES CO
RIVERSIDE CO
SAN DIEGO CO
IMPERIAL CO

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## HAZARD ANALYSIS

### Earthquakes

***General Situation***

Although Madera County is not known for its seismic activity, Madera County does border with Mono County and close to the county line is Mammoth Mountain a dormant volcano, which lies just 30 miles east of our mountain communities and approximately 75 miles from central Madera County. There are constant tremors from this area which on occasions are felt in the foothill communities; the possibility for serious damage and ash deposits is ever present. It is imperative that we plan for a potential earthquake disaster. In any earthquake, the primary consideration is saving lives. Time and effort must also be given to providing for people's mental health by reuniting families, providing shelter to the displaced persons and restoring basic needs and services. A major effort will be needed to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities and provide continuing care and temporary housing for affected citizens.

## HAZARD ANALYSIS

***Hazardous Materials Facilities***

The County of Madera is home to many companies and industries that manufacture, store, use and dispose of toxic materials. Madera is highly exposed to hazardous materials transported over major interstate highways, state routes, and railroads. On any given day, a vast assortment of petroleum products, agricultural pesticides, and industrial chemicals are moved within the County with the possibility of generating a hazardous materials incident. A natural disaster, such as an earthquake, cannot only cause a hazardous materials event, but it can also cause it to escalate. Emergency response crews may be delayed due to effects of the earthquake by causing roadway blockages and building collapse.

There are several major dams either in or adjacent to Madera County with known populations in their respective inundation areas. Virtually no urban area in the County is free from flooding in the event of dam failure. There are four maps of existing dams and potential inundation areas. The probability of dam failure is heightened by seismic activity in the vicinity of major fault zones. The County currently has one dam that is subject to such activity.

***Dam Failure***

A failure of Friant Dam could result in 2,000,000-acre feet of water being released. The flood plain resulting from such a release would place residents of southern Madera County in imminent danger. The possibility of dam failure with resulting floods should be acknowledged. Reference the Friant Dam Emergency Action Plan (EAP) located in the Madera County Office of Emergency Services in the Sheriff's Department.

## HAZARDS AND THREATS

### Localized Flooding; Sand and Sand Bags

***General Situation***

For Madera County's emergency organization, there are two flood stages.

**WARNING STAGE -** The Stage at which initial action must be taken by concerned interests (livestock warning, removal of equipment from lowest overflow areas, or simply general surveillance of the situation). This level may produce over bank flows sufficient to cause minor flooding of low-lying lands and local roads.

**FLOOD STAGE -** The Stage at which over bank flows are of sufficient magnitude to cause considerable inundation of land and roads and/or threat of significant hazard to life and property.

***Expected Damage***

***Controlled Release***

Controlled releases can be a prelude to localized flooding or complete inundation of flood prone areas within Madera County. Severe weather, unexpected runoff or mechanical malfunctions sometimes generate these necessary releases. **Inundation Maps** held in the Madera County RMA identify those potential areas of inundation.

***Sand/Sandbags***

Local Fire Stations and Road and Public Works Department yard facilities throughout Madera County (including Cities of Chowchilla and Madera) have been designated as sand and sandbag drop sites during excessive flood-condition weather. These drop sites are strategically located and readily available to accommodate the Valley and Mountain community residents.

# HAZARDS AND THREATS

## Dam Failure

***General Situation***

Dam failure is the collapse or failure of an impoundment that causes significant downstream flooding. Flooding of the area below the dam may occur as the result of structural failure of the dam, overtopping.

A severe storm or erosion of the embankment and foundation leakage may cause the collapse and structural failure of Dams within Madera County. Seismic activity may also cause inundation by the action of a seismically induced wave that overtops the dam without causing failure of the dam, but significant flooding downstream. Landslides flowing into Lakes and Reservoirs may also cause dams to fail or overtop.

The catastrophic failure of Friant Dam will have severe consequences. Foremost, are injuries, loss of life, limited transportation routes and a decrease in vital utilities. Additionally, because of Madera County's strong agricultural influences significant downstream property damage and the loss of domestic and farm production animals will be a major concern.

### *Expected Damage*

***Inundation Areas***

More specific emergency preparedness information and potential hazards can be found in the individual Emergency Action Plans Books: Friant Dam Emergency Action Plan; Southern California Edison Company Emergency Action Plan; Crane Valley Project Emergency Action Plan; and the Lakes and Dam Information Book are available at the Madera County Office of Emergency Services and will be available in the Emergency Operations Center (EOC) when activated.

***Facilities Affected***

Facilities affected by a dam failure are:

- Hospitals
- Schools
- Utilities
- Emergency Services
- Agriculture
- Sanitation
- Residential

## HAZARDS AND THREATS

### Wild Land Fires

***General Situation***

The increasing population trend of movement to rural areas is the largest factor in putting people and property in harms way from the ravages of wildfire. The Harlow Fire in 1961, the North Fork Fire in 2001, and the Quartz Mountain Fire in 2005 are reminders that Madera County can experience the devastating consequences of a fire in the wild lands.

Generally from May to October of each year, Madera County experiences its Wild Land fire season. Most of the fire susceptible areas are located in the eastern portion of the county. This is due to the underdeveloped, rugged terrain and the highly flammable, brush covered land. High temperatures, low humidity, and strong winds may exacerbate the potential for wild land fires.

The urban areas of Madera County are not normally susceptible to wild land fires, however, there is still potential for smaller fires in and around the less developed areas where patches of vegetation are present.

### Excessive Weather Emergencies

Madera County is susceptible to extreme weather/storm conditions. ***Excessive weather conditions*** are a generalized term used to describe thunderstorms, heavy precipitation, high winds, extreme heat or cold, and drought. Extreme weather may cause a variety of damages, depending on the type or weather situation. Damage may range from temporary power and utility outages due to thunderstorm and high wind. Excessive weather such as a drought can have long-term economic repercussions.

Warming and cooling center operations are activated on an "as needs" basis during times of excessive weather conditions. The center sites are located throughout Madera County and the Cities of Madera and Chowchilla.

The Hanford National Weather Service advises excessive heat warning criteria as two consecutive days (or longer) with daytime heat index values reaching 105 degrees, AND nighttime heat index values at 80 degrees or higher ALL NIGHT.

# HAZARDS AND THREATS

## Hazardous Materials

***General Situation***

The production and use of hazardous materials has become a normal part of every day life. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous Materials require special care in handling because of the hazards they pose to the publics' health and safety, and the environment. The Hazardous Materials Response Team (HMRT) is staffed by county fire department personnel and on call environmental health personnel. The **Madera County Hazardous Material Area Plan** has been developed by the Madera County Environmental Health Department to more specifically address hazardous materials response. The Madera County Environmental Health Department is the lead agency.

A hazardous incident involves the uncontrolled release of a hazardous substance during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Due to the multitude of hazardous substances being transported in California, incidents are more likely to occur along highways and railways. Fixed facilities do have occurrences of hazardous materials incidents too. Fixed facilities include chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

Agriculture in Madera County is a thriving industry. With that, comes the potential for hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agricultural chemicals may be harmful to the public health, safety and the environment.

Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a threat to public health, safety, and the environment. In recent years, clandestine laboratories have become an increasingly familiar problem to Madera County.

## HAZARDS AND THREATS

***Specific Situation***

Hazardous materials incidents in Madera County would most likely occur on the transportation routes or at a fixed hazardous materials facilities. Hazardous materials are often transported through the Madera County area on State Route Highways 99, 152, 145, 41, 49, and on the Union Pacific and Santa Fe Railroads. Surface streets are also used for the local transportation of hazardous materials.

The three hospitals and two clinics located in Madera County have a variety of hazardous materials, radioactive materials and solvents, and they maintain current lists of the hazardous materials in their facilities.

### Transportation Emergencies

***General Situations***

Madera County is susceptible to several different types of transportation emergencies, including emergencies involving the Union Pacific and Santa Fe Railroads, major truck/auto accidents and airplane crashes. Many of these emergency situations may cause ancillary emergencies such as hazardous materials spills, which may require extensive population movement and sheltering efforts.

### *Specific Situation*

***Train Accident***

These railroads pass through many populated areas within the Madera Operational Area. In the Cities of Madera, and Chowchilla, a train accident in or near any of these areas can result in considerable injury, loss of life and/or significant property damage. An accident in rural areas of the County will pose more of a threat to livestock and the environment. Hazardous materials spills, fires, significant property damage and mass casualty incidents are the potential hazards associated with cargo and passenger train accidents in the County of Madera, requiring movement and shelter operations in the affected area(s).

***Major Truck/ Auto Accident***

Major trucking routes include State Route Highways 152, 145, 99, 41, and 49, which are the main access roads throughout Madera County.

A major truck/auto accident has the potential of shutting down a major transportation artery for north/south traffic statewide. Closures will cause traffic to overflow onto surface roads adjacent to freeways, creating significant traffic problems for local law enforcement agencies.

## HAZARDS AND THREATS

***Airplane Crash***

Often the impact of a disabled aircraft as it strikes the ground creates the potential for multiple explosions, resulting in an intense fire. Wherever the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at, and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of injuries and fatalities. It can be anticipated that the mental health needs of survivors, surrounding residents and emergency responders will greatly increase due to the trauma associated with such a catastrophe.

There are two airports within the County of Madera. One, a small private airfield administered by the City of Madera, and the other a small private airfield administered by the City of Chowchilla. The potential for a disaster is significant in Madera County. The Madera County Operational Area is under one of several flight paths into Yosemite International Airport located in Fresno County with several commercial airlines traversing the area on a daily, if not hourly basis. The potential for an air crash is higher in Eastern Madera County which lies directly under commercial flight paths; the likelihood of a crash in the high terrain of Madera County will make response and recovery extremely hazardous for rescuers.

## HAZARDS AND THREATS

### Civil Disturbance

Civil disturbances include incidents that are intended to disrupt a community to the degree that law enforcement intervention is required to maintain public safety. Civil disturbances are generally associated with controversial political, judicial, or economic issues and/or events.

Locations within Madera County that have large public gatherings have the potential for unstable conditions, possibly impacting an Operational Area jurisdiction's ability to provide sufficient law enforcement and fire protective services.

The effects of civil disturbances are varied and are usually based upon the type, severity, scope and duration of the disturbance. The effects of civil disturbances include traffic congestion or gridlock, illegal assemblies, disruption of utility service, property damage, injuries, and potentially loss of life.

#### *Facilities*

***Specific Situation***

During a civil disturbance that *affects* the County of Madera, there are certain facilities within the County that may be more at risk than other facilities. The following locations often hold musical concerts, sporting events, and other events that attract large numbers of people, which create significant traffic congestion problems and the potential for disruptive behavior:

- Madera County Fairgrounds
- Chowchilla Fairgrounds
- Chukchansi Casino & Resort
- Cobb Ranch

## HAZARDS AND THREATS

### Terrorism

***General Situation***

Terrorism involves a struggle between competing principles and ideologies below the level of conventional war.

A terrorist act is defined as: "The use, or threatened use, of force to achieve a political or social goal." The person(s) who instigate these acts can be from either foreign or domestic sources, and, unfortunately, terrorist acts in America are increasing in frequency. We can count on the fact that these attacks will continue, that any place in our country can be a target, and that the local law enforcement officers, firefighters and emergency medical personnel will be called on to handle the first response to these acts.

It is a frightening reality of these attacks that within the last two years we have begun to use the term WMD (Weapons of Mass Destruction) in referring to large-scale terrorist incidents. With the advent of cheap and easily constructed explosives, such as ammonium nitrate fuel oil (ANFO) and the abundant material available on biological weapons such as Ricin, a focused and well-developed and coordinated response is needed.

The effects of terrorist attacks can vary greatly depending on the type, severity, scope and duration of the activity. Terrorist activities may result in disruption of utility services, property damage and mass loss of life.

Potential targets would be Government, Federal, State, County and City buildings. Generally, the threat of attack increases along with the level of government as the highest risk potential. Remember targeted sites do not have to be government buildings. Today, any place where there are large numbers of people, such as sports arenas, ballparks, convention centers and transportation centers like bus stations, railroad stations or airports, can be potential targets. Other targets to consider are places of high visibility or strong interest, such as abortion clinics, political party headquarters, places of worship of the homes of political or religious leaders.

A terrorist attack can take many paths. However, 80% of past terrorist attacks involved explosives. Under the Federal authority of Presidential Decision Directive-39, the FBI is the lead agency in any act of foreign or domestic terrorism and will assume command of the incident and subsequent criminal investigation. The first responders to a terrorist attack will be responsible for the swift treatment of the injured, the preservation of the crime scene and to assist in the ultimate arrest and prosecution of the terrorists.

## HAZARDS AND THREATS

We have to remember that the goal of a terrorist act is to affect some type of change through the use of fear. To create the level of fear desired, the terrorist will destroy and kill as much as possible with a single well-planned act. The act can be so well developed, that in some cases, secondary explosions have been used to harm and kill the first responders who represent government authority and who are on scene to help the original casualties.

**A TERRORIST IS ONLY LIMITED BY HIS OR HER IMAGINATION FOR EVIL.**

**A TERRORISM ANNEX IS A SEPARATE DOCUMENT KEPT at the Madera County Operational Area Office of Emergency Services located at the Madera County Sheriff's Department.**

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# ACCESS AND FUNCTIONAL NEEDS POPULATIONS

## Access and Functional Needs Populations:

Populations whose members may have additonal needs before, during, and after an incident in functional areas, including, but not limited to – maintaining independence, communication, transportation, supervision and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are older adults; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

Madera County, like many others, is home to individuals who suffer from various ailments, who in an emergency, would be unable to help themselves; furthermore, requiring assistance in the evacuation process. This is particularly the case in Eastern Madera County communities. Due to the number of individuals living in remote locations, giving assistance to this community presents its own problems.

According to the current U.S. Census, there are almost six million people who identify as having a disability in California. By 2010 the number will exceed 11 million. More people with disabilities and activity limitations live in the community independently, with spouses and children. Lessons documented in recent disasters concerning the integration of people with disabilities into community living and the growing aging population, have shown that the existing paradigm of emergency planning and implementation must change.

The lessons documented from the years of assisting individuals with diverse disabilities and functional needs, in disasters, show three areas that are repeatedly identified as most important to people with disabilities and older adults. They are:

1. Communication (Alert, Warning, Notification)
2. Evacuation (Transportation)
3. Sheltering

Madera County considers/includes these areas in the addressing emergency preparedness needs of the community.

## FUNCTIONAL NEEDS POPULATIONS

The Governor's State Office of California Emergency Management Agency (Cal EMA) has established the Office for Access and Functional Needs (OAFN), which identifies needs of people with disabilities before, during and after a disaster, and integrates disability elements and resources into all aspects of emergency management systems. The OAFN offers the emergency managers and planners, and disability and older adult service systems, guidance for planning and responding, during disasters and recovery.

Currently the OAFN is working with the Inland Region V Counties of Kern and Tulare in a pilot program that is designed to identify, develop and implement the best practices in meeting the functional needs population. As this program develops, information will be shared with all Operational Areas, including Madera County, in meeting the best practices; and keeping the County's Emergency Operations Plan current.

The Madera County Social Services Department maintains a list through their In-Home Supportive Services Program. This list, like all lists identifying personal information, is a confidential document and not shared with the public. This list is updated on a monthly basis and is available to law enforcement agencies in the event of an emergency.

The Madera County Sheriff's Department also maintains a contact list of those State, Federal and Local licensing and credentialling agencies working with identified caregiver agencies working with the Access and Functional Needs Population.

# CONTINUITY OF GOVERNMENT

## Introduction

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

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

## Lines of Succession

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code allows for the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing bodies, including standby officers, are unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads. The succession list for the County of Madera is provided on page 67.

## Reconstitution of the Governing Body

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

Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision.

# CONTINUITY OF GOVERNMENT

Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting it and any subdivision, and performing functions in preserving law and order and furnishing local services.

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

The temporary seat of County Government for the County of Madera is as follows:

**Alternate:** Madera County Fairgrounds,
1850 W Cleveland Ave CA 93637
Madera, CA

## Protection of Vital Records

In the County of Madera, the County Recorder's Office is responsible for the preservation and protection of vital records. Each department within the County will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

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

Vital records of Madera County are routinely stored in the County Recorder's Office, of the County Administrative Building.

## MADERA COUNTY LINES OF SUCCESSION

| | |
|---|---|
| County Administrators Office | 1. Chief Assistant Administrative Officer<br>2. Assistant Deputy Administrative Officer |
| Office of Emergency Services Director-Operational Area (OA) | 1. Director of OES<br>2. Madera County Under Sheriff<br>3. OA OES Emergency Services Coordinator |
| County Sheriff/Coroner | 1. Under Sheriff |
| County Fire Chief | 1. Deputy Fire Chief<br>2. Madera Division Chief |
| Superintendent of Schools | 1. Director of Business Services |
| County Public Health Director | 1. Assistant Director of Public Health<br>2. Public Health Nursing Director |
| County Environmental Health Director | 1. Supervising Environmental Health Specialist<br>2. Supervising Environmental Health Specialist |
| County Behavioral Health Director | 1. Assistant Behavioral Health Director |
| District Attorney | 1. Chief Deputy District Attorney |
| Auditor | 1. Assistant Auditor |
| Controller | 1. Assistant Controller |
| Recorder | 1. Assistant Recorder<br>2. Chief Deputy Recorder |
| County RMA Director | 1. Assistant RMA Director<br>2. Deputy Director RMA, Road Division |
| County Social Services Director | 1. Deputy Director/Social Services<br>2. Program Manager/ Adult Services<br>3. Program Manager/Eligibility Services |
| Chief Probation Officer | 1. Division Director/Adult Services<br>2. Division Director/Juvenile Services<br>3. Division Director/Custody Services |
| Agricultural Commissioner | 1. Assistant Agricultural Commissioner<br>2. Deputy Agricultural Commissioner |
| Treasures-Tax Collector | 1. Assistant Treasurer-Tax Collector<br>2. Administrative Services Manager |
| County Counsel | 1. Assistant County Counsel<br>2. Deputy County Counsel |

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## PUBLIC AWARENESS AND EDUCATION

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

The Madera County's Office of Emergency Services will make emergency preparedness information from local, state and federal sources available to the Operational Area Member Jurisdictions and the citizens of Madera County. Further, the Office of Emergency Services will provide special emphasis on specific hazards throughout the calendar year, aiding in the disaster preparation and education of the communities within the Madera County Operational Area.

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# EMERGENCY OPERATIONS PLAN MANAGEMENT

## Emergency Operations Plan Modifications (EOP)

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

Those agencies having assigned responsibilities under this plan are obligated to inform the Madera County Office of Emergency Services when changes occur or are imminent. Proposed changes will be submitted, in writing, to the Madera County Office of Emergency Services. After review and acceptance by the Operational Area Council, changes will be published and distributed to all departments/agencies identified within the Emergency Operations Plan distribution list.

Every five years, the Madera County Emergency Operations Plan will be reviewed, updated, republished, and redistributed. The Madera County Office of Emergency Services will maintain records of revision to this plan utilizing the "Emergency Operations Plan Modification Register" form (sample form follows this page).

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## EMERGENCY OPERATIONS PLAN MANAGEMENT

# Emergency Operations Plan Modification Register

Modification: _____

_____

_____ _____
Signature Date

Modification:

_____

_____ _____
Signature Date

Modification:

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_____ _____
Signature Date

Modification: _____

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_____ _____
Signature Date

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# EMERGENCY OPERATIONS PLAN MANAGEMENT

## Emergency Operations Plan

The following departments or agencies have a complete copy (ies) of the Madera County Emergency Operations Plan:

| Department/Agency | No. of Copies |
|---|---|
| Board of Supervisors | 5 |
| County Executive Officer | 1 |
| County Counsel | 2 |
| County Sheriff Department | 3 |
| County Fire Department | 2 |
| County Operational Area Office of Emergency Services | 4 |
| County RMA Department | 1 |
| County Public Health Department | 1 |
| County Environmental Health | 1 |
| County Behavioral Health | 1 |
| County Emergency Medical Services | 1 |
| County Probation Department | 1 |
| County Auditor/Controller/Recorder | 1 |
| County Agricultural Commissioner | 1 |
| County Animal Services | 1 |
| Department of Education | 1 |
| Department of Social Services | 1 |
| District Attorney | 1 |
| City of Madera | 1 |
| City of Chowchilla | 1 |
| California Emergency Management Agency - IR V | 2 |

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# Part 1 General Information

## EMERGENCY OPERATIONS PLAN MANAGEMENT

### TRAINING AND EXERCISE

***Training***

The Madera County Operational Area Office of Emergency Services (OES) will inform County departments and Operational Area cities of training opportunities associated with emergency management. Individual departments will be responsible for maintaining training records. County departments with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

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

County OES will ensure that all emergency response personnel can demonstrate and maintain, to the level deemed appropriate, the minimum NIMS/SEMS performance objectives as contained in the Approved Course of Instruction (ACI) Syllabus referenced in the NIMS regulations. Additionally, County OES will ensure that these objectives are met through the completion of materials from the ACI and incorporation of the objectives into exercises. In the event that California Emergency Management Agency asks for training documentation, a sample training document is included in the EOP and follows this page. This format will be used by the County of Madera to document all training.

***Exercising***

The best method of training emergency responders is through exercises. Exercises allow emergency responders to become familiar with the procedures, facilities and systems that they will actually use in emergency situations. County OES is responsible for the planning and conducting of emergency exercises for Madera County.

Exercises will be conducted on a regular basis to maintain readiness. Exercises should include as many Operational Area Member Jurisdictions as possible. County OES will document exercises by conducting a critique, and using the information obtained from the critique, to revise the emergency operations plan.

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## MADERA COUNTY OES OPERATIONAL AREA TRAINING CLASS ROSTER

**COURSE:_____ DATE:_____**
**LOCATION:_____**

**Please Print**

| NAME/AGENCY | PHONE | EMAIL |
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# PART 2

# INITIAL RESPONSE OPERATIONS

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# MADERA COUNTY EMERGENCY OPERATIONS PLAN

## Part 2 - INITIAL RESPONSE OPERATIONS

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## Concept of Operations

County agencies, Madera Operational Area Member Jurisdictions, Volunteer agencies, and segments of the Private Sector will accomplish initial response operations. During initial response operations, Madera County field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations. The disaster/event may be controlled solely by County emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the Madera County Emergency Operations Center be activated to support the field operations.

### ALERTING AND WARNING

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

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

The County Sheriff Department has the primary responsibility in alerting and warning the public, with assistance from the Public Information Officer as deemed necessary. Alerting and warning the public may be accomplished through the DCC Communicator, Emergency Alert System, special broadcasts, or simply driving up and down the streets using the public address system.

#### Emergency Alert List

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

## Concept of Operations

### Activation Authority

The Madera County Director of Emergency Services, the Deputy Directors of Emergency Services, or the Incident Commander may activate the DCC Communicator and Emergency Alert List when a disaster occurs or threatens to occur in the County of Madera.

## EMERGENCY ALERT LIST

**NOTE**: These numbers are for Emergency Activation of the Emergency Operations Center and are to be *considered confidential*. The contact information will be available and listed in the Madera County Sheriff's Department Emergency Resource Response List; located at the Madera County Operational Area Office of Emergency Services.

**Those individuals with asterisks will be notified.** Other personnel listed are alternates. All telephone numbers listed have area code 559 unless otherwise stated.

**CONTACT INFORMATION HAS BEEN REMOVED FOR CONFIDENTIALITY. CONTACT INFORMATION IS AVAILABLE IN THE SHERIFF'S EMERGENCY RESPONSE RESOURCE LIST LOCATED IN THE OPERATIONAL AREA OFFICE OF EMERGENCY SERVICES.**

| OFFICE | PERSONNEL | WORK | HOME | PAGER | CELLULAR |
|---|---|---|---|---|---|
| **Operational Area OES** | | | | | |
| **Fire** | | | | | |
| **Sheriff/Coroner** | | | | | |
| **Resource Management Agency** | | | | | |
| **Environmental Health** | | | | | |
| **Social Services** | | | | | |
| **Public Health** | | | | | |
| **Behavioral Health** | | | | | |
| **Animal Services** | | | | | |
| **Agricultural Commission** | | | | | |
| **Information Technology** | | | | | |

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## IMPLEMENTATION

**OTHER AGENCIES NOTIFIED DEPENDING ON EVENT/INCIDENT**

| OFFICE | PERSONNEL | WORK | HOME | PAGER | CELLULAR |
|---|---|---|---|---|---|

**Emergency Medical Services**
**CHP**
**Cal-Trans**
**American Red Cross**
**Governor's Office: California Emergency Management Agency (Cal EMA) – Region V**

**NOTE:** ***ANY ACTIVATION OF THE EMERGENCY OPERATIONS CENTER REQUIRES A STATUS REPORT BE GIVEN TO BOTH CITIES WITHIN MADERA COUNTY.***

| OFFICE | PERSONNEL | WORK | HOME | PAGER | CELLULAR |
|---|---|---|---|---|---|

**City of Chowchilla**
**City of Madera**

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# IMPLEMENTATION

## Emergency Operations Center (EOC)

County Operational Area OES
Sheriff
Fire
Agriculture Commissioner
Animal Services
County Fire
Behavioral Health
Social Services
Public Health
Environmental Health
Information Technology
Resource Management Agency (RMA)
American Red Cross
City of Chowchilla
City of Madera
State Cal EMA – Inland Region V

## Other Agencies:

_____

_____

_____

_____

_____

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## IMPLEMENTATION

Once activation is requested and properly authorized, the Emergency Command Center Dispatch personnel will implement notifications and alerts beginning with the Director of Emergency Services. If the Director cannot be reached, his/her successor(s) will be contacted until someone is reached to assume the Director of Emergency Services' role.

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

Additionally, the dispatcher will confirm whether or not the Director of Emergency Services will chose to personally contact and inform the Madera County Board of Supervisors of the situation in the County; or the Director may request that the dispatcher notifies the County Board of Supervisors.

Additionally, the Madera County Office of Emergency Services must maintain and keep current the Emergency Alert List. The County Office of Emergency Services must also ensure that Emergency Command Center, the Emergency Services Director, and the Deputy Directors have current copies of the Emergency Alert List.

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# INCIDENT COMMAND SYSTEM (ICS)

## Introduction

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

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

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

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

The organization of ICS is based on five major management functions:

- Command
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

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

On small incidents, these activities may all be managed by one person, the Incident Commander (IC). Large incidents usually require that these activities be set up as separate "sections" within the organization. Each of these sections may be further divided into branches, units and groups, as needed.

## INCIDENT COMMAND SYSTEM (ICS)

Command staff consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer, and the Liaison Officer. General Staff includes the Section Chiefs from Planning/ Intelligence, Logistics, Operations, and Finance/Administration.

### Modular Organization of ICS

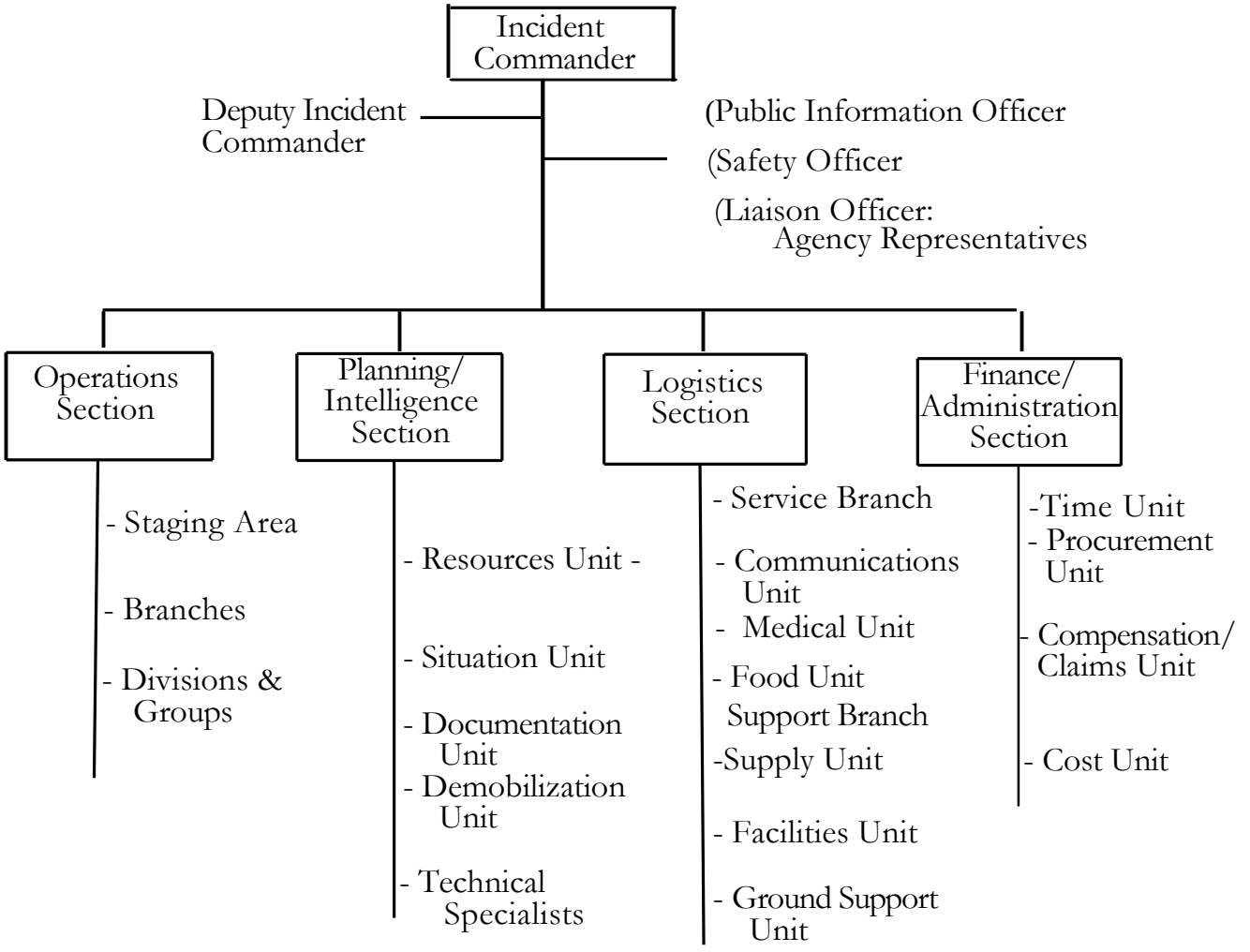
The modularity and flexibility for application of ICS at the Field Response Level allows it to rapidly adjust and build the organization for the function it is to perform. Aside from the Incident Commander, there is no required structure or order in which positions are filled. The ICS organization can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

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

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

## INCIDENT COMMAND SYSTEM (ICS)

# TYPICAL
# Incident Command System
# Organizational Chart



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# INCIDENT COMMAND SYSTEM (ICS)

**Unified Command**

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

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

***Coordinated Multi-Agency Response***

The use of Unified Command ensures a coordinated multi-agency response. Unified Command procedures assure that agencies retain individual responsibility, authority, and accountability. Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need. The primary features of a Unified Command incident organization include:

- a single integrated incident organization
- co-located and shared facilities
- a single planning process and Incident Action Plan
- shared planning, logistical, finance/administration and operations
- a coordinated process for resource ordering

***Advantage***

Additionally, there are several advantages to using Unified Command during multi-agency or multi-jurisdictional incidents. These advantages include:

- a single set of objectives are developed for the entire incident period
- a collective approach is made in developing strategies to achieve incident objectives and goals
- information flow and coordination is improved between all jurisdictions and agencies involved in the incident
- no agency's authority or legal requirements will be compromised or neglected
- each agency is fully aware of the plans, actions, and constraints of all other agencies
- the combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan

# INCIDENT COMMAND SYSTEM (ICS)

## Incident Action Plan

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

It is important that all incidents have some form of an Incident Action Plan. The plan is developed around a specified duration of time called an operational period, and will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives: 12 to 24 hour operational periods are common.

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

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

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

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

## INCIDENT COMMAND SYSTEM (ICS)

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

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

### POSITION DESCRIPTIONS AND RESPONSIBILITIES – Command Section

***Incident Commander***

The Incident Commander (IC) is the individual on-scene who is in charge of the incident, providing the overall management of the incident. In some instances such as a flood, or military aircraft accident, or oil spill, the IC may not be a local agency, but a state or federal agency. The IC may have a Deputy IC, who may be from the same agency or from an assisting agency. Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As incidents expand, the IC may delegate authority for the performance of certain activities to others as required. The Incident Commander is charged with the following responsibilities:

- establishing an Incident Command Post
- assessing the situation
- determining incident objectives, strategies, and immediate priorities
- establishing an appropriate ICS organization
- approving and authorizing the implementation of the Incident Action Plan
- ensuring that adequate safety measures are in place
- coordinating activities for all Command and General Staff
- communicating and coordinating response efforts with the Madera County EOC, when activated
- approving requests for additional resources or for the release of resources
- authorizing the release of public information originating from the Incident Command Post
- ordering the demobilization of the incident when appropriate

## INCIDENT COMMAND SYSTEM (ICS)

***Public Information Officer***

The Public Information Officer (PIO) will be the point of contact for the media and other organizations seeking information directly from the incident location. Only one PIO will be assigned for each incident, including multi-agency or multi-jurisdictional incidents. The PIO may have assistants or aides to help with the fulfillment of their responsibilities, as necessary. The responsibilities of the Public Information Officer include:

- determining if IC has placed any limitations on releasing information
- obtaining validated and current information summaries and/or graphics of the incident
- obtaining the Incident Commander's approval for all information releases
- developing materials for use in media briefings
- providing media with time and location of briefings
- conducting media briefings
- arranging for interviews and tours that may be required or
- obtaining media information that may be useful to incident planning
- maintaining a PIO log

***Safety Officer***

The Safety Officer's function is to monitor incident operations and to develop protective measures for assuring personnel safety. The Safety Officer assesses and anticipates hazardous and unsafe conditions. The Safety Officer has the authority to stop and prevent unsafe incident activities. Only one Safety Officer will be assigned for each incident. Safety assistants may help the Safety Officer, as necessary. Other responsibilities of the Safety Officer include:

- identifying of hazardous situations associated with the incident
- reviewing the Incident Action Plan for safety implications
- investigating accidents that have occurred within the incident area
- assigning assistants or aides as necessary
- reviewing and approving the medical plan
- maintaining a Safety Officer log

## INCIDENT COMMAND SYSTEM (ICS)

***Liaison Officer***

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

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

***Agency Representatives***

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

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

# INCIDENT COMMAND SYSTEM (ICS)

## Operations Section

***Operations Section Chief***

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

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

***Operations Branch Director***

Branch Directors supervise the activities of their respective branches. Branches may be functional or geographic. There are generally three reasons to use Branches in an incident: span-of-control, need for a functional branch structure, and for multi-jurisdictional incidents. If the number of Divisions or Groups exceeds the recommended span of control, then a Branch is necessary.

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

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

## INCIDENT COMMAND SYSTEM (ICS)

***Division/Group Supervisors***

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

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

***Staging Area Manager***

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

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

# INCIDENT COMMAND SYSTEM (ICS)

***Planning/Intelligence Section Chief***

## Planning / Intelligence Section

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use at the incident. The Planning/Intelligence Section Chief manages the Section. The responsibilities and duties of the Planning/Intelligence Section Chief include:

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

## INCIDENT COMMAND SYSTEM (ICS)

***Resources Unit***

The Resource Unit is responsible for maintaining the status of all assigned resources at the incident by overseeing the check-in of all resources, maintaining a status-keeping system that indicates current location and status of all resources, and maintaining a master list of all resources. A Unit Leader supervises the Resources Unit. The responsibilities and duties of the Resources Unit Leader include:

- coordinating check-in function with Staging Area Manager
- preparing and maintaining a display that includes resource availability and assignment
- confirming dispatch and estimated time of arrival of incoming resources
- supervising and assigning specific duties to personnel assigned to the Resources Unit
- maintaining a master roster of all resources checked-in at the incident
- maintaining a Resources Unit log

***Situation Unit***

The collection, processing, and organizing of all incident information takes place within the Situation Unit. The Situation Unit prepares incident maps, incident intelligence, and future projections of incident growth, as required. A Unit Leader supervises the Situation Unit. Responsibilities and duties of the Situation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Situation Unit
- collecting and analyzing incident information
- preparing, posting, and disseminating situation status information
- preparing periodic predictions or as requested
- preparing the Incident Status Summary Form (ICS Form 209)
- providing photographic services and maps as required
- maintaining a Situation Unit log

## INCIDENT COMMAND SYSTEM (ICS)

***Documentation Unit***

The Documentation Unit is responsible for the maintenance of accurate and up-to-date incident files. All incident files will be stored for legal, analytical, and historical purposes. The Documentation Unit will also provide a duplication service. A Unit Leader supervises the Documentation Unit. The responsibilities and duties of the Documentation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Documentation Unit
- organizing and maintaining accurate incident files
- establishing and providing duplication services as necessary
- filing of all official forms and reports
- reviewing records for accuracy and completeness
- providing incident documentation as requested
- storing files for post-incident use
- maintaining a Documentation Unit log

***Demobilization Unit***

The Demobilization Unit is responsible for developing the incident Demobilization Plan. A Unit Leader supervises the Demobilization Unit. The responsibilities and duties of the Demobilization Unit Leader include:

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

## INCIDENT COMMAND SYSTEM (ICS)

***Technical Specialists***

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

### Logistics Section

***Logistics Section Chief***

The Logistics Section, with the exception of air support provides all incident support needs. Based on the size, complexity of support, and the expected duration of the incident, the Logistics Section is divided into two distinct Branches: Service and Support. The Logistics Section is managed by the Logistics Section Chief. The responsibilities and duties of the Logistics Section Chief include:

- managing all incident logistical needs
- establishing the Logistics Section organization, based on the needs of the incident
- supervising and directing Unit leaders
- providing logistical input to the IC in preparing the Incident Action Plan
- identifying anticipated and known incident service and support requirements
- requesting additional resources as needed
- authorizing and supervising requests for additional resources
- ensuring that a Logistics Section log is maintained

***Service Branch Director***

The Service Branch Director supervises the activities of the Logistics Service Branch. The Service Branch includes three Units: Communications, Medical, and Food. The responsibilities and duties of the Service Branch Director include:

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

## INCIDENT COMMAND SYSTEM (ICS)

***Communications Unit***

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

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

***Medical Unit***

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

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

## INCIDENT COMMAND SYSTEM (ICS)

***Food Unit***

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

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

***Support Branch Director***

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

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

***Supply Unit***

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

- providing supplies to each of the Sections
- determining the type and amount of supplies in route
- ordering, receiving, distributing, and storing supplies and equipment

## INCIDENT COMMAND SYSTEM (ICS)

- responding to requests for personnel, equipment, and supplies
- maintaining an inventory of supplies and equipment
- servicing reusable equipment, as needed
- maintaining a Supply Unit log

***Facilities Unit***

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

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

***Ground Support Unit***

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

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

# INCIDENT COMMAND SYSTEM (ICS)

## Finance / Administration Section

***Finance/Administration Section Chief***

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. Finance/Administration services used at an incident may include the monitoring of costs, procuring specialized equipment, contracting with a vendor, or for making cost estimates of alternative strategies. The Finance/Administration Section is managed by the Finance/Administration Section Chief. The responsibilities and duties of the Finance/ Administration Chief include:

- managing all financial aspects of an incident
- providing financial and cost analysis information as requested
- gathering pertinent information from responsible agencies
- determining the need to establish and operate an incident commissary
- ensuring that all personnel time records are accurately completed
- ensuring that all obligation documents initiated at the incident are properly prepared and completed
- briefing agency administrative personnel on all incident-related financial issues requiring attention or follow-up
- ensuring that a Finance/Administration Section log is maintained

***Time Unit***

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(ies) time recording policies, and managing established commissary operations. Personnel time records will be collected and processed for each operational period. A Unit leader manages the Time Unit. The responsibilities and duties of the Unit leader include:

- determining incident requirements for time recording function
- ensuring that daily personnel time recording documents are prepared and in compliance with agency(ies) policy
- maintaining separate logs for overtime hours
- establishing commissary operations as needed
- submitting cost estimate data forms to Cost Units as required
- ensuring that all records are current and complete prior to demobilization

- releasing time reports from assisting agency personnel to their respective Agency Representatives or senior officer prior to demobilization
- maintaining a Time Unit log

***Procurement Unit***

All financial matters pertaining to vendor contracts, the Procurement Unit manages the leases and fiscal agreements. The Unit is also responsible for maintaining equipment time records. The Procurement Unit identifies local sources for equipment and supplies, manages all equipment and rental agreements, and processes all rental and supply fiscal document billing invoices. A Unit leader manages the Procurement Unit. The responsibilities and duties of the Unit leader include:

- reviewing incident needs and developing any special procedures for procuring resources
- preparing and authorizing contracts and land use agreements
- drafting required memoranda of understanding
- identifying sources that can provide necessary resources
- establishing contracts and agreements with supply vendors
- providing coordination between the Ordering Manager, agency
- ensuring that a system is in place which meets agency property management requirements
- interpreting contracts and agreements
- coordinating with the Compensation/Claims Unit for processing claims
- coordinating the use of impress funds, as required
- completing final processing of contracts and sending documents for payment
- coordinating cost data in contracts with the Cost Unit Leader
- maintaining a Procurement Unit log

***Compensation/ Claims Unit***

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

## INCIDENT COMMAND SYSTEM (ICS)

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

***Cost Unit***

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

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

# INCIDENT COMMAND SYSTEM (ICS)

## Introduction

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

In order for ICS to be used at all incidents, the first emergency responder on scene who has single discipline management responsibility will *always* take the following basic actions:

- establish the Incident Command Post (ICP)
- size up the incident
- determine the ICS organizational elements required
- request additional resources necessary to mitigate the incident
- delegate authority within the ICS organizational structure
- develop the Incident Action Plan, incorporating the incident objectives and strategies

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

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

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

# INCIDENT COMMAND SYSTEM (ICS)

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. SBC, Pacific Gas and Electric (PG&E), American Red Cross, the Salvation Army, and other private and volunteer agencies are cooperating agencies depending on the type of incident.

## Coordination with Madera County EOC

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

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

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

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

# INCIDENT COMMAND SYSTEM (ICS)

### ***About Field Response Checklists***

- Read your specific position checklist in its entirety before implementing any checklist item.

- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.
- The checklists for each agency are designed to flow from increased readiness actions to general response actions for all incidents.
- Finally, to actions taken in direct response to the specific hazards facing Madera County or each Madera County agency, the hazard-specific checklists only include those specific hazards for which that agency has a field response responsibility.

## INCIDENT COMMAND SYSTEM (ICS)

# INCREASED READINESS CHECKLIST

Upon notification of a potential emergency/disaster, adopt an increased readiness posture:

Establish and maintain an incident log.
Review the appropriate emergency operations plans, guidelines, and checklists.

Establish contact with Command Center Supervisor, County OES, and the County PIO.

Consider alerting/recalling off duty dispatch personnel.

Establish an emergency work schedule for the Emergency Command Center.

Log availability and condition of personnel and resources as reports are received from the County Departments.

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

EMERGENCY OPERATIONS

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# GENERAL RESPONSE CHECKLIST

Dispatch emergency responders and maintain status on their disposition.

Obtain status reports promptly.

Establish a clear line of communications with the Incident Commander.

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

Coordinate the assignment of tactical frequencies with Incident Commander.

Contact appropriate personnel on Emergency Alert List as directed by the Incident Commander, and key personnel/agencies as directed by the Command Center Supervisor or County Office of Emergency Services. Provide situation status and/or request their presence on scene or in County EOC.

Recall off duty county departmental personnel, as requested.

Establish communications with dispatch centers from the Operational Area Member Jurisdictions and determine effects of the event throughout the Operational Area.

Relay evacuation instructions, as directed by the incident Commander.

Coordinate warning and emergency public information with the Incident Commander, County OES, and the County PIO.

Determine, with County Health Department, the need for Critical Incident Stress Management for the Emergency Command Center staff.

Notify Fire, Rescue and Law Enforcement Operational Area Coordinators, if activated.

Maintain a log of all incident activities.

# HAZARDOUS MATERIALS CHECKLIST

Implement "General Response Checklist."

Obtain following information from Incident Commander:

Exact location of Incident
Hazardous materials
involved Quantity of
materials
Potential area(s) threatened
Areas evacuated and/or Shelter-in-Place
operations Directions to Command Post
Property Owner/Responsible Party

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

As directed by the Incident Commander, make the appropriate spill notifications:

California Emergency Management Agency (Cal EMA) Warning Center
National Response Center

# EARTHQUAKES CHECKLIST

Check for injured personnel in Command Center and provide first aid.

Internal status (damage assessment and availability of resources):

Facility

Communications Equipment

Other equipment

Establish specific functional positions:

Communications/Dispatch

Rumor control

Situation

Status

Implement "General Response Checklist."
Draft on-duty personnel to assist in Command Center.

Poll Field Units and determine status and availability.

Establish communications with Operational Area member jurisdictions' dispatch centers.

Monitor and document situation status:

- Damage assessments
- Utility system status
- Resource availability

Coordinate warning and emergency public information with County OES and the County PIO.
Utilize the Emergency Alert List to notify key personnel and activate the County EOC, as directed by the Incident Commander or Emergency Services Director.

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# INCREASED READINESS CHECKLIST

FIRE DEPARTMENT

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

Consider alerting/recalling off duty personnel.

Assess the availability and condition of resources.

Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.

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

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

Provide status report to County OES and Emergency Command Center.

Stage equipment in strategic locations, as deemed necessary.

Coordinate emergency public information with County OES and the County Public Information Officer.

Notify Madera County Operational Area OES Fire/Rescue Coordinator.

# TRANSPORTATION EMERGENCIES CHECKLIST

**All Transportation Emergencies**

Assume Incident Command* Establish a Unified Command for all multi-agency responses.

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

Relay initial assessment of incident to Emergency Operation Center (EOC). The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.

Establish an Incident Command Post (ICP).

Request additional resources and establish Staging Area, as required.

Ensure the safety of all personnel involved with the incident.

Coordinate with Law Enforcement having jurisdiction to isolate and deny entry to accident site.

Provide periodic status reports to Emergency Command Center and the County EOC, if activated, regarding response activities, injuries, and sustained damage.

If the County's EOC is activated, provide Madera County OES with copies of documentations.

Operational Area Fire & Rescue Mutual Aid Coordinator

County Public Information Officer

# TRANSPORTATION EMERGENCIES CHECKLIST

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

Request Emergency Command Center to recall off duty fire department personnel, if needed.

Coordinate emergency public information with County OES, the County Public Information Officer, and representatives from the Southern Pacific or related railway operator

**Major Vehicle Accident**

Through the Emergency Command Center, make the following notifications and/or request response to incident:

Operational Area Fire & Rescue Mutual Aid Coordinator
County Public Information Officer
California Highway Patrol (CHP), if on a highway
Trucking Company, if known and applicable

Participate in the Unified Command, under the authority of the CHP or other law enforcement agencies with Incident Command authority for highway incidents.

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

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

# TRANSPORTATION EMERGENCIES CHECKLIST

## Aircraft Accident

### *Civilian*

Through the Emergency Command Center, make the following notifications and/or request response to incident:

Federal Aviation Administration

Operational Area Fire & Rescue Mutual Aid Coordinator

County Public Information Officer

Madera Community Hospital and Madera County Health Department

Involved Airline Carrier

Ambulance Companies

Emergency Medical Services Coordinator

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

Assist the County Sheriffs Department with evacuating affected areas and coordinate safe evacuation routes to be used with CHP.

Assist the County Sheriffs Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and Madera County of Social Services Department regarding the activation of shelter(s).

Ensure that rescue operations are established, including triage operations.

Assist the County Sheriffs Department with establishing a temporary morgue site.

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

# TRANSPORTATION EMERGENCIES CHECKLIST

**(continued)**

**Aircraft Accident**

Provide Emergency Command Center with the following information regarding military aircraft:

Time of accident
Exact Location
Parachutes deployed
Aircraft on fire
Damage to private property
Extent of civilian injuries/deaths
Aircraft markings/numbers
Incident Command Post location

Through the Emergency Command Center, make the following notifications or requests to respond to the incident:

Operational Area Fire & Rescue Mutual Aid Coordinator
Public Information Officer
Madera Community Hospital
Ambulance operators
Emergency Medical Services

Unless the Air Force determines the site to be a National Security risk, Madera County Fire Department will represent the County under the Unified Command structure and assist with mitigation. If the aircraft is on fire, all actions taken should be carried out with extreme care.

Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life saving purposes only.

# TRANSPORTATION EMERGENCIES CHECKLIST

# DAM FAILURE CHECKLIST

Assume Incident Command. (Establish a Unified Command if a multi-agency response is required)

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

Establish an Incident Command Post (ICP).

Request additional resources and establish Staging Areas, as required.

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.

Ensure the safety of all personnel.

Coordinate with County Sheriffs Department to isolate and deny entry to dam inundation area.

Assist the County Sheriffs Department with evacuating areas within the dam inundation area and assist CHP in the identification of safe evacuation routes to be used.

Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and Madera County Social Services Department regarding the activation of shelters.)

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

Ensure that the Sheriffs Department is notified of any water rescues.

# HAZARDOUS MATERIALS CHECKLIST

**Approach incident from UPWIND, UPHILL, AND UPSTREAM:**

Assume Incident Command until agency with legal jurisdictional authority arrives at scene and assumes command. (Establish a Unified Command if a multi-agency response is required.)

Follow procedures set forth in the Madera County Hazardous Materials Area Plan.

Relay initial assessment of incident to responding units and Emergency Command Center (information should include, but not be limited to, the complexity of incident, number of casualties, safe access routes, life/safety issues, etc.).

Establish an outer perimeter. (Isolate and deny entry)

Request Hazardous Materials Response Team. (HMRT)

Establish an Incident Command Post (ICP).

**(PROVIDE SAFE ACCESS DIRECTIONS FOR INCOMING UNITS.)**

Ensure the safety of all personnel involved with the incident, including the proper selection of personal protective clothing.

Coordinate with Law Enforcement to isolate and deny entry to incident.

Identify the hazardous material(s) involved, from a safe distance.

Provide medical care to injured persons, if safe to do so, and notify ambulance and hospitals. (Ensure that proper decontamination is performed prior to transport.)

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.

Ensure that the following individuals are notified and responding to incident:

Hazardous Materials Response Team

Environmental Health

# HAZARDOUS MATERIALS CHECKLIST
**(continued)**

**Approach incident from UPWIND, UPHILL, AND UPSTREAM:**

Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the County Sheriff's Department with evacuating affected areas and assist CHP in the identification of safe evacuation routes to be used.

Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the County Social Services Agency regarding the activation of a shelter.)

Coordinate emergency public information with the County OES and the County Public Information Officer.

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

# EARTHQUAKE CHECKLIST

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

Conduct an internal damage assessment:

Check safety of fire personnel, providing first aid as necessary

Check structural integrity of fire station

Check utility systems

Test communications (radios, telephones, etc.)

Check availability of fuel

Establish communications with Emergency Command Center and provide initial status report:

Personnel available

Apparatus, equipment, and fuel availability

Establish communications and coordinate efforts with other County and Operational Area emergency response agencies, utilizing NIM/SEMS/ICS.

Conduct a windshield survey of assigned critical facilities, including but not limited to the following:

Dams
Essential service buildings (government and utility facilities)
School District facilities
Hospitals
Utility facilities throughout County

# EARTHQUAKES CHECKLIST

(continued)

**Consider the following when conducting your "Windshield Survey":**

***Stay in your vehicle - This is an information gathering task only!**
***Two persons per vehicle - If possible (driver and note taker).**
***Utilize the predetermined lists of critical facilities.**
***Gathering this information will determine the big picture, prioritization of response, and incidents requiring greatest allocation of resources.**
***The faster this is accomplished; the sooner resources can be allocated!!**

Provide "Windshield Survey" report to Emergency Command Center. In coordination with other emergency response agencies, initiate responses to the most severe incidents, which may include but are not limited to:

Law Enforcement Operations
Fire Suppression Operations
Medical Aid (triage) Operations
Hazardous Materials Operations
Rescue Operations

Once activated, coordinate all response actions and resource requests through the Emergency Operations Center.

Establish Staging Area(s) to receive incoming resources.

Coordinate all emergency public information through the Emergency Operations Center (if activated).

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

On a periodic basis, provide status reports on all incident activities to the Emergency Operations Center (if activated).

# FLOODS CHECKLIST

Assume Incident Command. (Establish a Unified Command if a multi-agency response is required.)

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

Establish an Incident Command Post (ICP).

Request additional resources and establish Staging Area(s), as required,

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.

Ensure the safety of all personnel involved with the incident.

In coordination with the County Resource Management Department, determine the flood stage and related flood inundation area.

Assist the Madera County Sheriff's Department with evacuating areas within the flood inundation zone and assist CHP/Sheriff office in the identification of safe evacuation routes to be used.

Coordinate with the Law Enforcement to isolate and deny entry to flood inundation area.

Assist the County Sheriff's Department with identifying adequate Evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the County Social Services Agency regarding the activation of shelter(s).)

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

Ensure that the Sheriff's Department is notified on any water rescues.

# FLOODS CHECKLIST

(continued)

Assist the County Resource Management Agency in any way possible, including diverting and/or disking flood waters, pumping out flooded critical facilities, clearing drains, and sandbagging operations.

Coordinate emergency public information with County OES and the County Public Information Officer.

Forward all incident documentation, including reports, to County OES for the preparation of the after-action report. Notify Fire and Rescue Operational Area Coordinator.

# WILDLAND FIRES CHECKLIST

Assume Incident Command. (Establish a Unified Command if a multi-agency response is required. Relay initial assessment of incident to responding units and

Emergency Command Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

Establish an incident Command Post (ICP).

Establish Staging Area to receive incoming resources, as required.

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.

Ensure the safety of all personnel involved with incident.

Assist the County Sheriff's Department, if resources are available, with evacuating areas within the fire zone and assist CHP in the identification of safe evacuation routes to be used.

Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the County Social Services Agency regarding the activation of shelter(s).)

Coordinate with Law Enforcement to isolate and deny entry to the wildfire area.

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

# WILDLAND FIRES CHECKLIST

(continued)

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

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

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

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

# LANDSLIDES CHECKLIST

Assume Incident Command. (Establish a Unified Command if a multi-agency response is required.)

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

Establish an Incident Command Post (ICP).

Ensure that the following agencies have been notified:
- County RMA Department
- Law Enforcement (Sheriff's Department/CHP)

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.

Ensure the safety of all personnel involved with incident.

Establish and coordinate with the Sheriff's Department, search and rescue operations within the landslide area.

Assist the County Sheriff's Department with evacuating areas within the landslide area and assist CHIP in the identification of safe evacuation routes to be used.

Assist the County Sheriff's Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the Madera County Social Services Department regarding the activation of shelters.)

Coordinate with Law Enforcement to isolate and deny entry to landslide area.

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

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

# EXTREME WEATHER CHECKLIST

Assume Incident Command. (Establish a Unified Command if a multi-agency response is required). Relay initial assessment of incident to responding units and Emergency Operations Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

Establish an Incident Command Post (ICP).

Assign Weather Technical Specialists to the Command Staff and request that the Specialists coordinate with Emergency Command Center to monitor weather conditions, including current and forecasted conditions.

In coordination with other emergency response agencies responding to the incident, determine the extent of damage from the extreme weather conditions.

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

Ensure the safety of all personnel involved with incident.

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.

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

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

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

# INCREASED READINESS CHECKLIST

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

Consider alerting and/or recalling off duty personnel.

Prepare an emergency work schedule and staffing patterns.

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

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

Provide resource status report to County OES and to the Emergency Operations Center.

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

Coordinate emergency public information with County OES and the County Public Information Officer.

SHERIFF'S DEPARTMENT

# CORONER OPERATIONS CHECKLIST

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

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

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

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

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

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

Establish a body processing area and a temporary morgue.

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

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

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

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

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

# TRANSPORTATION EMERGENCIES CHECKLIST

**Train Accident**

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

In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:

Establish a perimeter to isolate the incident.
Control access to accident site, restricting access to emergency responders only.
Provide security for evacuated areas.

If the Incident Commander requests evacuation of affected areas, take the following actions:

Assist CHP in identifying safe evacuation routes.
Identify and establish adequate evacuation reception areas.
If long term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the Madera County Social Services Agency regarding activation of shelters.

Assist CHP in The development and implementation of a traffic control plan, coordinating with Cal-Trans and RMA

Provide for crowd control at accident site.

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

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

Assist the Deputy Coroner with the removal and disposition of fatalities, as requested.

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

# TRANSPORTATION EMERGENCIES CHECKLIST

## Major Vehicle Accident

Assume Incident Command.

**The Incident Commander position may be handed over to the County Fire Department if the emergency response to the accident involves actions usually handled by the fire services except during accidents when the Law Enforcement Agency with jurisdictional authority assumes the Incident Commander function.*

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

Establish an Incident Command Post (ICP).

Request additional resources and establish Staging Area, as required.

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Command Center who to notify and inform of the incident.

Ensure the safety of all personnel involved with incident.

Direct the County Sheriff's Department to isolate and deny entry to the accident site in coordination with the County Fire Department. If evacuation of affected areas is necessary, take the following actions:

- Assists CHP in identifying safe evacuation routes
- Identify and establish adequate evacuation reception areas
- If long term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.
- Provide security for evacuated areas

Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and RMA.

# TRANSPORTATION EMERGENCIES CHECKLIST

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

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

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

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

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

**Aircraft Accident**

***(Civilian and Military)***

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

In coordination with the County Fire Department, and as directed by the IC or Operations Chief, take the following actions:

Establish a perimeter to isolate the incident with a minimum of a 2000-foot perimeter for military aircraft crashes. Control access to accident site, restricting access to emergency responders only.

If the Incident Commander requests evacuation of affected areas, take the following actions:

Assists CHP in identifying safe evacuation routes.

Identify and establish adequate evacuation reception areas.

# TRANSPORTATION EMERGENCIES CHECKLIST

If long term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.

Provide security for evacuated areas.

Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and RMA.

Provide for crowd control at accident site.

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

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

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

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

# DAM FAILURE CHECKLIST

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

In coordination with the County Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:

Establish a perimeter to isolate the incident. Control access to incident site, restricting access to emergency responders only.

If the Incident Commander requests evacuation of affected areas, take the following actions:

Assist CHP in identifying safe evacuation routes.

Identify and establish adequate evacuation reception areas.

If long term evacuation of area is required, notify and coordinate with the Fresno/Madera Counties Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.

In coordination with the County Fire Department, take the following actions in response to a dam failure:

Assists CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and RMA.

Provide for crowd control.

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

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

# HAZARDOUS MATERIALS CHECKLIST

**Approach incident from UPWIND, UPHILL, AND UPSTREAM:**

* Upon dispatch, always approach hazardous materials incident from **UPWIND, UPHILL** and **UPSTREAM!**

- Toxic materials may be odorless and invisible.
- Minimize all exposures by not driving through or in the area of the suspected release.
- If Sheriff's Department personnel are on-scene first, establish a LARGE perimeter isolating and denying entry.
- If Sheriff's Department personnel discover a hazardous material or an unlabeled container and suspect it contains a hazardous material, take the following actions:

- Do not move the container or attempt to determine if it is full.

*Retreat to an **upwind, uphill** or **upstream** position.

Notify the County Fire Department through Dispatch.

Isolate the area and deny entry to non-emergency responders.

Obtain directions to Incident Command Post from Emergency Operations Center.

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

Ensure that all Sheriff Department Personnel remains out of the hazard zones established.

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

# HAZARDOUS MATERIALS CHECKLIST

**Approach incident from UPWIND, UPHILL, AND UPSTREAM:**

If the Incident Commander requests evacuation of affected areas, take the following actions:

- Assist CHP in identifying safe evacuation routes.
- Identify and establish adequate evacuation reception areas.
- If long term evacuation of area is required, notify and coordinate with the Fresno/Madera Counties Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.

Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and RMA.

Provide for crowd control at incident site.

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

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

# EARTHQUAKES CHECKLIST

After the initial shock waves (shaking) subside, move all vehicles from within any inside parking garages.

Conduct an internal damage assessment of Sheriff's facility:

Check safety of Sheriff's personnel, providing first aid as necessary.
Check structural integrity of Sheriff's facility.
Check structural integrity of correctional facilities, (jail, and rehabilitation center).
Check structural integrity of County Courts.
Check utility systems.
Test communications (radios, telephones, etc.) Check availability of fuel.

Establish communications with Emergency Operations Center and provide initial status report:

Personnel available

Vehicle and equipment availability

Availability of fuel

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

In coordination with County Fire, conduct a windshield survey of assigned critical facilities, including but not limited to the following:

Essential service buildings (primarily government facilities)

School District facilities

Utility facilities throughout County

Dams

# EARTHQUAKES CHECKLIST

**Consider the following when conducting your "Windshield Survey"**

***Stay in your vehicle - This is an information gathering task only!**

***Two persons per vehicle - if possible (driver and note taker).**

***Utilize the predetermined lists of critical facilities.**

***Gathering this information will determine the big picture, prioritization of response, and incidents requiring greatest allocation of resources.**

***The faster this is accomplished; the sooner resources can be allocated!!**

Provide "Windshield Survey" report to Emergency Command Center:

In coordination with other emergency response agencies, initiate responses to the most severe incidents. In coordination with the County Fire Department, and as directed by the Incident Commander or Operations Chief, control access to incident site, restricting access to emergency responders only.

If the Incident Commander requests evacuation of affected areas, take the following actions:

Assist CHP in identifying safe evacuation routes.

Identify and establish adequate evacuation reception areas.

If long term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.

Assists in the development and implementation of a traffic control plan for the affected areas, coordinating with Cal-Trans and RMA.

# EARTHQUAKES CHECKLIST

Provide for crowd control at all incident sites.

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

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

Provide alternate communication systems as required.

In coordination with the Incident Commander and the County Emergency Operations Center, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.

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

Refer all emergency public information requests to the Incident Commander.

# FLOODS CHECKLIST

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

In coordination with the County Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:

Establish a perimeter to isolate the incident.

Control access to accident site, restricting access to emergency responders only.

If the Incident Commander requests evacuation of affected areas, take the following actions:

Assist CHP in identifying safe evacuation routes.

Identify and establish adequate evacuation reception areas.

If long term evacuation of area is required, notify and coordinate with the Madera/Fresno Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.

Provide security for evacuated areas.

In coordination with the County Fire Department, take the following actions in response to flooding:

Assist in the development and implementation of a traffic control plan, coordinating with CHP, Cal-Trans and RMA.

Provide for crowd control.

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

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

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

# LANDSLIDES CHECKLIST

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

In coordination with the County Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:

- Establish a perimeter to isolate the incident.
- Control access to accident site, restricting access to emergency responders only.

If the Incident Commander requests evacuation of affected areas, take the following actions:

- Assist CHP in identifying safe evacuation routes.
- Identify and establish adequate evacuation reception areas. If long term evacuation of area is required, notify andcoordinate with the Fresno/Madera Counties Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.
- Provide security for evacuated areas.

In coordination with the County Fire Department, take the following actions in response to a landslide:

- Assist in the development and implementation of a traffic control plan, coordinating with CHP, Cal-Trans and RMA.
- Provide for crowd control.

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

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

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

# EXCESSIVE WEATHER CHECKLIST

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

In coordination with the County Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:

- Establish a perimeter to isolate the incident.
- Control access to accident site, restricting access to emergency responders only.

If the Incident Commander requests evacuation of affected areas, take the following actions:

- Assist CHP in identifying safe evacuation routes.
- Identify and establish adequate evacuation reception areas.
- If long term evacuation of area is required, notify and coordinate with the Fresno/Madera Counties Chapter of the American Red Cross and the Madera County Social Services Department regarding activation of shelters.
- Provide security for evacuated areas.

In coordination with the County Fire Department, take the following actions in response to severe weather conditions:

- Assist in the development and implementation of a traffic control plan, coordinating with CHP, Cal-Trans and RMA.
- Provide for crowd control.

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

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

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

# CIVIL DISTURBANCES CHECKLIST

Assume Incident Command (Establish a Unified Command if a multi-agency response is required). Relay initial assessment of incident to responding units and Emergency Command Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).

Establish an Incident Command Post (ICP).

Authorize the activation of the Emergency Alert List, specifically indicating to the Emergency Operations Center who to notify and inform of the incident.

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

Coordinate emergency public information with County OES and the County Public Information Officer.

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

# TERRORISM CHECKLIST

Assume Incident Command (Establish a Unified Command if a multi-agency response is required). Relay initial assessment of incident to responding units and Emergency Operations Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc).

Establish an Incident Command Post (ICP).

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

Coordinate emergency public information with County OES and the County Public Information Officer.

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

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# INCREASED READINESS CHECKLIST

RESOURCE MANAGEMENT AGENCY

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

Consider alerting and/or recalling off duty personnel.

Prepare an emergency work schedule, and staffing patterns (i.e. - two people per vehicle).

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

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

Provide a resource status report to County OES and to Emergency Operations Center.

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

Coordinate emergency public information with County OES and the County Public Information Officer.

# GENERAL RESPONSE CHECKLIST

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

Determine the extent of the RMA Department's assistance required, including personnel and equipment.

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

Madera City Public Works Department
Chowchilla City Public Works
Department CALTRANS

Assist Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas,

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

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

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

# DAM FAILURE CHECKLIST

Report to the Incident Command Post and obtain an incident briefing from the Incident Commander or the Operations Section Chief, if the position is established.

Establish communications and coordinate efforts with other county emergency response agencies.

Provide the transport of sand, bags and other materials necessary to dam or divert flood waters.

Assist in the completion of windshield surveys of damage.

Provide pumping of water out of critical facilities.

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

# EARTHQUAKES CHECKLIST

After the initial shaking stops, immediately perform the following functions:

- Check for injured RMA Department personnel and provide first aid as necessary.
- Check damage sustained to RMA Department facilities.
- Check communications equipment.
- Check the availability and status of all heavy equipment and other materials at County Yard and other RMA Department locations.

Establish communications with Emergency Operations Center and provide an initial status report, which should include:

- RMA Department personnel
- Available Equipment and materials
- Available Status of fuel at County facilities

Consider the recall of off duty personnel based on the demands of the incident.

Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide status report to the Operations Section Chief and the County EOC.

Establish communications and coordinate efforts with other county emergency response agencies.

As directed by the Operations Section Chief, perform the following functions:

- Dispatch crews to survey damage to dams.
- Dispatch crews to inspect the structural stability of critical facilities.
- Dispatch crews to determine the capacity and safety of bridges, freeway over/under passes, and other roadways.
- Dispatch crews to clear debris.

# EARTHQUAKES CHECKLIST
**(continued)**

Consider placing equipment at designated staging areas.

Assist Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.

Assist CHP, Sheriff's Office and Fire Department to set up detours and alternate routes for damaged roadways, bridges, and freeways.

Repair damage to critical facilities and essential roadways.

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

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

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

# FLOODS CHECKLIST

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

Determine the extent of the RMA Department's assistance required, including personnel and equipment required.

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

Madera City Public Works Department
Chowchilla City Public Works Department
CALTRANS

Mobilize crews for flood fighting operations, which may include the following actions:

Diverting flood waters.

Clearing debris from bridges and overpasses.

Sandbagging operations.

Levee reinforcement.

Assist the Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.

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

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

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

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

# LANDSLIDES CHECKLIST

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

Determine the extent of the RMA Department's assistance required, including personnel and equipment required.

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

Madera City Public Works Department
Chowchilla City Public Works Department
CALTRANS

Assist the Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.

Coordinate the clearing and shoring of the landslide area with the County Fire Department and CALTRANS, if onsite.

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

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

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

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

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# INCREASED READINESS CHECKLIST

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

Assess the availability and condition of resources, including the number of on-duty Public Health Nurses, and the status of medical supplies and other specialized equipment.

Provide resource status report to County OES and to Emergency Operations Center.

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

Coordinate emergency public information with County OES and the County Public Information Officer.

PUBLIC HEALTH DEPARTMENT

# GENERAL RESPONSE CHECKLIST

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

Determine the extent of the Health Department's assistance required, including personnel and equipment required.

Determine what actions that the Health Department is required to perform, including the following action(s):

Determination of general health hazards confronting emergency responders and the Madera communities.

Assist the County Deputy Coroner with the identification and preservation of the deceased.

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

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

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

# INCREASED READINESS CHECKLIST

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

Provide resource status report to County OES and to Emergency Command Center.

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

Coordinate emergency public information with County OES and the County Public Information Officer.

EMERGENCY COMMAND CENTER

# GENERAL RESPONSE CHECKLIST

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

Determine the extent of Environmental Health's assistance required, including personnel and resources.

Determine what actions Environmental Health is required to perform, including the following actions:

Activation Medical/Health Disaster Plan.
Conduct damage assessment of sewage and potable water systems.

Establish vector control operations.

Provide sanitation services for all emergency facilities.

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

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

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

# INCREASED READINESS CHECKLIST

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

Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.

Consider alerting and/or recalling off duty Emergency Medical Services personnel as well as alerting voluntary agencies.

Provide a resource status report to County OES and to Emergency Command Center.

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

Coordinate emergency public information with County OES and the County Public Information Officer.

Coordinate hospital call down and bed status:

Critical Care
Medical/Surgery
Pediatric

Coordinate number of ambulances available immediately and within one hour.

EMERGENCY MEDICAL SERVICES

# GENERAL RESPONSE CHECKLIST

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

Determine the extent of the Emergency Medical Services assistance required, including personnel, services and facilities.

Determine what is required from the Emergency Medical Services beyond the following actions:

Assess the need for temporary medical and medically fragile evacuation sites.
In coordination with the American Red Cross and Public Health, provide assistance with securing nursing and other medical personnel needs.
Advise Critical Incident Stress Management Team.

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

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

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

Activate staffing at Emergency Operations Center.

Determine need for activation of Field Treatment sites, staffing and supplies.

Consider coordination with Regional Disaster Medical Health Coordinator, if resource needs exceed local capacity.

# INCREASED READINESS CHECKLIST

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

Alert appropriate Behavioral Health Department personnel, including off duty personnel and place necessary personnel onstandby for duty assignments.

Work in conjunction with Madera County Social Services Department and Red Cross in identifying possible shelter locations and other strategic sites and prepare a staffing schedule.

Anticipate and prepare to secure and distribute necessary resources to support personnel operations.

Provide periodic status reports to County OES and to Emergency Operations Center.

Produce emergency public information with the County OES and the County Public Information Officer.

BEHAVIORAL HEALTH DEPARTMENT

# GENERAL RESPONSE CHECKLIST

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

Determine the extent of the Behavioral Health Department's assistance required, including personnel and resources required.

Determine what actions that the Behavioral Health Department is required to perform, including the following actions:

Activation and deploy Behavioral Health Disaster Team.

Staff Emergency Operations Center.

Activate "Documentation and Accounting" system.

Staff shelters in coordination with the American Red Cross.

Coordinate services with Madera County Social Services Department and Public Health Department.

Staff the Coroner's Office in event of fatalities.

Advise Critical Incident Stress Management Team.

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

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

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

# INCREASED READINESS CHECKLIST

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

Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.

Consider alerting and/or recalling off duty Agricultural Departmental personnel as well as alerting voluntary agencies.

Provide a resource status report to County OES and to Emergency Operations Center.

Coordinate emergency public information with County OES and the County Public Information Officer.

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

AGRICULTURE DEPARTMENT

# GENERAL RESPONSE CHECKLIST

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

Determine the extent of the Agricultural Department's assistance required, including personnel, services and facilities.

Determine what is required from the Agricultural Department beyond the following actions:

Notify Department of Agriculture
Staff Emergency Operations Center
Assess local disaster response capabilities
Coordinate/implement Animal Disaster System
Determine level of assistance within Operational Area

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

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

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

Coordinate with Madera County Animal Services if incident calls for assistance with animal issues.

# GENERAL RESPONSE CHECKLIST

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

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

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

Recall all Madera County OES staff to office.
Assess the availability and condition of OES resources.

Response Information Management System (RIMS)
OES Communications Van
Operational Area Satellite Information System (OASIS)

Perform a communications check for all Operational Area radio frequencies.

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

Provide OES status report to Emergency Operations Center.

Verify other department resource status reports from the County Emergency Operations Center.

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

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

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

Based on the situation, recommend an emergency proclamation to the County Administrative Officer and the Madera County Board of Supervisors.

OFFICE OF EMERGENCY SERVICES

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# INCREASED READINESS CHECKLIST

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

Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.

Consider alerting and/or recalling off duty Social Services Department personnel as well as alerting voluntary agencies.

Provide a resource status report to County OES and to Emergency Command Center.

Coordinate emergency public information with County OES and the County Public Information Officer.

SOCIAL SERVICES DEPARTMENT

# GENERAL RESPONSE CHECKLIST

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

Determine the extent of the Social Services Departments assistance required, including personnel, services and facilities.

Determine what is required from the Social Services Department beyond the following actions:

- Coordinate with Red Cross and Salvation Army to provide food, supplies, and equipment needed by emergency responders and victims at mass care facilities.
- Respond to temporary evacuation sites.
- In coordination with the American Red Cross, activate and manage emergency shelters.
- Activate crisis counseling with Public and Behavioral Health Departments' Critical Incident Stress Management Crisis Intervention
- Activate "Registration and Inquiry" System with Red Cross.
- In coordination with the American Red Cross, State and Federal agencies, locate and allocate emergency and temporary housing.

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

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

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

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# PART 3

# EXTENDED RESPONSE OPERATIONS

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## CONCEPT OF OPERATIONS

During a disaster/emergency, the Madera County Emergency Operations Center (EOC) will support field response operations in mitigating incidents within the unincorporated areas of Madera County. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The Madera County EOC will operate using the National Incident Management System (NIMS) functions, principles, and components. It will implement the action planning process, identifying and implementing specific objectives for each operational period.

The Madera County EOC will serve as the Madera Operational Area EOC for coordination and communications between the Madera Operational Area Member Jurisdiction's EOCs and the Inland Region. The Operational Area EOC will be activated whenever an emergency or disaster impacts the County and a city, or cities or special district(s). The Operational Area EOC may also be activated at the request of a city, the county or special district to coordinate information and resources. The Madera Operational Area EOC will utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, resource management agency, and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/unit within the Logistics Section.

# EMERGENCY OPERATIONS CENTER (SOPS)

## Introduction

Within Madera County, normal day-to-day operations are conducted by the various departments and agencies that are widely dispersed throughout Madera County. The Madera County Operational Area EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. The EOC, as the County EOC, or as the activated Operational Area EOC, facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation. See Pages 17 and 19.

The Madera County EOC is designed to serve as a combined center for the Operational Area and the County of Madera, enabling the efficient use of available County staff. When the Operational Area (OA) and County EOC are both activated, some staff may be doing multiple tasks, coordinating Operational Area and county government-level functions.

## Primary Location

The primary Madera County Emergency Operations Center (EOC) is located at the Sheriff's Department, 14143 Road 28, Madera, CA.

The alternate Madera County Emergency Operations Center (EOC) location has yet to be determined.

## Emergency Operations Center (EOC) DIAGRAM

**Primary Madera County EOC**

## EOC DIAGRAM

**Madera County EOC**

In the event of an emergency significant enough to require EOC activation, the Madera County Sheriff's Department – Conference Room - is currently the designated site for the EOC.

The conference room measures approximately 30 x 18 feet; with approximately six (6) phone jacks; and two (2) large screen monitors for Internet and WebEOC usage.

## ALTERNATE EOC DIAGRAM

No alternate EOC site designated at this time.

## ALTERNATE EOC ROOM DIAGRAM

No alternate EOC room diagram designated at this time.

## EMERGENCY OPERATIONS CENTER (SOPS)

### ACTIVATION POLICY

### Primary Location

Madera County Sheriffs Department Building

14143 Road 28

Madera, CA 93638

The room will accommodate some functions but not all required to operate the EOC. Tables and chairs are available in the EOC to set up the main area in a U-shape design that will accommodate spaces for the department/agency representatives. Additional areas within the room can be utilized for the other overhead functions such as communications, finance, logistics, planning, and public information.

## Communications

Local cellular phone companies should be contacted to ascertain if they would provide additional cellular phones and portable fax machines during the life of the incident. If this equipment is provided it should be inventoried prior to distribution. The Communications Unit Leader is charged with distribution, documentation, and collection of this equipment.

Radio communications equipment must be requested through the Cal EMA Mutual Aid System. The preferred request would be the MOU Incident Radio Cache (Red Box) with a Communications Unit Leader. This setup allows for the radio communications to be located in the EOC room. External antennas are required for radio communications in the EOC; portable radios and radio-activated pagers do not work well in this environment.

# EMERGENCY OPERATIONS CENTER (SOPS)

## Computer Equipment

The County has a networked facsimile program that can be used to fax computer-generated documents to one or as many destinations as desired.

Madera County Information Technology Department should be contacted regarding networked computers for Communications, Finance, Planning, Public Information, and a computer for general use for word processing, county email, and Internet access. One additional computer with a big screen monitor and Internet access should be requested for dedicated weather monitoring.
The County Email System can be utilized to notify and update county *officials* and department heads. County Information Technology can set up an account for County OA OES to use; they can also establish a mailing list to include the email users that are desired.

# EMERGENCY OPERATIONS CENTER (SOPS)

## Emergency Operations Center (EOC) Activation Requirements

The Madera County EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the Madera County EOC must be activated

- a local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support its emergency operations
- two or more cities within the Operational Area have declared a local emergency
- the County and one or more cities have declared a local emergency
- a city, city and county, or county has requested a Governor's Proclamation of a State of Emergency, as defined in the Madera County Government Code
- a state of emergency is proclaimed by the Governor for the county or two or more cities within the Operational Area
- the Operational Area is requesting resources from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*
- the Operational Area has received resource requests from outside its boundaries, *except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid*

The seven circumstances listed above require an automatic activation of the Madera Operational Area EOC. Other than these circumstances, the activation of the Madera Operational Area EOC must be authorized. The following Madera County personnel are authorized to request from the OES Director the activation of the Madera Operational Area EOC:

- County Executive Officer
- Assistant County Executive Officers
- County Fire Chief
- County Sheriff
- County OES Director or Deputy Directors
- County Public Health Director

## EMERGENCY OPERATIONS CENTER (SOPS)

### EOC Activation Levels and Minimum Staffing Guide Per Level

Madera County has developed criteria that identify the events/situations that would require EOC activation. Madera County has established three levels of activation. For each level, a minimum staffing guide has been developed. An Activation and Staffing Guide is depicted on the following page.

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| | EVENT/SITUATION | MINIMUM STAFFING |
|---|---|---|
| ACTIVATION LEVEL ONE | * Severe Weather Advisory<br>* Small Incidents involving two or more Madera County Departments<br>* Earthquake Advisory/Prediction - OES Level I<br>* Flood Watch County<br>* Activation requested by a Local Government with activated EOC<br>* Resource request received from outside County | * EOC Director/EOC Coordinator<br>* Planning/Intelligence Section Chief<br>* Logistics Section Chief<br>* Representatives of responding Departments |
| ACTIVATION LEVEL TWO | * Moderate Earthquake<br>* Major Wild land fire affecting developed area<br>* Major Wind or Rain Storm<br>* Two or more large incidents involving two or more County Departments<br>* Earthquake Advisory/Prediction - OES Levels 2 or 3<br>* Local emergency declared or proclaimed by:<br>Two or more Cities<br>Madera County and one or more Cities<br>* Madera County or a City requests a Governor's Proclamation of a State of Emergency<br>* A State of Emergency is Proclaimed by the Governor for the County or two or more Cities<br>* Resources are requested from outside the Madera Operational Area | * EOC Director/EOC Coordinator<br>* All Section Chiefs<br>* Branches and Units as appropriate for the situation<br>* Representatives of responding County Departments<br>* Agency Representatives as appropriate |
| ACTIVATION LEVEL THREE | * Major County-wide or Regional emergency<br>* Multiple Departments with heavy resource involvement<br>* Major earthquake damage | * All EOC Positions |

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# EMERGENCY OPERATIONS CENTER (SOPS)

## Action Planning

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

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

The action planning process should involve the EOC Director/Coordinator, Management Advisory Group, and Section Chiefs along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions

Information and Resource Management

Within the Madera County EOC, the EOC Message Form will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch, and Unit will use this form to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the EOC Staff.

The EOC message form will not replace face-to-face communications, but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' ICS 214.

Madera County, acting as the Operational Area EOC, coordinates emergency activities within the Operational Area, augmenting, not replacing, member jurisdiction's emergency operations.

## EMERGENCY OPERATIONS CENTER (SOPS)

It also serves as the communications link between the State's Inland Region Emergency Operations Center (REOC) and the operating centers of the Madera Operational Area member jurisdictions. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Critical information and resource requests from member jurisdictions within the Operational Area will be provided electronically using the Response Information Management System (RIMS), if established.

Transmission of information to the State's Inland REOC will be accomplished electronically using **RIMS.** If the regular telephone lines servicing the County are not operable, the Operational Area Satellite Information System (OASIS) will be used to establish the link to the network server, allowing the County to transmit the data to the State.

Critical information from the County of Madera and the Madera Operational Area will be submitted to the State's Inland REOC on a preliminary report, situation summary, status report, and a flash report.

- The **Preliminary Report** form will be used by the County to transmit information to the State's Inland REOC during the first two hours after an event, if possible.
- The **Situation Summary** is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.
- The **Status Report** is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.
- The **Flash Report** is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resources requests will be made through one of the following processes:

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

## EMERGENCY OPERATIONS CENTER (SOPS)

Resource requests from member jurisdictions within the Operational Area (OA) will be coordinated to determine if the resource is available from other local governments or other sources within the OA. Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

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

Resources that are not available within the Operational Area will be requested through the State's Inland Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

***Response Information Management System***

The purpose of the Response Information Management System (RIMS) is to improve County Office of Emergency Services ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to:

- respond to, manage and coordinate requests for resources
- collect, process, and disseminate information during and after a disaster

A dedicated computer with RIMS installed will be set up in the County EOC when activated. The following reports or requests will be provided to the Governor's Office of Emergency Services via RIMS during and after the emergency or disaster:

- Situation Status Reports
- Mutual Aid Requests
- Local Declarations, Gubernatorial, and Presidential Declaration requests
- After-Action Reports

## EMERGENCY OPERATIONS CENTER (SOPS)

***Operational Area Satellite Information***

The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing Madera County communication resources, which includes a countywide radio system.

- Sheriff's Department Dispatch Center (24 hour).
- OES Coordinator's Office

An OASIS telephone directory listing all available sites and dialing instructions are available in the EOC or from the County OES Office. The State is responsible for all maintenance of the system.

### Coordination with Field Response Level

Since the Madera County EOC is also the Madera Operational Area's operating center, communications and coordination must be established with County field responders who are responding to both incorporated and unincorporated parts of the County. When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the County EOC, via the central dispatchers or through the EOC radio operators, if established.

When County Departments have activated their DOCs, the Incident Commander will continue to report directly to the Operations Section Chief in the County EOC and provide status reports to their DOC.

When the County EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode.

### Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field response may be the result of a flood fight effort, oil spill, hazardous materials incident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

## EMERGENCY OPERATIONS CENTER (SOPS)

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

### Coordination with Madera County Departmental Operations Centers

The appropriate Madera County EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the Madera County EOC in supporting field operations.

### Coordination with Madera Operational Area Member Jurisdictions

Direct communications and coordination will be established between Madera County and any Operational Area Member Jurisdictions' activated EOC. Additionally, as time permits, communications will be established with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the city EOCs will occur along functional lines.

Whenever feasible, an agency representative from each jurisdiction which activated its EOC should be at the Madera County EOC. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments. In Madera County, overlapping boundaries complicates relationships with special districts and local governments. For the special districts that serve more than one local government and/or serve the County unincorporated areas, they will coordinate and communicate directly with the County EOC.

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

**Coordination with Private and Volunteer Agencies**

Within Madera County, coordination of response activities with many nongovernmental agencies may occur, primarily at the local government level. However, the EOC will establish coordination with private and volunteer agencies that have multi jurisdictional or countywide response roles. The agencies that play key roles in the response should have representatives at the Operational Area EOC.

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

**Coordination with the Inland Region Emergency Operations Center**

Direct coordination and communications with the Inland Region Emergency Operations Center (REOC) are essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Inland EOC:

- Primary Method - The REOC sends a field representative to the Operational Area.
- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems.

Coordination and communications between the County EOC and the Inland Regional EOC will occur between the five SEMS/NIMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Inland REOC. These coordinators may be functioning from their respective Operational Area and Regional EOCs or from other locations depending on the situation and the mutual aid system.

## EMERGENCY OPERATIONS CENTER (SOPS)

### Damage Assessment and Situation Reporting

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

***General***

Damage information will be consolidated and reported to the State's Inland Region Emergency Operations Center (REOC), and will be provided to the member jurisdictions of the Operational Area. Field responders, giving a quick picture of the incident, will conduct an initial assessment, sometimes called a "windshield survey".

The RMA of the County EOC will coordinate safety inspections. As significant damages become apparent, the Operations Section Chief should direct the RMA to prepare an Initial Damage Estimate (IDE).

The IDE when completed should be forwarded to the State's Inland REOC. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a State of Emergency and to request a Presidential Declaration of Emergency.

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

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

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

***Policy and Procedures***

When a disaster occurs, emergency responders assessing the nature, severity and extent of the situation will conduct an immediate survey of the County. The responders include the Madera County Fire, Sheriff's and RMA, along with the California Highway Patrol. Information may also be gathered from American Red Cross Damage Assessment Teams.

## EMERGENCY OPERATIONS CENTER (SOPS)

Field responders will accomplish the initial damage assessment by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas. The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders will report their observations to the Emergency Operations Center. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination can be made of whether or not to activate the EOC.

Once activated, the RMA will begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessment.

The Damage/Safety Assessment Unit will manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property. The Planning/Intelligence Section will complete and transmit the various situation reports to the State's Inland REOC. When no damage is observed, a report will be submitted indicating no observed damage.

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

Once completed on RIMS, the IDE will be sent to the State's Inland REOC. Reports will be submitted electronically, via RIMS, and will consist of "Flash" reports, "Situation" reports, and the "Initial Damage Estimate."

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

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

# EMERGENCY OPERATIONS CENTER (SOPS)

## Public Information

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

## Emergency Declarations

***Declaration of a Local Emergency***

A local emergency may be proclaimed only by the governing body of a county, city and county, city or by an official so designated by ordinance adopted by such governing body. Whenever an official designated by ordinance proclaims a local emergency, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant. However, in no event shall a review take place more than 21 days after the previous meeting review.

During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

***Request for Concurrence of a Local Emergency***

Following the Declaration of a Local Emergency for the Madera Operational Area, the County Board of Supervisors may request that the Director, Governor's Office CalEMA, concur and provide assistance under the State Natural Disaster Assistance Act. This Act provides financial assistance for the

permanent restoration of public real property other than facilities used solely for recreational purposes when it is damaged or destroyed by a natural disaster.

***Requesting Governor's Proclamation** of **a State** of **Emergency***

To qualify for State concurrence in a local emergency, a declaration must be made within 10 days of the occurrence. A copy of the declaration, along with the information compiled in the damage assessment process, must accompany the request for State concurrence.

After the Declaration of a Local Emergency for the County of Madera and/or the Madera Operational Area, the County Board of Supervisors, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forwarded to the Director, Governor's Office of Emergency Services, with a copy of the local emergency declaration and the damage assessment summary.

### Transition into Recovery Operations

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

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will prepare the after-action report, submitting it to the State's Inland Region Office of Emergency Services within 60 days of the disaster/event.

## EMERGENCY OPERATIONS CENTER (SOPS)

### NIMS/SEMS FUNCTIONS

***Overview:*** Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the Madera County EOC Organization.

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

The duties and responsibilities for these functions are depicted in the All-Hazards position checklists, which are provided for each SEMS/NIMS function. As mentioned in the Concept of Operations Section, the checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases, which will be noted on their specific checklists.

A Madera County EOC Organization Chart is depicted on the following page. The organizational structure for the County EOC provides the following features:

- Liaison representation for the Operational Area member jurisdictions: Madera City and Chowchilla City
- Liaison representation for volunteer and private agencies: American Red Cross, Salvation Army, for example
- Liaison (field) representation from Governor's Office; California Emergency Management Agency (Cal EMA)
- Operational Area Mutual Aid Coordinators from discipline-specific mutual aid systems: Law Enforcement, Fire and Rescue, Public Works, Emergency Medical, and Coroner
- EOC Safety and Security Officers
- Public Information Branch to handle all communication and coordination requirements for the public and the media, including staffing and operating a media center

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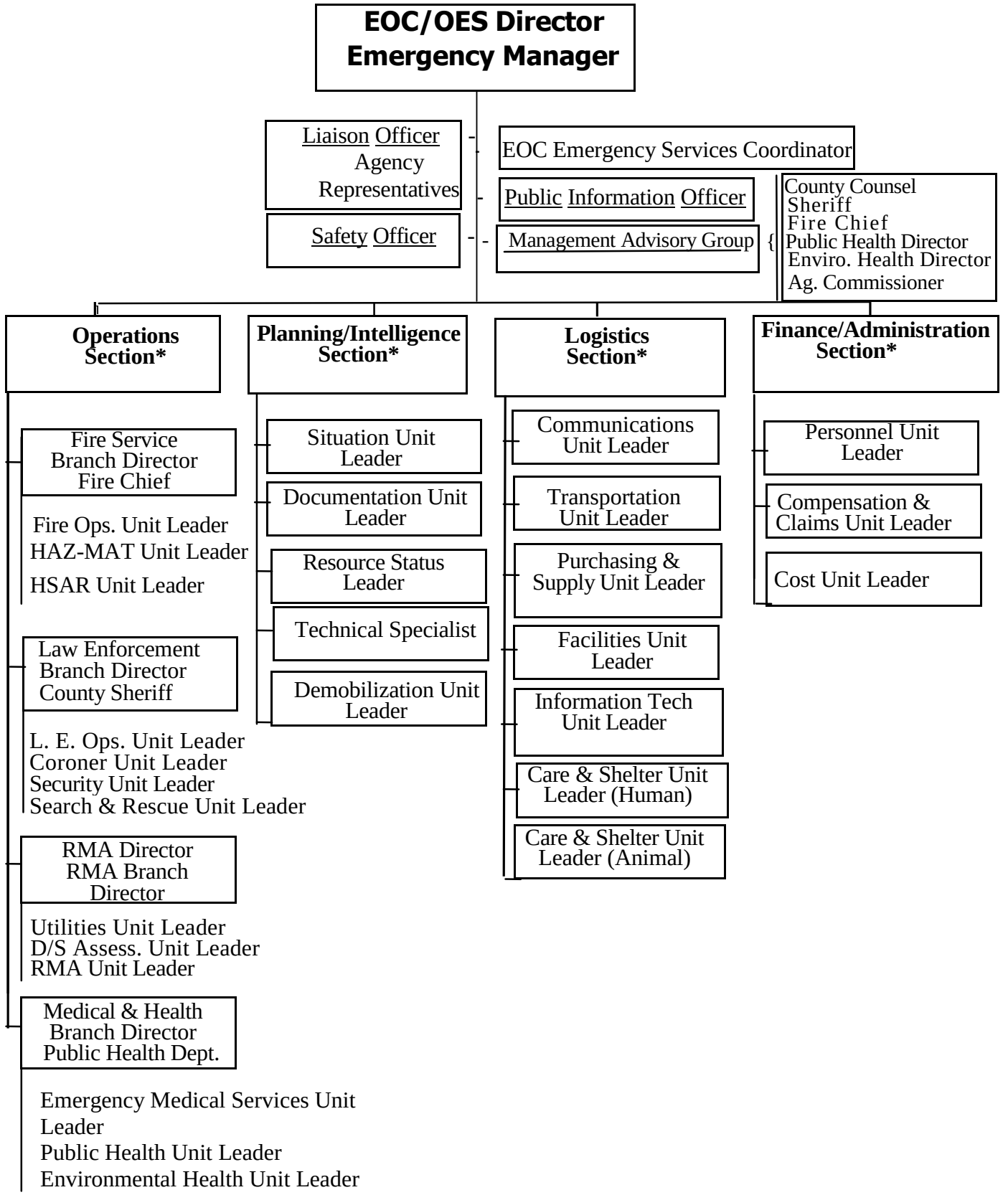
# Madera County EOC Organizational Chart




* The Section Chief Positions will be staffed dependant on the type and severity of the event.

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## MADERA COUNTY

PRIMARY: TO BE USED BY ALL DEPARTMENTS ALTERNATE:
SUPERVISOR: OES/EOC Director
SECTION: "MANAGEMENT"

### ACTIVATION CHECKLIST

If activated, check in with the Check-in Recorder upon arrival at the Madera Operational Area, EOC.

Report to EOC Director/Coordinator, Section Chief, Branch Director, or other assigned Supervisor.

Set up your workstation and review your position responsibilities.

Establish and maintain a position log (ICS Form 214) that chronologically describes your actions taken during each operational period.

Determine your resource needs such as a computer, phone, plan copies, and other reference documents.

### DEACTIVATION CHECKLIST

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 workstation. Complete ICS Briefing Form 201.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

Clean up your work area before you leave. If activated, leave pager number cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

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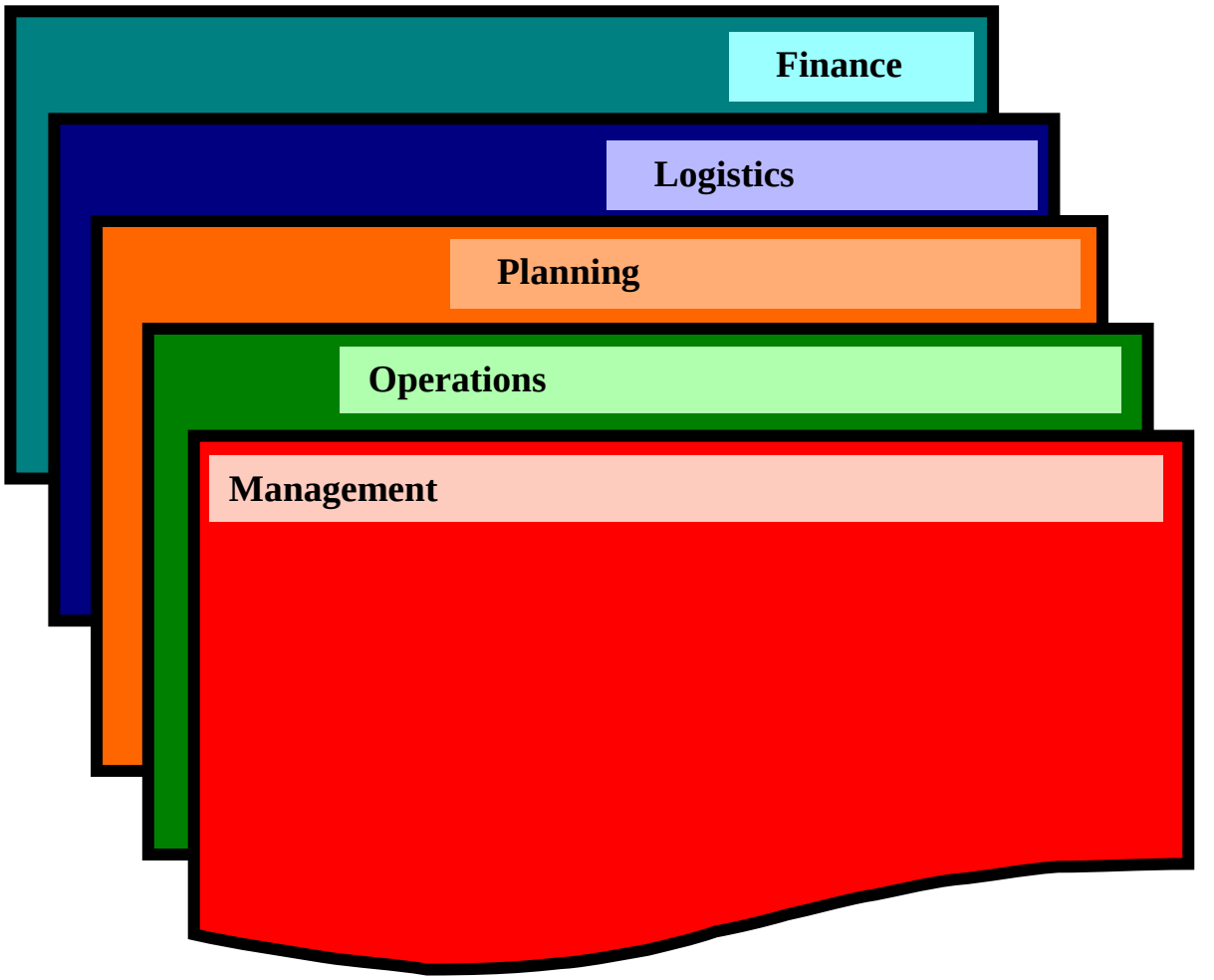
# Madera County
# Emergency Operations Center
# EOC




# Position Checklists

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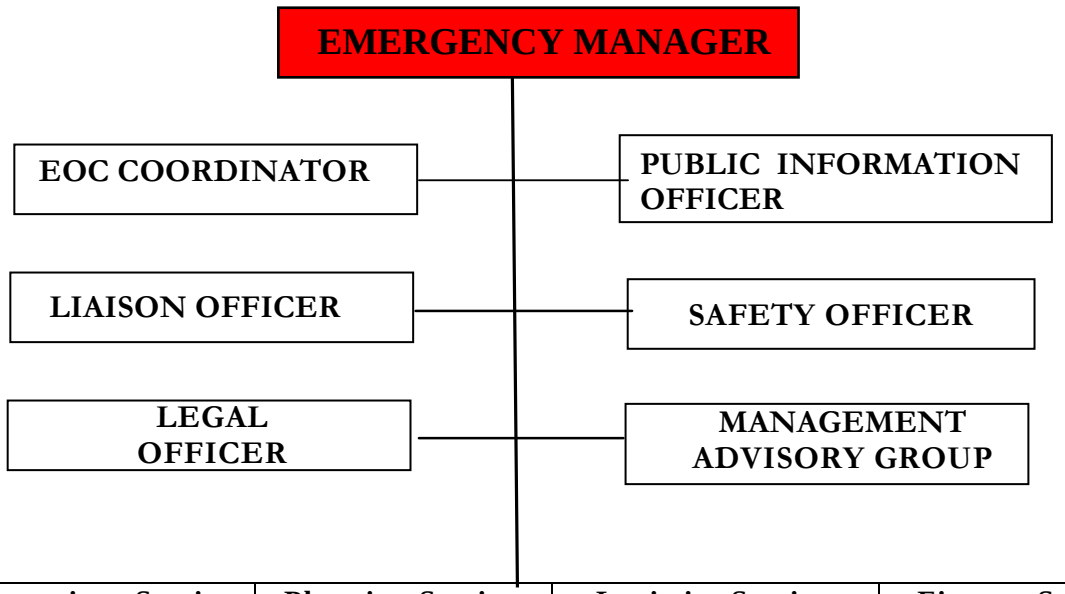


| Operations Section Chief | Planning Section Chief | Logistics Section Chief | Finance Section Chief |
|---|---|---|---|
| Fire Services Branch | Situation Unit | Communications Information Unit | Personnel Unit |
| Law Enforcement Branch | Documentation Unit | Transportation Unit | Compensation/ Claims Unit |
| RMA Branch | Technical Specialist | Facilities Unit | Cost Unit |
| Medical & Health Branch | Demobilization Unit | Care & Shelter Unit (Human) | |
| | Resource Status Unit | Care & Shelter Unit (Animal) | |

## Position Checklists

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# EOC DIRECTOR

PRIMARY: OES Director
ALTERNATE: OES Deputy Director-Operations

SUPERVISOR:

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. Serves as Emergency Manager in Charge of Emergency Services for the County and Operational Area.
2. Make executive decisions.
3. Make rules, regulations and orders.
4. Manages, controls and directs the Emergency Organization.
5. Makes Emergency Declarations.
6. Develops strategies and approves Incident Action Plan.

# EOC DIRECTOR

YOUR RESPONSIBILITY: Overall management of the County of Madera's Emergency Response effort.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.
Sign in as present.

Obtain a briefing from the available resources. Open and maintain an event log. (ICS Form 214)

Depending on the type of Emergency and the information available, implement partial or full activation of the EOC.

Determine if all key personnel or alternates are in the EOC or have
Identify and brief Command Staff as required.

- Liaison Officer
- Public Information Officer
- Safety Officer

Identify and brief Section Chiefs as required.

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance Section Chief

Assess the situation
Define the problem
Establish priorities

Determine the need for evacuation

Estimate the emergency duration

# EOC DIRECTOR

Determine if there is a need to make an "Emergency Declaration.

Establish the frequency of briefing sessions.

Develop overall EOC strategy with the Management Staff Note: Section Chiefs are included with the Management Staff

Establish operational work periods for all Emergency Operations Center and Field Personnel.

Designate a liaison to the following:

- State of California Region V Office of Emergency Services.
- All impacted cities and special districts
- Develop an Incident Action Plan with the assistance of the Management Staff, Plans and other Section Chiefs.

Execute the Incident Action Plan.

Conduct periodic briefing session with the entire Management Staff to update the overall situation.

If the emergency is such a nature that the population must be warned, initiate warning action through the Public Information Officer.

Notify the State Regional Operations Center to request additional resources as deemed necessary. (Except Fire & Law Enforcement and Medical)

Review and approve all requests for outside (purchased) resources and Mutual Aid.

Establish communications as required. Full mobilization of all communications could include:

- Law Enforcement
- Fire
- RMA
- Health and Medical
- Amateur Radio Operators
- Special Districts
- Schools
- Red Cross
- Utility Companies
- Other Jurisdictions

## EOC DIRECTOR

Coordinate EOC functions with Special Districts, Cities, State and Federal Emergency Organizations.

If County resources are available, be prepared to provide Mutual Aid to other jurisdictions impacted by the Emergency.

DEACTIVATION CHECKLIST

Deactivate each Section as appropriate. Contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the Section has completed the following:

- Filling out of final reports
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate staff

Ensure copies of all event logs generated during the operation are submitted to the Planning and Intelligence Section.

Ensure staff cleans up work area and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# EOC COORDINATOR

PRIMARY: Deputy Director-Administration

ALTERNATE: Deputy Director-Operations

SUPERVISOR: EOC Director

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. Facilitate the Emergency Operations Center Process.
2. Serve as advisor to the EOC Director.
3. Act on behalf of the EOC Director as Liaison Officer to OES Region V.
4. Provide information, answer questions, give direction and coordinate EOC Staff.

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# EOC COORDINATOR

YOUR RESPONSIBILITY:
Provide assistance to the EOC Director in all areas of the emergency. Maintain contact with the Liaison Officer of Cal EMA Region V and provide direction in all matters that require a Management decision for the EOC Director.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Initiate EOC Activation Plan.

Sign in as present.

Obtain a briefing on the extent of the emergency from available resources.

Open and maintain an event log. (ICS Form 214)

Assess the emergency and provide advice to the Emergency Manager as to the extent of activation of the EOC.

Assist the Emergency Manager in filling needed workstation personnel.

Provide assistance and information to Section Chiefs. Working with the Management Staff, assist the Emergency Manager in the development of an overall strategy:

- Assess the situation
- Define the problem
- Establish priorities
- Determine the need for evacuation
- Estimate the emergency duration
- Determine if there is a need to make an "Emergency Declaration"

Working with members of the Management Staff, assist in the development of an Incident Action Plan.

Assist in the execution of the Incident Action Plan.

Facilitate periodic briefing sessions required by the Emergency Manager.

## EOC COORDINATOR

As Liaison for the County of Madera to State Office California Emergency Management Agency, make all necessary notifications to State Regional Emergency Operations Center (REOC) for Mutual Aid, except that for Law Enforcement, Fire and Medical.

Act as Liaison for the County of Madera to both cities and special districts.

Check to ensure that all necessary communications have been established. (i.e. radio, computers, phone lines, etc.)

Coordinate all EOC functions with neighboring jurisdictions.
Provide periodic updated briefings to the Emergency Manager.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact numbers) for the completion of ongoing actions or new requirements

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# PUBLIC INFORMATION OFFICER

PRIMARY: Sheriff's Department

ALTERNATE: Health Department

SUPERVISOR: EOC Director

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. Prepare and disseminate Emergency Public Information.
2. Keep the public informed on a timely basis during a threatened or actual emergency through the use of the media or other available means such as the Emergency Alert System.
3. Maintain a relationship with the media representatives and hold periodic press conferences as required.
4. Provide rumor control.
5. Provide information to the Emergency Manager and members of the Management Staff

# PUBLIC INFORMATION OFFICER

YOUR RESPONSIBILITY:

Coordinate, formulate and release information about the Emergency to the news media and other appropriate agencies, approved by the EOC Director/Coordinator. Supervise the Public Information Branch ifactivated.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Management Staff

Open and maintain an event log. (ICS Form 214)

Assess the situation.

Prepare an initial information summary as soon as possible after arrival.

Observe constraints on the release of information imposed by the Management Staff

Obtain approval for the release of all information from the EOC Director/Coordinator, or designated representative.

Establish necessary contacts with the media (Newspaper, Radio, and Television) and provide whatever assistance is required.

Establish an information center and necessary workspace for the News Media to use.

Gather and disseminate public instruction, warnings and announcements. Include warnings about unsafe areas, structures and/or facilities.

Release approved information to the News Media.

Release new information to the News Media and post the information in the EOC, News Media Center.

Arrange the set up of a telephone system for the News Media.

Arrange for an escort service for the Media and VIP's.

## PUBLIC INFORMATION OFFICER

Attend all meetings of the Management Staff to update News Media Releases.

Arrange meetings between the Media and the emergency personnel and/or members of the Board of Supervisors as appropriate with the situation or status of the emergency.

Monitor television and radio broadcast transmissions.

Coordinate with the other communications systems to issue warnings, such as the Emergency Alert System.

Respond to special requests for information.

Establish and assign staff to operate a rumor control telephone hotline.

Provide information to public on available transportation routes, road closures etc.

Publicize an official list of Disaster Application Centers and shelter sites.

Ensure that announcements and information are translated for special populations.

Provide periodic updated briefings to the EOC Director/Coordinator.

# PUBLIC INFORMATION OFFICER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the Section has completed the following:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# LIAISON OFFICER

PRIMARY: OES Deputy Director-Operations
ALTERNATE: Law Enforcement/Fire

SUPERVISOR: EOC/OES Director

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. The main point of contact and coordination for providing support to incoming Agency Representatives.
2. Coordinates the dispatch of agency representatives to other jurisdictions or other non-EOC organizations operating in the Operational Area.
3. Serves as the main point for issues concerning VIPs and dignitaries visiting the area.

## LIAISON OFFICER

YOUR RESPONSIBILITY:

1. Oversee all liaison activities at the EOC. These include coordinating Agency Representatives assigned to the EOC as well as handling requests from other agencies for sending liaison personnel to other EOCs.
2. Function as the point of contact for Agency Representatives, arranging for work space and required support.
3. Ensure all EOC-developed guidelines, directives Incident Action Plans and appropriate situation information are disseminated to Agency Representatives.
4. Serve as the coordinator and point of contact for all VIP and dignitary visits.

### ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Management Staff

Open and maintain an event log. (ICS Form 214)

Assess the situation and determine the following:

- What Operational Area Representative and/or Agency Representatives will be at the EOC?
- What support these representatives will need?
- Are any VIPs or Dignitaries in the affected area?

Determine communications capability and restrictions both on-site and external communications (telephone, fax, OASIS, e-mail, etc).

Contact all on-site and incoming Agency Representatives to ensure:

- They have signed into the EOC
- They understand their role in the EOC and know their work locati
- Understand EOC organization and floor plan

Coordinate liaison to outside agencies.

Prepare and submit input to the initial Situation Summary

# LIAISON OFFICER

Brief Agency Representatives on current situation, priorities and the EOC Action Plan. Provide periodic update briefings as necessary.

Request Agency Representatives contact their agency, determine level of activation of agency facilities and obtain intelligence or situation information that may be useful to the EOC.

Determine if there is any communication problem in contacting external agencies.

Know the working location for any Agency Representative assigned directly to an EOC Section.

Compile list of Agency Representatives and make available (agency, name, EOC phone) to all Section Chiefs.

Respond to requests from EOC Staff for agency information and direct those requesting information to appropriate Agency Representatives.

Provide periodic updated briefings to the EOC Director/Coordinator.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of when deactivation will take place:

- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the Section has completed the following:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# AGENCY REPRESENTATIVE

PRIMARY: Specific Member Jurisdiction or Agency Representative

ALTERNATE: None

SUPERVISOR: EOC Liaison Officer

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. Be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the Madera Operational Area.

2. Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.

3. Responsible for obtaining situation status information and response activities from their agencies for the Operational Area EOC.

# AGENCY REPRESENTATIVE

YOUR RESPONSIBILITY:

1. Able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the Madera Operational Area.
2. Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Responsible for obtaining situation status information and response activities from their agencies for the Operational Area EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Management Staff.

Open and maintain an event log. (ICS Form 214)

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

Keep current on the general status of resources and activities associated with your agency.

Provide appropriate situation information to the 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 Madera Operational Area EOC Director as required.

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

Maintain logs and files associated with your position.

## AGENCY REPRESENTATIVE

Prepare and submit input to the initial Situation Summary.

Determine if there is any communication problem in contacting external agencies.

Know the working location for any Agency Representative assigned directly to an EOC Section.

Provide periodic updated briefings to the EOC Director/Coordinator.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of: When deactivation will take place

Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the Section has completed the following:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# SAFETY OFFICER

PRIMARY: Fire/Sheriff's Department

ALTERNATE: Fire/Sheriff's Department
SUPERVISOR: OES/EOC Director

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. Monitors activities in the EOC and ensures that the work environment is conducive to safe operations.

2. Observes group interaction and individual performance to ensure that work related stress does not adversely affect the performance of the staff

# SAFETY OFFICER

YOUR RESPONSIBILITY:

1. Ensure that all facilities used in support of EOC operations have safe operating conditions.
2. Monitor all EOC and related facility activities to ensure that they are being conducted as safely as possible under the circumstances.
3. Stop or modify all unsafe operations.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Management Staff.

Open and maintain an event log. (ICS Form 214)

Tour the entire facility area and determine the scope of on-going operations.

Evaluate conditions and advise the EOC Director/Coordinator of any conditions and actions, which might result in liability.

Study the facility to learn the location of all fire extinguishers, fire hoses and emergency manual pull alarm stations.

Be familiar with particularly hazardous conditions in the facility and mitigate where possible.

If the event, which caused EOC activation, is an earthquake, provide guidance regarding action to be taken in preparation for after shocks.

As needed, confer with Logistics for assistance in mitigating safety problems.

Provide periodic updated briefings to the EOC Director/Coordinator.

# SAFETY OFFICER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# LEGAL OFFICER

PRIMARY: County Counsel

ALTERNATE: Deputy Counsel

SUPERVISOR: OES/EOC Director

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. Advise the EOC Director on legal requirements of the County of Madera during an emergency.
2. Prepare legal documents and provide legal services as required.
3. Maintain legal information, records and reports relative to the emergency.

# LEGAL OFFICER

YOUR RESPONSIBILITY:
Advise the EOC Director, Board of Supervisors, and Management Advisory Group on the legal requirements on the County during an emergency.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Management Staff

Open and maintain an event log. (ICS Form 214)

Establish areas of legal responsibility and/or potential liabilities.

Appoint and brief staff as necessary.

Prepare proclamations, emergency ordinances and other legal documents as required by the County Board of Supervisors and the EOC Director.

Advise the County Board of Supervisors, EOC Director and the Management Advisory Group on the legality and/or legal implications of contemplated emergency actions and policies.

Develop emergency rules and regulations and laws required for acquisition and/or control of critical resources.

Check the necessary ordinances and regulations to provide if there is a legal basis for evacuation of citizens.

Coordinate with Law Enforcement and the District Attorney to commence such civil and criminal proceedings as are necessary to appropriate, implement and enforce emergency actions.

Prepare documents relative to the demolition of hazardous structures or conditions.

Provide periodic updated briefings to the EOC Director/Coordinator.

# LEGAL OFFICER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

## MANAGEMENT ADVISORY GROUP

PRIMARY:
Madera County Sheriff
Madera County Fire Chief Madera
Madera County RMA Director
Madera County Public Health Director
Madera County Counsel
Madera County Environmental Health Director
Madera County Agriculture Commissioner
Madera County Auditor Controller/Treasurer

SUPERVISOR: OES/EOC Director

SECTION: "MANAGEMENT"

GENERAL DUTIES:

1. Provide special technical expertise in order for the Policy Group to establish policy.
2. Working as a team, formulate the strategy and provide direction for the action plan.
3. Act as a resource and provide possible plans to mitigate the emergency.

# MANAGEMENT ADVISORY GROUP

YOUR RESPONSIBILITY:

Working as a team, access the emergency and provide assistance in the development of policy decision.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Management Staff.

Open and maintain an event log. (ICS Form 214)

Working with the EOC Director/Coordinator and the Management staff, develop an overall strategy.

- Assess the situation
- Define the problem
- Establish Priorities
- Determine the need for evacuation
- Estimate the incident duration

Attend strategy meetings called by the EOC Director/Coordinator.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where reached with the Communications Unit Leader.

**OPERATIONS SECTION**

| | | | |
|---|---|---|---|
| **Fire Service Branch** | **Law Enforcement Branch** | **RMA Branch** | **Medical & Health Branch** |
| | | | |
| **Search & Rescue Unit** | **Law Enforcement Operations Unit** | **Utilities Unit** | **Emergency Medical Services Unit** |
| **Hazardous Materials Unit** | **Coronor Unit** | **Damage/Safety Assessment Unit** | **Public Health Unit** |
| | **Security Unit** | **RMA Unit** | **Environmental Health Unit** |
| | **Search & Rescue Unit** | | **Behavorial Health Unit** |

# Position Checklists

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# OPERATIONS SECTION CHIEF

PRIMARY: The overall Field Commander & Operations Section Chief will be determined by the type of emergency as follows:

| Natural Disasters | | Man-Made Disasters | |
|---|---|---|---|
| State of War Emergency | Sheriff's Department | Civil Disturbance | Sheriff's Department |
| | | Terrorism | Sheriff's Department |
| Earthquake | Fire Department | Hazardous Materials | Fire Department |
| Weather | Fire Department | Traffic Accident | CHP |
| Medical | Fire Department | | |

ALTERNATE:

SUPERVISOR: Fire/Law Enforcement OES/EOC

SECTION: "OPERATIONS"

GENERAL DUTIES:

I. Manage the Operations Section.
2. Evaluate and act on operational information.
3. Prioritize response activities.

# OPERATIONS SECTION CHIEF

YOUR RESPONSIBILITY:

1. Coordinate emergency operation units of the Operations Section:
    - Fire Service Branch
    - Law Enforcement Branch
    - RMA Branch
    - Medical and Health Branch
2. Implement the Operations element of the Incident Action Plan.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator.

Open and maintain an event log. (ICS Form 214)

Attend all management staff meetings to gather information of overall strategy and assist Planning Section in the development of Incident Action Plan.

Evaluate the community situation and gather information regarding special events, activities and occurrences, coordinated with Situation Unit of the Planning Section.

Assign and brief Operations personnel in accordance with the Incident Action Plan.

Provide periodic update briefings to the EOC Director/Coordinator.

Determine needs and request more resources, when necessary.

Coordinate activities of all departments and agencies involved in the operations.

Establish communications with effected areas. Assign specific work tasks to units in the Operations Section when necessary.

Ascertain what resources are presently committed. Coordinate further needs with the Logistics Section Chief.

# OPERATIONS SECTION CHIEF

Receive, evaluate and disseminate emergency operational information.

Maintain liaison with other jurisdictions.

Provide all emergency information to the Public Information Officer in the Management Section.

Review the Incident Action Plan for continuation, change, etc.

Ensure required records and documentation of personnel and equipment used during the emergency/disaster are maintained. Precise information is essential to meet requirements for reimbursement by the State and federal governments.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

## FIRE SERVICE BRANCH DIRECTOR

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: EOC Director or Operations Section Chief, if activated

SECTION: "OPERATIONS"

GENERAL DU TIES:

1. Coordinate with the Operations Section Chief
2. Brief the Fire Department DOC and EOC Staff.
3. Supervise the Units of the Fire Service Branch.

# SERVICE BRANCH DIRECTOR

YOUR RESPONSIBILITY:

Coordinate all Fire Department activities in the EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or the Operations Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Check telephones and radios.

Check with your Department Operation Center for department update.

Ascertain if all key Fire Department personnel or alternates are in the EOC or have been notified.

Provide periodic update briefings to the Operations Section Chief.

Brief the Fire Department Operations Center, if activated.

Assign staff to the Units of the Operations Section.

Set Fire Department priorities, based on the nature and severity of the disaster.

If there is little or no damage in your jurisdiction, be prepared to provide assistance to other mutual-aid jurisdictions.

Request mutual-aid under the California Fire Mutual Aid System.

# FIRE SERVICE BRANCH DIRECTOR

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

## SEARCH & RESCUE UNIT LEADER

PRIMARY: Sheriff's Department

ALTERNATE: Fire Staff

SUPERVISOR: Operations Section Chief or Fire Service Branch Director, if activated.

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide search and rescue 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 Search & Rescue Unit.
6. Coordinate mutual aid through Fire and Rescue Branch to Madera County Operational Area SAR Coordinator.

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# SEARCH & RESCUE UNIT LEADER

YOUR RESPONSIBILITY:

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

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Chief or Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

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

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

Mobilize and deploy available search and rescue teams to county unincorporated areas, contract areas, or to other emergency response agencies within the Operational Area, in a manner consistent with established 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 that have organized SAR teams.

Work closely with the Logistics Section in requesting additional SAR resources through the OES REOC.

Coordinate with the Law Enforcement Branch to determine availability of search dog units through mutual aid channels.

Coordinate with RMA to provide on-site assistance with rescue operations at the request of team leaders.

# SEARCH & RESCUE
# UNIT LEADER

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 for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.

Inform the 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.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# HAZARDOUS MATERIALS UNIT LEADER

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: Operations Section Chief or Fire Service Branch Director, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Determine the scope of hazardous materials incidents throughout the Operational Area.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. 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 Hazardous Materials Unit.

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# HAZARDOUS MATERIALS UNIT LEADER

YOUR RESPONSIBILITY:

Provide hazardous materials support as required to Operational Area Emergency Response consistent with established priorities and objectives.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or Fire Service Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

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

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

Mobilize and deploy available hazardous materials teams to county unincorporated areas, contract areas, or to other emergency response agencies within the Operational Area, in a manner consistent with the Hazardous Materials Mutual Aid System and established priorities.

Establish radio or cell-phone communication with all deployed hazardous materials teams to determine the scope of support required.

Work closely with the Logistics Section to determine the status and availability of Hazardous Materials Response Teams in the Operational Area.

Coordinate with RMA to provide on-site assistance with hazardous materials operations at the request of team leaders.

Coordinate with the Medical Branch to determine medical facilities where victims of hazardous materials incidents can be transported following decontamination.

Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at hazardous materials scenes.

## HAZARDOUS MATERIALS UNIT LEADER

Monitor and track the progress and status of each hazardous materials team.

Ensure that Hazardous Materials Team Leaders report all significant events.

Assist in establishing camp facilities for hazardous materials 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.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications UnitLeader.

# LAW ENFORCEMENT

## BRANCH DIRECTOR

| | |
|---|---|
| PRIMARY: | Sheriff's Department |
| ALTERNATE: | Sheriff's Staff |
| SUPERVISOR: | EOC Director or Operations Section Chief, if activated. |
| SECTION: | "OPERATIONS" |

GENERAL DUTIES:

1. Coordinate with the Operations Section Chief.
2. Brief the Law Enforcement Staff
3. Supervise the Units of the Law Enforcement Branch.
4. Supervise the security of the EOC.

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# LAW ENFORCEMENT
# BRANCH DIRECTOR

YOUR RESPONSIBILITY: Coordinate all Law Enforcement activities in the EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Operations Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Ascertain if all key Law Enforcement personnel or alternates are in the EOC or have been notified.

Provide periodic update briefings to the Operations Section Chief.

Brief the Law Enforcement Department Operations Center, if activated.

Assign staff to the Law Enforcement Unit of the Operations Section.

Set Law Enforcement priorities, based on the nature and severity of the disaster.

Ensure that EOC has a uniformed security officer.

Coordinate all Law Enforcement activities with other units of the Operations Section and the Operations Section Chief.

Consult with other Operation Units to assess the situation:
Fire
RMA

Advise law enforcement field commanders of the plan of operations. Advise them what limitations or restrictions exist.

Coordinate multi-scene problems.

Coordinate with the Care/Shelter Unit.

Identify from CHP Emergency Traffic Routes.

# LAW ENFORCEMENT

## BRANCH DIRECTOR

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# LAW ENFORCEMENT
# OPERATIONS UNIT LEADER

PRIMARY: Sheriff's Department

ALTERNATE: Sheriff's Staff

SUPERVISOR: Operations Section Chief or Law Enforcement Branch Director, if activated.

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Evaluate and process requests for Law Enforcement Mutual Aid Resources through the Madera Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with the Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated, for incidents occurring in the county unincorporated or contract areas.
3. Respond to requests from the field for Law Enforcement resources 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.

# LAW ENFORCEMENT
# OPERATIONS UNIT LEADER

YOUR RESPONSIBILITY:

Provide general support to field personnel as required.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

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 Madera County Sheriff's 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 Director 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 with the Fire Operations Branch to determine geographical boundaries of evacuations.

## LAW ENFORCEMENT
## OPERATIONS UNIT LEADER

Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population.

Assist in establishing camp facilities 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 Director on a regular basis.

Evaluate and process all requests for law enforcement resources through the Madera Operational Area Law Enforcement Mutual Aid Coordinator.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications UnitLeader.

# CORONER UNIT LEADER

PRIMARY: Sheriff's Department

ALTERNATE: Sheriff's Staff

SUPERVISOR: Operations Section Chief or Law Enforcement Branch Director, if activated.

SECTION: "OPERATIONS"

GENERAL DUTIES:

l. Coordinate the Coroner's resources for the collection, identification, and disposition of deceased persons and human remains.
2. Establish operation of morgue facilities and maintenance of detailed records of fatalities.
3. Supervise the Coroner Unit.

# CORONER UNIT LEADER

YOUR RESPONSIBILITY:
Establish operation of morgue facilities and maintenance of detailed records of fatalities.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

Ensure that locations where fatalities are discovered are secured.

Ensure that fatality collection points are established and secured as necessary.

Ensure that morgue facilities are established.

Activate the Coroner's Mutual Aid Plan as required.

Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.

Ensure that qualified personnel are monitoring the collection and tagging of remains.

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 morgue(s).

Ensure that remains are identified and notifications are made to next of kin.

# CORONER UNIT LEADER

Coordinate the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster/event.

Brief the Law Enforcement Branch Coordinator of the 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.

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

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# SECURITY OFFICER

PRIMARY: Sheriff's Department

ALTERNATE: Fire Department Peace Officer

SUPERVISOR: Operations Section Chief or Law Enforcement Branch Director, if activated.

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Provide 24-hour security for the Madera Operational Area EOC.
2. Control personnel access to the Madera Operational Area EOC in accordance with policies established by the EOC Director.

# SECURITY OFFICER

YOUR RESPONSIBILITY:

1. Provide 24-hour security for the Madera Operational Area EOC.
2. Control personnel access to the Madera Operational Area EOC in accordance with policies established by the EOC Director.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)
Establish areas of legal responsibility and/or potential liabilities.
Appoint and brief staff as necessary.

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

Determine needs for special access to EOC facilities.

Provide executive and VIP security as appropriate and required.

Provide recommendations as appropriate to EOC Director/Coordinator.

Prepare and present security briefings for the EOC Director/Coordinator and General Staff at appropriate meetings.

Determine parking areas and provide parking for security.

Provide periodic updated briefings to the Law Enforcement Branch Director.

# SECURITY OFFICER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

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# RMA WORKS
# BRANCH DIRECTOR

PRIMARY: RMA Branch Director

ALTERNATE: RMA Works Staff

SUPERVISOR: EOC Director or Operations Section Chief, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Brief and update the Operations Section Chief.
2. Brief the RMA Department Operations Center, if activated
3. Supervise the RMA Branch of the Operations Section.

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# RMA
# BRANCH DIRECTOR

YOUR RESPONSIBILITY:
Coordinate RMA activities in the EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Operations Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Ascertain if all RMA personnel or alternates are in the EOC or have been notified.

Assess the impact of the disaster on the RMA operational capability.

Establish RMA priorities based on the nature and severity of the disaster/emergency.

Provide periodic update briefings to the Operations Section Chief.
Brief the RMA Departmental Operations Center. (DOC)

Establish liaison with private heavy-equipment operators of assistance, as needed. Coordinate with the Equipment/Fuel Unit of the Logistics Section for fuel.

Mobilize RMA and private contract repair crews.

Assist the Law Enforcement Unit in establishing barricades and access routes to and from affected areas.

Provide for repairs to emergency equipment in coordination with the Logistics Section.

Restore, maintain and operate essential facilities.

Monitor fuel supply and suppliers.

## RMA
## BRANCH DIRECTOR

Arrange for providing fuel for emergency vehicles and equipment, in coordination with the Logistics Section.

Assist other agencies in hauling requested supplies and equipment to feed and shelter disaster victims at mass-care facilities.

Coordinate with the Logistics Section.

Request mutual aid, if needed, through Logistics Section.

Review Priority List for recovery of damaged or closed highways, streets and roads, and direct repairs as soon as possible.

If there is little or no damage in your jurisdiction, be prepared to provide assistance to other jurisdictions upon request.

Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# UTILITIES UNIT LEADER

PRIMARY: RMA Department

ALTERNATE: RMA Staff

SUPERVISOR: Operations Section Chief or RMA Branch Director, if activated.

SECTION: "OPERATIONS" GENERAL DUTIES:

1. Assess the status of utilities, and provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives, or through the EOC.
3. Supervise the Utilities Unit.

# UTILITIES UNIT LEADER

YOUR RESPONSIBILITY:

Assess the status of utilities, and provide Utility Status Reports as required.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or RMA Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

Establish and maintain communications with the utility providers in the Madera Operational Area.

Determine the extent of damage to utility systems in the Madera Operational Area.

Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Operational Area 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 RMA Branch Director informed of the restoration status.

Provide information for Utilities Status Report on RIMS.

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

# UTILITIES UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# DAMAGE/SAFETY ASSESSMENT UNIT LEADER

PRIMARY: RMA Department

ALTERNATE: RMA Staff

SUPERVISOR: Operations Section Chief or RMA Branch Director, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

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 are available immediately to assess the condition
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. Coordinate mutual aid requests for engineers to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival in the Operational Area.
6. Supervise the Damage/Safety Assessment Unit.

# DAMAGE/SAFETY ASSESSMENT UNIT LEADER

YOUR RESPONSIBILITY:

Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or RMA Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

Obtain initial damage/safety assessment information from the 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.

Coordinate all requests for engineers and building inspectors from emergency response agencies and member jurisdictions within the Operational Area. Communicate mutual aid resource needs with the Cal EMA REOC Liaison.

Keep the RMA Branch Director informed of the inspection and engineering assessment status.

# DAMAGE/SAFETY ASSESSMENT UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# RMA UNIT LEADER

PRIMARY: RMA Department

ALTERNATE: RMA Staff

SUPERVISOR: Operations Section Chief or RMA Branch Director, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

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, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.
5. Supervise the RMA Unit.

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# RMA UNIT LEADER

YOUR RESPONSIBILITY:

1. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
2. Provide emergency construction and repair to damaged roadways.
3. Assist with the repair of utility systems as required.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or RMA Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.

Ensure that engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.

As requested, direct staff to provide flood-fighting assistance, clear debris from roadways and waterways, assist with utility restoration, and build temporary emergency structures as required.

Work closely with the Logistics Section to provide support and material as required.

Keep the RMA Branch Director informed of the inspection and engineering assessment status.

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

# RMA UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# MEDICAL & HEALTH BRANCH DIRECTOR

PRIMARY: Public Health Director

ALTERNATE: Public Health Staff

SUPERVISOR: EOC Director or Operations Section Chief, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Assess the disaster situation and determine the extent of medical causalities and/or medically at risk.
2. Coordinate with other jurisdictions to include Emergency Medical Services, Environmental Health and Behavioral Health.
3. Coordinate resources for the medical functions of the disaster.

# MEDICAL & HEALTH
# BRANCH DIRECTOR

YOUR RESPONSIBILITY:

Coordinate medical response activities with Public Health, Environmental Health, Emergency Medical Services and Behavioral Health.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Operations Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Evaluate status of pre-hospital emergency medical services system (include status of hospitals/clinics and ambulances and need for activation of field treatment site).

Assess current personnel needs and anticipate additional needs for hospitals and field treatment sites.

Provide periodic update briefings to the EOC Director/Coordinator.

Coordinate activities with Operations Section.

Execute Medical Disaster Management Plan that may include the following:

- Public Health
- Behavioral Health
- Emergency Medical Services
- Environmental Health

Prepare to provide or request mutual aid from the Regional Disaster Medical Health Coordinator.

# MEDICAL & HEALTH
# BRANCH DIRECTOR

Establish liaison, as needed, with your counterparts in:
Hospitals/Ambulance Companies
Adjacent Counties
Regional Disaster Medical Health Coordinator

Evaluate progress of emergency efforts, including polling for hospital bed and ambulance status as necessary.

Complete all necessary documentation (including RIMS forms), and submit copies to the Documentation Branch.

Provide input to the Planning/Intelligence Section as needed.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)

Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached by the Communications Unit Leader.

# EMERGENCY MEDICAL SERVICES UNIT LEADER (EMS)

PRIMARY: EMS Coordinator

ALTERNATE: EMS Staff

SUPERVISOR: Operations Section Chief or Medical & Health Branch Director, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Determine the status of medical facilities within the affected area.
3. Coordinate with the Disaster Control Facility for the transportation of injured victims to appropriate medical facilities as required.
4. Supervise the Emergency Medical Services Unit.

# EMERGENCY MEDICAL SERVICES UNIT LEADER

YOUR RESPONSIBILITY:

Ensure that all available disaster medical resources are identified and mobilized as required.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or the Medical and Health Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

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

Determine the status and availability of medical resources in the operational area; specifically paramedics and ambulances.

Contact Disaster Control Facility for hospital bed status check.

Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc.

Assist the SAR and Search and Rescue Unit Leaders in providing triage for extricated victims.

Coordinate with the Logistics Section to acquire additional transportation, other than ambulances, for injured victims as required or requested.

Establish and maintain communication with the REOC and determine status and availability of mutual aid medical resources.

Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations or field treatment site in the field.

Inform the Medical & Health Branch Director of all significant events.

# EMERGENCY MEDICAL SERVICES UNIT LEADER

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.

Complete all necessary documentation (including RIMS forms), and submit copies to the Documentation Branch.

Provide input to the Plans Section as needed.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# PUBLIC HEALTH UNIT LEADER

PRIMARY: Public Health Department

ALTERNATE: Public Health Staff

SUPERVISOR: Operations Section Chief or Medical & Health Branch Director, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
2. Assess availability of Public Health housing staff to augment medical care needs.
3. Supervise the Public Health Unit.

# PUBLIC HEALTH UNIT LEADER

YOUR RESPONSIBILITY:

Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or Medical and Health Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

Develop and implement a plan to identify sources of contamination that could pose a health problem; contain and/or eliminate the threat to the general population.

Coordinate with the Coroner Unit in the handling of the deceased; advice on any health-related problems associated with the storage and disposal of the human remains.

Develop and implement a plan for vector control.

Inform the Medical & Health Branch Director of all significant events.

Assess availability of Public Health Nursing staff

Coordinate with Medical Health Branch Director for field treatment site or other medical staffing needs.

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

# PUBLIC HEALTH UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- when deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# ENVIRONMENTAL HEALTH UNIT LEADER

PRIMARY: Environmental Health Director
ALTERNATE: Environmental Health Staff

SUPERVISOR: Operations Section Chief or Medical & Health Branch Director, if activated
WORKSTATION: "OPERATIONS"

GENERAL DUTIES:

1. Assess the status and availability of potable water
2. Assess the status of waste management systems and provide temporary systems, if needed.
3. Inspect and assess foodstuffs, drugs, and other consumables for purity and usability.
4. Develop and implement a vector control plan for the affected disaster area(s).
5. Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
6. Supervise the Environmental Health Unit.
7. Determine and provide services for solid waste removal.
8. Assess hazardous materials waste issues.

# ENVIRONMENTAL HEALTH
# UNIT LEADER

YOUR RESPONSIBILITY:

Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or Medical and Health Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

Dispatch teams to survey and test potable water systems; determine status of potable water.

Dispatch teams to survey and test sanitation systems.

Ensure that both water and sanitation systems are continually monitored.

Assess hazardous materials/waste issues.

Develop a transportation and distribution strategy for potable water.

Obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.

Develop and implement a plan to identify sources of contamination that could pose a health problem; contain and/or eliminate the threat to the general population.

Coordinate the inspection of foodstuffs, drugs, and other consumables for purity and usability.

Develop and implement a plan for vector control.

Provide the means for solid waste disposal.

# ENVIRONMENTAL HEALTH UNIT LEADER

Inform the Medical & Health Branch Director of all significant events.
Refer all contacts with the media to the Public Information Branch.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place.
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report.
- Close out of Section's activity logs (ICS Form 214).
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# BEHAVIORAL HEALTH UNIT LEADER

PRIMARY: Behavioral Health Director

ALTERNATE: Behavioral Health Staff

SUPERVISOR: Operations Section Chief or Medical & Health Branch Director, if activated

SECTION: "OPERATIONS"

GENERAL DUTIES:

1. To provide behavioral health services for those people affected by the disaster.
2. To provide behavioral health services for emergency workers affected by the disaster.

# BEHAVIORAL HEALTH UNIT LEADER

YOUR RESPONSIBILITY:
Provide for those affected by the disaster.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Operations Section Chief or Medical and Health Branch Director, if activated.

Open and maintain an event log. (ICS Form 214)

Determine if Behavioral Health Services will be needed.

Arrange to provide mental health services, including Critical Incident Stress Debriefing for public and emergency workers.

Coordinate with Operations, Logistics and Planning/Intelligence Sections the location and times of service.

Provide periodic update briefings to the Medical & Health Branch Director.

# BEHAVIORAL HEALTH UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

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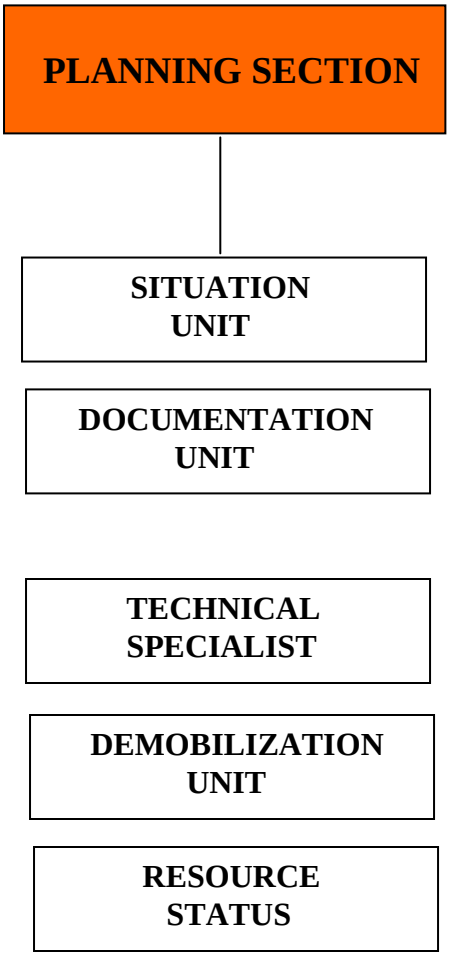


## Position Checklists

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# PLANNING SECTION CHIEF

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: EOC Director

SECTION: "PLANNING"

GENERAL DUTIES:

1. Manage the Planning/Intelligence Section in the EOC.
2. Predict, evaluate and manage information about the emergency.
3. Brief and update the EOC Director/Coordinator the impact of the emergency including damage assessment.

# PLANNING SECTION CHIEF

YOUR RESPONSIBILITY:

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

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator.

Open and maintain an event log. (ICS Form 214)

Attend all management staff section planning meetings to gather information of overall strategy that will assist the planning section in the development of the Incident Action Plan.

Prepare to receive information for Situation Analysis and Damage Assessment.

Organize and assign Planning Sections as required.

- Situation Unit
- Resource Status
- Damage Assessment
- Documentation
- Technical Specialist (as required)

Develop situation analysis information on the impact of the emergency from the following source:

Local Emergency Operations Centers
Affected Jurisdictions and Agencies
Media (Radio and Television)

Assess the impact of the emergency including the initial damage assessment.

Provide periodic update briefings to the EOC Director/Coordinator.

Prepare an INCIDENT ACTION PLAN identifying priorities and objectives established by the EOC Director/Coordinator and the management staff.

## PLANNING SECTION CHIEF

Review intelligence information, determine the credibility and predict the influence on the emergency.

Assemble information on alternative strategies.

Identify the need for use of special resources.

Provide periodic predictions on the potential of the emergency.

Confirm that Resource Status compiles and displays emergency status and summary information.

Prepare Response Information Management System reports of the emergency for transmission to the Region and State Operating Center.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of.

- When deactivation will take place
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Ensure that the following has been completed:

- Filling out of final reports including the After Action Report Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

## SITUATION UNIT LEADER

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: EOC Director or Planning Section Chief, if activated

SECTION: "PLANNING"

GENERAL DUTIES:

1. Collect and process all information and intelligence.
2. Evaluate and disseminate information in the Planning Section.
3. Prepare predictions at periodic intervals or upon request, and make recommendations to the Planning Section Chief.
4. Prepare and supervise the display of the situation map and various status boards.

# SITUATION UNIT LEADER

YOUR RESPONSIBILITY:

Collect and organize emergency situation and status information. Provide the supervision for display of information in the EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Supervise and organize the Situation Unit.

Prepare situation map and other maps as necessary.

Collect data on the emergency:

- Location and the nature of the emergency
- Special hazards
- Number of injured personsStructural property damage (estimate a dollar value)
- Personal property damage (estimate a dollar value)
- Resources committed to the emergency
- Resources available
- Assistance provided by outside agencies and resources committed.
- Shelters - type, location, number of people that can be accommodated.

Maintain an inventory of available personnel, equipment, vehicles, etc.

Develop sources of information and assist the Planning Section Chief in collecting and organizing data from the following:

- Command Staff
- Operations Section
- Logistics Section
- Finance Section

## SITUATION UNIT LEADER

Establish a check system for information sources to ensure follow up contracts.

Determine weather conditions, current and upcoming. Keep up to date weather information posted.

Supervise the Emergency Status Displays in the EOC and make sure all pertinent information is posted promptly.

Determine the condition of all roadways and have all closures displayed.

Prepare situation reports, updates and briefings at timely intervals or when important changes occur for the Planning Section meetings as required.

Provide advice to the Planning Section Chief to intensify, stabilize or demobilize as required.

Situation Summary Reports will be provided to Cal EMA Region V (on RIMS, if established) and will include all of the Madera County Operational Area. Confirm the following information when submitting these reports:

- Date and time
- Location and type of emergency
- Summary of the current situation
- Qualitative analysis (overview)
- Critical events and problems
- Proclamations and declarations issued
- Number of fatalities and injuries
- Damage totals
- Homes damaged or destroyed
- Hospitals damaged or destroyed
- Status of gas, electric, water, sewage systems and other utilities
- Roads, airports and railroads closed or subject to limited access
- Dollar damage totals (public and private facilities)

## SITUATION UNIT LEADER

Be prepared to provide an additional summary of the current response.

- State response (brief description)
- EOC's activated
- Shelters opened, number of people in the shelter (daily and cumulative total)
- Disaster Application Center's opened and the number of people processed

Provide periodic update briefings to the Planning Section Chief.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place.
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report.
- Close out of Section's activity logs (ICS Form 214).
- Transfer of ongoing missions and/or actions to appropriate full time staff.

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# DOCUMENTATION UNIT LEADER

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: EOC Director or Planning Section Chief, if activated

SECTION: "PLANNING"

GENERAL DUTIES:

1. Maintain and file a copy of all EOC messages.
2. File, maintain and store all documents relative to the emergency.
3. Maintain the official history of the emergency.
4. Provide guidance and assistance to EOC personnel in the documentation process.
5. Provide duplication services as required.

# DOCUMENTATION UNIT LEADER

YOUR RESPONSIBILITY:
Maintain complete documentation of the emergency and provide duplication as required.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Establish incident files relative to the emergency.

Check the accuracy and completeness of records submitted for file.

Maintain a file on all EOC messages.

Establish duplication services and provide as required (duplicate official forms etc.).

File, store and maintain files for legal, analytical and historical purposes.

Coordinate with the units of the Planning Section.

- Situation Unit
- Resource Unit
- Demobilization
- Technical Specialist

Provide periodic updates to the Planning Section Chief.

# DOCUMENTATION UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place.
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report.
- Close out of Section's activity logs (ICS Form 214).
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# TECHNICAL SPECIALIST

PRIMARY: Technical Specialist

ALTERNATE: Technical Specialist

SUPERVISOR: EOC Director or Planning Section Chief, if activated

SECTION: "PLANNING"

GENERAL DUTIES:

l. Provide technical expertise to the Planning Section and other as required.
2. Advise the Planning Section of the intensity and projected duration of the emergency.
3. Provide technical information to the Management Staff.

Note: Technical Specialists are initially assigned to the Planning Section. However, they may then be functionally assigned anywhere within the system to provide technical support.

# TECHNICAL SPECIALIST (IT)

YOUR RESPONSIBILITY:
Act as a resource to members of the EOC Staff in matters relative to your technical specialty.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Assess the current emergency and provide necessary information to the Planning Section Chief relative to projected duration and intensity of the emergency.

Advise the Operations Section Chief on technical information.

Request any special publications from the EOC Planning Section.

Provide periodic updates to the Planning Section Chief.

# TECHNICAL SPECIALIST

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# DEMOBILIZATION UNIT LEADER

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: EOC Director or Planning Section Chief, if activated

SECTION: "PLANNING"

GENERAL DUTIES:

1. Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and status reports.

2. Supervise personnel assigned to the Demobilization Unit.

# DEMOBILIZATION UNIT LEADER

YOUR RESPONSIBILITY:

Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and status reports.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Monitor the current situation report to include recent updates.

Meet individually with Operations, Logistics and Finance Sections and administer the section worksheet for the demobilization plan.

Meet with the EOC Director/Coordinator and administer the section worksheet for the demobilization plan.

Utilizing the worksheets, develop the Demobilization Plan and circulate to the EOC Director/Coordinator and General Staff for review.

Formalize the Demobilization Plan for approval by EOC Director.

Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.

Advice all Section Chiefs to ensure that demobilized staff completes all reports, timesheets, and exit surveys in coordination with the Personnel Unit prior to leaving the EOC.

# DEMOBILIZATION UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

## RESOURCE STATUS UNIT LEADER

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: EOC Director or Planning Section Chief, if activated

SECTION: "PLANNING"

GENERAL DUTIES:

1 . Assist Situation Unit in updating information on the status display boards in the EOC.
2. Establish a line of communications with Operations and Logistics to keep the best up-to-date information.
3. Maintain records/status of personnel and equipment assigned to the EOC.
4. Maintain records/status of personnel and equipment assigned to the field.

# RESOURCE STATUS UNIT LEADER

YOUR RESPONSIBILITY:
Post and update all pertinent information on the Status Display Boards in the EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Planning Section, if activated.

Open and maintain an event log. (ICS Form 214)

Forward all messages to the Documentation Unit after posting.

Ensure that all posted information is clear/concise. Legibility is essential.

Provide periodic update briefings to the Planning Section Chief.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the com of ongoing actions or new requirements

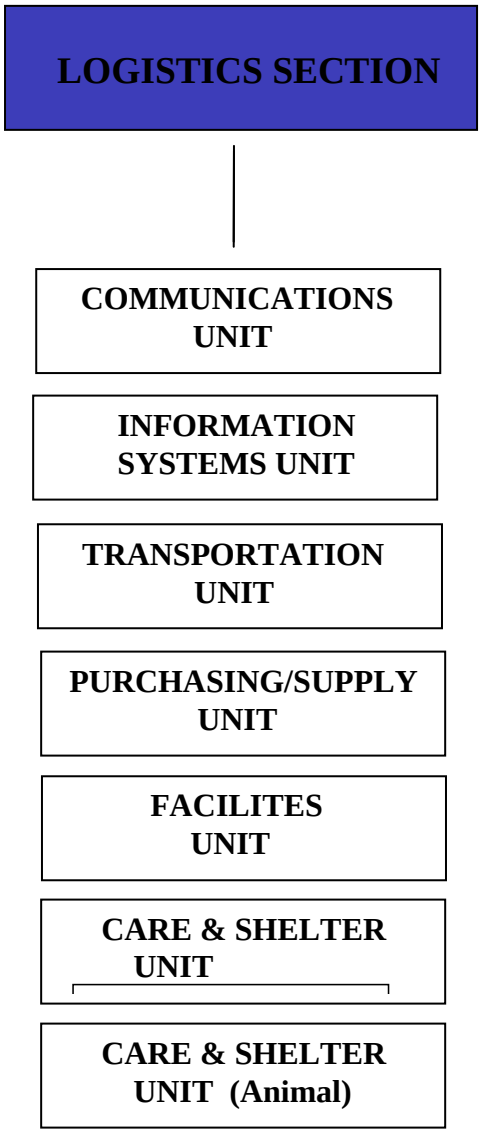
Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions/actions to appropriate full time staff

Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.




## Position Checklists

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# LOGISTICS SECTION CHIEF

PRIMARY: Fire Department

ALTERNATE: Fire Staff

SUPERVISOR: EOC Director/Coordinator

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Manage the Logistics Section.
2. Manage procurement of personnel, materials, equipment and facilities.
3. Brief and update the EOC Director/Coordinator.

# LOGISTICS SECTION CHIEF

YOUR RESPONSIBILITY:
Manage all logistical support.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator.

Open and maintain an event log. (ICS Form 214)

Attend all management staff section planning meetings to gather information of overall strategy and assist the planning section in the development of the Incident Action Plan.

Confirm that all key Logistics Section personnel are in the EOC or have been notified. Recall the required staff members necessary for the emergency.

Organize and manage the Logistics Section in the EOC. Assign and brief staff. Typical Logistics Section staff includes:

- Communications Unit
- Facilities Unit
- Information Systems Unit
- Transportation Unit
- Purchasing & Supply Unit
- Care & Shelter Unit
- Care & Shelter Unit (Animal)

Brief and update the EOC Director/Coordinator of all resources and support concerns caused by the emergency. Including all priorities and proposed plans.

Review the Incident Action Plan and estimate section needs for the next operational period.

Prepare services and support elements of the action plan.

Estimate future services and support requirements.

# LOGISTICS SECTION CHIEF

Coordinate support operations with the Operations Section Chief to provide facilities, services and materials in support of the Operations Section. Inform on the current services and support capabilites.

Coordinate with Logistics Section to ensure that all needs are addressed.

Provide periodic update briefings to the EOC Director/Coordinator or Planning Section Chief, if activated.

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

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# COMMUNICATIONS UNIT LEADER

PRIMARY: Sheriff's Department

ALTERNATE: Sheriff's Staff

SUPERVISOR: EOC Director or Logistics Section Chief, if activated

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Advise on communications capabilities/limitations.
2. Prepare and implement the Incident Radio Communication Plan (ICS Form 205).
3. Establish and supervise the Incident Communications Center and Message Center.
4. Establish telephone, computer links and public systems.
5. Establish communications equipment distribution and maintenance locations.
6. Install and test all communications equipment.
7. Oversee distribution, maintenance and recovery of communications equipment, e.g., portable radios and fax machines.
8. Develop and activate an equipment accountability system.
9. Provide technical advise on:
    a. Adequacy of communications system
    b. Geographical limitations
    c. Equipment capabilities
    d. Amount and types of equipment availability

# COMMUNICATIONS UNIT LEADER

YOUR RESPONSIBILITY:

Coordinate communication equipment and support to the EOC and field.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator.

Open and maintain an event log. (ICS Form 214)

Based on the situation, activate:

Incident Dispatchers
Information Systems Unit

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

Ensure that Communication Unit 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 placement and operating procedures for use of all communication systems.

Ensure that the EOC Communications Center is activated to receive and direct all events or disaster related communications to appropriate destinations within the EOC.

Ensure that adequate communications dispatchers are mobilized to accommodate each discipline on a 24-hour basis or as required.

Ensure that communications links are established with activated EOCs within the Operational Area.

Ensure that RIMS and OASIS communications links are established with the OES REOC.

Continually monitor the operational effectiveness of EOC communications systems.. Provide additional equipment as required.

## COMMUNICATIONS UNIT LEADER

(CONTINUED)

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 the communications systems.

Prepare objectives for the Communications Unit, and provide them to the Logistics Section Chief prior to the next Incident Action Planning meeting.

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

Provide periodic update briefings to the Logistics Section Chief.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

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# INFORMATION SYSTEMS (IT) UNIT LEADER

PRIMARY: Information Systems

ALTERNATE: Information Systems

SUPERVISOR: Logistics Section Chief

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Install, activate, and maintain information systems for the Operational Area EOC.
2. Assist EOC positions in determining appropriate types and numbers of computer applications required to facilitate operations.
3. Install and maintain RIMS and OASIS Systems.
4. Supervise the Information Systems Unit.

# INFORMATION SYSTEMS UNIT LEADER

YOUR RESPONSIBILITY:
Install, activate, and maintain information systems for the Operational Area EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Identify and install computer equipment as required by the EOC Staff needs. Dedicated computers for:

Communications
Finance
Logistics
Planning
Public Information
General use for word processing, email and internet access
Weather with big screen television

Continually monitor and test RIMS and OASIS systems. Keep the EOC Coordinator informed of system failures and restoration activities.

Develop instructional guidance for use on computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.

# INFORMATION SYSTEMS UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

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# TRANSPORTATION UNIT LEADER

PRIMARY: Transportation Manager

ALTERNATE: RMA Staff

SUPERVISOR: Logistics Section Chief

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Provide transportation for workers.
2. Provide transportation for victims or affected citizens as required.
3. Provide transportation for equipment and supplies.
4. Maintain a list of transportation resources.

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# TRANSPORTAION UNIT LEADER

YOUR RESPONSIBILITY:

Provide vehicles necessary to move workers. Provide vehicles necessary for Evacuation, and to transport equipment and supplies.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated

Open and maintain an event log. (ICS Form 214)

Provide and maintain a resources list of transport vehicles:

Heavy Equipment
Cars
Buses
Light Trucks
Heavy Trucks
Aircraft

Establish a staging area for vehicles. Coordinate with Staging Area Manager.

Establish the availability of fuel supplies and coordinate ordering of additional supplies with Purchasing/Supply Unit.

Provide transportation as required for emergency workers.

Provide transportation for evacuation when requested.

Provide transportation for equipment and supplies.

Provide periodic update briefings to the Logistics Section Chief.

Coordinate with the Communications Unit for communications links.

# TRANSPORTATION UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# PURCHASING/SUPPLY UNIT LEADER

PRIMARY: Purchasing Services Staff

ALTERNATE: General Services Staff

SUPERVISOR: EOC Director or Logistics Section Chief, if activated

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Order, receive, store, process and allocate emergency resources and supplies.
2. Determine the supply needs from the Logistics Section Chief.

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# PURCHASING/SUPPLY UNIT LEADER

YOUR RESPONSIBILITY:

Order personnel, equipment and supplies. Receive, store and distribute.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Participate in the Logistics Section planning.

Assign personnel as required, to adequately staff the Supply position.

Research the availability of resources in the County of Madera and be prepared to report to the Logistics Section Chief.

Order, receive, store and process disaster-related resources and supplies.

Coordinate with the Finance Section for the administration of financial matters pertaining to vendor contracts and open purchase orders.

Coordinate with other jurisdictions and private companies on sources of equipment and supplies.

Provide periodic update briefings to the Logistics Section Chief.

Alert Supply personnel, mutual aid providers, contractors and emergency vendors of any possible needs.

Prepare and process administrative paperwork associated with rental and supply contracts. Forward this information to the Financial Section.

# PURCHASING/SUPPLY UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# FACILITIES UNIT LEADER

PRIMARY: RMA Staff (Buildings)

ALTERNATE: RMA Staff (Buildings)

SUPERVISOR: Logistics Section Chief

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Upon request, respond to the EOC and set up tables, chairs and other related equipment to support EOC operations.
2. Provide necessary shelter for EOC staff and emergency workers.
3. Coordinate with Property Management the location of Disaster Application Centers (DACs).

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# FACITLIES UNIT LEADER

YOUR RESPONSIBILITY:
Provide necessary facilities and equipment for the operation of EOC.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Upon request, respond to the EOC and provide facilities support and related equipment.

Coordinate with the Logistics Section Chief for identified needs of the EOC Staff.

Coordinate with Property Management the location of Disaster Application Centers (DACs) and for arrangements for occupancy.

Provide periodic update briefings to the Logistics Section Chief.

# FACILITIES UNIT LEADER

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# CARE & SHELTER UNIT LEADER
# (Human)

PRIMARY: Social Services Director

ALTERNATE: Social Services Deputy Director

SUPERVISOR: EOC Director or Logistics Section Chief, if activated

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Coordinate with American Red Cross and Salvation Army to provide for the food, clothing and shelter needs of people affected by the disaster.
2. Provide a central registration and inquiry service for assisting in reuniting separated families and to respond to inquiries for relatives and friends outside the area.

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# CARE & SHELTER UNIT LEADER
# (Human)

YOUR RESPONSIBILITY:

Coordinate with the American Red Cross, provide for displaced people and central registration and inquiry services.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.

Open and maintain an event log. (ICS Form 214)

Determine if mass care facilities will be needed and if they are functional. Coordinate with the American Red Cross, Department of Education and RMA.

Coordinate with the Salvation Army for meals.

Arrange for the inspection of potential shelter site locations to ensure the Safety of the structure.

Coordinate activities with Logistics Section Chief on all shelter site locations.

Coordinate with the Logistics Section Chief for necessary support services needed.

Coordinate health issues with the Medical & Health Branch Director.

Coordinate with American Red Cross for a central registration and inquiry system.

Liaison with Communications Unit to ensure communication at shelter facilities, i.e. telephone, RACES (Amateur Radio), etc.

Periodically update information to the Public Information Officer.

Provide periodic update briefings to the Logistics Section Chief.

## CARE & SHELTER UNIT LEADER
## (Human)
## (Continued)

Report all statistical information to Situation Analysis (Planning/Intelligence Section) relative to:

- Displaced persons
- Shelter sites
- Type of shelters
- Location of shelters
- Number of people that can be accommodated
- Disposition report

Coordinate with Transportation Unit to transport evacuees to and from shelters.

Be prepared to relocate any mass care facilities, which may become endangered by any hazardous conditions.

### DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

- When deactivation will take place
- Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

- Filling out of final reports including the After Action Report
- Close out of Section's activity logs (ICS Form 214)
- Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# CARE & SHELTER UNIT LEADER (Animal)

PRIMARY: Animal Services Director

ALTERNATE: Animal Services Operation Supervisor

SUPERVISOR: EOC Director or Logistics Section Chief, if activated

SECTION: "LOGISTICS"

GENERAL DUTIES:

1. Coordinate with Animal Services Officers(ASO) and shelter staff to determine response needs.
2. Allocate resources (e.g. vehicle trailers).
3. Identify shelter facilities, on and off site, to relocate effected animals.

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# CARE & SHELTER UNIT LEADER (Animal)

YOUR RESPONSIBILITY:

Coordinate all animal care and shelter operations.

## ACTIVATION CHECKLIST

Read the entire Action Checklist.

Sign in as present.

Obtain a briefing from the Logistics Section Chief.

Open and maintain an event log. (ICS Form 214)

Determine if animal facilities will be needed, their availability, and their functional status.

Arrange for the inspection of potential shelter site locations and structures to ensure usefulness and safety.

Coordinate activities with Operations Section Chief on all shelter site locations.

Coordinate with the Logistics Section Chief for necessary support services needed.

Periodically update information to the Public Information Officer.

Provide periodic update briefings to the Logistics Section Chief.

Coordinate with animal and livestock haulers.

Report all statistical information to Situation Analysis (Planning/Intelligence Section) relative to:

Displaced animals
Shelter sites
Type of shelters
Location of shelters
Number and type of animals that can be accommodated
Disposition report

# CARE & SHELTER UNIT LEADER
# (Animal)

## DEACTIVATION CHECKLIST

When deactivation is approved, contact agencies and/or persons worked with and notify them of:

When deactivation will take place

Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

Ensure that the following has been completed:

Filling out of final reports including the After Action Report

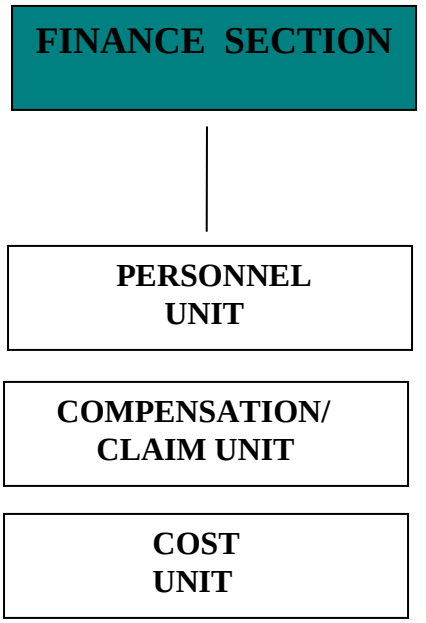
Close out of Section's activity logs (ICS Form 214)

Transfer of ongoing missions and/or actions to appropriate full time staff

Ensure copies of all event logs generate during the operations are submitted to the Planning/Intelligence Section.

Ensure staff cleans up work areas and returns facility to normal.

If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.




# Position Checklists

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# FINANCE SECTION CHIEF

PRIMARY: Auditor Controller/Treasurer

ALTERNATE: Auditor Controller/Treasurer Staff

SUPERVISOR: EOC Director

SECTION: "FINANCE"

GENERAL DUTIES:

1. Manage the Finance Section
2. Supervise all financial aspects of the emergency

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# FINANCE SECTION CHIEF

YOUR RESPONSIBILITY:

Manage financial and cost analysis aspects of the emergency and supervise the members of the Finance Section.

## ACTIVATION CHECKLIST

- Read the entire Action Checklist
- Sign in as present
- Obtain a briefing from the EOC Director/Coordinator
- Open and maintain an event log (ICS Form 214)
- Attend all Management Staff Section Planning meetings to gather information of overall strategy and assist the Planning Section in the development of Incident Action Plan (IAP)
- Organize the Finance Section and brief personnel:
  - Cost Unit
  - Compensation & Claims
  - Personnel
- Inform the EOC Director/Coordinator when the Finance Section is fully operational
- Provide input in plans for financial and cost analysis
- Coordinate with the Cost Unit, make recommendations for cost savings to the Management Staff
- Coordinate financial transactions with the departments involved in recovery to assure proper documentation for recovery of funds
- Coordinate with the Cost Unit to provide periodic update briefings to the EOC Director/Coordinator

# FINANCE SECTION CHIEF

## DEACTIVATION CHECKLIST

- When deactivation is approved, Cpmtact agencies and/or persons

  Worked with and notify them of:
  - When deactivation witll take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

- Ensure that the following has been completed:
  - Filling out of final reports including the After Action (AAR)
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of onging missions and/or actions to appropriate full time staff

- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section

- Ensure staff cleans up work areas and returns facility to normal

- If activated, leave pager number, cellular phon number or hard-line number where you can be reached with the Communications Unit Leader

## PERSONNEL UNIT LEADER

PRIMARY: County Personnel Director

ALTERNATE: Human Resources Staff

SUPERVISOR: Finance Section Chief

SECTION: "FINANCE"

GENERAL DUTIES:

1. Document all personnel committed to the emergency for recovery purposes
2. Register and assign volunteers to the emergency using the Volunteer Emergency Services Disaster Services Worker Form

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# PERSONNEL UNIT LEADER

YOUR RESPONSIBILITY:

Identify, register and track personnel time

## ACTIVATION CHECKLIST

- Read the entire Action Checklist
- Sign in as present
- Obtain a briefing from the EOC Director/Coordinator or Finance Section Chief, if activated
- Open and maintain an event log (ICS Form 214)
- Designate Volunteer Staging Areas for purpose of registration and assignment of volunteers; brief the Finance and Operations Section Chief and the Public Information Officer
- Register disaster services workers at the site
- Maintain a Personnel Resource pool
- Maintain record of assignment as disaster services workers registration

# PERSONNEL UNIT LEADER

## DEACTIVATION CHECKLIST

- When deactivation is approved, Cpmtact agencies and/or persons

  Worked with and notify them of:
  - When deactivation witll take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

- Ensure that the following has been completed:
  - Filling out of final reports including the After Action (AAR)
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of onging missions and/or actions to appropriate full time staff

- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section

- Ensure staff cleans up work areas and returns facility to normal

- If activated, leave pager number, cellular phon number or hard-line number where you can be reached with the Communications Unit Leader

# COMPENSATION & CLAIMS UNIT LEADER

PRIMARY: Risk Manager

ALTERNATE: Administration Staff

SUPERVISOR: EOC Director or Finance Section Chief, if activated

SECTION: "FINANCE"

GENERAL DUTIES:

1. Accept, as agent of the County of Madera, claims resulting from the emergency
2. Provide guidance regarding claims preparation for bodily injury and property damage compensation presented to the County of Madera

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# COMPENSATION & CLAIMS UNIT LEADER

YOUR RESPONSIBILITY:

Manage investigation and compensation form physical injuries and Property damage claims involving the County of Madera arising From a disaster

## ACTIVATION CHECKLIST

- Read the entire Action Checklist
- Sign in as present
- Obtain a briefing from the EOC Director/Coordinator or Finance Section Chief, if activated
- Open and maintain an event log (ICS Form 214)
- Establish contact with Personel and Damage Assessment Units
- Ensure the investigation of all accidents as necessary
- Prepare claims relative to damage to County property, notify and file claims with insurers
- Provide periodic briefings to the Finance Section Chief

# COMPENSATION & CLAIMS
# UNIT LEADER

## DEACTIVATION CHECKLIST

- When deactivation is approved, Cpmtact agencies and/or persons

  Worked with and notify them of:
  - When deactivation witll take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

- Ensure that the following has been completed:
  - Filling out of final reports including the After Action (AAR)
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of onging missions and/or actions to appropriate full time staff

- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section

- Ensure staff cleans up work areas and returns facility to normal

- If activated, leave pager number, cellular phon number or hard-line number where you can be reached with the Communications Unit Leader

# COST UNIT LEADER

PRIMARY: Auditor Controller

ALTERNATE: Administration Staff

SUPERVISOR: EOC Director or Finance Section Chief, if activated

SECTION: "FINANCE"

GENERAL DUTIES:

1. Maintain cost data from the emergency
2. Provide cost estimates and cost saving recommendations

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# COST UNIT LEADER

YOUR RESPONSIBILITY:

Control data; provide cost estimates and cost saving recommendations

## ACTIVATION CHECKLIST

- Read the entire Action Checklist
- Sign in as present
- Obtain a briefing from the EOC Director/Coordinator or Finance Section Chief, if activated
- Maintain cumulative emergency cost records
- Provide periodic cost summaries and estimates for the Finance Section Chief and maintain a fiscal record of all expenditures related to the emergency
- Ensure financial obligation documents initiated at the emergency are properly prepared and accurately identified
- Ensure that pieces of equipment under contract are properly identified. Maintain record of time reports on equipment
- Ensure Departments maintain proper supporting records and documentation to support claims
- Make recommendations for cost saving to the Finance Section Chief
- Prepare periodic incident cost summaries
- Provide periodic update briefings to the Finance Section Chief

# COST UNIT LEADER

## DEACTIVATION CHECKLIST

- When deactivation is approved, Cpmtact agencies and/or persons

  Worked with and notify them of:
  - When deactivation witll take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements

- Ensure that the following has been completed:
  - Filling out of final reports including the After Action (AAR)
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of onging missions and/or actions to appropriate full time staff

- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section

- Ensure staff cleans up work areas and returns facility to normal

- If activated, leave pager number, cellular phon number or hard-line number where you can be reached with the Communications Unit Leader

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# PART 4

# RECOVERY OPERATIONS

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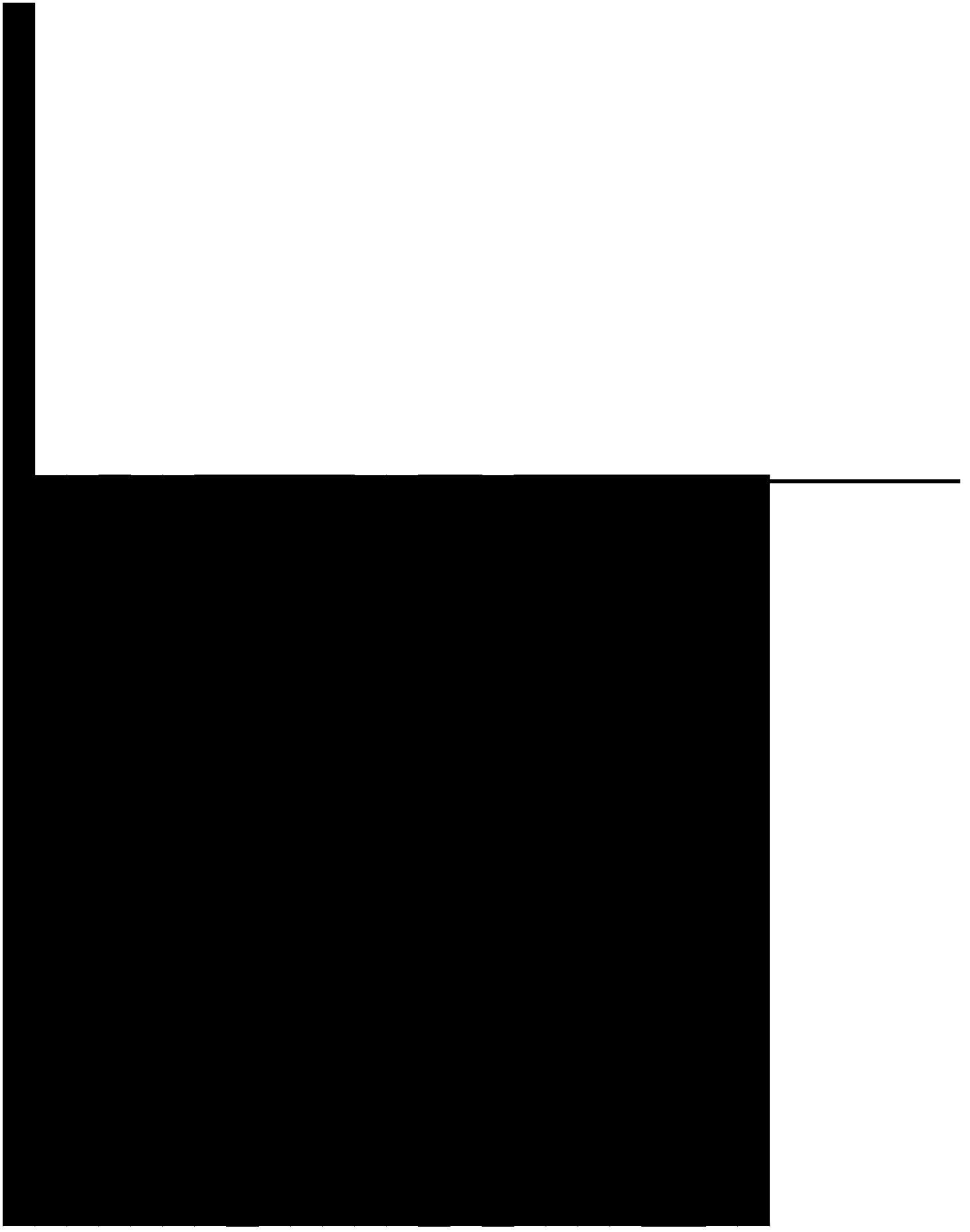

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  - Hazard Mitigation Grant Program

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## CONCEPT OF OPERATIONS

The County of Madera, the Cities of Madera, Chowchilla and Special Districts serving the Madera Operational Area will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can return to their pre-disaster lives. Typically, there will be a need for such services as these:

- assessment of the extent and severity of damages to homes and other property
- restoration of services generally available in communities - water, food and medical assistance
- repair of damaged homes and property
- professional counseling when sudden changes, resulting from the emergency, have resulted in mental anguish and the inability to cope

Local governments can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. "Recovery" occurs in two phases: short-term and long-term.

Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and cleanup, and orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include some or all the agencies participating in the Operational Area. The major objectives of long-term recovery operations include:

- coordinated delivery of social and health services
- improved land use planning
- improved Madera Operational Area Emergency Operations Plan
- re-establishing the local economy to pre-disaster levels
- recovery of disaster response costs
- effective integration of mitigation strategies into recovery planning and operations

Participating agencies and jurisdictions of the Operational Area will handle the long-term recovery activities on their own, with the exception of improvements made on the Madera Operational Area Emergency Operations Plan. Changes to the plan will be coordinated with all participating members of the Operational Area. Public information during the recovery process will be handled independently by each agency or jurisdiction. However, information will be coordinated among the agencies and jurisdictions.

## CONCEPT OF OPERATIONS

### Short-Term Recovery

The goal of short-term recovery is to restore local government to at least a minimal capacity. Short-term recovery includes:

- utility restoration
- expanded social, medical, and mental health services
- re-establishment of Madera County Government Operations
- transportation routes
- debris removal
- cleanup operations
- abatement and demolition of hazardous structures

Each jurisdiction will coordinate its efforts to restore utility systems and services during recovery operations. Medical services may need to operate from temporary facilities, as necessary. Madera County Health Department will coordinate and conduct Critical Incident Stress Management for emergency response personnel and victims of the disaster event.

For federally declared disasters, telex-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the County and other jurisdictions will provide sheltering for disaster victims until housing can be arranged.

The County and Cities will ensure that debris removal and cleanup operations are expedited. On the basis of the County and other Operational Area Jurisdictions' assessments, structures that pose a public safety concern will be demolished.

## CONCEPT OF OPERATIONS

### Long-Term Recovery

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and disaster response cost recovery. Each affected jurisdiction will be responsible for their own approach to mitigation, which could include zoning variances, building codes changes, plan reviews, seismic safety elements, and other land use planning techniques.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by all jurisdictions in order to ensure a maximum reduction of vulnerability to future disasters. The County, Operational Area Jurisdictions and Special Districts will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations.

Recovery programs will also be sought for individual citizens and private businesses. The County's and other Operational Area Member Jurisdictions' redevelopment agencies will play a vital role in rebuilding commercial areas of Madera County Operational Area.

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# RECOVERY OPERATIONS ORGANIZATION

## RECOVERY OPERATIONS ORGANIZATION

For the County of Madera, recovery operations will be managed and directed by the County Administrative Officer (CAO). Recovery issues involving Operational Area Member Jurisdictions and Special Districts will be coordinated and managed between the CAO and designated representatives.

On a regularly scheduled basis, the CAO will convene meetings with County department directors, key individuals, and representatives from affected jurisdictions and Special Districts. These meetings will be held to make policy decisions collectively. They will also be used to obtain and disseminate information regarding completed and ongoing recovery operations.

The Madera County Office of Emergency Services Director and Deputy Directors will assist the CAO in facilitating and leading the recovery process. Madera County departments will also be represented and responsible for certain functions throughout the recovery process. A recovery operations organizational chart is depicted on the following page.

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## RECOVERY OPERATIONS ORGANIZATION

### Madera County Operational Area
### Recovery Operations Organization Chart

Special District Representatives

Recovery Management
County Executive Officer

Overall Recovery Management
Political Process Management
Recovery Policy Development
Recovery Decision Making
Public Information

| Operations | Planning/Intelligence | Logistics | Finance/Administration |
|---|---|---|---|
| Medical Facility & Services Restoration | Land Use & Zoning | Government Operations | Public Finance |
| Debris Removal | Building Permits | Space Acquisition | Budgeting |
| Environment Reviews | Building Regulations & Code Enforcement | Supplies & Equipment | Contracting |
| Demolition | Code Enforcement | Vehicles | Accounting & Claims Processing |
| Construction | Plan Review | Personnel | Taxation |
| Build. & Safety Inspections | Redevelopment | | Insurance Settlements |
| Utility Services Restoration | Recovery Documentation | | |
| Housing Programs | Hazard Mitigation | | |

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## RECOVERY OPERATIONS RESPONSIBILITIES

The County, Operational Area Jurisdictions, and Special Districts have specific responsibilities in recovering from a disaster. The chart, listed below depicts the functional responsibilities assigned to the County departments and/or key personnel, Operational Area jurisdictions, and Special Districts.

| FUNCTION | DEPARTMENTS/AGENCIES |
|---|---|
| Political process management; interdepartmental coordination; policy development; decision making and information | County Administrator's Office County Manager's Office Special District Management public |
| Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review; and building and safety inspections. | County Planning Department Jurisdictional Planning Departments |
| Restoration of medical facilities and associated services; continue to provide mental health services; and perform environmental reviews. | County Public Health; Environmental Health; Behavioral Health Departments |
| Debris removal; demolition; construction; management of and liaison with construction contractors; and restoration of utility services | County RMA Dept. Jurisdictional Public Works Depts. Utility Special Districts |
| Housing programs; assistance programs for the needy; oversight of care facility property management; and low income and special housing needs. | County Social Services Dept. Jurisdictional Human Resources |
| Public finance; budgeting; contracting; accounting and claims processing; taxation; and insurance settlements. | County Finance Department Jurisdictional Finance Depts. Special District Accounting Offices |
| Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects. | County Redevelopment Agency County Redevelopment Agencies |
| Applications for disaster financial assistance; liaison with assistance providers; onsite recovery support; and disaster financial assistance project management. | County Office of Emergency Services Jurisdictional OES Special District Accounting Offices |
| Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; and preparation of new ordinances and resolutions. | County Attorney County Counsel |
| Government operations and communications; space acquisition; supplies and equipment; vehicles; personnel; and related support. | County Administrative Services Jurisdictional Administration |
| Applications for emergency grant funds employ dislocated workers to assist in the recovery operation, emergency grant assistance project management. | County Workforce Investment Department |

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## RECOVERY DAMAGE/SAFETY RESPONSIBILITIES

The recovery damage/safety assessment is the basis for determining the type and amount of state and/or federal financial assistance necessary for recovery. Under the Madera County Operational Area Emergency Operations Center's Standard Operating Procedures, an Initial Damage Estimate is developed, during the emergency response phase, to support a request for a gubernatorial proclamation and for the State to request a presidential declaration.

During the recovery phase, this assessment is refined to a more detailed level. This detailed damage/safety assessment will be needed to apply for the various disaster financial assistance programs. During the recovery phase a list of mitigation priorities will need to be developed by the jurisdictions' departments.

For the County, the Madera County RMA in coordination with the County Office of Emergency Services and other applicable County Departments will complete the detailed damage/safety assessment. Each Jurisdiction will have the responsibility of completing a detailed damage assessment and forwarding their findings to the County Office of Emergency Services. Special Districts will, in most cases, complete their own detailed damage assessment.

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# DOCUMENTATION

## DOCUMENTATION

Documentation is the key to recovering eligible emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to the following:

- public buildings
- levees
- flood control works
- irrigation works
- county roads
- county streets
- bridges

Under federal disaster assistance programs, documentation must be obtained regarding damages sustained to:

- roads
- water control facilities
- public buildings and related equipment
- public utilities
- facilities under construction
- recreational and park facilities
- educational institutions
- certain private non-profit facilities

Debris removal and emergency response costs incurred by the affected entities should also be documented for cost recovery purposes under the federal programs.

It will be the responsibility of the County, Jurisdictions, and Special Districts to collect documentation of these damages and submit them to the Recovery Manager for their jurisdiction. Special Districts not within a county, should submit documentation to the County Recovery Manager.

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## DOCUMENTATION

The documenting information should include the location and extent of damage, and estimates of costs for: debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. For each jurisdiction and special district, documentation must begin at the field response level and continue throughout the operation of their Emergency Operations Center as the disaster unfolds.

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## AFTER ACTION REPORTING

The National Incident Management System (NIMS)-(SEMS) regulations require any County or City declaring a local emergency for which the Governor proclaims a State of Emergency, must complete and transmit an after-action report to Cal EMA within 90 days of the close of the incident period. The after-action report will provide, at a minimum, the following:

- response actions taken
- application of NIMS/SEMS
- suggested modifications to NIMS/ SEMS
- necessary modifications to plans and procedures
- training needs
- recovery activities to date

The after-action report will serve as a source for documenting Madera Operational Area's emergency response activities, and identifying areas of concern and successes. It will also be utilized to develop a work plan for implementing improvements.

An after-action report will be a composite document for all NIMS/SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

It will include an overview of the incident, including enclosures, and will also address specific areas of the response, if necessary. It will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the after-action report.

The Madera County Office of Emergency Services will be responsible for the completion and distribution of the Madera County after-action report, including sending it to the Governor's Inland Region Office of Emergency Services within the required 90-day period.

They may coordinate with the Operational Area jurisdictions and Special Districts in completion of the after-action report. The designated emergency services coordinators for each affected Operational Area jurisdiction will be responsible for submitting the jurisdiction's report to the Governor's Inland Region Office of Emergency Services within the 90 day period. They may incorporate information from Special Districts.

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## AFTER ACTION REPORTING

For the Madera County and other Operational Area jurisdictions, the after-action report's primary audience will be County and county employees, including management. As public documents, they are accessible to anyone who requests a copy and will be made available through the Madera County Office of Emergency Services.

The after-action reports will be written in simple language, well structured, brief and well presented, and geared to the primary audience. Data for the after-action report will be collected from questionnaires, RIMS documents, other documents developed during the disaster response, and interviews of emergency responders. The most up-to-date form, with instructions, can be found on RIMS.

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# DISASTER ASSISTANCE PROGRAMS

## Introduction

When requesting implementation of disaster assistance programs, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required on each request for disaster assistance. The disaster assistance programs have been developed for the needs of four distinct groups:

- individuals
- businesses (including agriculture interests)
- governments
- non-profit organizations

***Individuals*** Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the extent of damage.

***Businesses*** Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

***Agriculture*** Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses.

***Government*** Funds and grants are available to government and certain non-profit organizations to repair, reconstruct, and mitigate the risk of future damage.

A state grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recover from disasters.

At each level of emergency declaration, various disaster assistance programs become available to:

- individuals
- businesses
- governments
- non-profit organizations

## DISASTER ASSISTANCE PROGRAMS

***Local Emergency Declaration***

Under local emergency declarations, Madera County and Operational Area jurisdictions may be eligible for assistance under the Natural Disaster Assistance Act (with the Cal EMA Director's concurrence).

Businesses and individuals may be eligible for local government tax relief, low-interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

***State of Emergency Proclamation***

Under a State of Emergency Proclamation by the Governor, the County, Operational Area jurisdictions, Special Districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

- Contractor's License Board
- Department of Motor Vehicles
- Department of Aging
- Department of Insurance
- Department of Social Services
- Franchise Tax Board Tax Relief
- State Board of Equalization
- Department of Veteran's Affairs

***Presidential Declaration***

Under a Presidential Declaration, the County, Operational Area jurisdictions, Special Districts, individuals, and businesses may be eligible for the following disaster assistance programs and services:

- Crisis Counseling Program
- Disaster Unemployment
- Temporary Housing Program
- Individual and Family Grant Program
- Internal Revenue Service Tax Relief
- Public Assistance
- Hazard Mitigation
- Veteran's Affairs Assistance
- Federal Financial Institutions

# DISASTER ASSISTANCE PROGRAMS

## Public Assistance Program Responsibilities

Each jurisdiction and special district has the responsibility for completion and submittal of the required documents for both state and federal public assistance programs.

In Madera County the Office of Emergency Services (OES) will complete the necessary public assistance program application and supporting materials for the County. The County OES will also serve as the primary contact for state and federal field representatives. City Office's of Emergency Services will complete the application process and provide supporting materials to state and federal representatives.

Special Districts will typically assign a representative from their accounting offices to complete application materials and coordinate with state and federal representatives. This special district representative will also work closely with their agency's/company's field operations staff throughout this process.

The following outlines the Federal Public Assistance Program and the State of California's Public Assistance Program, the Natural Disaster Assistance Act (NDAA).

## Federal Public Assistance Program

***Authorities and Required Declarations***

The federal public assistance program is authorized under the Federal Disaster Relief Act of 1974, as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Amendments of 1988. The federal program requires a local emergency declaration, state of emergency proclamation, and a federal declaration of a major disaster or emergency.

***Eligible Applicants***

State agencies, Counties, Cities, Special Districts, K-12 schools, Colleges, Private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities.

Private non-profit organizations that manage and operate essential governmental service facilities such as community centers, libraries, homeless shelters, senior citizen centers, shelter workshops, and similar facilities that are open to the general public are also eligible under the federal public assistance program.

## DISASTER ASSISTANCE PROGRAMS

Private non-profit organizations must, when applying for assistance, produce a letter from the Internal Revenue Service that grants them tax exempt status. They must also provide satisfactory evidence from the State of California showing they are a non-revenue-producing organization.

***Eligible Work Projects***

Eligible Work Projects:

- work project must be required as a result of a disaster event
- work project must be located within the designated disaster area
- work project must be the legal responsibility of the applicant

There are 7 categories of work projects under the federal program:

- Category A - Debris Clearance
- Category B - Emergency Protective Measures
- Category C - Road System Repairs
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Public Utility Systems
- Category G - Other (Parks, Recreational Facilities, etc.

To qualify under the federal program, removal of debris from privately or publicly owned lands and waters must:

- eliminate immediate threats to life, public health, and safety
- eliminate immediate threats of significant damage to improved public or private property
- ensure economic recovery of the affected community at large

Measures undertaken to preserve public health and safety must:

- eliminate or lessen immediate threats to life, public health, and safety
- eliminate or lessen immediate threats of significant damage to improved public/private property
- eliminate or lessen immediate threats of additional damage to improved public or private property through cost-effective measures

Examples of emergency protective measures include shelter, temporary repairs, National Guard emergency labor, emergency communications, emergency transportation, and cooperative agreement costs.

## DISASTER ASSISTANCE PROGRAMS

***Permanent Restoration***

Permanent restoration of eligible facilities will be based on the design of such facilities, as they existed immediately prior to the disaster, and in conformity with current codes and standards. Standards must:

- apply to the type of repair or restoration required
- be appropriate to the pre-disaster use of the facility
- be in writing and adopted prior to project approval
- apply uniformly to all similar types of facilities within the jurisdiction of the code granting authority

A facility is considered repairable when repairs can restore the facility to the pre-disaster function; and the cost of such repairs can be made at a cost less than the estimated replacement cost of the damaged facility.

When the FEMA Region IX Director deems a facility non-repairable, approved restorative work shall include replacement of the facility on the basis of pre-disaster design, in conformity with applicable codes and standards for new construction. The FEMA Region IX Director may require and approve funding for restoration of a destroyed facility at a new location when the facility is and will be subject to repetitive heavy damage.

Facilities that were not in active use at the time of the disaster are not eligible except in those instances where the facilities were temporarily inactive due to repairs or remodeling. Reasonable repair costs for equipment are eligible or, if destroyed, equipment may be replaced with a comparable item. Replacement is subject to current fair market value, less salvage and/or insurance recovery.

***Eligible Cost***

Generally, in order that costs for work projects can be eligible, they must be:

- necessary and reasonable
- authorized or not prohibited under state, local, or other federal laws, regulations, or other governing limitations
- consistent with policies, regulations, and procedures that apply uniformly to federal assistance and other activities of the unit government
- treated consistently through application of generally accepted accounting principles
- not allocable to or included as a cost of any other federally financed program
- net amount of all applicable credits

## DISASTER ASSISTANCE PROGRAMS

***Eligible Wage Costs Include***

Overtime and overtime fringe benefits only for emergency protective measures performed by force account labor. Regular and overtime wages are eligible for permanent work performed by force account labor. If labor is contracted, whether emergency or permanent work, all costs are eligible: Extra hire costs; Limited Supervisor or management staff salaries; and Compensatory Time off (CTO).

***Eligible Equipment Costs Include***

Regulations allow for reimbursement for ownership and operation of costs of applicant-owned equipment used to perform eligible work. Reimbursement rates under local guidelines are established from the FEMA Schedule of Equipment Rates. Equipment damaged or destroyed as result of the disaster is also eligible. Rental equipment is reimbursed under a "reasonableness" rate schedule, as determined by FEMA.

***Consumable Supplies and Materials and Cooperative Agreements***

Consumable supplies that are eligible under the federal program include hand tools, materials, and other supplies used for the work project. Direct costs associated with cooperative agreements are also eligible under the federal program.

Allowances for necessary costs of requesting, obtaining, and administering federal disaster assistance sub grants are:

***Administrative Allowances***

[redacted]

***Applying for Assistance under the Federal Public Assistance Program***

The Governor's Office California Emergency Management Agency (CalEMA) is responsible for processing all sub-grants for applicants, including providing technical assistance and advice to sub grantees; providing state support for damage survey activities; ensuring that potential applicants for assistance are aware of available federal assistance; and, submitting documents necessary for grant awards. The State CalEMA conducts briefings for public officials and potential applicants. The applicant process and requirements for the County of Madera and other members of the Madera Operational Area are:

- notice of Interest submittal within 30 days of the federal programs activation
- list of Projects
- resolution Designating an Authorized Representative
- OES Project Application (OES 89) (CalEMA)

## DISASTER ASSISTANCE PROGRAMS

***Damage Survey Report (DSR)***

Once the OES (Cal EMA) Project Application is received, a joint State/Federal inspection team comes to the requesting jurisdiction to perform a Damage Survey Report (DSR). The DSR identifies the scope of work and the quantitative estimate of cost of each work project. The inspection team prepares a DSR data sheet for each project listed on the List of Projects. A project means all work performed at a single site. A large project is a project with an approved estimate of costs of $43,600 or more. A small project is a project with an approved estimate of costs under $43,600. Any damage not shown to the inspection team during its initial visit must be reported to the FEMA Region IX Director, through the Governor's Authorized Representative (GAR), within 60 days following the completion of the initial visit. For large projects over $200,000, a construction-monitoring program must be implemented. Within 45 days of receipt of the application for federal public assistance, the FEMA Region IX Director reviews the DSRs and a decision to obligate the funds will be rendered. Once the projects are approved, State Cal EMA must submit quarterly progress reports to the FEMA Region IX Director.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement on a "Damage Verification Form."

If you do not agree with the inspection team's estimate, you may indicate your non-concurrence on the DSR. In addition to indicating your non-concurrence on the DSR form, you may also submit a letter of non-concurrence to State Cal EMA. In this letter, include the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with your letter. State Cal EMA will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to State Cal EMA should include the disaster number, the Madera County's Federal Project Application Number (PA Number), and the Damage Survey Report (DSR) number(s).

***Work Project Funding***

To receive payment, the sub grantee must have a resolution that designates an authorized representative, filed an OES (Cal EMA) Project Application, and have a Vendor Data Record (STD 204). Work project funding is subject to FEMA/State Agreement and 75% / 25% federal/state and local costs shares, as established as the minimum under the Stafford Act. Funding of improved projects are subject to the Governor's Authorized Representative's (GAR)

## DISASTER ASSISTANCE PROGRAMS

approval. Alternate projects are subject to the FEMA Region IX Director's approval and will be penalized 10%. Payments for administrative allowances and small projects are automatic advance payments (after supplement approval). Payments for large projects must be requested on a "Request for Reimbursement" form (OES 131) [Cal EMA]. Reimbursement payments are sent in the form of progress payments, withholding 25% until after final inspection or audit.

***Completion Deadlines***

The following deadlines have been established for each work category:

- Debris Clearance 6 Months*
- Emergency Work 6 Months*
- Permanent Work 18 Months*

* Dates established from date of major disaster declaration

The Governor's Authorized Representative may extend deadlines, when justified, as follows:

- Debris Clearance 6 Months
- Emergency Work 6 Months
- Permanent Work 30 Months

The FEMA Region IX Director may extend the deadline beyond these dates, with adequate justification. Costs are allowed only to date of last approved time extension.

***Final Claims***

The applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an onsite inspection of all completed projects. A final audit is performed. The applicant must retain all records for six years.

### *State Natural Disaster Assistance Act (NDAA) Program*

***Authorities and Required Declarations***

The State Natural Disaster Assistance Act (NDAA) Program is authorized under Title 19, Subchapter 5, the Natural Disaster Assistance Act, California Code of Regulations. NDAA requires a local government to declare a local emergency within 10 days of the incident. For permanent restoration assistance under NDAA, the Director of the Governor's Office California Emergency Management Agency (CalEMA) must concur with the local declaration. For disaster response and permanent restoration assistance under NDAA, the Governor of California must proclaim a state of emergency. For matching fund assistance for cost sharing required under federal public assistance programs, the President of the United States must declare a major disaster or emergency.

## DISASTER ASSISTANCE PROGRAMS

***Eligible applicants***

Eligible Applicants for NDAA include County and Cities, Special Districts, School Districts, County Offices of Education, Community College Districts.

***Eligible Work Projects***

Eligible Work Projects:

- work project is a result of a natural disaster (fire, flood, earthquake, Tsunami, etc.)
- work project is performed within area covered by the local declaration
- work project is the responsibility of the applicant agency

There are seven (7) categories of work projects under the federal program:

- Category A - Debris Clearance
- Category B - Emergency Protective Measures
- Category C - Road System Repairs
- Category D - Water Control Facilities
- Category E - Buildings and Equipment
- Category F - Public Utility Systems
- Category G - Other (Parks, Recreational Facilities, etc.)

***Eligible Cost***

Eligible costs generally include local agency personnel regular hourly wage and overtime costs. Also included are equipment costs, the cost of supplies and materials used during disaster response activities incurred as a result of a state of emergency proclaimed by the Governor. Excluded are the normal hourly costs of regularly assigned emergency services and public safety personnel. Costs to repair, restore, reconstruct, or replace public facilities belonging to local agencies is also eligible. Matching fund assistance for cost sharing required under federal public assistance programs is an eligible cost. Indirect costs, based on the "Indirect Cost Rate Proposal," as approved by the State Controller's Office is an eligible cost (40 maximum, subject to state/local cost sharing). A 4% allowance for administrative cost is also eligible for NDAA funding, subject to state/local cost sharing.

***Eligible Wages***

Eligible wages under the NDAA program now follow the same guidelines as the federal public assistance program. That is, the state will not assume any regular time costs that are ineligible under the federal program. The state will cost share any wages that are eligible for federal program funding.

## DISASTER ASSISTANCE PROGRAMS

***Eligible Equipment Costs Include***

Actual reasonable equipment rental costs are eligible. Force account equipment may be claimed based on the applicant's own rate schedule or, in the absence of such a rate schedule, current Department of Transportation Labor Surcharge and Equipment Rental Rates.

***Supplies, Materials and Cooperative Agreements***

Consumable supplies that are eligible under NDAA include hand tools materials, and other supplies used for the work project. Costs for work performed under cooperative agreements between local governments are eligible under NDAA, but shall be limited to those costs of the responding entity for which an applicant is legally obligated to pay.

***Applying for Assistance under NDAA***

The Governor's State California Emergency Management Agency (CalEMA) is responsible for transmitting applications for NDAA to all eligible applicants. The State CalEMA conducts briefings for public officials and potential applicants. Project application for assistance (NDAA Form 1) must be filed within 60 days of the date of the local declaration. The application must include the "List of Projects" (Exhibit B) and a "Resolution Designating an Authorized Representative" (OES Form 130) [CalEMA]. In the event of a federal major disaster declaration, the federal "Notice of Interest" (NOI) establishes eligibility in both programs.

***Damage Survey Reports (DSR)***

A state engineer accompanied by a local representative conducts damage surveys. The engineer prepares a DSR for each project reported on the "List of Projects." The DSR identifies the scope of work and the quantitative estimate of cost of each work project. All damage sites must be reported within the 60-day application period. All sites must be surveyed within 60 days of the date of a local agency's application. DSRs are reviewed and approved by the Chief, Disaster Assistance Division. The complete application, with copies of approved DSRs, DSR summary, and a cover letter, will be sent to applicants for review and approval. The "Applicant Approval" forms (Exhibit D) must be returned to State CalEMA within 10 days from date of approval letter.

Supplements to the original application may be approved for substantial errors or omissions, overruns/under runs caused by variations in unit prices (cost adjustments), and changed site conditions/scope adjustments. Changes to small projects will normally be adjusted at the time of final inspection or an offsetting procedure will be implemented. Supplements should be requested at the earliest possible time and prior to completion of the work in question. Requests for a change in scope must be filed prior to work commencement.

If you do not agree with the inspection team's estimate, you may indicate your non-concurrence on the DSR. In addition to indicating your non-concurrence on the DSR form, you may also submit a letter of non-concurrence to State OES. In this letter, include

## DISASTER ASSISTANCE PROGRAMS

the reasons why you disagree with the inspection team's estimate. Provide as much supporting documentation with your letter. State CalEMA will recommend that FEMA review the DSR to reinstate eligible costs before the DSR is approved. The letter to State CalEMA should include the disaster number, County of Madera's Federal Project Application Number (PA Number), and the Damage Survey Report (DSR) number(s).

***Work Project Funding***

Eligible projects are subject to 75% / 25% state/local cost sharing. The local share may be waived. Project applications resulting in a state share of less than $2,500 will not be approved. Replacement provisions of the NDAA operation are similar to those applied for federal "Improved Project." NDAA funds can be used for the local share of a federal "Alternate Project" when the program is implemented under federal major disaster declaration. An applicant may receive up to 90% of the estimated State share of a project as an advance. Advances must be requested, using a "Request for Advance" form (NDAA Form 3). Applicants are expected to comply with federal requirements when federal funds are involved. Applicants are expected to fully pursue federal funds otherwise available in the absence of State financial assistance. State funds cannot be used to replace funds lost through noncompliance with other program requirements.

***Completion Deadlines***

When federal funds are involved, the federal deadlines apply. In the event of a Director's concurrence with a local declaration or a Governor's proclamation of a state of emergency, the following deadlines apply:

- Debris Clearance 6 months from date of declaration
- Emergency Work 6 months from date of declaration
- Permanent Work 18 months from date of declaration

Extensions are allowable with adequate justifications.

***Final Claim***

Applicant must submit final claim within 60 days of the completion of all approved projects. A state engineer will complete an on-site inspection of all completed projects. Claims including more than $50,000 in State assistance will be subject to a field audit. Any funds owed to an applicant by the State will be paid after final determination of eligible costs by State CalEMA, and after review of the final inspection report or audit.

# DISASTER ASSISTANCE PROGRAMS

## Individual Assistance Program Responsibilities

Individuals are expected, whenever possible, to provide for themselves and be responsible for their own personal recovery. However, many individuals will expect the County and Cities to deliver assistance to them well after the disaster. Both the County and Cities will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency's (FEMA) hotline number for individual assistance. A Sequence of Delivery Guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The objective of Madera County, the Operational Area, and Cities are to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

1) Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
2) Recovery/Assistance from private insurance carrier
3) FEMA Disaster Housing Assistance
4) United States Small Business Administration Assistance
5) Individual and Family Grant Program Assistance

The Madera Operational Area's objective is to provide the community with all the necessary information so they may help themselves recover from a disaster. A brief summary of some individual assistance programs and services are listed below:

American Red Cross (ARC):

Provides for the critical needs of individuals such as food, clothing, shelter, and supplemental medical needs. Provides recovery needs such as furniture, home repair, home purchasing, essential tools, and some bill payment may be provided. Contact local Chapter regarding policies and procedures.

Crisis Counseling Program:

Provides grants to State and County Behavioral Health Departments, who in turn provide training for screening, diagnosing, and counseling techniques. Also provides funds for counseling, outreach, and consultation for those affected by disaster. Individuals and government should contact local health agencies.

State Department of Aging:

Provides special outreach services for seniors, including food, shelter, and clothing. Individuals may contact the California Department of Aging for a referral to nearest location.

State Department of Consumer Affairs:

Offers consumer information, investigates and corrects price gouging, and provides a toll-free number so that consumers can check on license status of contractors.

State Department of Insurance:

Provides assistance in obtaining copies of policies and provides information regarding filing claims. Contact California Department of Insurance.

Department of Motor Vehicles:

May offer waivers of certain fees. Contact California Department of Motor Vehicles.

Department of Veteran's Affairs:

Provides damage appraisals and settlements for VA-insured homes, and assists with filing of survivor benefits. Contact the California Department of Veteran's Affairs.

United States Department of Agriculture:

Assistance provided includes Federal Crop Insurance, Emergency Conservation Program, Non-Insured Assistance, the Agriculture Conservation Program, Emergency Watershed Protection, Rural Housing Service, Rural Utilities Service, and Rural Business and Cooperative Service. Contact the USDA Farm Services Agency or Madera County Agriculture Commissioner regarding these programs.

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## DISASTER ASSISTANCE PROGRAMS

Disaster Unemployment:

Provides weekly unemployment subsistence grants for those who become unemployed because of a major disaster or emergency. Applicants must have exhausted all benefits for which they would normally be eligible.

Federal Financial Institutions:

Member banks of FDIC, FRS or FHLBB may be permitted to waive early withdrawal penalties for Certificates of Deposit and Individual Retirement Accounts.

Franchise Tax Board:

Following proclamation of a state of emergency by the Governor, the Legislature authorizes the acceptance of casualty loss deductions within the California tax returns of those affected. Applicants may contact the California Franchise Tax Board.

Individual and Family Grant Program:

Awards grants to individuals or families for disaster-related serious needs, such as moving and storage, medical, dental, funeral, and essential personal or real property needs. Eligibility is dependent on the seriousness of need and exhaustion of FEMA and SBA funds. Referral to the program is automatic with FEMA registration and SBA application.

Internal Revenue Service (IRS) Tax Relief:

Provides extensions to current year's tax return, allows deductions for disaster losses, and allows amendment of previous tax returns to reflect loss back to three years. Victims may contact the IRS.

Mennonite Disaster Service:

Provides assistance for repair of private residences and community facilities, warning, evacuation, and search. Also assists with cleanup and repair for elderly, disabled, and underinsured citizens. May also provide mental health support. Contact nearest Mennonite Services location.

## DISASTER ASSISTANCE PROGRAMS

Salvation Army:
Assistance includes mobile feeding, emergency shelter, applicant registration, collection and distribution of clothing and supplies, counseling, language interpretation, and assistance in locating missing persons. Contact local Salvation Army for assistance.

State Board of Equalization:

Provides tax relief services that may allow for the transfer of tax basis to another property, exemptions for property losses, and deferment of a tax bill until the damaged property can be surveyed to reflect its value following a disaster. Contact the California Board of Equalization.

United States Small Business Administration:

May provide low-interest disaster loans to individuals and businesses that have suffered a loss due to a disaster. Submit request for SBA loan assistance to the State's CalEMA Inland Region Office of Emergency Services.

Temporary Housing Assistance:

May provide for transient accommodations, rental assistance, mobile homes, furniture rental, mortgage assistance, and emergency home repairs. Individuals should call FEMA to register.

### Hazard Mitigation Grant Program Responsibilities

Following a presidential disaster declaration, the Hazard Mitigation Grant Program (HMGP) is activated. The program's purpose is to fund projects which are cost-effective and which substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster. Grants are available to eligible applicants in the declared areas only. Delivered as either part of a Public Assistance grant or as a stand-alone measure, mitigation projects must be cost-effective and represent a solution to a problem.

The HMGP fund is based upon a 15% share of the FEMA estimate of all Damage Survey Reports (DSRs) for public assistance work performed, and Individual Assistance costs. The federal contribution can be up to 75% of the cost of the hazard mitigation project approved for funding,

with applicants providing match funding through a combination of either state, local, or private resources. HMGP funds cannot be used as the sole match for other federally funded programs.

### ***Hazard Mitigation Grant Program***

Eligible applicants include state agencies, local governments, and private non-profit organizations that own or operate facilities providing essential government services. Essential government services include educational facilities, utilities, emergency services, medical services, custodial care, etc. Although HMGP funds are based on a percentage of Public Assistance funding, awards are not limited to public projects, but must be sponsored by an eligible public entity.

Virtually all types of hazard mitigation projects are eligible, provided they benefit the declared disaster area and meet basic project eligibility. The priorities of funding will be established by the Governor's State Office of CalEMA . Eligible projects must be cost-effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from natural disasters. Eligible projects must:

- be consistent with the community's long-range hazard mitigation planning goals
- represent significant risk if left unresolved
- address, when applicable, long-term changes to the areas and entities it protects, and have manageable future maintenance and modification requirements
- comply with all applicable codes and standards for the project locale
- have a direct beneficial impact upon the designated disaster area
- not fund personnel only - except for short-term projects which will result in long-term benefits
- not cost more than the anticipated value of the reduction in both direct damages and subsequent negative impacts were future disasters to occur
- provide solutions, rather than merely identify or analyze hazards, unless such constitutes a functional portion of a solution
- provide the most practical, effective, and environmentally sound solution, given a well-considered range of options

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# PART 5

# APPENDICES

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# Part 5 APPENDICES

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## Part 5 Appendices Appendix A

## EMERGENCY RESOURCES DIRECTORY

**Due to content confidentiality, the Emergency Resources Directory information will be included as a part of the Madera County Sheriff's Department Emergency Resource Response List. The Emergency Resource Response List is stored in the Madera County Operational Area Office of Emergency Services located at the Madera County Sheriff's Department.**

**These will be attached as "inserted" files.**

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**Part 5 Appendices** **Appendix B**

## CONTACT LIST

| Contact | Number ** |
|---|---|
| Cal EMA Region V | |
| Cal EMA Warning Center | |
| Region V Fire and Rescue Mutual Aid Coordinator | |
| Region V Emergency Services Coordinator | |
| Region V Law Enforcement Coordinator | |
| Region V Medical Mutual Aid Coordinator * | |
| Madera County & Operational Area | |
| Mariposa County & Operational Area | |
| Fresno County & Operational Area | |
| City of Madera Emergency Services Coordinator | |
| City of Chowchilla Emergency Services Coordinator | |

*EMS Coordinator on call

** Due to confidentiality, contact numbers are not listed.

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## Part 5 Appendices Appendix C

# RESOLUTIONS AND ORDINANCES

These will be attached as "inserted" files.

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# GLOSSARY OF TERMS

**"Action Plan"** means the plan prepared in the EOC containing the emergency response objectives of that NIMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

**"Disaster"** means a sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

**"Emergency"** means a condition of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**"Emergency Operations Center"** means a location from which centralized emergency management can be performed.

**"Emergency Response Agency"** means any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**"Emergency Response Personnel"** means personnel involved with an agency's response to an emergency.

**"Incident"** means an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**"Incident Action Plan"** means the plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**"Incident Commander"** means the individual responsible for the command of all functions at the field response level.

**"Incident Command System (ICS)"** means a nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the field level component of NIMS/ SEMS. It is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

"**Local Government"** means local agencies as defined in Government Code §8680.2 and Special Districts as defined in California Code of Regulations, Title 19, Division 2, Chapter 5, NDAA, §2900(y).

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## GLOSSARY OF TERMS

**"Master Mutual Aid Agreement"** means the California Disaster and Civil Defense Master Mutual Aid Agreement made and entered into by and among the State of California, its various departments and agencies, and the various political subdivisions of the State. The agreement provides for support of one jurisdiction by another.

**"Multi-Agency or Inter-Agency Coordination"** means the participation of agencies and disciplines involved at any level of the NIMS organization, working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**"Mutual Aid"** means voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**"Mutual Aid Region"** means a subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state, consisting of two or more county Operational Areas.

**"Operational Area"** means an intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area. The Operational Area is a special purpose organization created to prepare for and coordinate the response to emergencies within a county area. Each county is designated as an Operational Area. An Operational Area may be used by the county and the political subdivisions comprising the Operational Area for the coordination of emergency activities and to serve as a link in the system of communications and coordination between the state's emergency operating centers and the operating centers of the political subdivisions comprising the operational area. The Operational Area augments, but does not replace, any member jurisdiction.

**"Political subdivision"** means any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**"National Incident Management System (NIMS)"** means that consistent set of rules and procedures governing the overall operational control or coordination of emergency operations specified in regulations (CCR Title 19, Division 2, §2400 et sec). It identifies at each level of the statewide emergency organization, the direction of field forces and the coordination of joint efforts of government and private agencies. ICS is the field level component of NIMS.

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## GLOSSARY OF TERMS (continued)

**"State of Emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency", which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

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