

# Riverside County Emergency Operations Plan

## Part 2: Supporting Documents

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## **SECTION 1: EOC ORGANIZATION AND GENERAL RESPONSIBILITIES**

### ***1.1 EOC Concept of Operations***

During an emergency in the Riverside County Operational Area (OA), day-to-day operations are conducted from departments that are widely dispersed throughout the OA. These response operations are coordinated by the various Department Operations Centers (DOCs). The EOC is the location that centralizes the collection and dissemination of information about the emergency and makes policy-level decisions about response priorities and the allocation of resources. The Riverside County Fire Department, Office of Emergency Services staffs the EOC Manager position. The EOC Manager is responsible to ensure the readiness of the County's OA EOC.

The following functions are performed in the Riverside County OA EOC:

- Analysis, evaluation, reporting, and assessment of all data pertaining to emergency operations.
- Coordinating emergency response operations through the appropriate DOCs.
- Receiving warning information from a variety of Government and private sources and issuing alerts and warnings to the public as required.
- Serving as the central point for providing emergency information and instructions to the public.
- Coordinating the operational and logistical support of OA resources committed to the emergency.
- Maintaining contact and coordination with support DOCs and other local government EOCs.
- Collecting information from, and disseminating information to, the various DOC representatives and to other jurisdictions, State agencies, military, and Federal agencies.

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### 1.2 EOC Location

The EOC is located at the County Administrative Center at 4080 Lemon Street, Riverside. An Alternate EOC is located at the County Administrative Center in Indio. Alternatively, the Mobile EOC may be activated for situation management.

### 1.3 EOC Organizational Structure

Figure 1-1 depicts the EOC organizational structure.

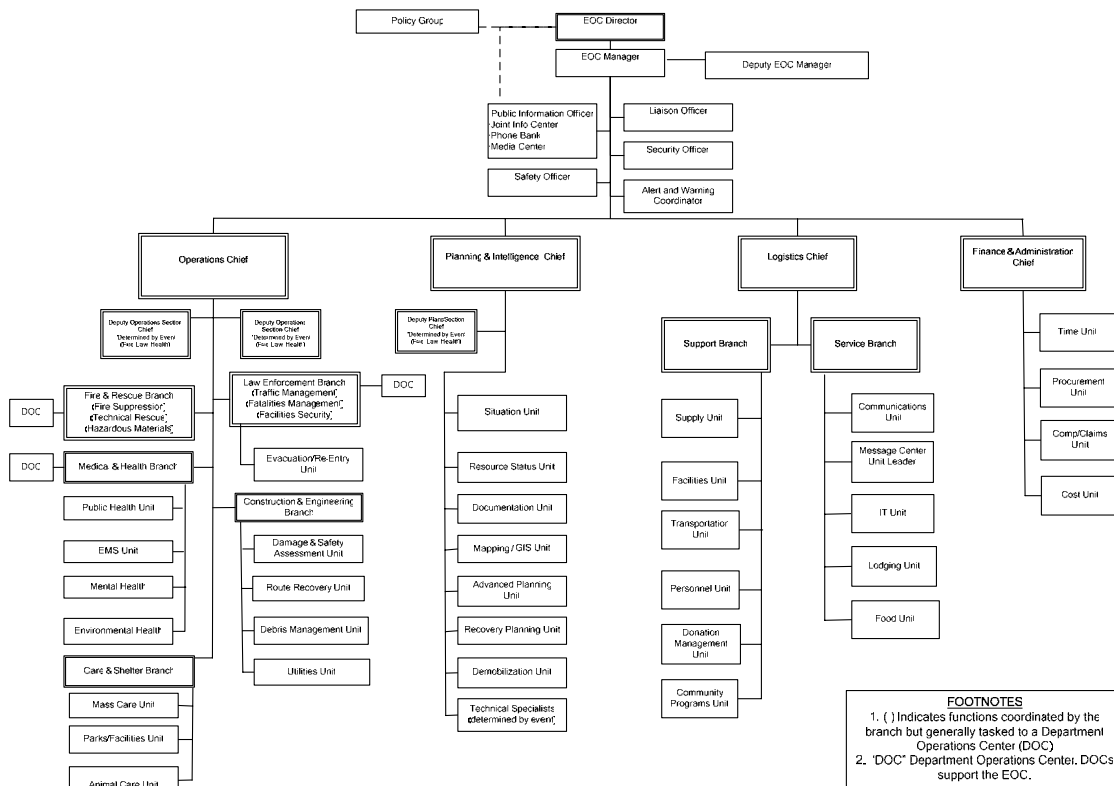


Figure 1-1: EOC Detailed Organization Chart

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### **1.4 Generic Responsibilities and Checklists**

The following sub-sections contain checklists that may be used by all positions in the EOC. Position-specific checklists are contained in the following sections describing the responsibilities for the individual positions.

#### **1.4.1 EOC Activation**

The following activities must be performed by each EOC staff member upon activation of the EOC.

- Receive assignment and briefing from your immediate supervisor as designated by the attached EOC organization chart.
- Determine your personal operating location and set up as necessary.
- Report to the EOC Director, EOC Manager, your Section Chief, or your Branch Director as appropriate.
- Review this checklist and your specific position checklists.
- Wear your position identifier (vest or name tag).
- Open and maintain an Activity Log by documenting all actions and decisions. Turn Activity Log(s) into the Planning & Intelligence Chief when completed and/or at the end of shift.

#### **1.4.2 Shift Start-up**

Each EOC staff member at the start of each shift must perform the following activities:

- Sign into the EOC on the EOC logbook.
- Wear your position identifier (name tag or vest).
- Report to your Section Chief or Branch Director for any updates or assignments.
- Review relevant reports to get an updated assessment of the situation as it applies to your staff position.
- If applicable, receive a debriefing from the staff member that you are relieving.

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#### **1.4.3 Ongoing Activities**

All EOC members should perform the following activities as part of their normal operations:

- Participate in all applicable Section and Branch meetings.
- Obtain copies of all emergency action plans.
- Maintain all required records and documentation to support the After-Action Report and the history of the incident:
  - Messages received
  - Actions taken
  - Decision justification and documentation
  - Requests filled
- Refer all contacts with the media to the Public Information Officer.
- Work with your supervisor and Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through the appropriate Section Unit.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to the appropriate Section Chief or EOC Director.
- Participate in a Critical Incident Stress Debriefing session when conducted.

#### **1.4.4 Shift Completion**

Each EOC staff member upon completion of their shift must perform the following activities:

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Cost Unit of the Finance & Administration Section.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Thoroughly brief your relief on the current situation for your position. Ensure that in-progress activities are identified and follow-up requirements are known.

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- Leave forwarding phone number where you can be reached.

#### **1.4.5 Demobilization**

The following activities must be performed by each EOC staff member upon notice that the EOC or his section of the EOC is being demobilized.

- Ensure that all required forms and reports are completed prior to your release and departure.
- Close out your activity logs and ensure that all relevant status boards are current.
- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Provide input to the After-Action Report as directed by your supervisor.
- Ensure staff cleans up work areas and returns facility to normal.
- Leave forwarding phone number where you can be reached.
- Determine what follow-up to your assignment might be required before you leave.
- Participate in a Critical Incident Stress Debriefing session and also ensure that all staff and volunteers attend one.

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## SECTION 2: MANAGEMENT SECTION

### 2.1 *Management Section Overview*

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. Staff positions in the management Section include the following:

- **Policy Group.** Plays a key role in the following activities:
  - Communicating with other governmental entities at the local, County, State, and Federal levels for mutual aid and assistance.
  - Communicating with other governmental and quasi-governmental agencies such as School Districts, Water Districts, Southern California Edison, The Gas Company, and others.
  - Providing assurance to displaced citizens that the Board of Supervisors is concerned and engaged in the activities of the County during an emergency. It is likely that Board members will be located at various housing and feeding areas within the County.
- **EOC Director.** Responsible for overall management of the Emergency Operation Center's emergency management organization and has the authority for the commitment of personnel and equipment for any emergency in the unincorporated areas.
- **EOC Manager.** The Riverside County Fire Department, Office of Emergency Services staffs the EOC Manager position. The EOC Manager is responsible to ensure the readiness of the County's EOC. The EOC Manager acts as an aide to the EOC Director. The EOC Manager may serve as the County's Liaison to the Governor's Office of Emergency Services.
- **Deputy EOC Manager.** Works with the EOC Manager and is responsible for the County's EOC (physical set up) and acts as an aide to the EOC Director. In the absence of the EOC Manager, the Deputy EOC Manager acts as EOC Manager.
- **Public Information Officer.** Serves as the point of contact for the media and other organizations seeking information on the emergency.
- **Safety Officer.** Monitors all aspects of the emergency organization to ensure the safety of all personnel involved with response activities.

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- **Security Officer.** Responsible for controlling personnel access to and from the EOC and other facilities as determined and in accordance with policies established by the EOC Director.
- **Liaison Officer.** Provide a primary point of contact for all incoming agency representatives assigned to the EOC. Ensures that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. Ensures that the EOC Director is informed as to what agencies are represented in the EOC. Ensures that the Management Staff is apprised of all State or Federal agencies operating in the field.
- **Alert and Warning Coordinator.** Responsible for monitoring, testing and assessing the current status of the alerting and warning systems. Keeps the Communications and Warning Branch Coordinators informed of system failures and restoration activities.

The Management Section is headed by the EOC Director or his/her designate. This Section establishes policies and makes decisions governing response priorities.

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## **2.2 Management Section Position Checklists**

### **2.2.1 Policy Group**

#### **Responsibilities**

- Communicate with other governmental entities at the local, County, State, and Federal levels for mutual aid and assistance.
- Communicate with other governmental and quasi-governmental agencies such as School Districts, Water Districts, Southern California Edison, The Gas Company, and others.
- Provide assurance to displaced citizens that the Board of Supervisors is concerned and engaged in the activities of the County during an emergency. Provide support at various housing and feeding areas within the County.

### **2.2.2 EOC Director**

#### **POSITION TITLE: EOC Director**

You report to: The County Board of Supervisors

You supervise: The EOC Manager, PIO, Deputy EOC Manager, Operations Chief, Planning & Intelligence Chief, Logistics Chief, Finance & Administration Chief

#### **Position Overview**

The EOC Director is responsible for overall management of the Emergency Operation Center's emergency management organization and has the authority for the commitment of personnel and equipment for any emergency in the unincorporated areas.

#### **Responsibilities**

- Approves all news releases, action plans and public information releases.
- Coordinates with the Policy Group and the Board of Supervisors in development of emergency policies and keeps them apprised of the situation.
- Coordinates activities in the entire Operational Area (Riverside County).

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#### **Initial Actions**

- Upon arrival in the EOC, receive briefing from the EOC Manager or OES Staff.
- Direct the EOC Manager to activate Management Staff and Section Staff, as needed. These positions may include: Agency Representatives, Security Officer, Safety Officer, Public Information Officer (PIO), Operations Chief and Staff, Planning & Intelligence Chief and Staff, Logistics Chief and Staff, and the Finance & Administration Chief and Staff.
- Conduct routine briefings with the Management Staff and Sections Chiefs to discuss status updates and available options. Topics to be considered are:
  - Command and coordination issues
  - Situation reporting problems/accuracy
  - Transportation issues, i.e., closed or dangerous routes, etc.
  - Possible search and rescue - heavy or light
  - Medical issues
  - Rumor control and public information
  - Emergency logistical support/mutual aid
  - Utility disruptions (including communication difficulties)
  - Evacuation possibilities
  - Personnel shortages
  - Liability Issues
- Set objectives with the Section Chiefs and recommendations from the Policy Group.

#### **Intermediate Actions**

- Set objectives and assign the Planning & Intelligence Chief to develop the Action Plan; approve the plan before dissemination to all EOC staff and if appropriate to DOCs.
- As needed, call an emergency meeting of the Board of Supervisors.
- Direct the EOC Manager to develop a 24 hour staffing plan with each Section Chief and to work with Logistics to ensure the EOC has food, water, adequate sleeping facilities, trash removal services, etc.

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- Consider the need to proclaim a LOCAL EMERGENCY; have OES draft the proclamation.
- Monitor staffing and resource requirements; direct staff to request additional materials/services through the Logistics Section.
- Request representatives from appropriate Special Districts and/or private volunteer organizations to send a representative to the County EOC to assist in coordination of their efforts and the County's.
- Approve all news releases; establish parameters in which the PIO may develop information for releases.
- In cooperation with the Planning & Intelligence Chief, provide situation summaries to State OES.
- Ensure the Management Section Situation Status Report is completed and turned in as requested by the Planning & Intelligence Section Chief.

#### **Extended Actions**

- Ensure that the Finance & Administration Chief is tracking all costs associated with the emergency and is beginning the process to request State and Federal reimbursement.
- Develop a demobilization plan with all Section Chiefs.
- Ensure that all County EOC staff participates in a Critical Incident Stress Debriefing session prior to leaving. Schedule a follow up Critical Incident Stress Debriefing(s) for all County staff, especially field and EOC responders.
- Request all County EOC staff to turn in their activity logs to the Planning & Intelligence Section on a routine basis.
- Coordinate with the Management Group if there are expected visits from political officials to view the disaster site.
- Direct staff to take actions to restore normal County operations as soon as practicable.
- Coordinate debriefing sessions and critique of the County's response to the emergency situation.
- Upon request, prepare a summary of the County's emergency response operation.

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#### **Demobilization**

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

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **2.2.3 Public Information Officer (PIO)**

##### **POSITION TITLE: Public Information Officer (PIO)**

You report to: The EOC Director

You supervise: Media Bank and Phone Bank

##### **Position Overview**

The PIO is specially trained to serve as the point of contact for the media and other organizations seeking information on the emergency response. The mission of this position is to inform the public, provide briefing materials to government officials, and manage the influx of media personnel.

##### **Responsibilities**

- Develop and manage public information and media relations
- Assist in development of emergency public information, news releases, and announcements
- Plan and conduct news media briefings and assisting with public relations
- Ensure that all media information is cleared from one point and that it is as accurate as possible.
- Prevent conflicting reports from reaching the media and help to diffuse rumors.

##### **Immediate Actions**

- Receive assignment and briefing from the EOC Director.
- Activate the Public Information staff to assist with rumor control, administrative support, and media/volunteer control.
- Request the Message Center Unit Leader activate the Phone Bank. Work closely with the Phone Bank Unit Leader to ensure appropriate information is being disseminated to County employees and the Public.
- Establish a Media Center (coordinate location with the EOC Director). Assure that there are enough telephones, a television set, desks, and any other supplies or equipment which may be needed. Maintain Media Center status boards and update as appropriate. Request any needed supplies from the Logistics Chief.

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- Prepare to monitor activities with the following topics needed to be covered for the public:
  - What to do (and why).
  - What NOT to do (and why).
  - Information (for parents) on status and actions of schools (if in session).
  - Closed, hazardous, contaminated, congested areas to avoid.
  - Curfews.
  - Road, bridge, freeway overpass, and dam conditions; alternate routes to take.
  - Evacuation – coordinate with law enforcement, routes, instructions (including what to do if vehicle breaks down), arrangements for persons without transportation.
  - Location of mass care, medical, coroner, public safety facilities, food, and safe water.
  - Status of hospitals.
  - First aid information.
  - Emergency phone numbers (otherwise, people should not use the phone); stress to out of area media that people should **not** telephone into the area. Lines must be kept open for emergency calls.
  - Instructions, precautions about utility use, sanitation, how to turn off utilities.
  - Essential services available – hospitals, medical centers, grocery stores, banks, pharmacies, etc.
  - Weather hazards (if appropriate).
- Establish a system to credential all media representatives before allowing them into the Media Center.
- Determine special needs populations (visual or hearing impaired; non-English speaking; elderly, etc.) and develop appropriate material for dissemination. Contact foreign language newspapers and/or radio/TV stations to broadcast alert and warning information to the special population groups.
- Release general survival/self-help information, as appropriate.

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- Establish media and public hotlines and publish telephone number(s). Work closely with the Phone Bank Unit Leader in the Message Center Unit. Contact the Communications Unit Leader if current phone bank lines are inadequate and more are needed.
- Respond to media/public calls. Record telephone messages for media and public hot lines and update as the situation changes. Release hotline telephone numbers to the public.
- Request additional Public Information staff from the Logistics Section and/or arrange to use temporary hires through the Logistic Section, as necessary.
- Establish contact with the on-scene PIO to assure that there is a Media Control Point near the incident.
- Coordinate Public Information and information releases with affected jurisdictions' PIOs as necessary and as time allows.
- Determine the status of local media outlets and telephone service.
- Gather information on the emergency situation and response actions; maintain Public Information status boards and maps; monitor EOC status boards and resolve conflicts.
- Monitor commercial television and radio for information and rumor control.
- Review pre-scripted, general information for accuracy and appropriateness to situation.

#### **Intermediate Actions**

- Attend all EOC/Section Chief briefings with the EOC Director.
- Establish contact with Emergency Alert System (EAS) stations and place on stand-by. Ensure all EAS Alerts are approved by the EOC Director or EOC Manager prior to release. EAS releases will be made by the Message Center Unit Leader.
- Develop periodic press releases and arrange for press conferences, as appropriate.
- Arrange media briefings/press conferences on a regular or as-needed basis.
- Arrange for official spokesperson.
- Announce briefing times.

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- Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson, if such action will not hinder response efforts.
- Coordinate additional methods of distributing emergency instructions as required.
- Provide Public Information in foreign languages as required.
- Develop procedures with the American Red Cross (Mass Care Unit Leader – ARC) for release of information concerning the status of relatives/friends in the disaster area.
- Keep EOC Director informed of all actions taken.

#### **Extended Actions**

- Ensure that all communications are copied to the Message Center.
- Continue to release status information on request.
- Conduct situation briefings for visitors.
- Work with the Facilities Unit Leader to arrange accommodations and transportation for official visitors and media, as necessary.
- Accommodate state and federal information officers and assist them in releasing information on assistance programs.
- Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given.
- Collect newspaper clippings and TV videotapes, if available.
- Survey Public Information staff, EOC staff, and local media for suggestions to improve Emergency Public response procedures.
- Review Emergency Plan PIO Annex and update as necessary.
- Participate in a Critical Incident Stress Debriefing session and ensure all PIO staff also attends.

#### **Demobilization**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

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- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Emergency Public Information position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **2.2.4 EOC Manager**

##### **POSITION TITLE: EOC Manager**

You report to: EOC Director

You supervise: Deputy EOC Manager, Message Center Unit Leader, Safety Officer, Security Officer

##### **Position Overview**

The EOC Manager is responsible for the County's EOC (physical set up) and acts as an aide to the EOC Director. This position may serve as the County's Liaison to the Governor's Office of Emergency Services.

##### **Responsibilities**

- Provide guidance, supervision and management of the EOC working environment and associated systems.
- Ensure information and communication support is in place and functioning.
- Manage the administrative function of operating an EOC and arrange for staffing of the EOC.
- Coordinate areas (functional areas) in the County's EOC in the identification of resources and/or response activities.
- Provide information on emergency management issues to the EOC Director.

##### **Initial Actions**

- Receive briefing from the EOC Director.
- Survey the EOC to assure that:
  - o Telephones have been properly hooked up.
  - o Radio Room is operational & staffed (if needed)
  - o Security for the EOC has been established.
  - o All persons in the EOC are either wearing their position identification vest or a badge issued upon entering the EOC.

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- All sections have located their operational kits and have proper materials to begin to work.
  - All sections and areas in and around the EOC are identified by appropriate signs.
  - Media Center has an operational TV set and a portable battery operated radio; security has been set up and all reporters have been issued proper press passes and telephones for County and media use.
  - Evaluate the EOC systems for adequacy (water, ventilation, sanitation, electrical, fuel, etc.).
  - Internal lines of communication are understood by all EOC staff.
  - Internal maps and EOC phone lists have been distributed
  - If not already done, begin or continue to notify designated EOC staff to report.
- Begin a sign-in control roster for all personnel arriving to the EOC. (All personnel must sign in.) Oversee this position until the Security Officer position is activated or delegate this responsibility to someone else.
  - Make checklists, functional kits, etc., available to EOC personnel.
  - Determine and mark EOC layout (entrance, exit, break areas, security, etc.), as appropriate.
  - Arrange initial staffing for Communications Unit Leader, Message Center personnel (messenger services), public information, and rumor control operations.
  - Ensure that telephone and/or radio communications with other facilities are established and tested. Activate RACES personnel if not already activated.
  - Evaluate the EOC systems for adequacy. (Water, ventilation, sanitation, electrical, fuel, etc.).

#### Intermediate Actions

- Monitor the submission of reports to OES at the Regional Operations Center (REOC) to ensure reports are occurring in a timely manner.
- Coordinate with the Situation Assessment Coordinator in maintaining status boards.

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- Keep the EOC Director informed of all activities and update the situation as it evolves.
- Participate in all briefings conducted by the EOC Director.
- Assist the Planning Unit Leader in the distribution of the Action Plan.
- Coordinate with the Facilities Unit Leader, if position activated. If not activated, coordinate with the Logistics Chief, to ensure that the EOC has food, water, sleeping facilities, rest areas, and trash removal services.
- Monitor the EOC staff and assist any section or area which may be having difficulty in carrying out their assigned function.
- Develop an EOC staffing plan with each Section Chief and EOC Director.
- Assure that those designated to work in the EOC for second shift or day two, etc., are notified.
- Ensure that all necessary supplies (fax paper, copier paper, etc.) are available or have been requested through the Logistics Section.

#### Extended Actions

- Ensure that all communications are copied to the Message Center.
- Continue to monitor the flow of activity in the EOC, identify any issues in efficiency, and work with the appropriate staff to rectify the situation.
- Assist in coordination of demobilization activities.
- Continue to assist the public information function until no longer necessary.
- Assure that any follow-up activity or reports are assigned and being handled by the appropriate department and/or agency.
- Authorize the deactivation of sections units when they are no longer required.
- Notify all County Department Operating Centers (DOCs) and Cities of planned time for deactivation of the Emergency Operations Center (EOC).
- Participate in a Critical Incident Stress Debriefing session.

#### Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

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- Determine what follow-up to your assignment might be required before you leave.
- Close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **2.2.5 Deputy EOC Manager**

##### **POSITION TITLE: Deputy EOC Manager**

You report to: The EOC Manager

You supervise: Message Center Unit Leader, Safety Officer, Security Officer

##### **Position Overview**

The Deputy EOC Manager works with the EOC Manager and is responsible for the County's EOC (physical set up) and acts as an aide to the EOC Director. In the absence of the EOC Manager, the Deputy EOC Manager acts as EOC Manager.

##### **Responsibilities**

- Provide guidance, supervision and management of the EOC working environment and associated systems.
- Ensure information and communication support is in place and functioning.
- Manage the administrative function of operating an EOC and arrange for staffing of the EOC.
- Coordinate areas (functional areas) in the County's EOC in the identification of resources and/or response activities.
- Provide information on emergency management issues to the EOC Manager and the EOC Director.

##### **Initial Actions**

- Receive briefing from the EOC Manager and the EOC Director.
- Survey the EOC to assure that:
  - Telephones have been properly hooked up.
  - Radio Room is operational & staffed (if needed)
  - Security for the EOC has been established.
  - All persons in the EOC are either wearing their position identification vest or a badge issued upon entering the EOC.

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- All sections have located their operational kits and have proper materials to begin to work.
  - All sections and areas in and around the EOC are identified by appropriate signs.
  - Media Center has an operational TV set and a portable battery operated radio; security has been set up and all reporters have been issued proper press passes and telephones for County and media use.
  - Evaluate the EOC systems for adequacy (water, ventilation, sanitation, electrical, fuel, etc.).
  - Internal lines of communication are understood by all EOC staff.
  - Internal maps and EOC phone lists have been distributed
  - If not already done, begin or continue to notify designated EOC staff to report.
- Begin a sign-in control roster for all personnel arriving to the EOC. (All personnel must sign in.) Oversee this position until the Security Officer position is activated or delegate this responsibility to someone else.
  - Make checklists, functional kits, etc., available to EOC personnel.
  - Determine and mark EOC layout (entrance, exit, break areas, security, etc.), as appropriate.
  - Arrange initial staffing for Communications Unit Leader, Message Center personnel (messenger services), public information, and rumor control operations.
  - Ensure that telephone and/or radio communications with other facilities are established and tested. Activate RACES personnel if not already activated.
  - Evaluate the EOC systems for adequacy. (Water, ventilation, sanitation, electrical, fuel, etc.).

#### Intermediate Actions

- Monitor the submission of reports to OES at the Regional Operations Center (REOC) to ensure reports are occurring in a timely manner.
- Coordinate with the Situation Assessment Coordinator in maintaining status boards.

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- Keep the EOC Manager and the EOC Director informed of all activities and update the situation as it evolves.
- Participate in all briefings conducted by the EOC Manager and the EOC Director.
- Assist the Planning Unit Leader in the distribution of the Action Plan.
- Coordinate with the Facilities Unit Leader, if position activated. If not activated, coordinate with the Logistics Chief, to ensure that the EOC has food, water, sleeping facilities, rest areas, and trash removal services.
- Monitor the EOC staff and assist any section or area which may be having difficulty in carrying out their assigned function.
- Develop an EOC staffing plan with each Section Chief, the EOC Manager, and the EOC Director.
- Assure that those designated to work in the EOC for second shift or day two, etc., are notified.
- Ensure that all necessary supplies (fax paper, copier paper, etc.) are available or have been requested through the Logistics Section.

#### **Extended Actions**

- Ensure that all communications are copied to the Message Center.
- Continue to monitor the flow of activity in the EOC, identify any issues in efficiency, and work with the appropriate staff to rectify the situation.
- Assist in coordination of demobilization activities.
- Continue to assist the public information function until no longer necessary.
- Assure that any follow-up activity or reports are assigned and being handled by the appropriate department and/or agency.
- Authorize the deactivation of sections units when they are no longer required.
- Notify all County Department Operating Centers (DOCs) and Cities of planned time for deactivation of the Emergency Operations Center (EOC).
- Participate in a Critical Incident Stress Debriefing session.

#### **Demobilization**

- Ensure that all required forms or reports are completed prior to your release and departure.

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- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### **2.2.6 Safety Officer**

#### **POSITION TITLE: Safety Officer**

You report to: The EOC Manager

You supervise: N/A

#### **Position Overview**

The Safety Officer acts as an advisor to the EOC Director and the EOC Manager.

#### **Responsibilities**

- Watch over all aspects of the emergency organization to ensure the safety of all personnel involved, correcting unsafe operations.
- Work with all Sections and DOCs to protect the safety of all County workers, both in the EOC and in the Department Operating Centers (DOCs).
- Monitor structural integrity, workspace set-up, activities, and entry authorization.

#### **Initial Actions**

- Receive assignment and briefing from the EOC Manager.
- Tour the entire EOC area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Manager of any conditions and actions, which might result in liability, e.g., oversights, improper response actions, etc.
- Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency manual pull stations.
- Be familiar with particularly hazardous conditions in the facility; if necessary, work with the Construction and Engineering Branch Director in the Operations Section.
- Ensure safe working conditions for all personnel, both in the EOC and in the Department Operating Centers (DOCs). Advise the EOC Manager regarding safety issues.
- Ensure that all facilities used in support of EOC operations have safe operating conditions.

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- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- If the event which caused the activation of the EOC is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.

#### **Intermediate Actions**

- Coordinate with Security to obtain assistance for any special safety requirements.
- Attend all EOC/Section Chief briefings with the EOC Manager and the EOC Director.
- Keep the EOC Manager and EOC Director informed of all actions taken.
- Request additional Safety staff from the EOC Manager and/or arrange to use temporary hires, as necessary.
- Coordinate with Finance & Administration Section Chief on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

#### **Extended Actions**

- Ensure all communications are copied to the Message Center.
- Continue to monitor safety conditions.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Manager. Ensure staff is being provided rest periods and relief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.
- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session and ensure all Safety staff also attends.

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#### **Demobilization**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Safety Officer position and close out logs when authorized by the EOC Manager.
- Leave forwarding phone number where you can be reached.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### **2.2.7 Security Officer**

#### **POSITION TITLE: Security Officer**

You report to: The EOC Manager

You supervise: N/A

#### **Position Overview**

The Security Officer is responsible for controlling personnel access to and from the Emergency Operations Center (EOC) and other facilities.

#### **Responsibilities**

- In accordance with policies established by the EOC Director, control personnel access to and from the EOC and other facilities, and provide executive security as appropriate or required.

#### **Initial Actions**

- Receive assignment and briefing from the EOC Manager.
- Determine operating location(s) and set-up as necessary.
- Determine what security requirements currently exist, and establish if additional staffing is needed.
- Determine needs for special communications (e.g., radios, cell phones, etc.). Make needs known to Communications Unit Leader in the Logistics Section, Service Branch.
- Assist in sealing-off any danger areas. Provide EOC access control as required.
- As requested, provide special security for any critical facilities, supplies, or materials.

#### **Intermediate Actions**

- Work with Logistics Chief regarding additional staffing needs.
- Provide security input and recommendations as appropriate for conditions to the EOC Manager and the EOC Director.

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- Establish communication and maintain liaison with Riverside County Sheriff's Department regarding CAC building (County Administrative Center) security issues.
- Establish a system to credential all media representatives before allowing them into the Media Center.

#### **Extended Actions**

- Ensure that all communications are copied to the Message Center.
- Ensure that any required forms or reports are completed prior to your release and departure. Turn forms/reports into the Planning & Intelligence Section Chief.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.
- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session and ensure all Security staff also attends.

#### **Demobilization**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Security Officer position and close out logs when authorized by the EOC Manager.
- Leave forwarding phone number where you can be reached.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities

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- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **2.2.8 Liaison Officer**

##### **POSITION TITLE: Liaison Officer**

You report to: The EOC Manager

You supervise: N/A

##### **Position Overview**

The Liaison Officer's function is to provide a primary point of contact for all incoming agency representatives assigned to the EOC. The Liaison Officer will ensure that agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer will also ensure that the EOC Director is informed as to what agencies are represented in the EOC.

##### **Responsibilities**

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Interact with other Sections, Branches, and Units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.
- Ensure that all developed guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.
- Ensure that the Management staff is apprised of all State and/or Federal agencies operating in the field. State or Federal agencies operating in the field may be found in any ICS section in a single command structure or unified command, and will report to the incident commander(s). The incident commander will establish communications with the County EOC or the appropriate DOC.

##### **Initial Actions**

- Receive assignment and briefing from the EOC Manager.

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- Determine operating location(s) and set-up as necessary.
- Develop and maintain a telephone list of important numbers of outside agencies that may need to be involved in this activation.
- Establish communication links with other Cities, Special Districts, and other volunteer organizations that may be involved in this activation.
- Contact Agency Representatives already on-site, ensuring that they:
  - Have signed into the EOC
  - Understand their role in the EOC
  - Know their work locations
  - Understand the EOC organization and floor plan
- Serve as the contact representative for all agency representatives.
- Determine if additional representation is required from other agencies and coordinate their support.
- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.

#### **Intermediate Actions**

- Maintain a roster of agency representatives located at the EOC. The roster should include assignment within the EOC. Roster should be distributed internally on a regular basis.
- Participate in all Section meetings. Provide status including limitations and capabilities of existing agency resources.
- Keep the EOC Director updated on activities and the situation in surrounding communities, as appropriate.
- In coordination with the Transportation Branch Coordinator, ensure that VIP's have lodging and transportation needs met.
- Keep agency representatives supporting the incident apprised of the incident status.
- Provide a copy of all news release information from other jurisdictions to the PIO.

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- Monitor incident operations to identify current or potential inter-organizational problems.

#### **Extended Actions**

- Ensure that all communications are copied to the Message Center.
- Ensure that any required forms or reports are completed prior to your release and departure. Turn forms/reports into the Planning & Intelligence Section Chief.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.
- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session.

#### **Demobilization**

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Security Officer position and close out logs when authorized by the EOC Manager.
- Leave forwarding phone number where you can be reached.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 2.2.9 Alert and Warning Coordinator

#### **POSITION TITLE: Alert and Warning Coordinator**

You report to: The EOC Manager

You supervise: N/A

#### **Position Overview**

The Warning Coordinator is responsible for monitoring, testing and assessing the current status of the alerting and warning systems. Keeps the Communications and Warning Branch Coordinators informed of system failures and restoration activities.

#### **Responsibilities**

- Assess current status of the alerting and warning systems. Notifies the Communications Unit Leader, PIO, and EOC Manager of system failures and restoration activities.
- Monitoring and receiving all local and national information systems relating to the event. Systems include, but no limited to EAS, EDIS, FAX, WEBEOC, telephone, and news media.
- Is responsible for all alert and warning messages relating to the event issued through the EOC.
- Provides assistance in the formatting of all alert and warning messages.

#### **Initial Actions**

- Receive assignment and briefing from the EOC Manager.
- Determine operating location(s) and set-up as necessary.
- Assess current status of the alerting and warning systems.
- Notify the Communications Unit Leader of any alerting and warning systems in need of repair.

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#### **Intermediate Actions**

- Meet with Logistic Section to determine external sources of communications equipment should the need arise.
- Continually monitor and test the alerting and warning systems. Keep the Communications and Warning Branch Coordinators informed of system failures and restoration activities.
- Monitor local alert and warning systems for conflicts in information being released to the public.
- Support the EOC Director, the PIO, and any other authorized personnel in the use of alerting and warning systems.

#### **Extended Actions**

- Ensure that all communications are copied to the Message Center.
- Ensure that any required forms or reports are completed prior to your release and departure. Turn forms/reports into the Planning & Intelligence Section Chief.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.
- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session.

#### **Demobilization**

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

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**Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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## ***2.3 Management Section Support Documentation***

### **2.3.1 Governor's Orders and Regulations**

#### **State of Emergency**

The following orders and regulations may be selectively promulgated by the Governor during a State of Emergency. These orders are extracted from the California Emergency Plan.

#### **Order 1 (Employment)**

**IT IS HEREBY ORDERED** that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

#### **Order 2 (Medical Supplies)**

**IT IS HEREBY ORDERED** that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency shall not extend beyond the termination date of said State of Emergency.

#### **Order 3 (Salary Payment)**

**IT IS HEREBY ORDERED** that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's

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regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

#### **Order 4 (Bonding)**

**IT IS HEREBY ORDERED** that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

#### **Order 5 (Temporary Housing)**

**IT IS HEREBY ORDERED** that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

#### **Order 6 (Petroleum Fuels)**

**IT IS HEREBY ORDERED** that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the

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State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

**Order 7 (Banking)**

**IT IS HEREBY ORDERED** that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designed by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

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**State of War Emergency**

The following orders and regulations may be selectively promulgated by the Governor during a State of War Emergency. These orders are extracted from the California Emergency Plan.

**Order 1 (Orders and Regulations in Effect)**

**IT IS HEREBY ORDERED** that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

**Order 2 (Warning)**

**IT IS HEREBY ORDERED** that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the state will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

**Order 3 (Authority and Implementation Under State of War Emergency)**

**IT IS HEREBY ORDERED** that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

**IT IS FURTHER ORDERED** that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may

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deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

#### **Order 4 (Personnel)**

**IT IS HEREBY ORDERED** that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

**IT IS FURTHER ORDERED** that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State of Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

**IT IS FURTHER ORDERED** that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War-Emergency Organization.

#### **Order 5 (War Powers)**

**IT IS HEREBY ORDERED** that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

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**Order 6 (Sales Restrictions)**

**IT IS HEREBY ORDERED** that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

**Order 7 (Alcohol Sales)**

**IT IS HEREBY ORDERED** that the sale of alcoholic beverages shall be discontinued immediately.

**Order 8 (Petroleum Sales)**

**IT IS HEREBY ORDERED** that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

**IT IS FURTHER ORDERED** that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum Organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

**Order 9 (Food Sales)**

**IT IS HEREBY ORDERED** that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2,000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

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**IT IS FURTHER ORDERED** that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

**Order 10 (Medical Supplies)**

**IT IS HEREBY ORDERED** that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

**IT IS FURTHER ORDERED** that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

**Order 11 (Banking)**

**IT IS HEREBY ORDERED** that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

**Order 12 (Rent Control/Rationing)**

**IT IS HEREBY ORDERED** that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order No. 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

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**2.3.2 County Proclamations**

**Proclamation of Existence of Local Emergency (by Board of Supervisors)**

**PROCLAMATION DECLARING THE EXISTENCE  
OF A LOCAL EMERGENCY UNDER GOVERNMENT CODE SECTION 8630  
AND ORDINANCE NO. 533.5**

WHEREAS, Government Code Section 8630 authorizes the Board of Supervisors to proclaim the existence of a "local emergency," and to delegate the authority to declare such an emergency to a county official designated in a County Ordinance, and;

WHEREAS, the County Board of Supervisors in County Ordinance No. 533.5, Article V, Section 5.4 has specified the County's Chief Executive Officer as the person authorized to proclaim a local emergency and to direct emergency services under Government Code Section 8630 on those occasions when the Board of Supervisors is not in session, and;

WHEREAS, the Board of Supervisors currently is not in session, and;

WHEREAS, it is necessary that prompt action be taken to respond to the local emergency now facing the County, and;

WHEREAS, Government Code Section 8558© defines a "local emergency" to mean, "the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, 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, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of that political subdivision and require the combined forces of other political subdivisions to combat", and;

WHEREAS, on date, Substantial amounts of rain fell in the (description of area) of the unincorporated territory of Riverside County, and;

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WHEREAS, said (rain, and the run-off water resulting therefrom), have resulted in (flooding) in the unincorporated territory of Riverside County generally described as (description), and;

WHEREAS, such (flooding) has resulted in conditions of disaster and extreme peril to the safety of persons and property within said area in that (describe some of the problems caused), and;

WHEREAS, the conditions described above are likely to be beyond the capabilities and control of the services, personnel, equipment and facilities of the County and to require the combined forces of other political subdivision; now therefore,

BE IT FURTHER PROCLAIMED that a local emergency is hereby proclaimed to exist in Riverside County.

BE IT FURTHER PROCLAIMED that a copy of this proclamation be forwarded to the Clerk of the Board of Supervisors, to the Governor, to the State Office of Emergency Services, and to all other appropriate state and federal agencies with an interest therein.

BE IT FURTHER PROCLAIMED AND ORDERED that all County officials and employees cooperate and coordinate efforts with officials and employees of other political subdivisions and officials and employees of the state and federal government in bringing the present condition of local emergency and disaster under control.

BE IT FURTHER PROCLAIMED AND ORDERED that within the next seven (7) days a report on the most recent conditions of the emergency and disaster be presented to the Board of Supervisors so that the Board may meet and determine what course of action may further be taken.

Dated

BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE

Attest:

By \_\_\_\_\_  
County Chief Executive Officer  
EOC Director

By \_\_\_\_\_  
Clerk of the Board of Supervisors

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**Resolution Confirming Existence of Local Emergency**  
Board of Supervisors

County of Riverside

**RESOLUTION NO. 90-  
RESOLUTION DECLARING THE EXISTENCE OF A LOCAL  
EMERGENCY UNDER GOVERNMENT CODE SECTION 8630  
AND ORDINANCE NO. 533.5**

WHEREAS, Government Code Section 8630 authorizes the Board of Supervisors to proclaim the existence of a "local emergency;" and

WHEREAS, Government Code Section 8558© defines a "local emergency" to mean, "the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, 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, which conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of that political subdivision and require the combined forces of other political subdivisions to combat", and;

WHEREAS, on (date, Substantial amounts of rain fell in the (description of area) of the unincorporated territory of Riverside County, and;

WHEREAS, said (rain, and the run-off water resulting therefrom), have resulted in (flooding) in the unincorporated territory of Riverside County generally described as (description), and;

WHEREAS, such (flooding) has resulted in conditions of disaster and extreme peril to the safety of persons and property within said area in that (describe some of the problems caused), and;

WHEREAS, the conditions described above are likely to be beyond the capabilities and control of the services, personnel, equipment, and facilities of the County and to require the combined forces of other political subdivisions; now therefore,

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BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on \_\_\_\_\_, that this Board hereby Finds and Declares to exist a state of local emergency in Riverside County.

BE IT FURTHER RESOLVED that the Clerk of the Board shall forward a copy of this resolution to the Governor, to the State Office of Emergency Services, and to all other appropriate state and federal agencies with an interest therein.

BE IT FURTHER RESOLVED AND ORDERED that all County officials and employees cooperate and coordinate efforts with officials and employees of other political subdivisions and officials and employees of the state and federal government in bringing the present condition of local emergency and disaster under control.

BE IT FURTHER RESOLVED and ordered that \_\_\_\_\_ be in charge of directing Riverside County efforts during this emergency and that all County officials and employees cooperate with this person in bringing this emergency and disaster under control.

BE IT FURTHER RESOLVED AND ORDERED that within the next fourteen (14) days a report on the most recent conditions of the emergency and disaster be presented to this Board of Supervisors so that this Board may determine whether conditions of emergency and disaster still exist.

BE IT FURTHER RESOLVED AND ORDERED that the Chief of the Emergency Services Division of the County Fire Department is hereby designated as the authorized representative of the County of Riverside for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated \_\_\_\_\_

BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE

Attest:

By \_\_\_\_\_  
Chairman

By \_\_\_\_\_  
Deputy

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**Resolution Requesting Governor to Proclaim a State of Emergency**

Board of Supervisors

County of Riverside

**RESOLUTION NO. 90-  
RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A  
STATE OF EMERGENCY IN RIVERSIDE COUNTY**

WHEREAS, on \_\_\_\_\_ the Board of Supervisors of the County of Riverside found that due to \_\_\_\_\_ a condition of extreme peril to the safety of persons and property came into existence in Riverside County; and

WHEREAS, in accordance with state law the Board of Supervisors declared an emergency to exist in said County; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency; now, therefore,

BE IT RESOLVED, DECLARED AND ORDERED by the Board of Supervisors of the County of Riverside, State of California, in \_\_\_\_\_ session assembled on \_\_\_\_\_, 19\_\_, that a copy of this Resolution be forwarded to the Governor of California as a REQUEST that he proclaim the County of Riverside to be in a state of emergency; and

BE IT FURTHER RESOLVED AND ORDERED that the Chief of the Emergency Services Division of the County Fire Department is hereby designated as the authorized representative of the County of Riverside for the purpose of receipt, processing and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Dated \_\_\_\_\_

**BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE**

Attest:

By \_\_\_\_\_  
Chairman

By \_\_\_\_\_  
Deputy

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**2.3.3 California Master Mutual Aid Agreement**

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH;

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other 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; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, statewide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

1. Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.

2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which

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operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)

6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.

7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

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(a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

(d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.

(e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

(f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of

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the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

9. Approval or execution of this agreement shall be as follows:

(a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.

(b) Counties, cities, and other political subdivisions and public agencies having legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

(c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

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10. Termination of participation in this agreement may be affected by any party as follows:

(a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN  
GOVERNOR  
On behalf of the State of  
California and all its  
Departments and Agencies

ATTEST: /signed/ FRANK M.JORDAN  
November 15, 1950 Secretary of State

(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code.

Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff.,

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Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

(a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

Also, Section 8615 of the new act provides:

It is the purpose of the Legislature in enacting this article to facilitate the rendering of aid to areas stricken by an emergency and to make unnecessary the execution of written agreements customarily entered into by public agencies exercising joint powers. Emergency plans duly adopted and approved as provided by the governor shall be effective as satisfying the requirement for mutual aid operational plans provided in the Master Mutual Aid Agreement.

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## **SECTION 3: OPERATIONS SECTION**

### ***3.1 Operations Section Overview***

The Operations Section is responsible for coordination of all response elements applied to the incident. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed. The specific designation of the Operations Section Chief depends on the nature of the incident(s) and the current situation (e.g., civil unrest would lead to a law enforcement representative being designated as Section Chief; a major fire would lead to a fire representative being designated as Section Chief; a flooding situation could lead to a public works representative being designated as Section Chief).

In a full activation, the Operations Section will be organized into the following five Branches:

- Fire and Rescue
- Law Enforcement
- Medical and Health
- Construction and Engineering
- Care and Shelter

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### **3.2 Operations Section Position Checklists**

#### **3.2.1 Operations Chief**

##### **POSITION TITLE: Operations Chief**

You report to: EOC Director

You supervise: Deputy Operations Chief(s), Fire & Rescue Branch Director, Law Enforcement Branch Director, Medical & Health Branch Director, Construction & Engineering Branch Director, and Care & Shelter Branch Director

##### **Position Overview**

The Operations Chief is responsible for the management of all activities directly applicable to emergency response and coordination in support of all tactical operations and safety activities in the field. The Operations Chief participates in the development and execution of the Action Plan.

##### **Responsibilities**

- Ensure that the Operations Function is carried out, including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of organization within the Section and continuously monitor the effectiveness of the organization and make adjustments as required.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Conduct periodic Operations briefings for the EOC Director, as required or requested.

##### **Initial Actions**

- Receive assignment and briefing from the EOC Director.
- Determine other positions to be activated; distribute their position checklists and position identifiers.
- Establish the Operations Section work area and distribute necessary supplies.

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- Brief all Operations Section Branch Directors on current situation and develop the section's emergency action plan with emphasis on immediate projections of immediate needs. Designate time for next briefing.
- Request Branch Directors to fill out Branch Situation Reports and turn in to you as needed, e.g., initially every hour on the hour.
- Designate times for briefings and updates with the Planning & Intelligence Section Chief and all Operations Section Branch Directors to develop/update section's emergency action plan.
- Ensure that all Operation Section positions are adequately staffed and supplied.
- Coordinate with the Construction and Engineering Branch Director and private utilities, as needed, to expedite the repair of critical building functions and inspections of areas/buildings, as appropriate.
- Brief the EOC Director routinely on the status of the Operations Section.

### Intermediate Actions

- Obtain regular status reports from Planning & Intelligence Section Chief.
- Conduct Section briefings on a regular basis.
- Ensure that all Section staff receive a copy of any emergency action plans and are clear on established incident priorities.
- Routinely update other Section Chiefs and the EOC Director on all progress made in meeting incident priorities.
- Develop a Section staffing plan for extended activation.
- Develop projected staffing and equipment needs, in conjunction with the Planning & Intelligence Chief; and provide the information to the Logistics Chief.

### Extended Actions

- Ensure that all communications are copied to the Message Center.
- Ensure that all Section Branch Directors assist the Finance & Administration Chief by providing accurate personnel time records broken down in the following categories:
  - Department/Agency worker is from
  - Overtime
  - Contract Labor Hours
  - Location or incident worked on

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- Description of work performed
- Assist Section Branch Directors in tracking all incident actions, needs, staffing, and other issues.
- Assure that all communications are copied to the message center.
- When appropriate, develop a demobilization plan with the Planning & Intelligence Section.
- Ensure dissemination and implementation of the demobilization plan to all Section Chiefs.
- Develop Section debriefing report with Section staff and provide to Planning & Intelligence Chief.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director.
- Provide for staff rest periods and relief.

### **Demobilization**

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

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 3.2.2 Deputy Operations Chief

#### **POSITION TITLE: Deputy Operations Chief**

You report to: Operations Chief

You supervise: N/A

#### **Position Overview**

The Deputy Operations Chief is responsible for the management of all activities directly applicable to emergency response and coordination in support of all tactical operations and safety activities in the field. The Deputy Operations Chief participates in the development and execution of the Action Plan.

#### **Responsibilities**

- Ensure that the Operations Function is carried out, including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of organization within the Section and continuously monitor the effectiveness of the organization and make adjustments as required.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Working with the Operations Chief, conduct periodic Operations briefings for the EOC Director, as required or requested.

#### **Initial Actions**

- Receive assignment and briefing from the Operations Chief.
- Determine other positions to be activated; distribute their position checklists and position identifiers.
- Work with the Operations Chief to establish the Operations Section work area and distribute necessary supplies.
- Work with Operations Chief to brief all Operations Section Branch Directors on current situation and develop the section's emergency action plan with emphasis on immediate projections of immediate needs. Designate time for next briefing.

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- Ensure that all Operation Section positions are adequately staffed and supplied.
- Brief the Operations Chief routinely on the status of the Operations Section.

### Intermediate Actions

- Ensure that all Section staff receive a copy of any emergency action plans and are clear on established incident priorities.
- Working with the Operations Chief, develop a Section staffing plan for extended activation.
- Develop projected staffing and equipment needs, in conjunction with the Planning & Intelligence Chief; and provide the information to the Logistics Chief.

### Extended Actions

- Ensure that all communications are copied to the Message Center.
- Ensure that all Section Branch Directors assist the Finance & Administration Chief by providing accurate personnel time records broken down in the following categories:
  - Department/Agency worker is from
  - Overtime
  - Contract Labor Hours
  - Location or incident worked on
  - Description of work performed
- Assist Section Branch Directors in tracking all incident actions, needs, staffing, and other issues.
- Assure that all communications are copied to the message center.
- When appropriate, develop a demobilization plan with the Planning & Intelligence Section.
- Ensure dissemination and implementation of the demobilization plan to all Section Chiefs.
- Develop Section debriefing report with Section staff and provide to Planning & Intelligence Chief.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director.
- Provide for staff rest periods and relief.

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### **Demobilization**

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

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 3.2.3 Fire & Rescue Branch Director

#### POSITION TITLE: Fire & Rescue Branch Director

You report to: Operations Chief

You supervise: N/A

#### Position Overview

The Fire and Rescue Branch Director is responsible for coordinating fire and rescue mutual aid services when day-to-day mutual aid resources are exhausted.

#### Responsibilities

- Coordinating fire and rescue mutual aid requests with the Perris Emergency Command Center (ECC).
- If directed, contact the Regional Emergency Operations Center (REOC) of the State Office of Emergency Services (OES), Los Alamitos, with the incident number.
- Coordinate fire, hazardous materials, and urban search and rescue operations.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned fire and rescue resources.
- Coordinate with the Law Enforcement Branch Coordinator on Search and Rescue activities.
- Implement the objectives of the EOC Action Plan assigned to the Fire and Rescue Branch.
- Assist and serve as an advisor to the Operations Section Coordinator as required.

#### Initial Actions

- Receive assignment and briefing from the Operations Section Chief.
- Determine the status of all Fire Department assets and operational activities.
- Identify the location of any field command posts and establish communications with them.

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- Monitor field activities and update the Operations Chief and the Planning & Intelligence Chief as situation changes.
- Develop priorities with the Operations Chief.
- Prepare Branch Situation Report as requested.

### Intermediate Actions

- Facilitate request(s) for mutual aid, such as Urban Search and Rescue (USAR), with the Perris Emergency Command Center (ECC). If directed, contact the Regional Emergency Operations Center (REOC) of the State Office of Emergency Services (OES), Los Alamitos, with the incident number.
- Update the Operations Chief frequently.
- Participate in all EOC briefings and assist in setting objectives and priorities with the Advanced Planning Unit Leader.

### Extended Actions

- Ensure that all communications are copied to the Message Center.
- Monitor the field activities and provide information to the Operations Chief and the Planning & Intelligence Chief as needed and set by the emergency action plan.
- Monitor staff for signs of stress. Report concerns to the Operations Chief.
- Provide for staff relief and rest areas.
- Participate in development of the demobilization plan.
- Participate in a Critical Incident Stress Debriefing session.

### Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Fire and Rescue Branch position and close out logs when authorized by the Operations Chief or the EOC Director.
- Leave forwarding phone number where you can be reached.

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### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 3.2.4 Law Enforcement Branch Director

#### **POSITION TITLE: Law Enforcement Branch Director**

You report to: Operations Chief

You supervise: Evacuation / Re-entry Unit Leader

#### **Position Overview**

The Law Enforcement Branch Director coordinates warning information provision, evacuation procedures, traffic control, and public security and order; submits requests for mutual aid; coordinates animal welfare and control activities; and coordinates search and rescue teams.

#### **Responsibilities**

- Coordination of provision of warning information.
- Traffic management.
- Fatalities management.
- Facilities security.

#### **Initial Actions**

- Receive assignment and briefing from the Operations Chief.
- Determine the status of all Law Enforcement assets and operational activities. Report status to the Operations Chief.
- Determine Law Enforcement objectives and communicate those to the Operations Chief.
- Establish emergency action plans to meet the needs of the mutual aid requests to protect life and property, secure perimeters around risk areas or evacuated areas, and provide security for emergency workers, as needed.
- Determine when and how to alert and warn critical facilities of impending danger (e.g., hospitals, nursing homes, schools, major industries).
- Monitor all Law Enforcement activities.
- Prepare Branch Situation Report as requested.
- Participate in all Operations Section briefings.

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### Intermediate Actions

- Develop a staffing plan for a 24-hour operation.
- Monitor the situation and, if directed by the Operations Chief, begin development of evacuation plan and routes.
- Notify the Care & Shelter Branch Director of all evacuation plans. Work with the Care & Shelter Branch Director to determine safe evacuation sites and/or shelter locations.

### Extended Actions

- Ensure that all communications are copied to the Message Center.
- Keep the Operations Chief informed of all Law Enforcement activities.
- Coordinate as necessary with the Public Information Officer for the release of public protective actions, evacuations, etc.
- Begin demobilization as soon as practicable.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Operations Chief. Ensure all staff participate in a Critical Incident Stress Debriefing session.
- Provide for staff rest periods and relief.

### Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Enforcement Branch Director position and close out logs when authorized by the Operations Chief or the EOC Director.
- Leave forwarding phone number where you can be reached.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### 3.2.5 Evacuation / Re-entry Unit Leader

##### **POSITION TITLE: Evacuation / Re-entry Unit Leader**

You report to: Law Enforcement Branch Director

You supervise: N/A

##### **Position Overview**

The Evacuation / Re-entry Unit Leader is responsible for an orderly, systematic evacuation of residents and visitors due to an extreme emergency.

##### **Responsibilities**

- Orderly, systematic evacuation of residents and visitors.

##### **Initial Actions**

- Receive briefing from the Law Enforcement Branch Director.
- Establish the lead-time needed prior to evacuation.
- Develop an evacuation plan with the following priorities in mind:
  - Public safety
  - Medical and health services
  - Delivery of essential provisions and other necessary resources
- Coordinate with the Construction & Engineering Branch Director, Care & Shelter Branch Director, American Red Cross, and other necessary staff to develop a cohesive evacuation plan.
- Develop evacuation routes and request the PIO to begin drafting an evacuation notice for the public with specific instructions and routing information.
- Arrange with Construction & Engineering Branch Director for barricades, and inform them of where the barricades are to be placed.
- Ensure that the following occurs:
  - Provide appropriate evacuation information to emergency responders.
  - Provide appropriate evacuation information to the evacuees.
  - Arrange for transportation, if necessary.
  - Provide security for evacuated areas and sheltering of evacuees.

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- Arrange for evacuation of the elderly, infirm, and any others with special needs.
- Coordinate with the American Red Cross and Riverside County Office of Education regarding sheltering needs.
- Identify potential problem areas along evacuation routes, e.g., areas with weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- Estimate the number of people to be evacuated and explain transportation policy (e.g., movement, access control, use of public and private vehicles, etc.).
- Make appropriate arrangements to transport emergency workers.
- Designate areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
- Identify areas for parking and vehicle security in reception areas.

### Intermediate Actions

- Ensure that the EAS broadcasts the evacuation order, transportation routes, assembly points for those needing transportation, and shelter sites.
- Coordinate with the Care & Shelter Branch Director, American Red Cross, and Logistics Section to ensure adequate supplies at all shelter and mass care sites.
- Ensure that all barricades are up and located as identified in the evacuation plan developed for the incident.
- Deploy additional law enforcement officers and/or volunteers to canvass the evacuation area and to provide a verbal notification of evacuation for those who may not have heard the EAS announcements.

### Extended Actions

- Keep the Law Enforcement Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- As soon as practical and safe, develop a re-entry plan with the Operations Chief, Care & Shelter Branch Director, Logistics Chief, and the EOC Director.

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- Request that the PIO publish and arrange EAS broadcasts for the re-entry order with route instructions.
- Arrange transportation for those without transportation, the elderly, and infirm.
- Prepare a debriefing report of the evacuation and provide it to the Law Enforcement Branch Director.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Demobilization:**

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

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.6 Fatalities Management Unit Leader**

You report to: Law Enforcement Branch Director

You supervise: N/A

#### **Position Overview**

The Fatalities Management Unit Leader is assigned by the Sheriff and reports to the Law Enforcement Branch Director in the Operations Section. The Fatalities Management Unit serves as the point of contact for the Riverside County Sheriff's Coroner's Office. The Fatalities Management Unit Leader is responsible for the coordination of Coroner Mutual Aid response including: identifying dead persons and human tissue; determining and recording the cause circumstances, and manner of death; and disposing of unclaimed and/or indigent deceased persons.

#### **Responsibilities**

- Coordination of Coroner Mutual Aid.

#### **Initial Actions**

- Receive briefing from the Law Enforcement Branch Director.
- Ensure all pre-designated notifications are made.
- Determine the nature, scope, and severity of the emergency and potential role(s) for Coroner Mutual Aid Operations.
- Determine the status of Coroner Mutual Aid resources available to mitigate the emergency.
- Coordinate local resources utilized for the collection, identification, determination of cause of death, and disposition of deceased persons and human tissue.
- Coordinate the establishment of fatality collection areas (FCAs) to facilitate recovery operations.
- Ensure temporary morgue facilities are located outside the affected area.
- Ensure operations are monitored for hazardous materials contamination.
- Ensure all Coroner facilities and personnel are prepared for the possibility of continuous 24-hour operation.
- Establish contact with each filed command post to determine the number of deceased persons in each area.

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- Ensure additional temporary cold storage facilities or vehicles are procured, when needed.
- Coordinate Coroner Mutual Aid with search and rescue teams.

### Intermediate Actions

- Coordinate the pre-identification of temporary mass burial sites.
- Coordinate the protection of the property and personal effects of the deceased.
- Establish and maintain a comprehensive record keeping system for continuous updating and recording of fatality numbers. Provide statistical data to the Planning/Intelligence Section frequently.
- Coordinate requests for mutual aid assistance, in accordance with the Coroners Mutual Aid System.
- Determine if special handling procedures will be required to avoid contamination. If so, coordinate with the Medical / Health Branch Director to coordinate the information on the handling of contaminated deceased individuals and personal effects and ensure the information is provided area hospitals and law enforcement agencies.

### Extended Actions

- Work with the Logistics Chief to procure body bags and other necessary supplies and equipment if not on hand.
- Keep the Law Enforcement Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Prepare a debriefing report to the Law Enforcement Branch Director.
- Participate in a Critical Incident Stress Debriefing Session.

### Demobilization:

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

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**Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### 3.2.7 Medical & Health Branch Director

##### **POSITION TITLE: Medical & Health Branch Director**

You report to: Operations Chief

You supervise: Public Health Unit Leader, EMS Unit Leader, Mental Health Unit Leader, Environmental Health Unit Leader

##### **Position Overview**

- The Medical and Public Health Branch Director is responsible for assisting in the provision of medical, mental, and public health care for the residents and visitors of the County of Riverside Operational Area.

##### **Responsibilities**

- Provide accurate information on where individuals may receive appropriate care.
- Serve as liaison with the County Health Officer and Director of Mental Health.
- Assist in implementation of public health actions ordered.
- Monitor the EOC staff for cumulative stress.
- Coordinate with the County Public Information Officer (PIO) to inform the public of health precautions and to provide instructions for the general public.
- Coordinate and prioritize requests from local responders.
- Obtains medical/health personnel, supplies, and equipment through mutual aid.

##### **Initial Actions**

- As appropriate, assign Branch members the responsibility for coordinating the following activities:
  - Public Health
  - Emergency Medical Services
  - Mental Health
  - Environmental Health
- Obtain an initial status on available medical services, including but not limited to:

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- Status of Hospitals and Medical Centers
- Available Paramedics, EMTs, PHNs, Medical Staff, etc.
- Operational first aid stations or Urgent Care Clinics
- Number and location of available ambulances

### Intermediate Actions

- Monitor and track the following issues and report to the Planning & Intelligence Chief:
  - Water (potable)
  - Number and location of dead animals (coordinate with the Animal Control coordinator)
  - Sanitation inspections of mass care facilities
- Coordinate with the Hazardous Materials Unit Leader regarding the health and welfare of response personnel.
- If required, the necessary medical supplies and personnel from the Regional Emergency Operations Area (REOC) in the form of a mutual aid request.
- Coordinate with the American Red Cross and Salvation Army for trained volunteers to respond to identified locations to set up first aid stations. Arrange for the Logistics Section to have necessary supplies delivered to those sites.
- Continuously monitor the emergency response for public health issues (e.g., water not potable, extra sanitary actions to be taken, etc.). Keep the County Health Officer informed of the situation.
- Keep the Operations Chief updated on a regular basis.
- Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- Ensure that a vector control plan is established and implemented for the affected area(s).
- Provide the Operations Chief and the Planning & Intelligence Chief with an overall summary of Health and Medical Branch Operations periodically during the operations period or as requested.
- Ensure that the Public Health Branch is available to assist in mitigating and managing mass fatality situations.

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### **Extended Actions**

- Keep the Operations Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 3.2.8 Public Health Unit Leader

#### **POSITION TITLE: Public Health Unit Leader**

You report to: Medical & Health Branch Director

You supervise: N/A

#### **Position Overview**

The Public Health Unit Leader is responsible for assisting in the provision of any necessary Public Health needs for residents of and visitors in the Riverside County Operational Area.

#### **Responsibilities**

- Assist local communities in taking protective measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, vector control issues, pestilent issues, and control of communicable disease.
- Assist in implementation of any necessary public health actions ordered.
- Coordinate with the County Public Information Officer (PIO) to inform the general public of preventive measures to take, where assistance can be obtained, potable water issues, and other related matters.

#### **Initial Actions**

- Establish communication links with Special Districts, Hospitals, and volunteer organizations.
- If systems are damaged, request assistance from Public Health Unit Leader to assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.
- Coordinate with the Utilities Unit to determine current status of water and sanitation systems.

#### **Intermediate Actions**

- If necessary, contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Coordinate with the PIO and rumor control staff to keep current.

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- Coordinate with the Care and Shelter Branch to develop a distribution system for drinking water as required.
- Inform the Health and Medical Branch Coordinator on all activities of the Public Health Unit periodically during the operational period, or as requested.
- Establish availability of Public Health Field Staff for possible deployment to shelters.
- Establish reporting mechanisms for tracking public health issues.

#### **Extended Actions**

- Keep the Medical & Health Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 3.2.9 EMS Unit Leader

#### **POSITION TITLE: EMS Unit Leader**

You report to: Medical & Health Branch Director

You supervise: N/A

#### **Position Overview**

The EMS Unit Leader is responsible for assisting in the provision of Emergency Medical Services needs for residents of and visitors in the Riverside County Operational Area.

#### **Responsibilities**

- Provide accurate information on issues of field medical care; triage, treatment and transportation activities; and organization/direction of all hospital care and emergency medical personnel pools during a disaster.
- Coordinate with the County Public Information Officer (PIO).

#### **Initial Actions**

- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- Determine status and availability of specialized treatment such as burn centers, disaster medical teams, disaster hospitals, etc.
- Work closely with all Operations Section Branch Coordinators to determine the scope of emergency medical assistance required.
- Assist the Fire and Rescue Branch in providing triage and treatment for extricated victims.
- Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.

#### **Intermediate Actions**

- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support emergency medical operations in the field.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in an emergency medical situation where statistical information is requested by the media.

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- Evaluate EMS System capacity by periodic monitoring of Health Care Facilities and capacities.
- Coordinate EMS status checks – availability/condition of field staff, ambulances, etc.

### **Extended Actions**

- Keep the Medical & Health Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### **3.2.10 Mental Health Unit Leader**

#### **POSITION TITLE: Mental Health Unit Leader**

You report to: Medical & Health Branch Director

You supervise: N/A

#### **Position Overview**

The Mental Health Unit Leader arranges and conducts staff Critical Incident Stress De-briefing sessions for County of Riverside employees, response workers, and others involved in the provision of emergency services.

#### **Responsibilities**

- Assist in the provision of mental health care needs for residents, employees, and visitors of the Riverside County Operational Area.
- Assist in the implementation of any mental health actions ordered.
- Coordinate with the County Public Information Officer (PIO) to inform the general public, County employees, response workers, and others of the dates, times, and locations of assistance.

#### **Initial Actions**

- Establish contact with the DOC for the Department of Mental Health and request status regarding the availability of mental healthcare resources.
- Establish contact with Care and Shelter Branch Director to monitor mental health needs within shelters.

#### **Intermediate Actions**

- Monitor incident operations to identify current or potential inter-organizational problems including stress levels of EOC staff and participants.
- Establish and maintain a cadre of mental health professionals available for dispatch to areas of need.
- Establish contact with Operations Chief to monitor mental health stress reactions of field personnel.

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### **Extended Actions**

- Keep the Medical & Health Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.11 Environmental Health Unit Leader**

##### **POSITION TITLE: Environmental Health Unit Leader**

You report to: Medical & Health Branch Director

You supervise: N/A

##### **Position Overview**

The Environmental Health Unit Leader is responsible for assisting in the provision of any necessary Environmental Health needs for residents of and visitors in the Riverside County Operational Area.

##### **Responsibilities**

- Provide accurate information on feeding sites, hazardous materials problems and waste, vector control issues, emergency response to sanitation and sewage problems, animal control issues, potable Water, and other related issues.
- Assist in the implementation of any environmental health actions to be ordered.
- Coordinate with the County Public Information Officer (PIO).

##### **Initial Actions**

- Keep the Medical & Health Branch Coordinator updated on activities and the situation in surrounding communities, as appropriate.
- Coordinate inspections of shelters, feeding sites, and distribution systems (food, water, etc.) to maintain the health and safety of all jurisdictions.
- Coordinate and ensure departments responding to environmental health issues are adequate and effective.
- Assist the Debris Management Unit Leader in the development of the Debris Removal Plan to ensure that all Environmental and Public Health issues are addressed, i.e. sanitation, sewage, etc.

##### **Intermediate Actions**

- Communicate potential health concerns to Medical & Health Branch Coordinator.
- Monitor activities of and liaison with Animal Care Unit.

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### **Extended Actions**

- Keep the Medical & Health Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.12 Care & Shelter Branch Director**

##### **POSITION TITLE: Care & Shelter Branch Director**

You report to: Operations Chief

You supervise: Mass Care Unit Leader, Animal Care Unit Leader

##### **Position Overview**

The Care and Shelter Unit is responsible for, and coordinates with, volunteer agencies to provide food, potable water, clothing, shelter, animal welfare, emotional support, and other basic necessities of persons impacted by a disaster. The Care and Shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries.

##### **Responsibilities**

- Coordination with volunteer agencies
- Provision of central registration and inquiry service to reunite families and respond to outside welfare inquiries.
- Coordination of the flow of information between the EOC and Care & Shelter facilities.
- Coordination of all functions associated with the following departments and organizations: County Office of Education, County Office on Aging, Animal Control Services, The American Red Cross, and The Salvation Army.

##### **Initial Actions**

- As appropriate, assign Branch members the responsibility for coordinating the following activities:
  - o Mass Care
  - o Animal Care
- Determine the number of evacuees with special needs, such as the critically ill, handicapped, elderly, infirm, non-English speaking, and incarcerated persons. To the extent possible coordinate with the American Red Cross to designate space within shelters to house these types of individuals.
- Inventory the operational status of all facilities listed as shelter, including the following information:

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- Structural soundness
  - Utility services
  - Adequate sanitation facilities, including showers
  - Capacity for cooking, serving and dining areas and equipment
  - Housing capacity
  - Handicapped access
- If shelters need to be opened and/or are already opened, coordinate the information with the Riverside County Department of Social Services, The American Red Cross, and The Salvation Army; assist in providing staff and logistical support, if necessary.
  - Determine the status of any evacuation, displaced persons, and/or public health issues.
  - Establish communications with the American Red Cross for status of any shelter or mass care operations.
  - Establish contact with the Public Information Officer (PIO) to determine the process needed to get information out to the general public, if needed.

#### Intermediate Actions

- Monitor and assist Care and Shelter staff, as needed.
- Coordinate with the Construction & Engineering Branch Director to ensure shelter locations are structurally safe and operational. In the event the incident is an earthquake, ensure the Construction & Engineering Branch Coordinator re-inspects shelter locations after an aftershock occurs.
- Identify and monitor any open shelters.
- Establish communications with volunteer agencies (in addition to the American Red Cross and the Salvation Army) to provide clothing and other basic life sustaining needs.
- Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
- Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.

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- Acquire from each open shelter on a routine basis an up-to-date list of all registered shelter or mass care occupants. Provide statistical information to the Planning/Intelligence Section Coordinator.
- Track other organizations that are providing care and/or shelter services (i.e., Churches, National Guard Armory's, etc.).
- Monitor all shelter and mass care operations to ensure there is adequate staffing, communications, supplies, etc.

#### **Extended Actions**

- Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- Periodically survey all open shelters or mass care facilities to determine the number of individuals registered and any support needed (i.e., special dietary needs, medications, etc.).
- Keep the Operations Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.13 Mass Care Unit Leader**

##### **POSITION TITLE: Mass Care Unit Leader**

You report to: Care & Shelter Branch Director

You supervise: N/A

##### **Position Overview**

The Mass Care Unit Leader is responsible for assisting in the coordination of any Mass Care needs.

##### **Responsibilities**

- Coordinate the flow of information between the Emergency Operations Center (EOC) and The American Red Cross, The Salvation Army, and any other providers of emergency mass care.
- Provide statistical information regarding mass care issues to the EOC.

##### **Initial Actions**

- Create an inventory of the following:
  - Number of care shelters opened due to the incident
  - Name and address of shelters and evacuation centers
  - Number of personnel in shelters
  - Utility services (including communications)
  - Number of shelters and evacuation centers available to be opened and location
  - Adequate sanitation facilities, including showers
  - Capacity for cooking, serving and dining areas and equipment
  - Issues of shelter population that need to be addressed
  - Handicapped access
- Notify the Care & Shelter Branch Director immediately when shelters are opened.

##### **Intermediate Actions**

- Notify the Care & Shelter Branch Director of any health-related issues identified at any shelter site (i.e., sewage leaks, etc.).

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- Coordinate with the Construction & Engineering Branch Director to ensure shelter and evacuation center locations are structurally safe and operational. In the event the incident is an earthquake, ensure the Construction & Engineering Branch Director re-inspects shelter locations after an aftershock occurs.
- Establish contact with the Public Information Officer to determine the process needed to get information out to the general public regarding which shelters are open and their locations.
- Coordinate with the Communications Unit Leader for alternative forms of communications to and from any open shelters.
- Keep the Care & Shelter Branch Director updated and report any changes in the situation as soon as possible.
- Coordinate with the representative from VOAD (Volunteer Organizations Active in a Disaster) any shelter issues and or resource requests of a VOAD agency.

#### **Extended Actions**

- Keep the Care & Shelter Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.14 Parks & Facilities Unit Leader**

**POSITION TITLE:** Parks & Facilities Unit Leader

You report to: Care & Shelter Branch Director

You supervise: N/A

#### **Position Overview**

Responsible for assisting in the coordination of schools to be used as shelters during an emergency incident. Coordinate the flow of information between the Emergency Operations Center (EOC) and Riverside County Schools. Provide statistical information regarding schools to the EOC.

#### **Responsibilities**

- Assist in the coordination of schools to be used as shelters during an emergency incident.
- Coordinate the flow of information between the Emergency Operations Center (EOC) and Riverside County Schools.
- Provide statistical information regarding schools to the EOC.

#### **Initial Actions**

- Receive assignment and briefing from the Care and Shelter Branch Director.
- Review this checklist and wear position identifier (vest or nametag).
- Open and maintain an Activity Log by documenting all actions and decisions. Turn Activity Log(s) in to the Planning/Intelligence Section Chief when completed and/or at the end of shift.
- Inventory parks for the following information:
  - Number of Parks affected by the incident
  - Name and address of parks(s) affected by the incident
  - Number of visitors/employees injured
  - Number of fatalities
  - Number of people arriving for sheltering
  - Structural soundness of buildings
  - Utility services (including communications)
  - Adequate sanitation facilities, including showers
  - Capacity for cooking, serving and dining areas and equipment
  - Housing capacity
  - Handicapped access

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- Provide the above information to the Care and Shelter Branch Director and the Situation Assessment Branch Director in the Planning/Intelligence Section.
- Notify the Care and Shelter Branch Director of any health-related issues identified at any school site (i.e., sewage leaks, etc.)
- Establish communications with Care and Shelter Branch Director for status of any shelter or mass care operations.
- Coordinate with the Construction & Engineering Branch Director to ensure any buildings are structurally safe and operational. In the event the incident is an earthquake, ensure the Construction & Engineering Branch Director reinspects buildings at shelter locations after an aftershock occurs.

### Intermediate Actions

- Participate in all Care & Shelter Branch briefings.
- Establish contact with the Public Information Officer to determine the process needed to get information out to the general public regarding sheltering at parks.
- Coordinate with the Communications Branch Director for alternative forms of communications to and from any open shelter sites established at any park, if needed.

### Extended Actions

- Ensure that all communications are copied to the Message Center.
- Keep the Care and Shelter Branch Director updated and report any changes in the situation as soon as possible.
- Develop a demobilization plan with the Care and Shelter Branch Director.
- Prepare an after action report and turn it in to the Care and Shelter Branch Director.
- Participate in a Critical Incident Stress Debriefing session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.15 Animal Care Unit Leader**

##### **POSITION TITLE: Animal Care Unit Leader**

You report to: Care & Shelter Branch Director

You supervise: N/A

##### **Position Overview**

The Animal Care Unit Leader serves as the County point of contact for the Riverside County Operational Area to ensure that animal control activities are coordinated throughout the County.

##### **Responsibilities**

- Coordinate animal control activities throughout the County.
- Control loose animals.
- Identify emergency animal shelters.

##### **Initial Actions**

- Obtain a status on the number and types of loose or homeless animals in the Riverside County Operational Area.
- Determine if animals need to be evacuated or can be cared for in place. Ensure that animals not evacuated are being cared for (i.e., food, water, etc., is being provided).
- Identify potential emergency shelters by contacting volunteer animal rights organizations for assistance.
- Identify Veterinarians to be on call for animal emergencies.
- Obtain staff for each emergency animal shelter to be established from volunteer groups and the Logistics Section.
- Contact jurisdictional animal welfare facilities and determine their status and ability to function.
- Determine location and time of any animal welfare facilities activated.
- Determine location and status of major incidents involving a threat to or from animals.
- Determine extent of damage to, and the operational capacity of department shelter facilities.

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### Intermediate Actions

- Survey each field command post for status of stray animals or other animal related issues on a periodic basis.
- If applicable, request the Public Information Officer (PIO) to put out a news release identifying where individuals may take their animals or any strays that they may encounter.
- Communicate plans developed at the EOC that affect animal control and care to appropriate outside locations.
- Keep the Law Enforcement Branch Director updated on the situation and any changes.
- As requested, provide estimate of the emergency's impact on area animals, and the need for animal control and care.

### Extended Actions

- Keep the Care & Shelter Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.16 Construction & Engineering Branch Director**

##### **POSITION TITLE: Construction & Engineering Branch Director**

You report to: Operations Chief

You supervise: Damage Assessment & Safety Unit Leader, Route Recovery Unit Leader, Debris Management Unit Leader, Utilities Unit Leader

##### **Position Overview**

The Construction & Engineering Branch Director is responsible for ensuring all buildings and critical facilities are functional.

##### **Responsibilities**

- Coordinate with structural engineers for building assessments.
- Ensure unsafe areas and structures are clearly marked and the public informed.
- Supervise any construction and/or engineering projects to repair damaged buildings, streets, and critical facilities.
- Develop short, mid-, and long-term reconstruction priorities and plans.

##### **Initial Actions**

- As appropriate, assign Branch members the responsibility for coordinating the following activities:
  - o Damage & Safety Assessment Unit
  - o Route Recovery Unit
  - o Debris Removal Unit
  - o Utilities Unit
- Based on the initial EOC strategic objectives prepare objectives for the Construction & Engineering Branch and provide them to the Operations Chief prior to the first Action Planning meeting.

##### **Intermediate Actions**

- Maintain current status on all construction/engineering activities being conducted.
- Ensure that damage and safety assessments are being carried out for both public and private facilities.

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- Determine and document the status of transportation routes into and within affected areas.
- Provide the Operations Chief and the Planning & Intelligence Chief with an overall summary of Construction & Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Utilities and Construction and Engineering Status Reports, as well as the Initial Damage Estimation, are completed and maintained.

### **Extended Actions**

- Keep the Operations Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.17 Damage & Safety Assessment Unit Leader**

##### **POSITION TITLE: Damage & Safety Assessment Unit Leader**

You report to: Construction & Engineering Branch Director

You supervise: N/A

##### **Position Overview**

The Damage Assessment Unit Leader is responsible for the inspection and occupancy classification of all public buildings, critical facilities, and private homes and businesses following a major emergency.

##### **Responsibilities**

- Inspect and classify public buildings, critical facilities, and private homes and businesses.

##### **Initial Actions**

- Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other Branches/Units as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.

##### **Intermediate Actions**

- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning & Intelligence Section.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Ensure that all building inspectors and structural engineers are tagging inspected buildings in a consistent manner.
- Monitor the progress of building inspections and report to the Construction & Engineering Branch Director.
- Inform the Construction & Engineering Branch Director of damage buildings in need of repair.
- Notify the Facilities Unit Leader of status of damaged Riverside County owned/leased buildings.

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- Gather all damage documentation from field inspectors on a routine basis and provide it to the Planning & Intelligence Chief for permanent documentation.

#### **Extended Actions**

- Keep the Construction & Engineering Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **3.2.18 Route Recovery Unit Leader**

##### **POSITION TITLE: Route Recovery Unit Leader**

You report to: Construction & Engineering Branch Director

You supervise: N/A

##### **Position Overview**

The Route Recovery Unit Leader is responsible for the clearing of debris off roads after a major emergency, and coordinating with Law Enforcement regarding route information, clearance, and recovery.

##### **Responsibilities**

- Oversee debris removal from roads.
- Coordinate with Law Enforcement with respect to route information, clearance, and recovery.

##### **Initial Actions**

- Obtain a status on all roads and streets within the Riverside County Operational Area from available sources, i.e., any open field command posts, Fire, Law Enforcement.
- Inventory number of available staff to begin debris removal.
- Develop a plan of action and assign teams to perform debris removal operations.
- Coordinate closely with the Logistics Chief to obtain proper protective clothing (gloves, face masks, hard hats, or utility boots) as needed.

##### **Intermediate Actions**

- Establish contact with private vendors to develop a plan for debris pick up during response and recovery activities, obtain status of sewer systems and repair activities in progress.
- Provide the PIO with information concerning routes and any recommended information regarding raw sewage (if there are line breaks), as needed.
- Request private vendors assisting in debris removal in the affected areas to communicate with the EOC for closer coordination.

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- Keep the Construction & Engineering Branch Director updated as to activities and changes in the situation.
- Monitor the field activities of debris removal and route recovery teams.
- Develop a staffing plan for 24-hour debris removal and route recovery activities or as directed by the Construction & Engineering Branch Director.

#### **Extended Actions**

- Identify the need for any heavy equipment, and coordinate the procurement with the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- Monitor progress of the debris removal and route recovery on a regular basis.
- Keep the Construction & Engineering Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### **3.2.19 Debris Management Unit Leader**

#### **POSITION TITLE: Debris Management Unit Leader**

You report to: Construction & Engineering Branch Director

You supervise: N/A

#### **Position Overview**

The Debris Management Unit Leader is responsible for the protection of the general public health and welfare through efficient management of Riverside County's solid waste system.

#### **Responsibilities**

- Determine and coordinate waste removal disposal efforts being conducted throughout the Operational Area.
- Consider all applicable Local, State, and Federal land use regulations when determining emergency disposal policies.
- Make recommendations on issues that need to be considered due to the amount of debris generated by a disaster event. Determine if it is economically feasible to recover and recycle any debris materials.

#### **Initial Actions**

- Establish contact with local government entities and private agencies to develop a plan for debris pick-up (determine if assistance needed) during response and recovery activities, obtain status of sewer systems and repair activities in progress, and status of residential and business refuse pick up services during the emergency.
- Develop a debris removal plan to facilitate clean up operations, which addresses:
  - Identification of collection efforts being initiated throughout the Riverside County Operational Area.
  - Identification of the County's needs and the needs of other agencies in the Operational Area (City Public Work Departments, Water Districts, Sanitation Districts, etc.) impacted by the event.
  - Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns).

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Sanitation and sewage issues as directed by the Environmental Health Unit Leader in the Medical/Health Branch.

Cooperation with various waste management regulatory agencies to address associated debris removal problems.

Identification and establishment of debris collection sites.

Evaluation of potential recycling of debris.

Prioritization and completion of the debris removal process.

- Coordinate closely with the Environmental Health Unit Leader in the Medical Public Health Branch regarding Environmental and Public Health concerns.
- Coordinate closely with the Logistics Chief to obtain proper protective clothing (gloves, face masks, hard hats, or utility boots) as needed.
- Immediately notify the Medical/Public Health Branch Director and the Environmental Health Unit Leader of any issues concerning sanitation and sewage.

#### **Intermediate Actions**

- Provide the PIO with information on waste removal activities. Ensure that the PIO is apprised of any issues concerning raw sewage and is referred to the Medical / Public Health Branch Director for Public Information release.
- Keep the Construction & Engineering Branch Director updated as to activities and changes in the situation.
- Monitor the field activities of debris removal and route recovery teams.
- Request additional staffing to meet debris removal activities or as directed by the Construction & Engineering Branch Director.

#### **Extended Actions**

- Identify the need for any heavy equipment, and coordinate the procurement with the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- Monitor progress of the debris removal and route recovery on a regular basis.
- Coordinate waste disposal efforts with State and Federal regulatory agencies.
- Keep the Construction & Engineering Branch Director updated on the situation and of any changes.

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- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 3.2.20 Utilities Unit Leader

#### **POSITION TITLE: Utilities Unit Leader**

You report to: Construction & Engineering Branch Director

You supervise: N/A

#### **Position Overview**

The Utilities Unit Leader acts as the Liaison between private utility companies and the County.

#### **Responsibilities**

- Ensure the maintenance and restoration of:
  - o Electric transmission lines, substations, and distribution systems, and
  - o Water transmission systems, distribution systems, storage units, and supply sources.
- Neutralize secondary threats resulting from the disaster.

#### **Initial Actions**

- Determine the status of gas, electric, water, and telephone service.
- Develop priorities and coordinate with utility company(ies) (i.e., electrical, gas, etc.) and special districts (water companies, etc.) of the affected jurisdiction(s) for restoration of utilities to critical and essential facilities.
- Ensure that utilities teams working in the field report back the following information:
  - o Collapsed/hazardous buildings
  - o Fires
  - o Downed power lines
  - o Exposed broken gas mains/gas leaks
  - o Street light outages
  - o Any potentially dangerous situations
- Establish and maintain communications with the utility providers.

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### Intermediate Actions

- Determine the extent of damage to utility systems.
- Ensure that all information on system outages is consolidated and provided to the Situation Unit in the Planning & Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Medical & Health Branch Director informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- Ensure that each utility company and special district is keeping you informed of the status of their utility, special problems, and their availability to respond. Advise the Construction & Engineering Branch Director and the Planning and Intelligence Chief of major problems and general utility status.
- Advise the Public Information Officer (PIO) of public utility status.
- Maintain a Public Utilities incident chart and map record of all *major* Public Utilities incidents and commitments.
- Work with the utility companies and special districts to ensure that problems pertaining to the special needs of the elderly, handicapped, and those whose primary language is not English are being addressed.
- Coordinate supply requirements which cannot be met from assigned resources with the Logistics Chief.
- Complete a public utilities situation report at the end of each operational period or upon request of the Planning & Intelligence Chief.

### Extended Actions

- Keep the Construction & Engineering Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
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## **SECTION 4: PLANNING & INTELLIGENCE SECTION**

### ***4.1 Planning & Intelligence Section Overview***

The Planning & Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events.

During a disaster/emergency, the Planning & Intelligence Chief continuously compiles information and advises on various courses of action from each department's perspective. This Section is responsible for the development of the jurisdiction's Action Plan and for conducting briefings and the After-Action Plan for recovery and mitigation.

Responsibilities are to:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, EOC Manager, Public Information Officer, and the EOC staff.
- Conduct mapping and recording operations.
- Prepare approved summary safety/damage assessment reports for dissemination to Riverside County departments and agencies, State OES, FEMA, and the Riverside County Operational Area (OA).
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the Riverside County OA's post-event condition.
- Provide Planning & Intelligence support to other Sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the Riverside County OA EOC Action Plan.
- Prepare the Riverside County OA After-Action Report.
- Prepare a post-disaster recovery plan.

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- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

The Planning & Intelligence Section ensures that safety and damage assessment information is compiled, assembled, and reported in an expeditious manner. The Planning & Intelligence Section is also responsible for detailed recording (Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster.

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## **4.2 Planning & Intelligence Section Position Checklists**

### **4.2.1 Planning & Intelligence Chief**

#### **POSITION TITLE: Planning & Intelligence Chief**

You report to: EOC Director

You supervise: Deputy Planning & Intelligence Chief, Situation Unit Leader, Resource Status Unit Leader, Documentation Unit Leader, Mapping / GIS Unit Leader, Advanced Planning Unit Leader, Recovery Planning Unit Leader, Demobilization Unit Leader, Technical Specialists Unit Leader(s)

#### **Position Overview**

The Planning & Intelligence Chief has the management responsibility for all planning activities relating to response, demobilization, and recovery operations. This position assists the EOC Director in the development of the Action Plan.

#### **Responsibilities**

- Manage the Planning & Intelligence Section staff.
- Gather and analyze all situation and resource status information.
- Develop reports and recommend actions for the EOC Director and the EOC Manager.
- Conduct planning meetings and prepare the Action Plan for each operational period.
- Report directly to the EOC Director and coordinate closely with other Section Chiefs, in particular the Operations Section Chief.

#### **Initial Actions**

- Ensure that the Planning & Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate Units within the Section as needed and designate Unit Leaders for each element.
- Establish contact with the REOC when activated, and coordinate all Approved Situation Analysis Reports with their Planning & Intelligence Section.
- Meet with Operations Chief; obtain and review any major incident reports.

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- Make a list of key issues to be addressed by Planning & Intelligence; in consultation with Section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the EOC Director informed of significant events.
- Receive an initial briefing from the EOC Director or EOC Manager.
- Request Branch Coordinators to fill out Branch Situation Reports and turn into you as needed, i.e. initially every hour on the hour.
- Assist the EOC Director in conducting planning meetings to evaluate and/or re-evaluate the situation, objectives, priorities, operational period, assignments, and needed logistics. (The outcomes of these meetings are the basis for the action plan).
- Prepare the initial situation report. Ensure each report is approved by the EOC Director prior to dissemination.
- Ensure that the Situation Status Branch is maintaining current information for the situation analysis report.

### Intermediate Actions

- Ensure that major incidents reports and status reports are completed by the Operations Section and are accessible by Planning & Intelligence.
- Ensure that an approved situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the PIO has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with Section staff and work to reach consensus among staff on Section objectives for forthcoming operational periods.
- Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each Section are completed, collected, and posted in preparation for the next Action Planning meeting.
- Ensure that the Approved EOC Action Plan is completed and distributed prior to the start of the next operational period.
- Work closely with each Unit within the Planning & Intelligence Section to ensure the Section objectives, as defined in the current EOC Action Plan, are being addressed.

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- Ensure that the Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Provide technical specialists to all EOC Sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance & Administration Section.
- Brief the EOC Director and EOC staff on initial intelligence:
  - Nature and scope of incident/disaster
  - Current and potential threats to life and property
  - Recommended courses of action to mitigate immediate threats
- Meet frequently with Public Information Officer (PIO) to update status for news releases.
- Obtain briefings and updates as appropriate from Section Coordinators.
- Conduct periodic Planning/Intelligence Section meetings to:
  - Brief/update the EOC action plan
  - Assign tasks to appropriate Branches/Units
  - Identify critical issues/needs, shortfalls
  - Brief Branches/Units on previously assigned tasks
- Develop possible incident objectives and priorities based on:
  - Public health and welfare
  - Emergency information or public instructions
  - Possible shortages of personnel or supplies
  - Identification of danger areas
  - Determination of needs
  - Analysis of all information to forecast any developments or trends
- Collect projected activity reports from Section Chiefs and Planning & Intelligence Section Unit Leaders at appropriate intervals.
- Continue EOC situation briefings and action planning sessions as needed.

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- Instruct the Situation Unit Leader and staff to document/update status reports from all Section Chiefs and Unit Leaders for use in decision making and reference in post-disaster evaluation and recovery assistance applications.
- Keep Department Operations Centers (DOC) apprised of overall situation.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance & Administration Section:
  - Notification of any emergency expenditures
  - Daily time-sheets
- Meet with agency representatives to determine:
  - Agencies not requiring formal demobilization
  - Personal rest and safety needs
  - Coordination procedures with cooperating/assisting agencies
  - Completion and submittal of all required documentation
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director. Provide staff rest periods and relief.
- Coordinate with the EOC Director and the Section Chiefs to determine the need for an EOC Demobilization Plan. If the plan is deemed necessary, prepare a written demobilization action plan that will at a minimum address the following:
  - Release plan strategies and general information
  - Priorities for release
  - Transfer of authorities/responsibilities/mission
- Ensure that each Section has completed the following:
  - Final reports
  - Close-out of Section activity log
  - Transfer of ongoing missions and/or actions to appropriate full-time staff for recovery operations

#### Extended Actions

- Keep the EOC Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

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**Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 4.2.2 Deputy Planning & Intelligence Chief

#### **POSITION TITLE: Deputy Planning & Intelligence Chief**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as delegated by the Planning & Intelligence Chief

#### **Position Overview**

The Deputy Planning & Intelligence Chief assists the Planning & Intelligence Chief, and in the Chief's absence, manages the Section.

#### **Responsibilities**

- In coordination with the Planning & Intelligence Chief, manage the Planning & Intelligence Section staff.
- Gather and analyze all situation and resource status information.
- Develop reports and recommend actions for the Planning & Intelligence Chief, the EOC Director, and the EOC Manager.
- Conduct planning meetings and prepare the Action Plan for each operational period.

#### **Initial Actions**

- Ensure that the Planning & Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Keep the EOC Director informed of significant events.
- Receive an initial briefing from the EOC Director or EOC Manager.
- Assist the EOC Director in conducting planning meetings to evaluate and/or re-evaluate the situation, objectives, priorities, operational period, assignments, and needed logistics. (The outcomes of these meetings are the basis for the action plan).
- Ensure that the Situation Status Branch is maintaining current information for the situation analysis report.

#### **Intermediate Actions**

- Ensure that major incidents reports and status reports are completed by the Operations Section and are accessible by Planning & Intelligence.

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- Ensure that a situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Work closely with each Unit within the Planning & Intelligence Section to ensure the Section objectives, as defined in the current EOC Action Plan, are being addressed.
- Ensure that the Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.
- Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- Provide technical specialists to all EOC Sections as required.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director. Provide staff rest periods and relief.
- Ensure that each Section has completed the following:
  - o Final reports
  - o Close-out of Section activity log
  - o Transfer of ongoing missions and/or actions to appropriate full-time staff for recovery operations

### Extended Actions

- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion

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1.4.5 Demobilization

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### 4.2.3 Situation Unit Leader

#### **POSITION TITLE: Situation Unit Leader**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as determined by the Planning & Intelligence Chief

#### **Position Overview**

This position is critical to alerting the Director of Emergency Services of potential problems affecting the Operational Area.

#### **Responsibilities**

- Collect, analyze, evaluate, and disseminate situation information from:
  - Cities and unincorporated areas (to include safety assessment information),
  - County departments (including the operational status of departments), and
  - Other agencies.
- Prepare Intelligence Reports.

#### **Initial Actions**

- Make contact with DOCs and establish a schedule for obtaining situation reports.
- Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Report and facilitate the Action Planning process.
- Working with the Management Section prepare Situation Unit objectives for the initial Action Planning meeting.
- Check-in with the EOC Planning & Intelligence Chief to receive initial briefing on:
  - General situation
  - Immediate tasks for the Section
  - Organization of EOC staff
  - Communication capability between OA and the Cities/Special Districts

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- Ensure Section Status Boards are kept current.
- Prepare input to facilitate in the EOC action planning session. Topics to be covered in the EOC Action Plan Meeting are:
  - Time period the plan covers
  - The mission(s) priorities
  - Listing of objectives to be accomplished (should address the priorities and be measurable in some way)
  - Statement of strategy to achieve the objectives (identify whether there is more than one way to accomplish the objective, and which way is preferred)
  - Assignments necessary to implement strategy
  - Organizational elements to be activated to support the assignments (may also list organizational elements that will be deactivated during or at the end of the period)
  - Logistical or other technical support required
- Establish and maintain a position log and other necessary files.
- Oversee the collection and analysis of all emergency related information.

### Intermediate Actions

- Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each EOC Section provides the Situation Unit with Status Reports on a regular basis.
- Prepare a situation summary for the EOC Action Planning meeting.
- Ensure each Section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.)
- Ensure that adequate staff are assigned to maintain all maps, status boards, and other displays.
- Track all mutual aid requests and mutual aid received.

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- Maintain current status on information coming from command posts, Department Operating Centers (DOCs) and, if activated, jurisdictional EOCs.
  - Current information displayed on status boards
  - Current information displayed on maps
  - Distribute current information to the EOC Director, the EOC Manager, and all section chiefs.
- Brief the Planning & Intelligence Chief on major problem areas that need immediate action.
- Keep the Regional Emergency Operational Area (REOC), (OES), apprised of overall situation and newly developing situations/issues.
- Maintain an open file of situation reports and major incident reports for review with other Sections or agencies.
- Provide information to Public Information Officer (PIO) for use in developing media and other briefings.

#### **Extended Actions**

- Keep the EOC Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **4.2.4 Resource Status Unit Leader**

##### **POSITION TITLE: Resource Status Unit Leader**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as determined by the Planning & Intelligence Chief

##### **Position Overview**

The Resource Status Unit Leader maintains accurate, up-to-date status on emergency resources in the Operational Area.

##### **Responsibilities**

- Provide EOC staff with up-to-date status on emergency resources.

##### **Initial Actions**

- Receive initial briefing from EOC Director and Planning & Intelligence Chief.
- Set up resource tracking.
- Make contact with DOCs and establish a schedule for obtaining resource status.

##### **Intermediate Actions**

- Prepare and maintain updated resource status summary for the EOC Action Planning meeting.

##### **Extended Actions**

- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

##### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 4.2.5 Documentation Unit Leader

#### **POSITION TITLE: Documentation Unit Leader**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as determined by the Planning & Intelligence Chief

#### **Position Overview**

The Documentation Unit Leader maintains accurate up-to-date files, logs, reports, plans, and other related information. Keep copies of everything.

#### **Responsibilities**

- Assisting other Sections in setting up and maintaining documentation during a disaster.
- Maintain display boards of the current situation.
- Provide duplication services.
- Pack and store vital records for legal, analytical, and historical purposes.

#### **Initial Actions**

- Receive assignment and initial briefing from the Planning & Intelligence Chief on:
  - General situation
  - Immediate tasks for the Section
  - Organization of EOC staff
- Establish situation/incident master file. At a minimum, the file should consist of:
  - Copies of Sign In Logs
  - Operational Area Flash Report
  - Operational Area Situation Report
  - Copies of all Situation Reports, Requests for Mutual Aid, etc., sent to the Regional Emergency Operations Center (REOC), Office of Emergency Services (OES)
  - Copies of all Incident action plans
  - Copies of fax logs

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- Copies of all declarations and requests for declarations (local, gubernatorial, and presidential)
  - Copies of all Section Activity Logs
  - Copies of all reports either submitted to or generated by the EOC
  - Copies of staff/organization charts
  - Copies of phone rosters
- Prepare distribution list for incident action plans and situation reports.

#### Intermediate Actions

- Make copies and distribute EOC incident action plans to the EOC staff, Special Districts, and OES.
- Ensure all telephone, radio, and memo communications in the EOC are documented. Keep a copy of all phone messages.
- Prepare Branch Situation Status Report as requested.
- Establish and maintain a position log and other necessary files.
- Meet with the Planning & Intelligence Chief to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Planning Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Reports and Action Plans.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the EOC.
- After the incident action planning meetings, assist in the preparation of any written incident action plans or procedures.
- Receive and log all documentation relating to requests and response for personnel or supplies to the respective Section Chiefs.

#### Extended Actions

- Maintain an on-going log of all EOC activities, decisions, communications, and reports. Copies of news releases, public information notices,

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employee directives, Operational Area status summaries, etc., should be included.

- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### 4.2.6 Mapping / GIS Unit Leader

##### **POSITION TITLE: Mapping / GIS Unit Leader**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as determined by the Planning & Intelligence Chief

##### **Position Overview**

The Mapping/GIS Unit supports the operations of the EOC by creating and maintaining maps and photographs using Riverside County's GIS system and other mapping/photographic systems.

##### **Responsibilities**

- Generate custom incident maps upon request of EOC management personnel.

##### **Initial Actions**

- Determine status and operability of primary GIS and photographic computer systems and applications. Report status to Logistics Chief.

##### **Intermediate Actions**

- Assist the Public Information Officer (PIO) with any Mapping/GIS communication needs in the Emergency Public Information Area.
- Keep the Communications Unit Leader informed of Mapping/GIS system failures and restoration activities.
- Request additional computer equipment as required through the Communications Unit Leader.
- Report status on a routine basis to the Planning & Intelligence Chief.
- Meet with the Logistic Chief to determine external sources of equipment and/or data should the need arise.
- Develop an emergency action plan to address the systematic repair/restoration of essential Mapping/GIS computer systems.

##### **Extended Actions**

- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.

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- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 4.2.7 Advanced Planning Unit Leader

#### **POSITION TITLE: Advanced Planning Unit Leader**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as determined by the Planning & Intelligence Chief

#### **Position Overview**

The Advanced Planning Unit Leader is responsible for the development of an EOC Action Plan based upon the objectives and priorities determined by the Director of Emergency Services and the Section Chiefs.

#### **Responsibilities**

- Forecast possible situation developments by focusing on potential response and recovery issues that might exist within the 36-to-72-hours following a current operational period.

#### **Initial Actions**

- Gather information from the Situation Unit Leader.
- Working with the Planning & Intelligence Chief, determine what the Operational Period will be, establish EOC action plan time frame (i.e., 8 hours, 12 hours, 24 hours, etc.), and distribute to all Sections.
- Develop objectives and priorities based on needs of the incident with emphasis on the following:
  - o Public Health and Welfare
  - o Emergency information or public instructions
  - o Possible shortages of personnel or supplies
  - o Identification of danger areas
  - o Determination of needs
- Develop an EOC action plan which includes the following based on the priorities and objectives approved by the EOC Director:
  - o Planning period (time frame the EOC action plan covers)
  - o Clear objective(s)
  - o Goals
  - o Assets needed to be deployed to achieve objectives

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- Mutual aid requested and when it is expected
  - Staging areas
  - Length of shifts and/or when relief will be needed
- Obtain approval of the Planning/Intelligence Section Coordinator and EOC Director of each EOC action plan; distribute the EOC action plan to ALL EOC staff, OES, and to any support agencies, off-site special districts involved in the incident, and any field division command posts.

### Intermediate Actions

- Keep the Planning & Intelligence Chief and Situation Unit Leader advised of changing information.
- Analyze all information to forecast any developments or trends.
- Monitor resource usage to forecast shortfalls.
- Prepare Branch Situation Status Report as requested.
- Update information and forecasts as objectives are met and new ones are identified. Keep all others in the EOC advised.

### Extended Actions

- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### **4.2.8 Recovery Planning Unit Leader**

#### **POSITION TITLE: Recovery Planning Unit Leader**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as determined by the Planning & Intelligence Chief

#### **Position Overview**

The Recovery Planning Unit Leader is responsible for organizing and directing Recovery Planning in Riverside County.

#### **Responsibilities**

- Form a Recovery Planning Team to assist the County in recovering from the incident, utilizing assigned representatives from each County Department affected by the incident.
- Work with the Chief Executive Officer, Board of Supervisors, and business and civic leaders to establish and implement a long-range plan for recovery for the County.

#### **Initial Actions**

- Receive initial briefing from EOC Director and Planning & Intelligence Chief.
- Gather information from the Situation Unit Leader and Advanced Planning Unit Leader.

#### **Intermediate Actions**

- Organize Recovery Planning Team to assist the County in recovering from the incident, utilizing assigned representatives from each County Department affected by the incident.

#### **Extended Actions**

- Oversee development of a long-range Recovery Plan.
- Work with the Chief Executive Officer, Board of Supervisors, and business and civic leaders to establish and implement the Recovery Plan.
- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.

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- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 4.2.9 Demobilization Unit Leader

#### **POSITION TITLE: Demobilization Unit Leader**

You report to: Planning & Intelligence Chief

You supervise: N/A, or as determined by the Planning & Intelligence Chief

#### **Position Overview**

The Demobilization Unit Leader is responsible for preparing the demobilization plan and assisting Section Chiefs in ensuring that an orderly, safe, and cost-effective demobilization of personnel and equipment is accomplished.

#### **Responsibilities**

- Prepare demobilization plan.
- Assist Section Chiefs in ensuring that demobilization is orderly, safe, and cost-effective.

#### **Initial Actions**

- Receive initial briefing from EOC Director and Planning & Intelligence Chief.
- Gather information from the Situation Unit Leader and Advanced Planning Unit Leader.

#### **Intermediate Actions**

- Prepare demobilization plan.

#### **Extended Actions**

- Assist Section Chiefs and EOC management with demobilization.
- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up

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- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 4.2.10 Technical Specialists

#### **POSITION TITLE: Technical Specialists**

You report to: Planning & Intelligence Chief

You supervise: N/A

#### **Position Overview**

Technical Specialists are advisors with special skills that may be needed to support a specific incident.

#### **Responsibilities**

- Act as a resource to members of the EOC staff in their respective technical specialty.

#### **Initial Actions**

- Receive initial briefing from EOC Director and Planning & Intelligence Chief.
- Gather information from the Situation Unit Leader and Advanced Planning Unit Leader.

#### **Intermediate Actions**

- Prepare plan for your technical activity.

#### **Extended Actions**

- Keep the Planning & Intelligence Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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## **SECTION 5: LOGISTICS SECTION**

### ***5.1 Logistics Section Overview***

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also provides the necessary communications for effective response coordination.

In general, the Logistics Section is responsible for providing resources (personnel and equipment) that are not in current Riverside County OA inventories. During response operations, the EOC Director and Operations Chief will first call upon the Units represented in the Operations Section for resources. Once these resources have been exhausted, the Logistics Section will be called upon to locate the required resources from external sources.

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## **5.2 Logistics Section Position Checklists**

### **5.2.1 Logistics Chief**

**POSITION TITLE: Logistics Chief**

You report to: EOC Director

You supervise: Support Branch Director, Service Branch Director

#### **Position Overview**

The Logistics Section Chief oversees all of the resource and support functions of the Logistics Section (communications, personnel, facilities, services, transportation, and others) in support of the emergency response.

#### **Responsibilities**

- Locate, order, and utilize critical resources in the aftermath of a major disaster.
- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; and arranging for food, lodging, and other support services as required.
- Establish the appropriate level of Branch and Unit staffing within the Logistics Section. Monitor the effectiveness of the organization and modify as required.
- Ensure Section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

#### **Initial Actions**

- Meet with the EOC Director and identify immediate resource needs.

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- Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate Branches/Units within Section as needed and designate Unit Leaders for each element:
- Mobilize sufficient Section staffing for 24-hour operations.
- Advise Branches and Units within the Section to coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the Finance & Administration Chief and determine level of purchasing authority for the Logistics Section.
- Assist Branch Directors in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

### Intermediate Actions

- Provide periodic Section Status Reports to the EOC Director.
- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with Section staff and work to reach consensus on Section objectives for forthcoming operational periods.
- Provide the Planning & Intelligence Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.
- Attend and participate in EOC Action Planning meetings.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- Provide Section staff with information updates as required.
- Obtain information, status of areas, and updates regularly from Section Staff. Assist when necessary.
- Attend routine meetings with the EOC Director and Section Chiefs.
- Obtain needed supplies with the assistance of the Finance Section Chief, as needed.

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- If needed, contact the Regional Emergency Operations Center (REOC), Office of Emergency Services (OES), for mutual aid.

### **Extended Actions**

- Keep the EOC Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 5.2.2 Support Branch Director

#### **POSITION TITLE: Support Branch Director**

You report to: Logistics Chief

You supervise: Supply Unit Leader, Facilities Unit Leader, Transportation Unit Leader, Personnel Unit Leader, Donation Management Unit Leader, Community Programs Unit Leader

#### **Position Overview**

The Support Branch Director of the Logistics Section provides materials, supplies, professional and personal services, and rental equipment needed by the Operations Section to respond to a disaster. It is assumed that all requests to the Logistics Section are for resources that either have been depleted or are unavailable from within the Riverside County Departments. The Logistics Section Support Branch responds to requests by 1) canvassing all Riverside County Departments for required resources, 2) purchasing or renting from local vendors for immediate delivery, or 3) requesting from Departments or agencies of the State or Federal government.

#### **Responsibilities**

- Expedite the procurement of resources, including nutritional support for the EOC.
- Coordinate with the Finance Section Purchasing Branch Coordinator to manage the collection and maintenance of cost data.
- Coordinate procurement actions with the Finance/Administration Section.
- Coordinate delivery of supplies and materiel as required.

#### **Initial Actions**

- Collect and coordinate essential supplies. Prepare to assist with equipment leasing and/or purchase upon request of the Transportation Unit Leader. Consider transportation needs for equipment and supplies when responding to requests.
- Identify emergency generators in the Riverside County OA and collect information on their size, capability, and locations.
- Identify where additional emergency generators may be obtained and put the vendor on alert to this possibility.
- Develop procedures for procurement of supplies, personnel, etc.

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- Work with EOC Director to acquire necessary food supplies to feed EOC staff.
- Survey all Riverside County OA facilities to develop a supply inventory, to include but not limited to:
  - o Water
  - o Food
  - o Office supplies
  - o Sanitation services for EOC and Media Center
- Coordinate with Riverside County Departments to inventory the equipment and supplies they may have stored and identify the storage location(s).
- Determine if requested types and quantities of supplies and materiel are available in inventory.

#### Intermediate Actions

- Determine procurement spending limits with the Purchasing Unit in the Finance & Administration Section. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Determine if the procurement item can be provided without cost from another jurisdiction.
- Determine unit costs of supplies and materiel from suppliers and vendors and if they will accept purchase orders as payment prior to completing the order.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance & Administration Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.
- In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.

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- Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- Inform the Logistics Chief of significant issues affecting the Procurement Unit.
- Coordinate with the Care and Shelter Branch Coordinator to determine number and types of donated goods. Coordinate, if necessary, in the distribution of donated goods and services.

### Extended Actions

- Track the status of all supplies as “available” (include location) or “not available” and “requested” with Estimated Time of Arrival (ETA).
- Set up procedures for return of unused supplies.
- Keep the Logistics Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 5.2.3 Supply Unit Leader

#### **POSITION TITLE: Supply Unit Leader**

You report to: Support Branch Director

You supervise: N/A

#### **Position Overview**

The Supply Unit Leader provides materials, supplies, professional and personal services, and rental equipment needed by the Operations Section to respond to a disaster. It is assumed that all requests to the Logistics Section are for resources that either have been depleted or are unavailable from within the Riverside County Departments.

#### **Responsibilities**

- Expedite the procurement of resources, including nutritional support for the EOC.
- Coordinate with the Finance Section Purchasing Branch Coordinator to manage the collection and maintenance of cost data.
- Coordinate procurement actions with the Finance/Administration Section.
- Coordinate delivery of supplies and materiel as required.

#### **Initial Actions**

- Collect and coordinate essential supplies. Prepare to assist with equipment leasing and/or purchase upon request of the Transportation Unit Leader. Consider transportation needs for equipment and supplies when responding to requests.
- Identify emergency generators in the Riverside County OA and collect information on their size, capability, and locations.
- Identify where additional emergency generators may be obtained and put the vendor on alert to this possibility.
- Develop procedures for procurement of supplies, personnel, etc.
- Work with EOC Director to acquire necessary food supplies to feed EOC staff.
- Survey all Riverside County OA facilities to develop a supply inventory, to include but not limited to:

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- Water
- Food
- Office supplies
- Sanitation services for EOC and Media Center
- Coordinate with Riverside County Departments to inventory the equipment and supplies they may have stored and identify the storage location(s).
- Determine if requested types and quantities of supplies and materiel are available in inventory.

#### Intermediate Actions

- Determine procurement spending limits with the Purchasing Unit in the Finance & Administration Section. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Determine if the procurement item can be provided without cost from another jurisdiction.
- Determine unit costs of supplies and materiel from suppliers and vendors and if they will accept purchase orders as payment prior to completing the order.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance & Administration Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.
- In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.

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- Inform the Support Branch Director of significant issues affecting the Procurement Unit.
- Coordinate with the Care and Shelter Branch Coordinator to determine number and types of donated goods. Coordinate, if necessary, in the distribution of donated goods and services.

#### **Extended Actions**

- Track the status of all supplies as “available” (include location) or “not available” and “requested” with Estimated Time of Arrival (ETA).
- Set up procedures for return of unused supplies.
- Keep the Support Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 5.2.4 Facilities Unit Leader

#### **POSITION TITLE: Facilities Unit Leader**

You report to: Support Branch Director

You supervise: N/A

#### **Position Overview**

The Facilities Unit Leader is responsible for the location of sleeping and sanitation facilities for the EOC (should it need to be relocated) and Department Operating Centers (DOCs). This position is also responsible for finding locations of alternate buildings for Riverside County staff to work either on a short or long-term basis, depending upon the situation.

#### **Responsibilities**

- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.

#### **Initial Actions**

- Coordinate with the Construction & Engineering Branch Director to conduct an assessment of the Emergency Operations Center (EOC).
- Ensure electrical, gas (if on-site), potable water, sewer, plumbing, sanitation issues (e.g., portable toilets), and generator(s) for EOC, are operational.
- Prioritize Riverside County facilities by use, and request a damage assessment of each one from the Construction & Engineering Branch Director.
- Obtain an Inventory of all Riverside County owned or leased facilities. Contact the building owner or manager to obtain a status report. If unable to contact the building owner, request that the Construction & Engineering Branch Director have someone survey the building and provide a status report.

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### Intermediate Actions

- Coordinate with Construction & Engineering Branch Director to repair any damaged building(s).
- Coordinate with Construction & Engineering Branch Director to determine which facilities are not functional. Develop a plan to identify which Riverside County services must be relocated. Arrange for alternative sites.
- Work closely with the EOC Director and Section Chiefs in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with Branches and Units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager for each facility.
- Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies, and equipment at the site; hours of operation; and the name and phone number of the Facility Manager.
- Ensure all structures are safe for occupancy and that they comply with ADA requirements. Upon completion of the evaluation, notify the EOC Safety Officer.
- As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Support Branch Director and the Logistics Chief informed of significant issues affecting the Facilities Unit.
- Track and document all Riverside County functions transferred to alternative sites/facilities due to the emergency.
- Work with the Supply Unit Leader and the Procurement Unit Leader to obtain necessary supplies needed for Riverside County staff to work in alternative sites. All possible attempts should be made to salvage Riverside County equipment and supplies prior to purchase or lease.

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### Extended Actions

- Develop a plan to relocate Riverside County staff back to regular work sites as soon as possible.
- Keep the Support Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 5.2.5 Transportation Unit Leader

**POSITION TITLE:** Transportation Unit Leader

You supervise: N/A

#### Position Overview

This position is responsible for the obtaining maintenance and tracking of all vehicles for transportation and work used during an emergency or sent to other jurisdictions as part of a mutual aid request from the Operational Area.

#### Responsibilities

- In coordination with the Operations Section, Construction & Engineering Branch Director, and the Situation Unit Leader, develop a transportation plan to support EOC operations.
- Arrange for the acquisition or use of required transportation resources.

#### Initial Actions

- Inventory all Riverside County vehicles and other possible resources for transportation needs as In Use, Available, Under Repair, etc.
- Inventory spare parts for equipment and transportation vehicles.
- Coordinate with the Logistics Section and/or the Finance & Administration Section to identify those vendors with contracts to supply the Riverside County OA with needed vehicles, spare parts, and/or fuel during emergency situations. Put vendors on notice that resources may be needed.
- Identify available fuel sources located within Riverside County for vehicles and/or transportation vehicles; put outside vendors on notice that their fuel (gasoline, diesel, or propane) may be needed.
- Create a resource status board to indicate the status of all Riverside County owned vehicles, current location, in use, out of service, expected time back in service, and items on loan to others.
- Establish and maintain contact with the private transportation services in the Riverside County OA (i.e., taxis, bus companies, etc.) to determine equipment and transportation vehicles available should they be needed.
- Identify staff available to work and develop a 24-hour staffing plan so that vehicle equipment malfunctions may be dealt with in a timely manner.

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### Intermediate Actions

- Routinely coordinate with the Situation Unit to determine the status of transportation routes in and around the affected area.
- Routinely coordinate with the Construction & Engineering Branch Director to determine progress of route recovery operations.
- Develop and maintain a Transportation Plan which identifies routes of ingress and egress in order to facilitate the movement of response personnel, the movement of affected population, and shipment of resources and materiel.
- Establish and maintain contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- Inform the Support Branch Director and the Logistics Chief of significant issues affecting the Transportation Unit.
- Develop and maintain a plan for vehicles needed for transporting evacuees out of an impacted area. Coordinate this with the Law Enforcement Branch Director in the Operations Section.
- Develop a plan to repair vehicles that are out-of-service.
- Arrange for spare parts to be available from private vendors should they be needed for Riverside County OA use.

### Extended Actions

- Develop a plan for servicing all Riverside County vehicles once they are released from service.
- Keep the Support Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### 5.2.6 Personnel Unit Leader

##### **POSITION TITLE: Personnel Unit Leader**

You report to: Support Branch Director

You supervise: N/A

##### **Position Overview**

The Personnel Unit Leader inventories available staff and establishes a Personnel Pool area to collect and register available staff and volunteers to work in the Emergency Operations Center (EOC).

##### **Responsibilities**

- Provide personnel resources as requested in support of the EOC and Field Operations.
- Identify, recruit and register volunteers as required.
- Develop an EOC organization chart.
- Supervise the Personnel Unit.
- Coordinates with appropriate Department Directors or supervisors to coordinate re-assignment of staff to the EOC, as needed.
- Receives requests and assigns available staff as needed.
- Maintains adequate numbers of available personnel.
- Assists in the maintenance of staff morale.
- Provides guidance to the EOC Director and Board of Supervisors regarding any Union issues which may arise in the reassignment of staff to "out-of-class" tasks during the emergency.

##### **Initial Actions**

- Establish a personnel pool area for the Emergency Operations Center (EOC) and a volunteer area. Communicate operational status to the Support Branch Director, the Logistics Chief, the EOC Director, the EOC Manager, and the Section Chiefs. Coordinate with the Public Information Officer (PIO) with respect to a location for volunteers to report, if requested.

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- Develop a registration process and criteria for acceptable volunteers not employed or associated with the Riverside County OA, following all State Disaster Services Workers Guidelines.
- Inventory the number and classify staff presently available in the Personnel Pool.

#### **Intermediate Actions**

- Work with the EOC Director and the EOC Manager to establish long-term staffing needs.
- Forward approved requests for personnel from Riverside County Departments, Special Districts, and other jurisdictions to the Volunteer Coordinator.
- In conjunction with the Documentation Unit, develop a large poster-sized EOC organization chart depicting each activated position. Indicate the name of the person occupying each position on the chart, as the specific persons check-in to the EOC. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- Coordinate with the Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed, and the person or Unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Assist the Fire & Rescue Branch Director and the Law Enforcement Branch Director with ordering of mutual aid resources as required.
- To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- Arrange for child care services for EOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards.

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- Inform the Support Branch Director and the Logistics Chief of significant issues affecting the Personnel Unit.
- Maintain a log of all assignments.
- Working with the EOC Manager, develop a staffing plan for all staff increments of time appropriate to the situation, weather conditions, etc., and communicate it to the EOC Director and the Section Chiefs.
- Ensure maintenance of staff emergency incident time sheets; distribute emergency time sheets to the EOC Manager and all Section Chiefs to complete for their areas. Coordinate this activity with the Finance & Administration Chief.
- Assist the Public Information Officer (PIO) in publishing an informational sheet for employees regarding when and where to report and for volunteers regarding Riverside County OA needs or refer them to individual cities needing volunteer resources.
- Maintain a message center in the personnel pool area for re-assigned personnel.
- Develop staff rest and nutritional area in coordination with the Facilities Unit Leader.
- Observe and assist staff who exhibit signs of stress and other fatigue. Report concerns to Support Branch Director. Provide for staff rest periods and relief.

#### **Extended Actions**

- Keep the Support Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **5.2.7 Donation Management Unit Leader**

##### **POSITION TITLE: Donation Management Unit Leader**

You report to: Support Branch Director

You supervise: N/A

##### **Position Overview**

The Donation Management Unit Leader coordinates collection, inventory, and distribution of donations of goods and services from community groups and private organizations.

##### **Responsibilities**

- Set up procedures for collection of donated goods.
- Oversee inventory donated goods and services.
- Set up procedures for distribution of donated goods and services.

##### **Initial Actions**

- Create a resource status board to indicate the status and location of donated goods and services.
- Establish and maintain contact with community groups and private organizations donating goods and services.
- Set up and maintain procedures for collecting, inventorying, and distributing usable donations.

##### **Intermediate Actions**

- Maintain status board to indicate the status and location of donated goods and services.
- Inform Support Branch Director of donations status.

##### **Extended Actions**

- Keep the Support Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

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**Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
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- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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#### **5.2.8 Community Programs Unit Leader**

##### **POSITION TITLE: Community Programs Unit Leader**

You report to: Support Branch Director

You supervise: N/A

##### **Position Overview**

The Community Programs Unit Leader provides a primary point of contact for all incoming community agency representatives assigned to the EOC. The Unit ensures that community agency representatives are provided with the necessary workspace, communications, information, and internal points-of-contact necessary to perform their responsibilities. The Unit also ensures that the EOC Director is informed as to what community agencies are represented in the EOC. This position most likely will be filled by a VOAD (Volunteer Organizations Active in Disasters) representative.

##### **Responsibilities**

- Coordinate with community agency representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs.
- Establish and maintain a central location for incoming community agency representatives, providing workspace and support as needed.
- Interact with other Sections, Branches, and Units within the EOC to obtain information, assist in coordination, and ensure the proper flow of information.
- Ensure that all developed guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to community agency representatives upon check-in.

##### **Initial Actions**

- Develop and maintain a telephone list of important numbers of outside agencies that may need to be involved in this activation.
- Establish and maintain communication links with community and volunteer organizations that may be involved in this activation.
- Contact community agency representatives already on-site, ensuring that they:
  - Have signed into the EOC

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- Understand their role in the EOC
- Know their work locations
- Understand the EOC organization and floor plan
- Serve as the contact representative for all agency representatives.

### Intermediate Actions

- Determine if additional representation is required from:
  - Community based organizations
  - Private organizations
  - Other agencies
- Request that community agency representatives maintain communications with their agencies and obtain situation status reports regularly.
- Maintain a roster of community agency representatives located at the EOC. Roster should include assignment within the EOC. Roster should be distributed internally on a regular basis.
- Participate in all Section meetings. Provide status including limitations and capabilities of existing agency resources.
- Apprise community agency representatives supporting the incident of the incident status.

### Extended Actions

- Keep the Support Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
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- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### 5.2.9 Service Branch Director

#### **POSITION TITLE: Service Branch Director**

You report to: Logistics Chief

You supervise: N/A

#### **Position Overview**

This position is responsible for the management of material resources in support of emergency response in the Emergency Operations Center and Department Operating Centers (DOCs).

#### **Responsibilities**

- Expedite the procurement of resources, including nutritional support for the EOC.
- Coordinate with the Finance & Administration Section Procurement Unit Leader to manage the collection and maintenance of cost data.

#### **Initial Actions**

- Prepare objectives for the Service Branch; provide them to the Logistics Chief prior to the initial Action Planning meeting.
- Keep all Sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC Sections/Branches/Units regarding the use of all communication systems.
- Ensure that the EOC Communications Center is activated to receive and direct all emergency related communications to appropriate destinations within the EOC.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that RIMS Communications links, if available, are established and maintained with the Operational Area EOC.

#### **Intermediate Actions**

- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.

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- 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.

### **Extended Actions**

- Keep the Logistics Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
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### **5.2.10 Communications Unit Leader**

#### **POSITION TITLE: Communications Unit Leader**

You report to: Service Branch Director

You supervise: N/A

#### **Position Overview**

The Communications Unit Leader organizes and directs the flow of communications (telecommunications, computers, radios, etc.), within the EOC (internally) and the flow of communications from the EOC (externally) to Cities, Special Districts, essential Volunteer agencies, the Regional EOC Office of Emergency Services (OES) in Los Alamitos, Department Operating Centers (DOCs), and field command posts (fire and law, if appropriate). This office ensures that radio, telephone, and computerized resources and services are provided to the EOC staff, including RACES volunteers and resources.

#### **Responsibilities**

- Develop plans for effective use of communications equipment and facilities.
- Install and test all equipment.
- Distribute communications equipment to personnel.
- Maintain and repair communications equipment.

#### **Initial Actions**

- Assess current status of internal and external telephone systems and radio systems.
- Assure distribution of 2-way hand held radios when requested. Work with the Supply Unit Leader in the Logistics Section to acquire additional 2-way hand held radios.
- Notify the Information Systems Unit Leader of any telecommunications systems, computer systems, radios, etc., in need of repair.
- Meet with Logistics Section personnel to determine external sources of communications equipment should the need arise.
- Continually monitor and test the activated radio and telephone systems. Keep the Service Branch Director informed of system failures and restoration activities.

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### Intermediate Actions

- Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- Coordinate with telephone companies to obtain portable telephone banks, as necessary.
- Establish and maintain a mechanism to communicate with Department Operating Centers (DOCs), field units, or command posts in the event of a telephone outage or system overload.
- Develop an Amateur Radio (RACES) staffing plan with the County RACES Officer, as needed.
- Coordinate communications among various volunteer communications agencies.

### Extended Actions

- Keep the Service Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
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### 5.2.11 Message Center Unit Leader

#### **POSITION TITLE: Message Center Unit Leader**

You report to: The EOC Manager and Logistics Section Service Branch Director

You supervise: N/A

#### **Position Overview**

The Message Center Unit Leader organizes and coordinates Message Center activities which include: routing of internal and external communications, maintaining log of messages, and providing duplication services to EOC staff.

#### **Responsibilities**

- Oversee routing of internal and external communications.
- Maintain log of messages.
- Provide duplication services to EOC staff.

#### **Initial Actions**

- Receive briefing from the EOC Manager and the EOC Director.
- Arrange initial staffing for Phone Bank.
- Arrange for duplication services for EOC staff.
- Set up logs for message logging.
- Establish Situation/Incident file. At a minimum, the file should consist of:
  - Copies of all fax logs
  - Copies of staff/organization charts
  - Copies of phone rosters
  - Message Center copies of all messages generated during the incident
- Assign message center staff as needed to completed the following functions:
  - Runners – Pick up and distribution of Message Trafficking
  - Answer Phones
  - Receive and send Faxes
  - Make copies and distribute EOC action plans

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- Ensure all telephone, radio, and memo communications in the EOC are documented

### Intermediate Actions

- Monitor the submission of reports to OES at the Regional Operations Center (REOC) to ensure accuracy and consistency of content.
- Coordinate with the Situation Assessment Coordinator in maintaining status boards.
- Keep the EOC Manager and the EOC Director informed of all activities and update the situation as it evolves.
- Participate in all briefings conducted by the EOC Manager and the EOC Director.
- Supervise Phone Bank.
- Ensure duplication services for EOC staff are operating effectively.
- Receive and log all documentation relating to requests and response for personnel or supplies to the respective Section Chiefs.
- Ensure copies of all documentation generated during the operation are submitted to the Planning & Intelligence Section.

### Extended Actions

- Assist in coordination of demobilization activities.
- Continue to assist the public information function until no longer necessary.
- Monitor content of any follow-up reports for accuracy and consistency.
- Participate in a Critical Incident Stress Debriefing session.

### Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Close out logs when authorized by the EOC Manager.
- Leave forwarding phone number where you can be reached.

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**Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
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#### **5.2.12 Information Technology Unit Leader**

##### **POSITION TITLE: Information Technology Unit Leader**

You report to: Service Branch Director

You supervise: N/A

##### **Position Overview**

The Information Technology Unit Leader organizes and directs computer support operations, radio communications support, and the maintenance and repair of telecommunications. In addition, the position facilitates communications links between the County, Cities, Special Districts, essential volunteer agencies, Department Operations Centers (DOCs), the Regional EOC Office of Emergency Services (OES) in Los Alamitos, and command posts (fire and law, if appropriate).

##### **Responsibilities**

- Organize and direct computer support operations.
- Organize and direct radio communications support, and the maintenance and repair of telecommunications.
- Facilitate communications links.

##### **Initial Actions**

- Assess current status of internal and external telecommunication systems. Coordinate with appropriate telephone companies to coordinate repairs to telecommunications within the Riverside County OA.
- Determine status and operability of primary computer systems and applications of Riverside County computer support, including those of public safety.
- Inventory information services staff available in the Riverside County OA to assist in the restoration of essential systems (telecommunications, computer, and radio). If none available, contact local vendors for services. If still not available, work through the Logistics Chief to request mutual aid from the Regional Emergency Operations Center (REOC).
- Assist the Public Information Officer (PIO) with any communication needs in the Emergency Public Information Area (rumor control phone bank, etc.).

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- Establish telecommunications, computer, and radio needs of the EOC and the Planning & Intelligence Section to support the response activities and documentation requirements.

### Intermediate Actions

- Develop an emergency action plan to address the systematic repair/restoration of essential telecommunications, computer, and radio systems.
- Meet with the Logistic Chief to determine external sources of equipment should the need arise.
- Develop and maintain an emergency action plan to address the systematic repair and restoration of essential computer systems.
- Coordinate with appropriate vendors for telecommunications and computer support and repair operations. Inform the Service Branch Director and the Logistics Chief of actions.

### Extended Actions

- Keep the Service Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
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- 1.4.4 Shift Completion
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#### **5.2.13 Lodging Unit Leader**

##### **POSITION TITLE: Lodging Unit Leader**

You report to: Service Branch Director

You supervise: N/A

##### **Position Overview**

The Lodging Unit Leader provides lodging for EOC staff and volunteers, as required.

##### **Responsibilities**

- Provide lodging for EOC staff and volunteers, as required.

##### **Initial Actions**

- Create a resource status board to indicate the status and location of available lodging.
- Meet with the EOC Director and the EOC Manager to develop estimated needs for lodging.
- Establish contact with providers of lodging.
- Coordinate provision of lodging with Procurement Unit Leader.

##### **Intermediate Actions**

- Maintain status board to indicate the status and location of available lodging.
- Inform Service Branch Director of lodging status.

##### **Extended Actions**

- Keep the Service Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

##### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up

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- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### **5.2.14 Food Unit Leader**

#### **POSITION TITLE: Food Unit Leader**

You report to: Service Branch Director

You supervise: N/A

#### **Position Overview**

The Food Unit Leader provides food for EOC staff and volunteers, as required. The Food Unit Leader assists the field level with food services at camp locations, as requested.

#### **Responsibilities**

- Provide food for EOC staff and volunteers, as required.
- Assist the field level with food services at camp locations, as requested.

#### **Initial Actions**

- Meet with the EOC Director and the EOC Manager to develop estimated needs for food for EOC staff and volunteers.
- Inform Operations Chief and field level of availability to assist with food provision at camp locations.
- Establish contact with providers of food.
- Coordinate provision of food with Procurement Unit Leader.

#### **Intermediate Actions**

- Inform Service Branch Director of food provision status.

#### **Extended Actions**

- Keep the Service Branch Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up

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- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
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## **SECTION 6: FINANCE & ADMINISTRATION SECTION**

### ***6.1 Finance & Administration Section Overview***

Finance & Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions.

The Finance & Administration Chief is a member of the jurisdiction's Emergency Management Organization. The Chief is responsible for all fiscal activities related to the disaster situation. The Finance & Administration Section may consist of only one person initially who performs all duties. As an incident grows, if staffing allows, it is likely that the Finance & Administration Section personnel will increase.

There are several important aspects of this function. First, in a major disaster, the state and federal governments will provide certain reimbursements to local jurisdictions. Tracking local expenditures and damages is necessary to receive reimbursements. If tracking by systematic means and documentation is not done during an emergency, it may take years to retrace and document expenditures.

Second, during every major disaster, people get hurt, or property is damaged during the response phase. These events usually lead to claims against the responding agency or jurisdiction. The Finance & Administration Section is responsible for investigating all known claims as quickly as possible.

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### **6.2 Finance & Administration Section Position Checklists**

#### **6.2.1 Finance & Administration Chief**

##### **POSITION TITLE: Finance & Administration Chief**

You report to: EOC Director

You supervise: Time Unit Leader, Procurement Unit Leader, Compensation & Claims Unit Leader, Cost Unit Leader

##### **Position Overview**

The Finance & Administration Chief is responsible for the continuity and maintenance of financial operations, records, claims, and cost analysis of the incident. The Finance & Administration Section monitors the utilization of all County financial assets and supervises the documentation of expenditures and claims relevant to the emergency incident.

##### **Responsibilities**

- Ensure that all financial records are maintained throughout the emergency.
- Ensure that all on-duty time is recorded for all emergency response personnel.
- Ensure that all on-duty time sheets are collected from EOC assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
- Ensure there is a continuum of the payroll process for all employees responding to the emergency.
- Determine purchase order limits for the Procurement Unit.
- Ensure that workers' compensation claims resulting from the response are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Activate units within the Finance & Administration Section as required; monitor Section activities continuously and modify the organization as needed.
- Ensure that all financial recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the

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Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

### Initial Actions

- Ensure that the Finance & Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate Units within the Finance & Administration Section as needed and designate Unit Leaders.
- Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- Meet with the Logistics Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- Notify the EOC Director when the Finance & Administration Section is operational.
- Establish "Disaster" cost accounting code(s), if not identified prior to the incident.
- Establish a Finance & Administration Section work area. Ensure adequate documentation and recording personnel are requested.

### Intermediate Actions

- Ensure that Finance & Administration Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance & Administration Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Keep the EOC Director and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Cost Unit maintains all financial records throughout the emergency.
- Ensure that the Time Unit tracks and records all agency staff time.

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- Ensure that the Time Unit processes all time sheets and travel expense claims promptly.
- In coordination with the Logistics Section, ensure that the Procurement Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation and Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable time-frame, given the nature of the situation.

#### **Extended Actions**

- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
- Keep the EOC Director updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
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### 6.2.2 Time Unit Leader

#### POSITION TITLE: Time Unit Leader

You report to: Finance & Administration Chief

You supervise: N/A

#### Position Overview

The Time Unit Leader maintains records of all personnel time worked at the emergency, which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

#### Responsibilities

- Maintain records of all personnel time worked at the emergency, including volunteer time.

#### Initial Actions

- Meet with the EOC Director and the EOC Manager to receive briefing on situation and estimates of personnel workload.
- Set up time-keeping procedures for disaster.
- Brief the EOC Director, the EOC Manager, and the Section Chiefs on time-keeping procedures.

#### Intermediate Actions

- Monitor time-keeping procedures.
- Record and store time sheets.
- Process all travel and expense claims **IF** the Finance Chief advises that this is no longer being done at the departmental level. If the travel and expense claims are being done at the departmental level ensure the departments are tracking costs for potential reimbursement.

#### Extended Actions

- Keep the Finance & Administration Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

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**Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
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### 6.2.3 Procurement Unit Leader

#### **POSITION TITLE: Procurement Unit Leader**

You report to: Finance & Administration Chief

You supervise: N/A

#### **Position Overview**

The Procurement Unit Leader is responsible for the documentation of equipment usage costs, supplies/material purchase orders/invoices, contract purchase orders/invoices, and journal vouchers relating to the emergency. In addition, this branch is responsible for the provision of cost information for the processing of all financial reimbursement claims.

#### **Responsibilities**

- Document equipment usage costs.
- Document supplies/material purchase orders/invoices.
- Document contract purchase orders/invoices.
- Document journal vouchers relating to the emergency.
- Provide cost information for the processing of all financial reimbursement claims.

#### **Initial Actions**

- Set up record keeping procedures.
- Brief the EOC Director, the EOC Manager, and the Section Chiefs on record-keeping procedures.

#### **Intermediate Actions**

- Oversee and monitor record-keeping procedures.
- Record and store documentation.

#### **Extended Actions**

- Keep the Finance & Administration Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

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**Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
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#### **6.2.4 Compensation & Claims Unit Leader**

##### **POSITION TITLE: Compensation & Claims Unit Leader**

You report to: Finance & Administration Chief

You supervise: N/A

##### **Position Overview**

The Compensation & Claims Unit Leader is responsible for documenting and tracking all claims submitted for damaged personal property and/or injuries from County workers and/or non-County workers. This position advises on policy issues regarding risk avoidance measures as appropriate to the disaster conditions and participates in the assessment of damages to County-owned property for possible reimbursement from insurance companies and/or government agencies.

##### **Responsibilities**

- Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
- Complete all forms required by worker's compensation program.
- Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.

##### **Initial Actions**

- Participate in damage assessment of Riverside County-owned property.

##### **Intermediate Actions**

- Ensure the documentation of all damage found either by videotape, still photographs, audiotape, or written report. (The optimal documentation is videotape.) Coordinate the acquisition of video equipment, cameras, and associated supplies with the Logistics Section.
- Keep the Finance & Administration Chief informed of status and submit any necessary reports.
- Identify any special or unusual type of record keeping or documentation necessary.

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### **Extended Actions**

- Identify activities that may require detailed investigation after the event is controlled.
- Keep the Finance & Administration Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### **6.2.5 Cost Unit Leader**

#### **POSITION TITLE: Cost Unit Leader**

You report to: Finance & Administration Chief

You supervise: N/A

#### **Position Overview**

This position is responsible for the provision of cost information for the processing of all financial reimbursement claims.

#### **Responsibilities**

- Provide cost information for the processing of all financial reimbursement claims.

#### **Initial Actions**

- Provide all Sections with appropriate accounting forms and/or information necessary for cost recovery.

#### **Intermediate Actions**

- Ensure the separate accounting of all purchases specifically related to the incident.
- Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the emergency response. Confirm the use of the emergency incident time sheet by all Section Coordinators.

#### **Extended Actions**

- Provide any required fiscal reports concerning the incident.
- Provide summary reports as requested on expenditures due to the emergency.
- Assist other Finance & Administration Section and Logistics Section staff members in final documentation of their activities as they relate to fiscal matters.
- Assist the Finance & Administration Section staff in development of a Finance & Administration Section debriefing paper for the Planning & Intelligence Section.

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- Assist the Finance & Administration Chief in development of the “Recovery” task force and serve on the task force as needed.
- Provide any other assistance as requested by the Finance & Administration Chief.
- Keep the Finance & Administration Chief updated on the situation and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

#### **Supporting EOC Checklists**

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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### APPENDIX A

#### ABBREVIATIONS AND ACRONYMS

ACS	Auxiliary Communications Services
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
DOC	Departmental Operations Center
DSR	Damage Survey Report
EAS	Emergency Alert System
EMS	Emergency Medical Services
EDIS	Emergency Digital Information System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ETA	Estimated Time of Arrival
FCC	Federal Communications Commission
GAR	Governor's Authorized Representative
HMC	Hazard Mitigation Coordinator
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
ICS	Incident Command System
IDE	Initial Damage Estimate
IMS	Incident Management System
JIC	Joint Information Center
LHMP	Local Hazard Mitigation Plan
NAWAS	National Warning System
NCIC	National Crime Information Center
NDAA	Natural Disaster Assistance Act
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services

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P.L.	Public Law
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Service
RDMHC	Regional Disaster Medical Health Coordinator
REOC	Region Emergency Operations Center
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SHMC	State Hazard Mitigation Coordinator
SOP	Standard Operating Procedures
WMD	Weapons of Mass Destruction

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**APPENDIX B**

**FORMS**

Riverside Operational Area Flash Report (RIVCO OA Form 10) – Page B-2

Riverside Operational Area Situation Report (RIVCO OA Form 11) – Page B-3

Preliminary Damage Assessment Report (RIVCO OA FORM 12) – Page B-5

Riverside County Logistics Request Form – Page B-6

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RIVCO OA Form 10

**RIVERSIDE OPERATIONAL AREA**  
**FLASH REPORT**

1. Reporting Jurisdiction/Agency: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell # \_\_\_\_\_

Pager # \_\_\_\_\_ NEXTEL ID # \_\_\_\_\_

EOC Location: \_\_\_\_\_ EOC Phone: \_\_\_\_\_

EOC FAX #: \_\_\_\_\_

**(Circle the appropriate response)**

2. Type of Incident: Earthquake / Flood / Fire / Hazmat / Other:

3. Initial Damage Estimate: None / Light / Medium / Heavy / Unknown

4. Casualties: None / Light / Medium / Heavy / Unknown

5. Major Highways/Road: None / Light / Medium / Heavy / Unknown

6. Airfields: None / Light / Medium / Heavy / Unknown

7. Telephone Systems: None / Light / Medium / Heavy / Unknown

8. Radio Systems: None / Light / Medium / Heavy / Unknown

9. Utility Systems: None / Light / Medium / Heavy / Unknown

10. EOC Activated? Yes/ No / Pending If Yes, Date & Time:

11. NEGATIVE REPORT?

REMARKS/COMMENTS:

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RIVCO OA Form 11

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**RIVERSIDE OPERATIONAL AREA**  
**SITUATION REPORT**

1. Reporting Jurisdiction: \_\_\_\_\_ Report Date/Time: \_\_\_\_\_
2. Type of Incident:
3. Area Affected:
4. Population Status:
  - a. # Dead: \_\_\_\_\_ b. # Injured: \_\_\_\_\_ c. # Evacuated: \_\_\_\_\_ d. # Homeless: \_\_\_\_\_
5. Evacuation Center Locations:
  
6. EOC Status:
  - a. EOC activated?
  - b. EOC location:
  - c. RACES present? \_\_\_\_\_ d. FIRE present? \_\_\_\_\_ e. LAW present?
  - f. EOC POC (Name): \_\_\_\_\_ g. EOC phone: \_\_\_\_\_ h. EOC FAX:
  - i. EOC radio freq:
7. Major Highways Closed:
  
8. Major Local Roads Closed :
  
9. Airfield Status:
  
10. Utility Status: (attach additional pages if needed)

Type	# People Affected	Affected Areas	Status
_____	_____	_____	

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RIVCO OA Form 11  
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**RIVERSIDE OPERATIONAL AREA**  
**SITUATION REPORT**

11. Local Government Action:

- a. Proclamation of Local Emergency? YES \_\_\_\_\_ NO \_\_\_\_\_
- b. Date: \_\_\_\_\_ Note: (If unknown, give estimate)
- c. Proclaimed by: (Name and/or Position)

12. Predicated Future Resource Requests:

\_\_\_\_\_ TYPE \_\_\_\_\_ QUANTITY \_\_\_\_\_

13. Special Problems or Comments:

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RIVCO OA FORM 12

### RIVERSIDE OPERATIONAL AREA PRELIMINARY DAMAGE ASSESSMENT REPORT

Reporting Jurisdiction/Agency: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

#### Individual Assistance Damage Estimates

	a. Destroyed	b. Major Damage	c. Minor Damage	d. Affected	e. Estimated Loss in #K
Homes:					
Mobiles:					
Business:					
Other:					
<b>TOTALS:</b>					

#### Public Damage Assessment Estimates

<i>(Do not include normal operating costs)</i>	Number of Sites	Estimated Costs in \$K
<b>CAT A: Debris Clearance</b>		
<b>CAT B: Emergency Protective Measures</b>		
<b>CAT C: Road System Repairs</b>		
<b>CAT D: Water Control Facilities</b>		
<b>CAT E: Buildings &amp; Equipment</b>		
<b>CAT F: Public Utility Systems</b>		
<b>CAT G: Other (Not in above Categories)</b>		
<b>TOTALS:</b>		

#### Federal Program Damage Estimates

	Estimated Costs in \$K
<b>Federal Highways (Title 23 Program):</b> <i>(For damages to federal highway systems)</i>	
<b>U.S. Army Corps of Engineers (PL99):</b> <i>(For emergency flood control projects)</i>	
<b>Soil Conservation Service:</b> <i>(For emergency watershed rehabilitation)</i>	
<b>Other (Describe):</b>	
<b>TOTALS:</b>	

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**RIVERSIDE COUNTY OA  
 LOGISTICS  
 REQUEST  
 FORM**

<b>1 FROM:</b>		<b>REQUESTEE # [FOR OPTL AREA USE ONLY]:</b>
<b>2</b> <input type="checkbox"/> <b>TO LOGISTICS</b> or <input type="checkbox"/> <b>TO (OTHER AGENCY)</b>		<b>PRIORITY (circle one):</b> <b>1. Life Threatening</b> <b>2. Urgent</b> <b>3. Non-urgent</b>

**REQUESTING AGENCY INFORMATION (Filled out by Requestor)**

<b>3. REQUESTING AGENCY/SECTION/UNIT:</b>		
<b>4 DATE/TIME OF REQUEST:</b>	<b>5 BY:</b>	<b>6 AUTHORIZED BY:</b>
<b>7 LOCAL INCIDENT NO#:</b>	<b>8 LOCAL REQUEST NO#:</b>	<b>9 CONTACT: NUMBER/CALL:</b>

**INFORMATION ABOUT RESOURCES REQUIRED (Filled out by Requestor)**

<b>10 DESCRIPTION:</b>	<b>11 QUANTITY:</b>	<b>12 PRIORITY:</b>
<b>13 WHY NEEDED? TO DO WHAT?:</b>		
<b>14 HOW LONG NEEDED?:</b>		

**REPORTING/DELIVERY INSTRUCTIONS (Filled out by Requestor)**

<b>15 WHEN NEEDED? DATE/TIME:</b>	<b>16 DELIVER TO (NAME/TITLE):</b>	<b>17 PHONE:</b>
<b>18 DELIVERY LOCATION/ THOMAS GRID REFERENCE:</b>		
<b>19 BEST LOCAL ACCESS ROUTE:</b>		

**FOLLOW-UP INFORMATION (Filled out by Receiving Personnel)**

<b>20 REQUEST RECEIVED (DATE/TIME):</b>	<b>21 RECEIVED BY:</b>	<b>23 ACTION TAKEN:</b>	<b>24 OA CONTROL#:</b>
	<b>22 POSITION:</b>	<b>FILLED</b> <b>REJECTED (ANSWER IN REMARKS)</b> <b>FORWARDED</b>	

**FORWARDING INFORMATION**

<b>25 AGENCY:</b>	<b>26 TELEPHONE:</b>
<b>27 AGENCY RESPONDING:</b>	<b>28 CONTACT:</b>
<b>29 METHOD OF DELIVERY:</b>	<b>30 ESTIMATED COST:</b>
<b>31 ESTIMATED ARRIVAL:</b>	<b>32 MISSION/CONTROL #:</b>
<b>33 ARRIVED:</b>	<b>34 CONDITION:</b>
	<b>35 VERIFIED BY:</b>

<b>36 REMARKS:</b>
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**COPIES TO: REQUESTING UNIT  LOGISTICS  FINANCE  DOCUMENTATION**



