VENTURA COUNTY
PUBLIC HEALTH
EMERGENCY RESPONSE PLAN

Revision date: April 10, 2019
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STATEMENT OF APPROVAL

TO: Management and Employees of Ventura County Public Health

Ventura County Public Health (VCPH), a Department of the Ventura County Health Care Agency, has the responsibility to support the preservation of life and property in a disaster. VCPH prepared this Emergency Response Plan (ERP) to ensure the most effective and economical allocation of resources for the maximum protection of the medical and health community in times of emergency.

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

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

This Emergency Response Plan will be reviewed annually, exercised periodically, and revised as necessary based on identified deficiencies experienced in drills, exercises or actual occurrences.

The ERP review will ensure that plan elements are valid and current. Changes in government structure and emergency response organizations will also be considered in the Emergency Operations Plan (EOP) revisions. The Emergency Preparedness Office (EPO) within VCPH is responsible for reviewing and revising the ERP. Revisions will be based on drills, emergency activation lessons learned, and review of After-Action-Reports and Improvement Plans.

The EPO Manager will prepare, coordinate, publish and distribute any necessary changes to the plan to all Ventura County Public Health departments, offices and divisions that participate in a disaster response.

This ERP will become effective upon approval of the Ventura County Public Health Director, as indicated by signature and date affixed below.

[Signature]
Rigoberto Vargas, VCPH Director

Date: 5-15-19

Ventura County Public Health - Emergency Response Plan - 2019
Ventura County Public Health Officer

Signature: [Signature] Date: 5-15-19

Ventura County Emergency Medical Services Agency

Signature: [Signature] Date: 5-15-19

Ventura County Emergency Preparedness Office

Signature: [Signature] Date: 5-15-19

APPROVAL AND ADOPTION

This plan will be reviewed by Ventura County Public Health Emergency Preparedness Office (EPO). Once the EPO determines that the plan complies with the tenets of ICS, SEMS, NIMS and the National Response Framework, it will be presented for acceptance by the EPC. Upon completion of EPC review and written concurrence, the ERP will be distributed.

Ventura County Public Health – Emergency Response Plan - 2019
Record of Changes

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<th>Date</th>
<th>Action</th>
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<td>Aug-2009</td>
<td>Approved by EPC</td>
<td></td>
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<tr>
<td>Review #2014</td>
<td>Apr-2014</td>
<td>Review of plan to see if changes required. No major changes at this time.</td>
<td>Full plan w/o annexes</td>
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<tr>
<td>Revision #2019</td>
<td>Apr-2019</td>
<td>Rebranded VCPH ERP and includes integration of after-action findings and added relevant sections of the State of California EOM/MHOAC guides.</td>
<td>Complete Revision</td>
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MAINTENANCE OF THE PLAN

This plan will be reviewed semi-annually to ensure that the plan elements are valid and current. The Public Health Emergency Preparedness Office (EPO) is responsible for making revisions to the plan to enhance the department’s response and recovery operations. In addition, the Emergency Preparedness Programs Manager will prepare, coordinate, publish and distribute any necessary changes to the plan to all holders of the Plan.
BASIC PLAN

**Purpose**

This plan describes activation and utilization of Ventura County Public Health’s (VCPH) medical and health response in a disaster or other incident of significance. This plan addresses the needs of the population inclusive of those with access and functional needs. The Medical Health Operational Area Coordinator (MHOAC) is responsible for the coordination of disaster medical response and allocating medical resources. The Ventura County Public Health Officer or designee serves as MHOAC for medical functions. The MHOAC coordinates resource requests with the Regional Disaster Medical Health Specialist (RDMHS) for State of California Office of Emergency Services (OES) Region I. For these functions, the Emergency Medical Services Administrator serves as MHOAC.

Procedures and policies in this plan are used by the MHOAC to manage the response and recovery from emergencies associated with natural disasters such as earthquakes and wildfires; weather and climate; epidemics and pandemics; chemical, biological, radiological, and nuclear disasters (CBRN) including both peacetime and wartime nuclear defense operations; and technological incidents. The MHOAC is supported in this effort by the entire Public Health Department. This plan provides an overview of disaster operations, identifies defines and explains components of the Public Health Department's emergency management organization within the Standardized Emergency Management System (SEMS), National Incident Management System (NIMS), and the Incident Command System (ICS). The ERP describes the overall responsibilities of the federal, state, and county entities for protecting life and assuring the overall well being of the population.

**Authorities and References**

Disaster response and recovery operations will be conducted in accordance with the enabling legislation, plans, and agreements listed in Section Two—Authorities.

**Preparedness Elements**

Ventura County Public Health will place emphasis on: emergency planning; training of full time, and auxiliary personnel; public awareness and education; and assuring the adequacy and availability of sufficient resources to cope with disasters.

**Concept of Operations**

Operations during declared and undeclared disasters involve a full spectrum of potential response activities from a minor incident to a catastrophic event. There are similarities in operational concepts for declared and undeclared emergencies. Some emergencies will be preceded by a build-up or warning period (e.g. weather event), providing time to implement warnings to the population and mitigation measures designed to reduce loss of life and property damage. Other emergencies occur with little or no advance warning (e.g. an earthquake), thus requiring immediate activation of the emergency operations plan and commitment of resources. All agencies must be prepared to respond promptly and effectively to any foreseeable emergency, including the provision and utilization of mutual aid (see Part One—Mutual Aid).
SECTION ONE

INTRODUCTION

Engaging with the public as a "Partner in Preparedness" is a key component of disaster response. Public Health has taken a lead in providing education on personal and family preparedness aimed at the general public and those with access and functional needs, including the need to comply with shelter-in-place and evacuation orders early. This empowers those directly impacted to "respond" until coordinated disaster response can reach them.

**Standardized Emergency Management System (SEMS)**

In an emergency, normal governmental duties will be maintained to the degree possible, with emergency operations carried out by those agencies assigned specific emergency functions. The Standardized Emergency Management System (SEMS) has been adopted by the County of Ventura for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and among all responding agencies. The County of Ventura, Sheriff’s Office of Emergency Services has been designated the “lead agency” of the Ventura County Operational Area. Title 19, Public Safety, Division 2, Chapter 1, Standardized Emergency Management System of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

There are five SEMS levels that are activated sequentially (field to Federal) as response needs become larger.

**Field Response Level**

The field response level is where emergency response personnel and resources, under the Command and Control of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. Regulations require the use of the Incident Command System (ICS) at the field response level of an incident. The ICS field functions to be used for emergency management are Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The ICS structure will be used in the Public Health Department’s Department Operations Center (DOC), Health Care Coalition Partners (HCC), and in the field with ambulance and other medical personnel.

**Local Government Level**

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS/ICS when their emergency operations center (EOC) is activated, or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. Local governmental levels shall provide the following functions: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. Local jurisdictions are responsible for overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618).

**Operational Area**

Under SEMS, the operational area is defined in the Emergency Services Act as an intermediate level of the state’s emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities, a County and county, counties, district, or other local governmental agency, or public agency as authorized by law. The operational area is responsible for:
INTRODUCTION

1. Coordinating information, resources and priorities among local governments within the operational area
2. Coordinating information, resources and priorities between the regional level and the local government level
3. Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

SEMS regulations specify that all local governments within a county geographic area be organized into a single operational area and that the county board of supervisors is responsible for its establishment. The County of Ventura, Sheriff’s Office of Emergency Services is the lead agency for the Ventura County Operational Area that includes ten incorporated cities and special districts.

When Ventura County Operational Area EOC is activated, the Sheriff of Ventura County, or their designee, will be the Director of Emergency Operations (Operational Area Coordinator) for the Ventura County Operational Area and will have the overall responsibility for coordinating and supporting emergency operations within the county. The Assistant Director of Emergency Services and supporting staff will constitute the Operational Area Emergency Management Staff. The County of Ventura EOC will fulfill the role of Operational Area EOC. Once the Ventura County Operational Area EOC is activated, the Public Health Officer, or designee, will report to the County’s EOC Medical/Health Branch of the Operations Section. If the situation warrants, the Medical Health Operational Area Coordinator, Public Health Director, or Public Health Officer will activate the Ventura County Public Health DOC to support efforts in the County’s EOC.

Regional

Because of its size and geography, the state has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities.

In accordance with SEMS the regional level performs the following functions: coordinates information and manages resources among operational areas within the mutual aid region. The regional level also coordinates overall state agency support for emergency response activities within the region. Ventura County is within State OES Region 1.

State

In accordance with SEMS the state manages resources in response to the emergency needs, coordinates mutual aid between regions and state. The state level also serves as the coordination and communication link between the state and the federal disaster response system.

Federal

The Federal Emergency Management Agency (FEMA) serves as the main federal government contact during emergencies, major disasters and national security emergencies.
TRAINING AND EXERCISES

1. Training

Public Health personnel with emergency or disaster responsibilities shall receive training in the following areas:

- The principles and concepts of this plan
- Operations of the Medical/Health Branch of the County EOC
- Operations of the Department Operations Center
- Procedures for the acquisition and management of resources
- Record keeping and information reporting

2. Exercises

- Exercise the VCPH ERP at least annually.
- Encourage health care coalition partners and response organizations to participate in multi-agency exercises at least annually and in multi-agency field exercises at least every five years.
- Conduct alerts of key personnel at least annually to ensure contact information remains current.
OPERATIONAL AREA ALERTING, NOTIFICATION AND WARNING SYSTEMS

EAS: Emergency Alerting System
Locally generated emergency information is broadcast directly from the EOC on the LP-1's “RPU” frequency. This capability is also available from the Sheriff’s Mobile Command Post.

Ventura County Operational Area EAS stations are:

- KVTA 1590 AM
- KHAY 100.7 FM
- KMLA 103.7 FM (Spanish)

Examples of emergencies identified by the Ventura County Operational Area which may warrant either immediate or delayed response under EAS by the broadcast industry are earthquake, serious fires, heavy rains and flooding, widespread power failures, severe industrial accidents, and hazardous material accidents. The context of any emergency broadcast transmitted on EAS should be of concern to a significant segment of the population of Ventura County.

EAS activation can be authorized by any one of the following parties:

- Sheriff of Ventura County or designee
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

The Sheriff of Ventura County, while not the originator of the EAS material, is responsible for the content and authenticity of the information broadcast over the local EAS. Local broadcast stations have the right to edit or use any or all of an EAS broadcast. Any jurisdiction may make separate programming arrangements with any broadcast station independent of the Ventura County Operational Area.
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SECTION TWO

AUTHORITIES

General

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the Act, provides the basic authorities for conducting emergency operations following a proclamation of Local Emergency, State of Emergency or State of War Emergency by the Governor and/or appropriate local authorities, consistent with the provisions of the Act.

The Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations), establishes SEMS to provide an effective response to multi-agency and multi-jurisdiction emergencies in California. SEMS is based on the Incident Command System (ICS) which was adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program. SEMS incorporates the use of ICS, the Master Mutual Aid Agreement and existing mutual aid systems, the Operational Area concept, multi-agency or inter-agency coordination, and the Operational Area Satellite Information System (OASIS).

The California Emergency Plan, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during extraordinary emergencies, including wartime. Section 8568 of the Act states, in part, that “the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof”. Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.

Emergencies and Emergency Proclamations

GC § 8558 Degrees of Emergency

“Three conditions or degrees of emergency are established by this chapter:

(a) "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire,
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flood, storm, emerging infectious disease/epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) "Local emergency" means 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, emerging infectious disease/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, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

Declaring a local emergency in Ventura County (In Ventura County the authority to proclaim a local emergency is vested with the Sheriff if the Board is not in session. If the Health Officer feels that because of public health reasons that a local emergency should be proclaimed, the Health Officer should either meet with the Sheriff, if the Board is not in session, to request that the Sheriff declare a local emergency or consider declaring a Public Health Emergency himself pursuant to HSC§10180.)

GC § 8630 Proclamation by local governing body.

“(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

County Declaration of Local Emergency applies to Cities within the County
1. In general. “When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently.”

**Health Officer's Authority During A Proclaimed Emergency**

**HSC § 101040 Authority to Take Preventive Measures During Emergency.**

“The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.”

**Health Emergency**

**HSC § 101080 Declaration of Health Emergency; Conditions; Duration; Review.**

“Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period more than seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”
Health Officer's Authority during a Declared Health Emergency

HSC §101085 Health Emergencies; Powers of Health Officials.

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

Personnel Resources Available to the Health Officer During A Health Or Local Emergency

HSC § 101310 Health Emergencies.

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local
health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

Note: A “health emergency” that is declared by the board of supervisors under HSC §101310 is a “local emergency” which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster.

The Authority to Order An Evacuation

PC § 409.5

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section. (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”
Communicable Disease Prevention and Control

**HSC §120100. Definition of Health Officer**

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

**HSC §120130 Isolation and Quarantine**

A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

**HSC §120175 Measures to Prevent Spread of Disease**

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

**HSC §120275 Violation of Isolation or Quarantine Order**

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.
SECTION THREE

MUTUAL AID

Introduction

The foundation of California's emergency planning and response is a statewide mutual aid system which is designed to ensure that adequate resources, facilities and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. This Agreement was developed in 1950 and has been adopted by the state, all 58 counties and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate, and prepare mutual aid agreements. Mutual aid agreements exist in law enforcement, fire services, medical, public works and emergency managers.

Mutual Aid System

A statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources. The general flow of mutual aid resource requests and resources within mutual aid systems are depicted in Chart 1.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical and public works. The adoption of SEMS does not alter existing mutual aid systems. These systems work through local government, operational area, regional and state levels.

Mutual aid may also be obtained from other states. Interstate mutual aid may be obtained through direct state-to-state contacts, pursuant to interstate agreements and compacts, or may be coordinated through federal agencies.

Mutual Aid Regions

Mutual aid regions are established in the Emergency Services Act by the Governor. Six mutual aid regions have been established within California. The County of Ventura is within Region I. Each mutual aid region consists of designated counties. Region I is in the OES Southern Administrative Region. (See Chart 3)
**Mutual Aid Coordinators**

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator’s geographic area of responsibility, and pass on unfilled requests to the next level.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the Sheriff’s Office of Emergency Services mutual aid system by OES staff at the operational area level, and Governor’s OES staff at the regional and state levels. The flow of resource requests and information among mutual aid coordinators is illustrated in Chart 2. All Ventura County medical/health mutual aid resources will be coordinated by the MHOAC (Medical Health Operational Area Coordinator-Director of Public Health, EMS Administrator, Public Health Administrator). Medical resources include: medical personnel, medical treatment supplies and equipment, pharmaceuticals, blood supply, immunization supplies, medical transportation/evacuation vehicles.

The County's MHOAC may function from the County's Operational Area EOC, or from the Health Care DOC depending on the circumstances. However, when the County's Operational Area EOC is activated, the MHOAC should be there to facilitate coordination and information flow.

**Participation of Volunteer and Private Agencies**

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. For example, the disaster medical mutual aid system relies heavily on private sector involvement for medical/health resources. Some volunteer agencies such as the American Red Cross, Salvation Army, and others are an essential element of the statewide emergency response to meet the needs of disaster victims. Volunteer agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system. Volunteer agencies with extensive involvement in the emergency response should be represented in EOCs or collaborate in conjunction with the local Volunteer Organizations Active in Disaster (VOAD), which is represented in the EOC. Additionally, and predicated on their level of involvement some agencies are active participants (e.g. The Ventura County Chapter of the American Red Cross).

**Policies and Procedures**

Mutual aid resources will be provided and utilized in accordance with the California Master Mutual Aid Agreement. During a proclaimed emergency, inter-jurisdictional mutual aid will be coordinated at the county, operational area or mutual aid regional level.

Because different radio frequencies are in use among most agencies, local agencies should provide incoming mutual aid forces with portable radios having local frequencies. Ventura County has established a twelve-channel disaster radio frequency plan following the precepts of ICS/SEMS. Since only one of the channels is a recognized mutual-aid channel, portable radios or re-programming will be made available to incoming mutual-aid resources.
The MHOAC will make medical/health mutual aid requests through State Office of Emergency Services, Southern Region, Regional Disaster Medical Health Specialist. Requests should specify, at a minimum:

- Number and type of personnel needed.
- Type and amount of equipment needed.
- Reporting time and location.
- Authority to who forces should report.
- Access routes.
- Estimated duration of operations.
- Risks and hazards.
Chart 1. MUTUAL AID SYSTEM FLOW CHART
Chart 2. MUTUAL AID COORDINATORS FLOW CHART

Discipline-specific Mutual Aid Systems

<table>
<thead>
<tr>
<th>SEMS LEVEL</th>
<th>Emergency Services</th>
<th>Fire &amp; Rescue System</th>
<th>Law Enforcement System</th>
<th>Disaster Medical/Health System</th>
<th>Other Systems as developed</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE</td>
<td>OES Director</td>
<td>Chief, Fire &amp; Rescue Coordinator</td>
<td>Law Enforcement Coordinator</td>
<td>Disaster Medical/Health Coordinator</td>
<td>Functional Coordinator</td>
</tr>
<tr>
<td>REGIONAL</td>
<td>OES Regional Administrator</td>
<td>Fire &amp; Rescue Coordinator</td>
<td>Law Enforcement Coordinator</td>
<td>Disaster Medical/Health Coordinator</td>
<td>Functional Coordinator</td>
</tr>
<tr>
<td>OPERATIONAL AREA</td>
<td>Emergency Management Staff</td>
<td>Fire &amp; Rescue Coordinator</td>
<td>Law Enforcement Coordinator</td>
<td>Disaster Medical/Health Coordinator</td>
<td>Functional Coordinator</td>
</tr>
<tr>
<td>LOCAL GOVERNMENT</td>
<td>Emergency Management Staff</td>
<td>Fire Chief</td>
<td>Law Enforcement Coordinator</td>
<td>Disaster Medical Coordinator</td>
<td>Functional Coordinator</td>
</tr>
</tbody>
</table>

Resource Requests

Information Flow & Coordination
CHART 3. STATE MUTUAL AID REGION MAP

Mutual Aid and Administrative Regions

Coastal Region

Inland Region

Southern Region
Day-to-day VCPH operations are conducted from locations and by staff that are widely distributed throughout the County. A Department Operations Center, or DOC, is a location from which centralized emergency management can be performed during a major emergency or disaster. This facilitates a coordinated response by VCPH’s emergency management staff and representatives from organizations who are assigned emergency management responsibilities within the DOC, while allowing day-to-day operations to continue to the degree a major emergency or disaster makes possible. The level of DOC staffing will vary with the specific situation.

The VCPH DOC provides a central location of authority, information, and face-to-face coordination among personnel who must make emergency decisions. The following are among the functions performed in the Public Health’s DOC:

- Management and coordination of Public Health emergency operations including, but not limited to, the responsibilities of the Medical and Health Operational Area Coordinator (MHOAC).

- Adhering to and working within the definitions of the State of California Emergency Operations Manual.

- Receive and disseminate warning information.

- Develop and maintain emergency Public Health policies and procedures.

- Collect intelligence from, and disseminate information to, the various DOC representatives, and as appropriate, to County and State agencies, the military, and federal agencies.

- Prepare intelligence/information summaries, situation reports, operational reports, and other reports.

- Maintain general and specific maps, information display boards, and other data pertaining to emergency operations.

- Ongoing analyses and evaluation of all data pertaining to emergency Public Health operations.

- Control and coordinate, within established policy, the operational and logistical support of departmental resources committed to the emergency.

- Maintain contact and coordination with the Ventura County Operational Area, county hospitals, ambulance providers, and all Health Care Agency departments.

- Providing emergency information and instructions to the community, making official releases to the news media and the scheduling of press conferences as necessary.

For detailed information regarding DOC set-up and activation, see Annex A: DOC Set-up & Activation Plan.
SECTION FOUR

VENTURA COUNTY PUBLIC HEALTH – EMERGENCY RESPONSE PLAN 2019

DOC LOCATION AND DESCRIPTION

The primary DOC is located at the Public Health building on 2220 Gonzales Rd., Oxnard CA, Suite 200 (plus associated conference rooms and offices as required). Set up instructions for this facility is provided in Annex A of this plan.

The Alternate DOC is the Public Health Conference room located at 2240 Gonzales RD, Suites 200, 230, and 240, Oxnard, CA 93036. The alternate DOC will be activated only when the size of the incident or room required to manage an appropriate response indicates or becomes necessary.

A third alternate site has been provided by MOU with the Human Services Agency, which will utilize their DOC should the VCPH DOC (primary and alternate) sites have been rendered unusable. In turn, the VCPH by MOU will provide an alternate DOC site for the Human Services Agency if feasible.

DOC MANAGEMENT

DOC management is the responsibility of the Public Health Emergency Preparedness Office.

Positions assigned to the DOC will advise/brief VCPH decision makers of the emergency and recommend actions to protect the community, e.g., alerting and warning the public, evacuation of risk area, activation of shelters, and will initiate Mutual Aid requests. Any decisions having an impact on another department in the County will be coordinated through the Ventura County Operational Area Emergency Operations Center (EOC).

The DOC Manager will have the primary responsibility for ensuring that the MHOAC is kept apprised of the situation and will bring all major policy issues to the VCPH Director for review and decision.

CONTINUITY OF OPERATIONS

Continuity of Operations establishes guidance to ensure the execution of the mission-essential functions for Public Health in the event that an emergency threatens or incapacitates operations; and the relocation of selected personnel and functions of any essential facilities of Public Health are required. Specifically, this continuity of operations is designed to:

- Ensure that Public Health is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- Ensure that Public Health is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- Provide timely direction, control, and coordination to Public Health leadership and other critical customers before, during, and after an event or upon notification of a credible threat.
- Establish and enact time-phased implementation procedures to activate various components of the emergency response plan.
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment.
- Ensure that Public Health continuity of operations is viable, and is compliant with all guidance documents. Ensure that Public Health continuity of operations is fully capable of addressing all types of emergencies, or "all hazards" and that mission-essential functions are able to continue with minimal or no disruption during all types of emergencies.
DOC ACTION PLANS

VCPH DOC will utilize Incident Action Plans to provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action planning is an important management tool that involves:

A process for identifying priorities and objectives for emergency response or recovery efforts,

Documentation of the priorities and objectives, the tasks, and personnel assignments associated with meeting them.

The action planning process should involve the DOC Manager, Operations Chief, Plans Chief, Logistics Chief and Finance Chief along with other DOC elements, and other agency representatives, as needed. The Plans/Intel Section is normally responsible for development of the incident action plan and for facilitation of action planning meetings.
Incident Action Plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex but should be sufficiently detailed to guide DOC elements in implementing the priority actions.

**The Planning P**

The primary focus of the VCPH’s DOC Action Plan should be on MHOAC related issues. The plan sets overall objectives for VCPH and may establish the priorities as determined by the DOC Manager. It can also include mission assignments to departments; provide policy and cost constraints, inter-agency considerations, etc.

**DOC Action Plan**

The Action Planning process is an essential tool for VCPH, particularly in managing sustained operations. If the emergency organization is to have a well planned and executed approach to resolving the problems posed by the disaster, the organization must remain focused and unified in its efforts. The Action Planning
process is a key element in ensuring that the entire organization will be focused and acting as a unified, coordinated body. If the organization is going to move forward in a unified manner, there must be clear understanding of what goals are being pursued, what time frame is being used (the Operational Period) and how individual unit efforts are a part of the overall organizational efforts.

For the organization to continue its efforts, it is important that common organizational goals are maintained and pursued. These goals are set by the DOC Manager of the SEMS organization. For the DOC Manager to draft appropriate goals, he/she must have a good understanding of the current situation and some idea of where the situation is going. They need to know not only what has happened in the last operational period, but also what is likely to occur in the next and future operational periods. This information should be provided by the Plans/Intel Section in the form of a Situation Status Report. The Situation Status Report must contain all key information and should also illustrate what outcomes are to be expected.

Once the Situation Status Report has been delivered, the DOC Manager shall determine the strategic goals for the next operational period. Are these different from the operational goals from the last period? This short list of organizational goals must be verifiable and measurable.

Once the goals are set, they should be communicated to the other SEMS elements so that they can be considered as to how the sections will tactically address the problems identified in the Situation Status Report, based on the objectives set by the DOC Manager. The various branches in the Operations Section should each address this issue.

Next it falls on the Logistics Section to determine how they will support the Operations Section’s efforts to meet the established strategic objectives and to anticipate equipment and supply procurement and personnel acquisition.

The Finance Section must determine how they will support the Operations Section’s efforts to meet the established strategic objectives and to establish specific cost tracking and contracting methods.

The Plans/Intel Section must also consider their ongoing efforts to continue to produce and post situation status reports and information as well as continuing to support the Action Planning process throughout future operational periods. This will require continual briefing and rotation of staff in key information gathering roles in the DOC.

Importance of Written Action Plans

Written Action Plans are a significant tool and provide:

- A clear statement of objectives and actions.
- A basis for measuring work effectiveness and cost effectiveness.
- A basis for measuring work progress and providing accountability.
**Operational Periods**

Operational Periods can be of various lengths but are usually no longer than 24 hours. The length of the Operational Period is determined based on a number of issues.

- Length of time needed to achieve tactical objectives.
- Availability of resources.
- Future involvement of additional resources.
- Environmental considerations. (Light, weather).
- Safety considerations.

**Essential Elements in the Written Action Plan**

- Statement of Objectives-This is a statement of what we expect to achieve. Objectives must be Attainable, Measurable and Flexible.
- Organization-Describes what elements of the SEMS organization will be active and in place for the next Operational period.
- Tactics and Assignments-This describes the tactics and operations to be employed to achieve the Objectives set. Tactics will normally be set by the Operations Section. Resource support and acquisition of necessary personnel and materials will be accomplished by the Logistics and the Finance Sections.
- Supporting Material-Examples include maps, weather information, special information, the Communications Plan, Medical Plan, and any other special data.

**Responsibilities for Action Planning**

The Plans/Intel Section Coordinator is responsible for developing the DOC Action Plan in large events. The Section will provide a great deal of support in the construction of the Plan. The Situation Status Unit will provide a comprehensive situation status report at the beginning of the Action Planning meeting.

**Sequence of Activities in the Action Planning Process**

1. The PLANS/INTEL Section will present a formal current Situation Status Report. This report should include all key categories.
2. The DOC Manager will define the organizational priorities for the next Operational Period (short term) as well as for the intermediate goals. This should include no more than four or five broad
goals and represents the strategic goals of the organization. Goals should be measurable and verifiable. (Example: water issue; short term goal is issue boil water order for those in the impact area, while the intermediate goal is restoration of water purification and delivery systems.)

3. The PLANs/INTEL Section posts the goals as determined by Command.

4. The OPERATIONS Section will then address how it will tactically address the problems identified in the Situation Status Report, based on the DOC Manager’s priorities. Each branch must develop tactical plans. The liaison agencies should address how they will support the overall goals of VCPH, keeping in mind that they will also address within their own organizations the same process for their own organizational goals.

5. The LOGISTICS Section determines what is required for them to obtain the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals, as well as what the specific needs are.

6. The FINANCE Section determines what is required for them to pay for, document and recover the funds for the needed personnel, supplies and materials to support the OPERATIONS Section in their pursuit of the organizational goals.

7. The PLANs/INTEL Section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes and to facilitate the Action Planning process and Action Planning meetings.

The Action Planning Meeting

This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and have good focus. The Plans/Intel Section Coordinator will be responsible for running the Action Planning meeting. There are some important tenants for this meeting:

All participants must come prepared. Cell phones off; pagers on vibrate only.

Strong leadership must be evident.

Agency representatives must be able to commit resources for their agencies.

Summary of Activities by Section:

1. PLANs/INTEL Presents the Situation Status Report
2. DOC MANAGER Sets goals
3. PLANs/INTEL Posts goals for organization’s use
4. OPERATIONS Determines tactics to achieve goals
VENTURA COUNTY PUBLIC HEALTH DOC ACTIVATION POLICY

The activated DOC may be partially or fully staffed to meet the demands of the situation.

The Ventura County Office of Emergency Services and Regional Disaster Medical Health Specialist shall be notified when the Public Health Department’s DOC is activated.

**Triggers to Activate:**

A significant earthquake causing damage in the County or neighboring jurisdictions.

An impending or declared "State of War Emergency" or "Local Emergency".

An emergency situation that has occurred or might occur of such a magnitude that it will require a large commitment of resources from two or more Health Care Agency Departments over an extended period of time. Examples include a multi casualty incident, bioterrorism event, civil disturbance, aircraft disaster, and others.

**Who Can Activate:**

The DOC Manager and the following individuals, either acting as the DOC Manager or on behalf of the DOC Manager, or their appointed representatives are authorized to activate the DOC:

- Public Health Director
- Public Health Officer
- EMS Administrator / MHOAC

In the case of a communicable / infectious disease threat to public health, the following may also open the DOC: Communicable Disease Office, Emergency Preparedness Office, VCPH Laboratory

**How to Activate:**

Contact the EMS Administrator / MHOAC

Identify yourself and provide a callback confirmation phone number if requested.

Designate personnel to set up the DOC.

Briefly describe the emergency/disaster situation causing this request.
EMERGENCY MANAGEMENT ORGANIZATION AND RESPONSIBILITIES

Ventura County Public Health Emergency Management Organization

Ventura County Public Health operates under the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). The Public Health Director will direct VCPH’s Emergency Management Organization (including emergency response and recovery). The Public Health Director may appoint a DOC Manager or Deputy DOC Manager. The DOC Manager or Deputy DOC Manager will be responsible to the Director of Public Health and is responsible for implementing the Emergency Response Plan.

The DOC Manager or Deputy DOC Manager is supported by the Emergency Management Organization and has overall responsibility for:

- Organizing, staffing and operating the Department Operations Center (DOC).
- Operating communications.
- Providing public health/medical information and guidance to the public.
- Maintaining information on the status of public health/medical resources, services, and operations.
- Coordinating overall VCPH operations.
- Obtaining support for VCPH and providing support to other jurisdictions as required through the Mutual Aid system.
- Identifying and analyzing potential public health/medical hazards and recommending appropriate countermeasures.
- Collecting, evaluating and disseminating status reports from the health/medical community and other essential information.
- Providing status and other reports to the Regional Disaster Medical Health Specialist at the Southern Regional EOC.

Ventura County Operational Area Emergency Management

If the Ventura County Operational Area EOC is activated, the Sheriff of Ventura County will function as the Operational Area Coordinator and will have the overall responsibility for coordinating and supporting emergency operations within the County. The Operational Area will be the focal point for information transfer and support requests by cities within the County. Upon activation of the County’s EOC, MHOAC/EMS Duty Officer or designee may be requested to report to the County’s Emergency Operations Center to fulfill the role of the Medical/Health Branch. If the situation warrants, the Public Health Director or designee will activate the VCPH Department Operations Center to support efforts in the County’s EOC.
The Medical/Health Branch position in the County’s EOC must ensure communications between the VCPH DOC and the County’s EOC. The Medical/Health Branch will process all medical/health requests for support that cannot be obtained within the county, and other relevant information, between the MHOAC and the Regional Disaster Medical Health Specialist at OES Mutual Aid Region I. Refer to Chart 1, Lines of Coordination and Communication to understand the VCPH DOC, County EOC and Regional EOC relationship.
SEMS/ICS Organization Chart

DOC Manager

- Safety/Security Officer
- PIO
- Social Media Advisor
- Medical/EAP Legal Advisors

DOC Coordinator

- Operations Section
  - Health Care Facilities
  - Medical Examiner
  - Behavioral Health
  - Public Health
  - Epi Response
- Plans/Intel Section
  - Situation Status
  - Documentation
  - Resources
  - Demobilization

- Logistics Section
  - IT/Comms
  - Facilities
  - Transportation
  - Procurement
- Finance Section
  - Timekeeping
  - Purchasing
  - Cost Recovery
  - Compensation Claims
  - Personnel
GENERAL

Purpose
This section establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations under the Standardized Emergency Management System (SEMS). It provides information on Ventura County Public Health’s emergency command structure and how the emergency command team is activated.

Overview
Command is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Objectives
The overall objective of emergency command is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural disasters, technological incidents and national security emergencies. To carry out its responsibilities Command and Control Section will accomplish the following objectives during a disaster/emergency:

- Management and coordination of VCPH emergency response and recovery operations, including on-scene incident management as required.
- Coordination and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies.
- Establish VCPH priorities and resolve any conflicting demands for support.
- Prepare and disseminate public health information to inform, alert, and warn the public.
- Disseminate damage information and other essential data.
- Provide a single point of contact between the MHOAC at the County’s EOC and the VCPH DOC.

CONCEPT OF OPERATIONS
The Command and Control dictates:

The Standardized Emergency Management System (SEMS) will be followed.

All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or DOC Manager.

All on-duty personnel are expected to remain on duty until properly relieved of duty.

While in a disaster response mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. and 7:00 p.m.
Command Section Staff

The Command and Control and control role is filled by the DOC Manager and is the position that is established at every DOC activation to coordinate DOC operations. The DOC Manager, the Section Chiefs, and others as designated make up the DOC Command Team. The team is responsible for advising the DOC Manager on policy matters. They also assist the DOC Manager in the development of overall strategy and tactics to mitigate the incident and rules, and regulations. The Management Section includes certain staff functions required to support the Management function.

- Public Information Officer
- Liaison Officer
- DOC Coordinator
- Safety/Security Officer
- Social Media Advisor
- Medical/EAP/Legal Advisors

PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) ensures that information support is provided on request; that information released is consistent, accurate, culturally competent, addresses all special populations including: persons with disabilities and non-English speaking ensuring that appropriate information is provided to all required agencies and the media.

After receiving a briefing from the DOC Manager, the PIO will establish an area for the media away from the DOC or Command Post. The PIO will provide news releases, answer questions the media may have and arrange for tours or photo opportunities of the incident. The PIO will coordinate all information releases and media contacts with the DOC Manager and the County's PIO if the County's EOC is activated. The PIO will work with the Social Media group to prepare and approve messages to be sent out via social media outlets.

LIAISON OFFICER

DOC Liaison Officer will serve as the point of contact for Agency Representatives from assisting organizations and agencies outside our County government structure. The Liaison Officer aids in coordinating the efforts of these outside agencies to reduce the risk of them operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.
Appendix 4.1

DOC COMMAND SECTION

DOC COORDINATOR

Facilitate the overall functioning of the DOC, coordinate with other agencies and SEMS levels and serve as a resource to the DOC Manager.

SAFETY/SECURITY OFFICER

Identify and mitigate safety hazards and situations of potential liability during DOC operations and ensure a safe working environment in the DOC. Also oversees security of all DOC facilities and personnel access.

SOCIAL MEDIA ADVISOR

The social media advisor prepares information to go out to the community via internet channels. The messages are updated frequently and are created jointly with and approved by the PIO.

MEDICAL/EAP/ LEGAL ADVISORS

The Legal Advisor is HCA's Attorney and provides legal advice to the DOC Manager in all legal matters relative to the emergency. The Medical Advisor will provide medical background information as well as procedural options to the DOC Manager. EAP Advisor will coordinate Critical Incident Stress Debriefing for all staff assigned to the DOC. Services will be requested by Logistics section from Behavioral Health.
Command Section: Organization Chart

DOC Manager

Safety/Security Officer

PIO

Liaison Officer

Social Media Advisor

DOC Coordinator

Medical/EAP/Legal Advisors
Purpose

To enhance the capability of Ventura County Public Health (VCPH) to respond to emergencies by planning application and coordination of available resources. It is the policy of this section that the priorities of responses are to be:

Protect life and property.

Provide planning and direction for the emergency operations and optimize the management of resources.

Provide support to the other sections of the VCPH emergency response team.

At the earliest possible opportunity restore essential services and systems.

Overview

The Plans/Intel 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, other department heads will advise the Plans Chief on various courses of action from their departmental level perspective.

Objectives

The Plans/Intel Section ensures that damage assessment information is compiled, assembled and reported in an expeditious manner to the various DOC sections, HCA departments, County EOC and the REOC (Regional EOC) via the County's EOC. The Plans/Intel Section is also responsible for the detailed recording (Documentation Unit) of the entire health care response effort and the preservation of these records during and following the disaster. The Plans Section will accomplish the following specific objectives during a disaster/emergency:

Collect initial situation and damage assessment information.

Display situation and operational information in the DOC using maps, visual aids and DLAN.
Disseminate intelligence information to the DOC Manager, DOC Coordinator, Public Information Officer (PIO), Medical/Health Branch Coordinator in the County's EOC, other DOC staff, and REOC via the County EOC.

Conduct mapping and recording operations.

Prepare summary damage assessment reports for dissemination to other sections, County departments, State OES, and FEMA via the County EOC.

Prepare required reports identifying the extent of damage and financial losses.

Determine VCPH's post-event condition.

Provide Planning support to other sections.

Ensure accurate recording and documentation of the incident.

Prepare VCPH's DOC Incident Action Plan (IAP).

Prepare VCPH's After-Action Report.

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.

**Concept of Operations**

The Plans/Intel Section will operate under the following policies during a disaster/emergency as the situation dictates:

The Standardized Emergency Management System (SEMS) will be followed.

All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or DOC Manager.

All on-duty personnel are expected to remain on duty until properly relieved of duty.

While in a disaster mode, operational periods will be 12 hours for the duration of the event.

Operational periods will normally change at 7:00 a.m. and 7:00 p.m.

**Section Activation Procedures**

The DOC Manager is authorized to activate the Plans/Intel Section.
When to Activate

The Plans/Intel Section may be activated when VCPH's DOC is activated and or upon the order of the DOC Manager.

Where to Report

The primary DOC is located at the Public Health building on 2220 Gonzales Rd., Oxnard CA, Suite 200 (plus associated conference rooms and offices as required).

The Alternate DOC is the Public Health Conference room located at 2240 Gonzales RD, Suites 200, 230, and 240, Oxnard, CA 93036. The alternate DOC will be activated only when the size of the incident or room required to manage an appropriate response indicates or becomes necessary.

A third alternate site has been provided by MOU with the Human Services Agency, which will utilize their DOC should the VCPH DOC (primary and alternate) sites have been rendered unusable. In turn, the VCPH by MOU will provide an alternate DOC site for the Human Services Agency if feasible.
Plans/Intel Section Organization Chart

DOC Manager

Plans/Intel Section

- Situation Status
- Documentation
- Resources
- Demobilization
- Epi Response
**Plans/Intel Section: Staff**

The Plans/Intel Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following may be established as the need arises:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Demobilization Unit

The Plans/Intel Section Chief may activate additional units as necessary to fulfill an expanded role, such as the Epi Response Unit.

**PLANS/INTEL SECTION CHIEF**

The Plans/Intel Section Chief, a member of the DOC Director's General Staff, is responsible for the collection, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources. Information is needed to:

- Understand the current situation.
- Predict probable course of incident events.
- Prepare alternative strategies for the incident.

**RESOURCES UNIT**

The Resources Unit is responsible for maintaining detailed tracking records of resources allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); for maintaining logs and invoices to support the documentation process and for resources information displays in the DOC. It cooperates closely with the Operations Section (to determine resources currently in place and resources needed).
SITUATION STATUS UNIT

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Unit is also responsible for the evaluation, analysis, and display of information for use by DOC staff. This Unit oversees DLAN entries and serves as a resource to the other sections on its use.

DOCUMENTATION UNIT

The Documentation Unit is responsible for initiating and preparing VCPH’s DOC Incident Action Plans and After-Action Reports; maintaining accurate and complete incident files; establishing and operating an DOC Message Center; providing copying services to DOC personnel and preserving incident files for legal, analytical and historical purposes.

DAMAGE ASSESSMENT UNIT

The Damage Assessment Unit is responsible for maintaining detailed records of VCPH damage assessment information and supporting the documentation process.

DEMOBILIZATION UNIT

The Demobilization Unit is responsible for preparing a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.

EPI RESPONSE UNIT

The Epi Response Unit will conduct outbreak investigation and response, provide epidemiologic support, including: data analysis, epidemic curve, transmission pattern, transmission type (respiratory, oral, etc), case fatality rate (if applicable), survey / questionnaire design / implementation and support for epidemiologic analysis, case investigation support, telephone data sheet (syndromic) analysis, disease specific epidemiology and unknown agent analysis.
**Plans/Intel Section Chief**

**General Duties:**

Ensure that the Plans/Intel function is performed consistent with SEMS Guidelines, including: Collecting, analyzing and displaying situation information.

Preparing periodic situation reports.


Advance planning.

Planning for demobilization.

Providing Geographic Information Services (GIS) and other technical support services to the various organizational elements within the DOC.

Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

Be prepared to form additional units as dictated by the situation.

Exercise overall responsibility for the coordination of unit activities within the Section.

Report to the DOC Manager on all matters pertaining to Section activities.

**Your Responsibility:**

Collect, evaluate, forecast, formulate, disseminate, and use of information about the development of the incident and status of resources.
APPENDIX 4.2.1

PLANS/INTEL-SECTION CHIEF

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Section Start-Up Actions

☐ Sign in upon arrival at the EOC.
☐ Report to the DOC Manager.
☐ Obtain a briefing on the situation.

☐ Set up your Section workstation, including maps and status boards. Use your DOC Section materials and on-site supplies.

☐ Review your position responsibilities. Log into DLAN.
☐ Identify yourself as the Plans/Intel Section Chief. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

☒ Review organization in place at the DOC. Know where to go for information or support.
☐ Determine if other Section staffs are at the DOC.
☐ Confirm that all key Plans/Intel Section personnel or alternates are in the DOC or have been notified. Recall the required staff members necessary for the emergency.
Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:

- Resources Unit
- Situation Status Unit
- Documentation Unit
- Damage Assessment Unit
- Demobilization Unit

Request additional personnel for the Section to maintain a 24-hour operation as required.

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.

- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.

- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.
Inform the DOC Manager when your Section is fully operational.

Open and maintain Section logs.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential for requirements for possible reimbursement by the State OES and FEMA.

Review responsibilities of branches/units in your Section. Develop plan for carrying out all responsibilities.

Prepare work objectives for Section staff and make staff assignments.

Meet with other activated Section Chiefs.

Review major incident reports and field operations information that pertains to or may affect Section operations.

Obtain and review major incident reports and other reports from adjacent areas that have arrived at the EOC. Direct the Situation Status Unit leader to initiate collection and display of significant disaster events.

Direct the Documentation Unit leader to initiate collection and display of disaster information.

Based on the situation as known or forecast, determine likely future Plans/Intel Section needs.

Think ahead and anticipate situations and problems before they occur.
Request additional resources through the appropriate Logistics Section Unit, as needed.

**General Operational Duties**

Carry out responsibilities of the Plans/Intel Section branches or units that are not currently staffed.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims, and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

Brief the DOC Manager on major problem areas that need or will require solutions.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.

Coordinate with County EOC to determine status of transportation system into and within the affected. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

Ensure that your Section logs and files are maintained.

Monitor your Section activities and adjust Section organization as appropriate.

Ensure internal coordination between branch/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in the DOC Manager’s action planning meetings.
Ensure that your Section’s personnel and equipment time records and record of expendable materials used are provided to the Time Unit of the Finance Section at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Section Operational Duties**

Assess the impact of the disaster/emergency on the County of Ventura, including the initial damage assessment by field units.

Develop situation analysis information on the impact of the emergency from the following sources:

- HCA Departments
- Health Care Facilities (hospitals, clinics, long term care facilities)
- Behavioral Health Services
- Medical Examiner
- Public Health
- Ambulance Providers
- Ventura County Operational Area EOC
- Red Cross, Ventura County Chapter
- Media (Radio and Television)

Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, DOC Staff, County EOC, VCPH departments, State OES Regional EOC via the County EOC.

Review and approve VCPH status and damage assessment reports for transmission by the Situation Status Unit to the County EOC and State OES Regional EOC via the County EOC.

Working with the DOC Manager and Section Chiefs and the Documentation Unit, prepare a DOC Incident Action Plan to identify priorities and objectives.

Assemble information on alternative strategies.

Identify the need for use of special resources.
Initiate the DOC Incident Action Plan development for the current and forthcoming operational periods.

Direct the coordination of periodic disaster and strategy plans briefings to the DOC Manager and Section Coordinators, including analysis and forecast of incident potential.

Ensure coordination of collection and dissemination of disaster information and intelligence with other sections.

Begin planning for recovery.

**Deactivation**

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 DOC 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 DOC Manager.

Leave forwarding phone number where you can be reached.
PLANS/INTEL - RESOURCES UNIT

General Duties:

Prepare and maintain displays, charts and lists that reflect the current status and location of VCPH controlled resources, transportation and support vehicles.

Establish a resource reporting system for field and DOC units.

Prepare and process resource status change information.

Provide information to assist the Situation Status and Documentation Units of the Plans/Intel Section in strategy planning and briefing presentations.

Your Responsibility:

Maintain detailed tracking records of VCPH resources allocation and use (resources available, resources assigned, resources requested but not yet on scene, “out-of-service” resources and estimates of future resource needs); logs and invoices to support the documentation process and VCPH resources information displays in the EOC. Cooperate closely with the Operations Section (to determine resources currently in place and resources needed) to provide resources information to the DOC Action Plan.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Plans/Intel Section Chief.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Resources Unit leader. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using DLAN maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Precise information is essential for requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Plans/Intel Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.
Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Develop a system to track VCPH resources deployed for disaster response.

Establish a reporting procedure for VCPH resources at specified locations.

Direct the collection, organization and display status of incident resources to include allocation, deployment, and staging areas.

Maintain a master list of all VCPH resources reported.

Provide for an authentication system in case of conflicting resources status reports.

Provide a VCPH resources overview and summary information to the Situation Status Unit of the Plans/Intel Section as requested and written status reports on VCPH resource allocations as requested by the Section Chiefs.

Assist in strategy planning based on the evaluation of the VCPH resource allocation, resources enroute and projected resources shortfalls.

Ensure that available VCPH resources are not overlooked by the Operations Section staff.

Keep Operations Section informed of the estimated time-of-arrival of ordered personnel, support vehicles/units.

Make recommendations to the Plans/Intel Section Chief of VCPH resources that are not deployed or should be deactivated.

**Deactivation**

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 Resources Unit position and close out logs when authorized by the Plans/Intel Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
PLANS/INTEL - SITUATION STATUS UNIT

General Duties:

Collect, organize and analyze situation information from DOC sources. Provide current situation assessments based on analysis of information received from a variety of sources and reports.

Develop situation reports for dissemination to Plans/Intel Section Chief, DOC Manager, and other section Chiefs to initiate the action planning process.

Transmit approved reports to the Medical/Health Branch in the County’s EOC, State OES Regional EOC via the County’s EOC.

Develop and maintain current maps and other displays (locations and types of incidents).

Assess, verify, and prioritize situation information into situation intelligence briefings and situation status reports. Maintain the DLAN significant events board.

Seek from any verifiable source available information that may be useful in the development of current situation assessments of the affected area.

Evaluate the content of all incoming field situation and major incident reports. Provide incoming intelligence information directly to appropriate DOC Sections, summarize, and provide current information on central maps and displays.

Monitor and ensure the orderly flow of disaster intelligence information within the DOC.

Your Responsibility:

Collect and organize incident status and situation information and evaluate, analyze and display information for use by DOC staff.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the EOC.

☐ Report to the Plans/Intel Section Chief.

☐ Obtain a briefing on the situation.
Determine your personal operating location and set up as necessary.

Review your position responsibilities. Log into DLAN.

Identify yourself as the Situation Status Unit leader. Print your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties, and ensure Unit log (ICS 214) is opened in Web EOC.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.
General Operational Duties

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Plans/Intel Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Direct the collection, organization and display of status of disaster events according to the format that the Documentation Unit is utilizing, including:
Location and nature of the disaster/emergency.

Special hazards.

Number of injured persons.

Number of deceased persons.

Road closures and disaster routes.

VCPH resources committed to the disaster/emergency.

VCPH resources available.

Assistance provided by outside agencies and resources committed.

Shelters, type, location and number of people that can be accommodated.

Prepare and maintain DOC displays.

Possible Information sources include:

Disaster briefings

DOC Action Plan

Section Reports

Ventura County EOC Incident Action Plan (IAP)

Field Observations

Casualty Information

Resource Status Reports

On duty personnel from other sections

Direct the collection of photographs, videos, and/or sound recordings of disaster events, as appropriate.

Prepare and maintain DOC displays. Clearly identify incidents. Ensure that all displays reflect the most current and correct information.
Appendix 4.2.3

SITUATION STATUS-UNIT-PLANS/INTEL

Post to the significant events log casualty information, health concerns, size of risk area, scope of the hazard to the public, number of evacuees, etc. Note: Casualty information cannot be released to the press or public without authorization from the DOC Manager and the PIO.

Develop sources of information and assist the Plans/Intel Section Chief in collecting, organizing and analyzing data from the following:

Command Staff

Operations Section

Logistics Section

Finance Section

Provide for an authentication process in case of conflicting status reports on events.

Meet with the Plans/Intel Section Chief and the DOC Manager to determine needs for planning meetings and briefings. Determine if there are any special information needs.

Meet with the PIO to determine best methods for exchanging information and providing the PIO with Situation Status Unit information.

Provide information to the PIO for use in developing media and other briefings.

Establish and maintain an open file of situation reports and major incident reports for review by other sections or units.

Determine weather conditions—current and upcoming. Keep up-to-date weather information posted.

In coordination with the Operations Section, estimate the number of special needs people who will require transportation out of the risk areas. Coordinate with the Medical/Health Branch in the County's EOC on transportation methods.

As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation.

Provide resource and situation status information in response to specific requests.

Prepare an evaluation of the disaster situation and a forecast on the potential course of the disaster event(s) at periodic intervals or upon request of the Plans/Intel Section Chief.

Assist the Medical/Health Branch in the County's EOC to prepare the required Operational Area Medical/Health reports.
Prepare written situation reports at periodic intervals at the direction of the Plans/intel Section Chief.

Assist at planning meetings as required. Provide technical support as required.

During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation. (See Support Documentation-Radiological Protection)

**Deactivation**

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 Situation Status Unit position and close out logs when authorized by the Plans/Intel Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
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PLANS/INTEL - DOCUMENTATION UNIT

General Duties:

Maintain an accurate and complete record of significant disaster events.

Assist other parts of the DOC organization in setting up and maintaining files, journals, and special reports.

Collect and organize all written forms, logs, journals, and reports at completion of each shift from all sections.

Establish and operate a Message Center at the DOC, and assign appropriate internal and external message routing.

Provide documentation and copying services to DOC staff.

Maintain and preserve disaster/emergency files for legal, analytical and historical purposes.

Compile, copy, and distribute the DOC Action Plans as directed by the Section Chiefs.

Compile, copy, and distribute the After-Action Report with input from other sections/units.

Your Responsibility:

Compile and distribute VCPH's DOC Incident Action Plans (IAP) and After-Action Reports; maintain accurate and complete incident files; establish and operate an DOC Message Center; provide copying services to DOC personnel and preserve incident files for legal, analytical and historical purposes.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Coordinates and communicating with the Cal EMA Regional EOC.

☐ Check in upon arrival at the EOC.

☐ Report to the Plans/Intel Section Chief.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.
Review your position responsibilities. Log into DLAN.

Identify yourself as the Documentation Unit leader. Print your name on the DOC organization chart next to your assignment.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit, as needed. Obtain necessary equipment and supplies (forms, paper, pens, date/time stamp, copy machine, computer, software, etc.).

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

Messages received

Action taken

Decision justification and documentation

Requests filled

DOC personnel, time on duty and assignments

Precise information is essential for requirements for possible reimbursement by State OES and FEMA.
General Operational Duties

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Plans/Intel Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Meet with the Plans/Intel Section Chief to determine what DOC materials should be maintained for official records.
Following planning meetings, assist DOC Manager in developing Action Plan.

Contact other DOC sections and units and inform them of the requirement to maintain official records. Assist them as necessary in setting up a file records system.

Coordinate documentation with the Situation Status Unit. preparing any written action plans or procedures.

Ensure that DOC Action Plans and After-Action Report are compiled, approved, copied, and distributed to DOC Sections and Units. (See Support Documentation - Action Planning and After Action Reports.)

Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form.

Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Plans/Intel Section Chief.

Identify and establish a “runner” support system for collecting, duplicating journals, logs, and message center forms throughout the DOC.

Establish copying service and respond to authorized copying requests.

Establish a system for collecting all section and unit journal/logs at completion of each operational period.

Periodically collect, maintain and store messages, records, reports, logs, journals and forms submitted by all sections and units for the official record.

Verify accuracy/completeness of records submitted for file-to greatest extent possible; correct errors by checking with DOC personnel as appropriate.

Prepare an overview of the events at periodic intervals or upon request from the Plans/Intel Section Chief.

**Deactivation**

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 Documentation Unit position and close out logs when authorized by the Plans/Intel Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
PLANS/INTEL - DAMAGE ASSESSMENT UNIT

General Duties:
Collect damage assessment information from Hospitals, Ambulance providers, HCA departments, and the Ventura County EOC, and prepare appropriate reports.

Provide damage assessment information to the Plans/Intel Section Chief.

Your Responsibility:
Maintain detailed records of VCPH damage assessment information and support the documentation process.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Check in upon arrival at the DOC.
☐ Report to the Plans/Intel Section Chief.
☐ Obtain a briefing on the situation.
☐ Determine your personal operating location and set up as necessary.
☐ Review your position responsibilities. Log into DLAN.
☐ Identify yourself as the Damage Assessment Unit leader. Print your name on the DOC organization chart next to your assignment.
☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
☐ Activate elements of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
☐ Determine 24-hour staffing requirement and request additional support as required.
☐ Request additional resources through the appropriate Logistics Section Unit, as needed.
Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty, and assignments

Precise information is essential to meet requirements for possible reimbursement by state OES and FEMA.

**General Operational Duties**

Develop a plan for you Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Plans/Intel Section Chief advised of the Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible, and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Coordinate collection of VCPH damage assessment information with all of the Branches of the Operations Section.

Prepare VCPH damage assessment information and provide to the Plans/Intel Section Chief for approval.

Collect, record, and total the type, location, and estimate value of damage.

Coordinate with Building and Safety in County’s EOC to document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc.

Coordinate with the County’s EOC for additional damage assessment information.

Provide final damage assessment reports to the Documentation Unit.

**Deactivation**

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 Demobilization Unit position and close out logs when authorized by the Plans/Intel Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
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PLANS/INTEL-DEMOBILIZATION UNIT

General Duties:

Provide assistance to the Plans/Intel Section Chief and DOC Manager in planning for the DOC demobilization.

Develop demobilization strategy and plan with Section Chiefs.

Prepare written demobilization plan or procedures for all responding departments and agencies if necessary.

Follow through on the implementation of the plan and monitor its operation.

Your Responsibility:

Prepare a Demobilization Plan to ensure the orderly, safe, and cost-effective release of personnel and equipment.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Check in upon arrival at the DOC.

☐ Report to the Plans/Intel Section Chief.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Demobilization Unit leader. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Unit, establish work area, assign duties, and ensure Branch/Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.
APPENDIX 4.2.6

PLANS/INTEL-DEMOBILIZATION UNIT

- Request additional resources through the appropriate Logistics Section Unit, as needed.
- Ensure that all your incoming Unit personnel are fully briefed.
- Based on the situation as known or forecast, determine likely future Unit needs.
- Think ahead and anticipate situations and problems before they occur.
- Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:
- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the Information Systems (Communications) Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.
Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager's action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Coordinate with the field level Demobilization Unit Leader.

Review the organization and current staffing to determine the likely size and extent of demobilization effort.

Request the DOC staff to assess long-term staffing needs within their sections and provide listing of positions and personnel for release by priority.

Coordinate with the Agency Representatives to determine:

Agencies not requiring formal demobilization.

Personal rest and safety needs.

Coordination procedures with cooperating/assisting agencies.

Evaluate logistics and transportation capabilities to support the demobilization effort.

Prepare a Demobilization Plan to include the following:

Release plan strategies and general information.

Priorities for release (according to agency, kind, and type of resource).

Phase over or transfer of authorities.
Completion and submittal of all required documentation.

Notify County EOC and State OES Region I of demobilization plan.

Obtain approval of the Demobilization Plan from the DOC Manager.

Ensure that all sections and branches/units understand their specific demobilization responsibilities.

Supervise execution of the Demobilization Plan.

Brief Plans/Intel Section Chief on the demobilization progress.

Obtain identification and description of surplus resources.

Establish "check-in" stations, as required, to facilitate the return of supplies, equipment and other resources.

**Deactivation**

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 Demobilization Unit position and close out logs when authorized by the Plans/intel Section Chief or the DOC Manager.

Leave forwarding phone number where you can be reached.
PLANS/INTEL – EPI RESPONSE UNIT

General Duties:

Collect medical information from Hospitals, Ambulance providers, Operational Area Healthcare Providers, HCA departments, and the Ventura County EOC, and prepare appropriate reports.

Provide an assessment of available information to the Plans/Intel Section Chief.

Your Responsibility:

Assist with response activities needing an epidemiological investigation process. Prepare information and support the IAP process.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

**Checklist Actions**

**Branch/Unit Start-Up Actions**

- [ ] Check in upon arrival at the DOC.
- [ ] Report to the Plans/Intel Section Chief.
- [ ] Obtain a briefing on the situation.
- [ ] Determine your personal operating location and set up as necessary.
- [ ] Review your position responsibilities. Log into DLAN.
- [ ] Identify yourself as the **Epi Response Unit leader**. Print your name on the DOC organization chart next to your assignment.
- [ ] Clarify any issues regarding your authority and assignment and what others in the organization do.
- [ ] Activate elements of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
- [ ] Determine 24-hour staffing requirement and request additional support as required.
- [ ] Request additional resources through the appropriate Logistics Section Unit, as needed.
- [ ] Ensure that all your incoming Unit personnel are fully briefed.
- [ ] Based on the situation as known or forecast, determine likely future Unit needs.
- [ ] Think ahead and anticipate situations and problems before they occur.

- [ ] Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty, and assignments

Precise information is essential to meet requirements for possible reimbursement by state OES and FEMA.

**General Operational Duties**

Develop a plan for you Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Plans/Intel Section Chief advised of the Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief.

Establish operating procedure with the information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible, and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.
Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Coordinate collection of assessment information with all of the Branches of the Operations Section.

Prepare the Epi Response Plan and provide to the Plans/Intel Section Chief.

Collect, record, and archive all relevant disease information.

Coordinate with Operational Area resources on response issues

Coordinate with the County's EOC and MHOAC on ordering resources to support the plan.

Provide final damage assessment reports to the Documentation Unit.

**Deactivation**

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 Epi Response Unit position and close out logs when authorized by the Plans/Intel Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
APPENDIX 4.3 - LOGISTICS SECTION: GENERAL

PURPOSE

To enhance the capability of VCPH to respond to emergencies by establishing logistics protocols in managing VCPH personnel and equipment. It is the policy of this section that the priorities of responses are to be:

- Protect life and property.
- Provide operational and logistical support for emergency response personnel and optimize the utilization of resources.
- Support the restoration of essential services and systems.

OVERVIEW

The Logistics Section’s primary responsibility is to ensure the acquisition, transportation and mobilization of VCPH resources to support the response effort at the disaster sites, public shelters, DOCs, EOCs, etc. This Section provides all necessary personnel, supplies, and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services and other resources to support emergency response at all operational sites during emergency/disaster conditions will be the same as that used during normal operations unless authorized by the DOC Manager or emergency orders of the Board of Supervisors.

Objectives

The Logistics Section ensures that all other sections are supported for the duration of the incident. Any personnel, equipment, supplies or services required by the other sections will be ordered through the Logistics Section.

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the DOC Manager.
Prepare required reports identifying the activities performed by the Logistics Section.

Determine VCPH's logistical support needs and plan for both immediate and long-term requirements. Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.

**Concept of Operations**

The Logistics Section will operate under the following policies during a disaster/emergency as the situation dictates:

The Standardized Emergency Management System (SEMS) will be followed.

All existing County and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or DOC Manager.

All on-duty personnel are expected to remain on duty until properly relieved of duty.

While in a disaster mode, operational periods will be 12 hours for the duration of the event.

Available and accessible resources from neighboring jurisdictions, military installations, the state and federal levels of government, the private sector and volunteer organizations will be accessed through the Ventura County Operational Area via the County's EOC.

**Logistics Section Activation Procedures**

**When to Activate**

The Logistics Section may be activated when VCPH's DOC is activated or upon the order of the DOC Manager.

**Where to Report**

The DOC is located at the VCPH Public Health building on 2220 Gonzales Rd., Oxnard CA, Suite 200, and alternate is at 2240 Gonzales Rd., Suites 200 and 240.

A third alternate site has been provided by MOU with the Human Services Agency, which will utilize their DOC should the VCPH DOC (primary and alternate) sites have been rendered unusable.
Logistics Section Organization Chart

DOC Manager

Logistics Section

IT/Comms

Facilities

Transportation

Procurement

Personnel
Logistics Section Staff

The Logistics Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized units. The following units may be established as the need arises:

- Information Systems/Comms Unit
- Transportation Unit
- Personnel Unit
- Facilities Unit
- Procurement Unit

The Logistics Section Chief may activate additional units as necessary to fulfill an expanded role.

Logistics Section Chief

The Logistics Section Chief, a member of the DOC Manager's General Staff, is responsible for supporting the response effort and the acquisition, transportation and mobilization of resources. Information is needed to:

- Understand the current situation.
- Predict probable resource needs.
- Prepare alternative strategies for procurement and resources management.

Information Systems/Comms Branch

The Information Systems/Comms Branch is responsible for managing all radio, data, and telephone needs of the DOC staff.

Transportation Unit

The Transportation Unit is responsible for transportation of emergency personnel, equipment and supplies and for coordinating the Disaster Route Priority Plan.

Personnel Unit

The Personnel Unit is responsible for obtaining and coordinating all personnel resources. The Personnel Unit will work with the Medical/Health Branch of the County's EOC to obtain all Medical/Health
mutual aid personnel support, registering volunteers as Disaster Services Workers and for managing DOC personnel issues and requests.

**Facilities Unit**

The Facilities Unit is responsible for ensuring that adequate facilities are provided for VCPH's response effort, including securing access to the facilities and providing staff, furniture, supplies and materials necessary to configure facilities in a manner adequate to accomplish VCPH's mission.

**Procurement Unit**

The Procurement Unit is responsible for obtaining equipment and supplies to support VCPH emergency operations and arranging for delivery of those resources. All requests for medical/health mutual aid resources will be coordinated through the Medical/Health Branch of the County's EOC.
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LOGISTICS - LOGISTICS SECTION CHIEF

General Duties:

Ensure the logistics function is carried out consistent with SEMS guidelines, including:

Managing all radio, data and telephone needs of the DOC.

Coordinating transportation needs and issues and the Disaster Route Priority Plan.

Managing personnel issues and coordinating with the County's EOC to register volunteers as Disaster Services Workers.

Obtaining all materials, equipment and supplies to support VCPH emergency operations.

Coordinating management of VCPH facilities used during disaster response and recovery.

Coordinate requests for Critical Incident Stress Debriefing services.

Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

Be prepared to form additional branches/units as dictated by the situation.

Exercise overall responsibility for the coordination of branch/unit activities within the Section.

Coordinate the provision of logistical support for the DOC.

Report to the DOC Manager on all matters pertaining to Section activities.

Your Responsibility:

Support the VCPH response effort and oversee the acquisition, transportation, and mobilization of resources.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Section Start-Up Actions

☐ Sign in upon arrival at the DOC.
☐ Report to the DOC Manager.

☐ Obtain a briefing on the situation.

☐ Set up your Section workstation, including maps and status boards. Use your DOC Section materials and onsite supplies.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Logistics Section Chief. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

☐ Review organization in place at the DOC. Know where to go for information or support.

☐ Determine if other Section staff is in the DOC.

☐ Confirm that all key Logistics Section personnel or alternates are in the DOC or have been notified. Recall the required staff members necessary for the emergency.

☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements:

Information Systems/Comms Branch

Transportation Unit

Personnel Unit

Procurement Unit

Facilities Unit

☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

☐ Current situation assessment.
Identify specific job responsibilities.

Identification of co-workers within the job function and/or geographical assignment.

Availability of communications.

Location of work area.

Identification of eating and sleeping arrangements as appropriate.

Procedural instructions for obtaining additional supplies, services and personnel.

Identification of operational period work shifts.

Inform the DOC Manager when your Section is fully operational.

Open and maintain Section logs.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

Review responsibilities of branches/units in your Section. Develop plan for carrying out all responsibilities.

Prepare work objectives for Section staff and make staff assignments.

Meet with other activated Section Chiefs.
From the Plans/Intel Section Chief, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

Based on the situation as known or forecast, determine likely future Logistics Section needs.

Think ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics Unit, as needed.

**General Operational Duties**

Carry out responsibilities of the Logistics Section branches/units that are not currently staffed.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel and psychological first aid for victims, and bystanders.

Arrange debriefings through the Personnel Unit of the Logistics Section.

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

Brief the DOC Manager on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit of the Plans/Intel Section on a periodic basis or as the situation requires.

Provide briefing to DOC Staff on operating procedure for use of telephone, data, and radio systems.

From Plans/Intel Section and field sources, determine status of transportation system into and within the affected area. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to other Sections.

Ensure that your Section logs and files are maintained.

Monitor your Section activities and adjust Section organization as appropriate.

Ensure internal coordination between branch/unit leaders.

Update status information with other sections as appropriate.
Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in the DOC Manager’s action planning meetings.

Ensure that all your Section personnel and equipment, time records, and a record of expendable materials used are provided to the Time Unit and of the Finance Section at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Section Operational Duties**

Meet with Finance Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to Logistics Section.

Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the DOC and field units.

Keep the County's EOC apprised of overall situation and coordinate all medical/health mutual aid requests through the Medical/Health Branch in the County's EOC.

Identify service/support requirements for planned and expected operations.

Oversee the allocation of personnel, equipment, services and facilities required to support emergency management activities.

Resolve problems associated with requests for supplies, facilities, transportation, communication and food.

Receive, coordinate and process requests for resources.

**Deactivation**

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 DOC 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 DOC Manager.

Leave forwarding phone number where you can be reached.
LOGISTICS - INFORMATION SYSTEMS/COMMS

LOGISTICS - INFORMATION SYSTEMS/COMMS BRANCH

General Duties:

Notify support agencies and oversee the installation, activation, and maintenance of all radio, data, and telephone communications services inside of the DOC, between the DOC, and outside agencies.

Determine the appropriate placement of all radio transmitting equipment brought to the DOC to support operations. Approve all radio frequencies to minimize interference conditions.

Provide necessary communication system operators, and ensure effective continuous 24-hour operation of all communications services.

Copy and log incoming radio, data and telephone reports on situation reports, major incident reports, resource requests, and general messages.

Make special assignment of radio, data, and telephone services as directed by the DOC Manager.

Organize, place, and oversee the operation of amateur radio services working in support of the DOC.

Your Responsibility:

Manage all radio, data, and telephone needs of the DOC staff.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Logistics Section Chief and obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Information Systems Branch leader. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the
organization do.

☐ Activate elements of your Branch/Unit, establish work area, assign duties, and ensure Branch/Unit log (ICS 214) is opened in DLAN.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Unit, as needed.

☐ Ensure that all your incoming Branch/Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

☐ Messages received

☐ Action taken

☐ Decision justification and documentation

☐ Requests filled

☐ DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
Provide periodic situation or status reports to your Section Chief for updating information to the Planning Section.

Establish operating procedure for use of telephone, radio, and data systems and provide to other units.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief and PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Meet with section Chief and branch/unit coordinators and provide a briefing on DOC on-site and external communications needs, capabilities and restrictions and operating procedures for the use of telephones and radio systems. Receive any priorities or special requests.

Coordinate all communications activities.

Monitor operational effectiveness of DOC communications systems. Obtain additional communications capability as needed.

Coordinate VCPH frequency and network activities with the Ventura County Operational Area. Establish a communications plan to minimize communication issues that includes radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers.

Provide communications briefings as requested at action planning meetings.

Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible.
EMERGENCY COMMUNICATIONS MATRIX

The following matrix will be utilized in contacting the DOC or the communications with our health care partners. Any failure in a mode of communication will require a move DOWN the matrix until communications are restored. The DOC will be monitoring all modalities.

Landline Telephone, REDDINET, DLAN

Cell Phones
Satellite Phone
ACS
VHF Radio
CAHAN

The movement from one form of communication to another will be managed by the DOC. This will be done with the goal of keeping everyone on the same mode. If one type is unavailable try the next one below it to contact the DOC. In the event of a disaster all communication systems will need to be activated and failure of any single mode needs to be reported to the DOC at once.

Coordinate with volunteer and private sector organizations to supplement communications needs.

Establish a plan to ensure staffing and repair of communications equipment.

Protect equipment from weather, aftershocks, electromagnetic pulse, etc.

Coordinate needed telephone data lines with the Communications Unit.

Support activities for restoration of computer services.

Deactivation

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 Information Systems Branch position and close out logs when authorized by the Logistics Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
LOGISTICS - TRANSPORTATION UNIT

General Duties:
Coordinate the transportation of medical/health emergency personnel and resources by all available means.

Your Responsibility:
Transportation of emergency personnel, equipment and supplies and coordinate VCPH's Disaster Route Priority Plan in coordination with the County.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Logistics Section Chief and obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Transportation Unit leader. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.
Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Review situation reports as they are received. Verify information where questions exist.
Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief and PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and a record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Coordinate with the Plans/Intel and Operations Sections to determine which disaster routes are available for emergency use.

Coordinate use of disaster routes with the Operations Section and the County's EOC.

Coordinate with other sections and branches/units to identify transportation priorities.

Establish a transportation plan for movement of:

- Personnel, supplies and equipment to the DOC, EOC, field units, shelters, first aid stations, and Casualty Collection Points (CCPs).

- Individuals to medical facilities or shelters as requested by Operations Section.

- Emergency workers and volunteers to and from risk area.

Coordinate with the Operations Section and Medical/Health Branch in the Count’s EOC on the movement of disabled and elderly persons.
As reports are received from field units and DOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements.

Maintain inventory of support and transportation vehicles (ambulances, specialized medical vehicles, staff cars, buses, buses with lifts).

Prepare schedules as required to maximize use of available transportation.

Provide Resources Unit of Plans/Intel Section with current information regarding transportation vehicles (location and capacity). Notify Resources Unit of all vehicle status change.

Arrange for fueling of all transportation resources.

Establish mobilization areas for vehicles as directed.

Coordinate with staff and other agency representatives to ensure adherence to service and repair policies.

Ensure that vehicle usage is documented by activity and date and hours in use.

**Deactivation**

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 Transportation Unit position and close out logs when authorized by the Logistics Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
LOGISTICS - PERSONNEL UNIT

General Duties:

Coordinate all VCPH personnel support requests received at, or within the DOC, including any category of personnel support requested from the DOC functional elements or from the Medical/Health Branch in the County's EOC.

Identify sources and maintain an inventory of VCPH personnel support and volunteer resources. Request personnel resources from those agencies as needed.

Coordinate with the County's EOC to ensure that all Disaster Service Workers and volunteers are registered and integrated into the emergency response system.

Assign personnel within the DOC as needs are identified.

Your Responsibility:

Obtain, coordinate, and allocate all VCPH personnel support requests received; coordinate with County's EOC in registering volunteers as Disaster Services Workers. Manage DOC personnel issues and requests.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Logistics Section Chief.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN

☐ Identify yourself as the Personnel Unit leader. Print your name on the EOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority, assignment and delegation.
Activate elements of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty and assignments.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief and PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Receive and process all incoming requests for medical/health personnel support. Identify number of personnel, special qualifications or training, location where needed and person to report to upon arrival. Secure an estimated time of arrival for relay back to the requesting agency.

Develop a system for tracking medical/health personnel and volunteers processed by the Unit. Maintain sign in/out logs. Control must be established for the accountability of personnel used in the response effort. Personnel and volunteers relieved from assignments will be processed through the Demobilization Unit.

Maintain information regarding:

Personnel/volunteers processed.

Personnel/volunteers allocated and assigned by agency/location.
Personnel/volunteers on standby.

Special personnel requests by category not filled.

Ensure training of assigned response staff and volunteers to perform emergency functions.

Obtain Critical Incident Stress Debriefing (CISD) for emergency workers, if required.

Coordinate feeding, shelter and care of personnel, employees’ families, and volunteers with the Procurement and Facilities Unit.

Establish a plan for childcare for VCPH employees as needed. Coordinate with Facilities Unit for suitable facilities.

Assist and support employees and their families who are also disaster victims.

Develop a plan for communicating with those agencies having personnel resources capable of meeting special needs.

Coordinate with the Medical/Health Branch in the County's EOC for additional medical/health personnel needs, e.g., nurses’ aides, paramedics, Red Cross personnel.

Ensure the recruitment, registration, mobilization, and assignment of volunteers.

Coordinate with the County's EOC in establishing Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions.

Make sure all medical/health personnel have ID cards.

Coordinate transportation of personnel and volunteers with the Transportation Unit.

If the need for a call for volunteers is anticipated, coordinate with the PIO and provide the specific content of any broadcast item desired. The PIO can coordinate with the County's PIO to access the Emergency Alert System.

Keep the PIO advised of the volunteer situation. If the system is saturated with volunteers, advise the PIO of that condition and take steps to reduce or redirect the response.

Ensure the organization, management, coordination, and channeling of the services of individual citizens and volunteer groups during and following the emergency.

Request technical expertise resources not available within the jurisdiction (infectious disease, epidemiology, bioterrorism, environmental impact, etc.) through the Medical/Health Branch in the County's EOC.
Deactivation

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 Personnel Unit position and close out logs when authorized by the Logistics Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
LOGISTICS - PROCUREMENT UNIT

General Duties:

Coordinate and oversee the procurement, allocation and distribution of medical/health resources. The Procurement Unit will coordinate all medical/health mutual aid requests through the Medical/Health Branch in the County's EOC.

Provide supplies for the DOC, field operations and other necessary facilities.

Determine if the required items exist within VCPH's supply system.

Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if VCPH stocks do not exist.

Purchase items within limits of delegated authority from Finance Section Coordinate with the Finance Section on actions necessary to purchase or contract for items exceeding delegated authority.

Arrange for the delivery of the items requisitioned, contracted for, or purchased.

Maintain records to ensure a complete accounting of supplies procured and monies expended.

Your Responsibility:

Obtain all medical/health resources. Coordinate all medical/health mutual aid requests through the Medical/Health Branch in the County's EOC.

Procurement Policy:

The procurement of resources will follow the priority outlined below:

1. Resources within VCPH inventory (VCPH owned).
2. Other sources that may be obtained without direct cost to the VCPH.
3. Resources that may be leased/purchased within spending authorizations.
READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Logistics Section Chief.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Procurement Unit leader. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Obtain additional resources, as needed.

☐ Ensure that all your incoming Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

☐ Messages received
Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief and PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Meet and coordinate activities with Finance Chief and determine purchasing authority to be delegated to Procurement Unit. Review emergency purchasing and contracting procedures.

Review, verify and process requests from other sections for resources.

Maintain information regarding;

- Resources readily available.
- Resources requests.
- Status of shipments.
- Priority resource requirements.
- Shortfalls.

Coordinate with other branches/units as appropriate on resources requests received from operations forces to ensure there is no duplication of effort or requisition.

Determine if needed resources are available from VCPH stocks, mutual aid sources or other sources. Arrange for delivery if available. Determine availability and cost of resources from private vendors.

Issue purchase orders for needed items within dollar limits of authority delegated to Unit.

Notify Finance Chief of procurement needs that exceed delegated authority. Obtain needed authorizations and paperwork.

If contracts are needed for procuring resources, request that the Purchasing Unit of the Finance Section develop necessary agreements.

Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units.

Identify to the Logistics Section Chief any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible.
Coordinate with the Medical/Health Branch of the County's EOC for any food, potable water, sanitation needs or food for mass care shelters and mass feeding locations.

Establish a plan for field and DOC feeding operations. Coordinate with Operations Section to avoid duplication.

Assemble resource documents that will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalogs, directories and supply locations.

Continually update communications availability information with the Information Systems Branch. Revise contact methods with suppliers, as improved communications become available.

Review the situation reports as they are received. Determine/anticipate support requirements. Verify information where questions exist.

Begin disaster documentation and record tracking of disaster-related requests for expenditures of equipment, supplies, personnel, funds, etc.

Provide updated reports on resource status to Resources Unit.

Identify and maintain a list of available and accessible equipment and supplies to support response and recovery efforts.

Arrange for storage, maintenance and replenishment or replacement of equipment and materials.

Provide and coordinate with Operations Section the allocation and distribution of utilities, fuel, water, food, other consumables, and essential supplies to all disaster operation facilities, including mass care shelters.

Support activities for restoration of utilities to critical facilities.

Coordinate with Medical/Health Branch in the County's EOC for procuring water resources for consumption, and sanitation.

Obtain and coordinate necessary medical supplies and equipment for special needs persons. (Coordinate with Medical/Health Branch of Operations Section).

Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments. (Coordinate with Medical/Health Branch of Operations Section).

Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations.
In coordination with Medical/Health Branch of Operations Section, maintain essential medical supplies in designated Casualty Collection Points (CCPs).

**Deactivation**

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 Procurement Unit position and close out logs when authorized by the Logistics Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
LOGISTICS - FACILITIES UNIT

General Duties:

Coordinate and oversee the management of and support to the DOC and other essential medical/health facilities and sites used during disaster operations.

Coordinate with other DOC branches/units for support required for facilities.

Support activities for restoration of disrupted services and utilities to facilities.

Coordinate with Finance Section on any claims or fiscal matters relating to facilities’ operations.

Close out each facility when no longer needed.

Your Responsibility:

Ensure that adequate facilities are provided for VCPH’s response effort, including securing access to the facility and providing staff, furniture, supplies and materials necessary to configure the facility in a manner adequate to accomplish the mission

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Logistics Section Chief.

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Facilities Unit leader. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
Activate elements of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.
Keep the Logistics Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief and PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch/Unit Operational Duties**

Maintain information in the Unit regarding:

VCPH facilities opened and operating.

VCPH facility managers.

Supplies and equipment at the various locations.

Specific operations and capabilities of each location.
As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permit, agreement or restriction negotiations required.

Identify communications requirements to the Information Systems Branch.

Identify equipment, material and supply needs to the Procurement Unit.

Identify personnel needs to the Personnel Unit.

Identify transportation requirements to the Transportation Unit.

Monitor the actions at each facility activated and provide additional support requested in accordance with Unit capabilities and priorities established.

Account for personnel, equipment, supplies and materials provided to each facility.

Coordinate the receipt of incoming resources to facilities.

Ensure that operational capabilities are maintained at facilities.

Oversee the distribution of utilities, fuel, water, food, other consumables, and essential supplies to all disaster operation facilities.

Coordinate with the Medical/Health Branch in the County's EOC to ensure that basic sanitation and health needs at mass care facilities (toilets, showers, etc.) are met.

Ensure that access and other related assistance for residential care and special needs persons are provided in facilities.

Provide facilities for sheltering essential workers, employees’ families, and volunteers.

Coordinate water resources for consumption and sanitation at all VCPH facilities.

**Deactivation**

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 Facilities Unit position and close out logs when authorized by the Logistics Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
APPENDIX 4.4 - OPERATIONS SECTION: GENERAL

**PURPOSE**

To enhance the capability of VCPH to respond to emergencies by carrying out coordinated tactical operations based upon the DOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the DOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of VCPH’s emergency response team.

**Overview**

The Operations Section’s primary responsibility is to manage the tactical operation of various VCPH response elements involved in the disaster/emergency. These elements may include:

- Health Care Facilities
- Behavioral Health Services
- Medical Examiner
- Public Health

**Objectives**

The Operations Section is responsible for coordination of all VCPH response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the DOC Action Plan and requests additional resources as needed.

**Concept of Operations**

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:
The Standardized Emergency Management System (SEMS), ICS and NIMS will be followed.

All existing county and departmental operating procedures will be adhered to unless modified by the Board of Supervisors or DOC Manager.

All on-duty personnel are expected to remain on duty until properly relieved of duty.

While in a disaster mode, operational periods will be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. and 7:00 p.m.

Organization and Responsibilities

The Operations Section’s primary responsibilities in a disaster/emergency are to:

- Manage tactical operations.
- Assist in the development of the Operations Section portion of the DOC Action Plan.
- Request resources needed to implement the Operations Section’s tactics as a part of the DOC Action Plan development.

Section Activation Procedures

The DOC Manager is authorized to activate the Operations Section.

When to Activate

The Operations Section may be activated when the VCPH's DOC is activated or upon the order of the DOC Manager.

Where to Report

The DOC is located at the Ventura County Public Health building on 2220 Gonzales Rd., Oxnard CA, Suite 200, and the alternate is at 2240 Gonzales RD, Suites 200 and 240.

A third alternate site has been provided by MOU with the Human Services Agency, which will utilize their DOC should the VCPH DOC (primary and alternate) sites have been rendered unusable.
Operations Section Organization Chart

DOC Manager

Operations Section

Health Care Facilities

Medical examiner

Behavioral Health

Public Health
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**Operations Section Staff**

The Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches. The following branches may be established as the need arises:

- Health Care Facilities (includes hospitals, clinics, long-term care)
- Behavioral Health Services
- Medical Examiner
- Public Health

**Operations Section Chief**

The Operations Section Chief, a member of the DOC Director’s General Staff, is responsible for coordinating all VCPH operations in support of the emergency response through implementation of VCPH’s DOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Section Chief is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

**Health Care Facilities Branch**

The Health Care Facilities Branch is responsible for monitoring the status of all hospitals, and other health care entities within the County of Ventura Operational Area. This branch will determine the need to use alternate care sites. This branch will coordinate and communicate with the Operational area health care facilities utilizing the proper channels within the construct of Incident Command.

**Behavioral Health Branch**

The Behavioral Health Branch is responsible for monitoring the status of all behavioral health centers and facilities. This Branch may coordinate with the Public Health Branch to provide Critical Incident Stress Debriefing services for County staff and psychological first aid to the public.

**Medical Examiner Branch**

The Medical Examiner Branch will coordinate resources for collection, identification, and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. This branch may utilize the HCA Mass Fatality Plan to identify mass burial sites, establish and maintain records of fatalities, and assume the lead position in the event of mass fatalities.

**Public Health Branch**

The Public Health Branch is responsible for monitoring the status of all Public Health services. The Public Health Branch will ensure the operational capability of all Public Health services. The Public Health branch is responsible for medical response operations, communications with ambulance companies and coordination of medical/health resources during emergency response and recovery.
OPERATIONS SECTION CHIEF

General Duties:

Ensure that the Operations Section function is carried out, including the coordination of response for Health Care Facilities, Behavioral Health, Medical Examiner and Public Health.

Establish and maintain staging areas for incoming medical/health resources.

Develop and ensure that the DOC Action Plan’s operational objectives are carried out.

Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

Exercise overall responsibility for the coordination of branch/unit activities within the Section.

Report to the DOC Manager on all matters pertaining to Section activities.

Your Responsibility:

Coordinate all VCPH operations in support VCPH’s emergency response through implementation of VCPH’s DOC Action Plan. Review/authorize all requests for medical/health mutual aid before requests are submitted to the Logistics Section and/or the Medical/Health Branch of the County’s EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT
Checklist Actions

Section Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the DOC Manager.

☐ Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues you may have regarding your authority and assignment and what others in the organization do. Log into DLAN.

☐ Review organization in place at the DOC. Know where to go for information or support.

☐ Determine if other Section Chiefs are at the DOC.

☐ Confirm that all key Operations Section personnel or alternates are in the DOC or have been notified. Notify the required staff members necessary for the emergency.

☐ Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.

☐ Health Care Facilities Branch

☐ Behavioral Health Branch

☐ Medical Examiner Branch (likely operated from the Medical Examiners Office)

☐ Public Health Branch

☐ Request additional personnel for the Section to maintain a 24-hour operation as required.

☐ Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

☐ Current situation assessment.

☐ Identification of specific job responsibilities.

☐ Identification of co-workers within the job function and/or geographical assignment.
Availability of communications.

Location of work area.

Identification of eating and sleeping arrangements as appropriate.

Procedural instructions for obtaining additional supplies, services and personnel.

Identification of operational period work shifts.

Inform the DOC Manager and General Staff when your Section is fully operational.

Open and maintain Section logs.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

Messages received

Action taken

Decision justification and documentation

Requests filled

DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

Review responsibilities of branches/units in your Section. Develop plan for carrying out all responsibilities.

Prepare work objectives for Section staff and make staff assignments.

Meet with other activated Section Chiefs.

From the Situation Status Unit of the Plans/Intel Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.
Based on the situation known or forecast, determine likely future Operations Section needs.

Think ahead and anticipate situations and problems before they occur.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

**General Operational Duties**

Carry out responsibilities of the Operations Section branches that are not currently staffed.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims, and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

Brief the DOC Manager on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit of the Plans/Intel Section on a periodic basis or as the situation requires.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.

Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

Ensure that your Section logs and boards are maintained on DLAN.

Monitor your Section activities and adjust Section organization as appropriate.

Ensure internal coordination between branch leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.
Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in the DOC Manager’s action planning meetings.

Ensure that all your Section personnel and equipment time records and record of expendable materials used are provided to the Time Unit of the Finance Section at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Section Operational Duties**

Establish any field communications as necessary with Health Care Facilities, Ambulatory Clinic Services, Behavioral Health, Medical Examiner, and Public Health.

Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Plans/Intel Section.

Display on maps any VCPH operational activities: staging areas, Casualty Collection Points, Shelters, Counseling Centers, etc..

Identify, establish, and maintain staging areas for VCPH Operations-related equipment and personnel.

Direct Operations Branch Unit Leaders to maintain up-to-date Incident Charts, Incident Reports, and Branch specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps. All Branch/Unit related items of interest should be recorded on an Incident Report.

Provide copies of the daily Incident Report to the Documentation Unit of the Plans/Intel Section at end of each operational period.

Coordinate the activities of all departments and agencies involved in the operations.

Determine VCPH resources committed and resource needs. Coordinate medical/health resource requests with the Logistics Section.

Receive, evaluate, and disseminate information relative to the Operations of the disaster.

Provide all relevant emergency information to the Public Information Officer.
Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.

Work closely with the Plans/Intel Section Chief in the development of the DOC Action Plan. 

Work closely with each Branch leader to ensure Operations Section objectives as defined in the current DOC Incident Action Plan are being addressed.

Ensure that intelligence information from Branch is made available to the Plans/Intel Section.

Ensure that all fiscal and administrative requirements are coordinated through the Finance Section, i.e., notification of any emergency expenditure.

Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

**Deactivation**

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 DOC elements.

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 DOC Manager.

Leave forwarding phone number where you can be reached.
OPERATIONS - HEALTH CARE FACILITIES BRANCH

General Duties:

Coordinate and maintain communication with the Command Centers at Operational Area Hospitals via Reddi-net.

Coordinate all needs outside of the OA Health Care entities capability.

Coordinate with Public Health Branch to determine the need for and location of Field Treatment Sites or alternate care sites.

Your Responsibility:

The Health Care Facilities Branch is responsible for monitoring the status of all operational area medical services. This branch will determine the need to use alternate treatment sites or alternate care sites within the OA. This branch will also coordinate and communicate with all OA Medical Command Centers operating under HICS/ICS principles.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Operations Section Chief and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Health Care Facilities Branch. Print your name on the DOC organization chart next to your assignment.

☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

☐ Ascertain if all key personnel are in the DOC or have been notified.

☐ Clarify any issues regarding your authority and assignment and what others in the
organization do.

☐ Activate elements of your Branch, establish work area, assign duties, and ensure Branch journal/log is opened.

☐ Ensure that all on-duty Health Care Facilities personnel have been alerted and notified of the current situation.

☐ Ensure that all off-duty Health Care Facilities personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.

☐ Ensure that all Health Care Facilities personnel have completed status check on equipment, facilities, and operational capabilities.

☐ Ensure that all Hospital Service’s facilities begin safety/damage assessment survey and report status information back to you.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the Logistics Section, as needed.

☐ Ensure that all your incoming Branch personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

☐ Messages received

☐ Action taken

☐ Decision justification and documentation

☐ Requests filled

☐ DOC personnel, time on duty and assignments
APPENDIX 4.4.2 OPERATIONS - HEALTH CARE FACILITIES BRANCH

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Branch operations and support all Health Care Facilities operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays.

Maintain contact with OA Hospital Command Centers to coordinate resources and response personnel.

Direct Health Care Facilities field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.)

Keep the Operations Section Chief advised of your Branch status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch. Ensure they are aware of priorities.

Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.
Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch Operational Duties**

Assess the impact of the disaster on Health Care Facilities operational capacity. Perform an initial assessment of the medical/health needs and possible impact on available county resources. Areas of review should include status of health care infrastructure (hospitals, ambulance companies), injuries and deaths, extent of disaster, availability of shelter and access to potable water. Coordinate this activity with the Medical/Health Coordinator in the County's EOC.

Identify hospitals, nursing homes and other facilities that could be expanded into emergency treatment centers for disaster victims. Coordinate this activity with the Medical/Health Coordinator in the County's EOC.

In the event of an evacuation, coordinate with the Medical/Health Branch in the County's EOC to reduce the patient population in hospitals, nursing homes, and other care facilities.

Provide continued medical care for patients who cannot be moved when hospitals, nursing homes, and other health care facilities are evacuated.

In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.

Provide information on the disaster routes established within the DOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.

In conjunction with the Situation Status Unit of the Plans/Intel Section, establish a patient tracking system.

Set Health Care Facilities priorities based on the nature and severity of the disaster.

Attend planning meetings at the request of the Operations Section Chief.

Assist in the preparation of the DOC Incident Action Plan.

Estimate need for any mutual aid.

Request mutual aid resources through proper channels when approved by the Operations Section Chief. Order all other resources through the Logistics Section.

Report to the Operations Section Chief on major problems, actions taken and resources available or needed.

Check with the other Operations Section Branches for a briefing on the status of the emergency.
Coordinate with the Procurement and Facilities Units of the Logistics Section for feeding and shelter of Health Care Facilities personnel.

Review and approve accident and medical reports originating within the Health Care Facilities Branch.

**Deactivation**

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 Health Care Facilities Branch position and close out logs when authorized by the Operations Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
GENERAL DUTIES

Coordinate and maintain communication with Behavioral Health locations.

Coordinate all behavioral health needs outside of the department’s capability.

Coordinate with Public Health Branch to provide Critical Incident Stress Debriefing services for County staff and psychological first aid to the public.

YOUR RESPONSIBILITY

The Behavioral Health Branch is responsible for monitoring the status of all Behavioral Health Centers and facilities. This Branch may coordinate with the Public Health Branch to provide Critical Incident Stress Debriefing services for County staff and psychological first aid to the public.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS

☐ Sign in upon arrival at the DOC.

☐ Report to the Operations Section Chief and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Obtain a briefing from all Behavioral Health facilities, prior to assuming DOC assignment and brief the Operations Section Chief.

☐ Identify yourself as the Behavioral Health Branch. Print your name on the DOC organization chart next to your assignment.

☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

☐ Ascertain if all key Behavioral Health personnel are in the DOC or have been notified.
☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Branch, establish work area, assign duties, and ensure Branch journal/log is opened.

☐ Ensure that all on-duty Behavioral Health personnel have been alerted and notified of the current situation.

☐ Ensure that all off-duty Behavioral Health personnel have been notified of callback status (when they should report), in accordance with current department emergency procedures.

☐ Ensure that all Behavioral Health personnel have completed status check on equipment, facilities, and operational capabilities.

☐ Ensure that all Behavioral Health facilities begin safety/damage assessment survey and report status information back to you.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the Logistics Section, as needed.

☐ Ensure that all your incoming Branch personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

☐ Messages received

☐ Action taken

☐ Decision justification and documentation

☐ Requests filled
DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Branch operations and support all Behavioral Health operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays.

Obtain regular briefings from all Behavioral Health facilities and coordinate their resources and response personnel requests.

Direct Behavioral Health field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.)

Keep the Operations Section Coordinator advised of your Branch status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch. Ensure they are aware of priorities.

Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.
Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to your Section Coordinator at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch Operational Duties**

Assess the impact of the disaster on Behavioral Health operational capacity.

Set behavioral health priorities based on the nature and severity of the disaster.

Coordinate all requests for Critical Incident Stress Debriefings with the Medical/Health Branch in the County's EOC and VCPH's DOC Manager

Attend planning meetings at the request of the Operations Section Chief.

Assist in the preparation of the DOC Action Plan.

Estimate need for any mutual aid.

Request mutual aid resources through proper channels when approved by the Operations Section Chief.

Order all other resources through the Logistics Section.

Report to the Operations Section Chief on major problems, actions taken and resources available or needed.

Check with the other Operations Section Branches for a briefing on the status of the emergency.

Coordinate with the Procurement and Facilities Units of the Logistics Section for feeding and shelter of Behavioral Health personnel.

Review and approve accident and medical reports originating within the Behavioral Health Services Branch.

Resolve logistical problems reported by any Behavioral Health facility.

**Deactivation**

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 Behavioral Health Branch position and close out logs when authorized by the Operations Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
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OPERATIONS - MEDICAL EXAMINER BRANCH

General Duties:

Coordinate resources for collection, identification, and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify mass burial sites. Establish and maintain records of fatalities.

Develop and activate an Emergency Mortuary Response Plan as necessary to supplement Medical Examiner Operations. Assist as needed.

Your Responsibility:

The County of Ventura Medical Examiner-Coroner has Coroner responsibilities in the County of Ventura. In a wide-scale disaster within Ventura County, it may be several hours or days before the dead can be collected and processed by the Department of the Medical Examiner-Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Law Enforcement will proceed only with the instructions and authorization of the County Medical Examiner.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Operations Section Chief and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Obtain a briefing from any field command post(s) prior to assuming DOC assignment and brief the Operations Section Chief.

☐ Identify yourself as the Coroner Branch Leader. Print your name on the DOC organization chart next to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.
Activate elements of your Branch, establish work area, assign duties, and ensure Branch journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

Ensure that all your incoming Branch personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

Messages received

Action taken

Decision justification and documentation

Requests filled

DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Branch operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch. Maintain current status reports and displays.

Obtain regular briefings from field command post(s).
Keep the Operations Section Chief advised of your Branch status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief or updating information to the Plans/Intel Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch. Ensure they are aware of priorities.

Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch Operational Duties**

Ensure that Coroner notification has been made to County OES, and the State OES REOC, via the Medical/Health Branch in the County’s EOC.

Coordinate the removal and disposition of the dead.

Establish temporary morgue facilities.

Coordinate with local morticians for assistance.
Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.

Coordinate with the Procurement Unit of the Logistics Section for procurement of body bags, tags, gloves, masks, stretchers, and other support items.

Coordinate with Public Works and Fire Branches of the County's EOC through the Medical/Health Branch on removal procedures for bodies within unstable or hazardous structures.

Advise all personnel involved in body recovery operations of the specific documentation requirements. Refer to Mass Fatality Plan.

Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems related to body recovery operations.

Consider changing shifts at 6 hours if involved in body recovery.

Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.

Maintain list of known dead. Maintain a log of body recovery operations.

Notify next of kin. Coordinate with Behavioral Health if assistance is needed.

Provide data on casualty counts via the Medical/Health Branch in the County's EOC to the County EOC and State OES REOC.

In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination.

Be prepared to relocate morgue facilities if they are located in flood-prone or dam inundation areas.

Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.

Maintain contact with Medical/Health Branch in the County's EOC to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) you.

**Deactivation**

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 Coroner Branch position and close out logs when authorized by the Operations Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
OPERATIONS - PUBLIC HEALTH BRANCH

General Duties:

Coordinate and communicate with Public Health Nursing, Health Education, Nutrition, Children's Medical Services, Emergency Medical Services and the Laboratory.

Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.

Assess medical casualties and needs.

Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the DOC Action Plan.

Coordinate preventive health services and other health-related activities and advise on general sanitation matters.

Identify available medical resources and coordinate mobilization of these resources, as required.

Coordinate activities with the Medical/Health Branch of the County's EOC, if activated.

Your Responsibility:

The Public Health Services Branch is responsible for monitoring the status of all Public Health departments and divisions. The Public Health Branch is responsible for medical response operations and coordination of medical/health resources during emergency response and recovery. All activities will be coordinated with the Medical/Health Branch of the County's EOC, if activated.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Checklist Actions

Branch Start-Up Actions

☐ Sign in upon arrival at DOC.

☐ Report to the Operations Section Chief and obtain a briefing.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.
☐ Obtain a briefing from Public Health departments, prior to assuming DOC assignment and brief the Operations Section Chief.

☐ Identify yourself as the Public Health Branch Leader. Print your name on the DOC organization chart next to your assignment.

☐ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

☐ Clarify any issues regarding your authority and assignment and what others in Public Health can do.

☐ Activate elements of your Branch, establish work area, assign duties, and ensure Branch journal/log is opened.

☐ Ensure that a status check on Public Health equipment, facilities, and operational capabilities has been completed.

☐ Ensure that you receive safety/damage assessment surveys of Public Health facilities. Report status information to the Plans/Intel Section through the Operations Section.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the Logistics Section.

☐ Ensure that all your incoming Branch personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

☐ Messages received

☐ Action taken
APPENDIX 4.4.5  OPERATIONS - PUBLIC HEALTH BRANCH

- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Branch operations and support Public Health field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch.

Obtain regular briefings and status reports from Public Health field command post(s).

Maintain contact with Medical/Health Branch in the County's EOC to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to you. Forward this information to the Medical/Health Coordinator at the County's EOC.

Keep the Operations Section Chief advised of your Branch status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch. Ensure they are aware of priorities.

Monitor your Branch activities and adjust staffing and organization as appropriate to meet current needs.
Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to the Public Information Officer. If the media is requesting interviews with the Public Health Officer, have the PIO make these arrangements for you.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Branch personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Branch Operational Duties**

Establish Communications linkages with the Medical/Health Branch in the County's EOC.

Assist the Health Services unit with an initial assessment of the medical/health needs and possible impact on available county resources. Areas of review should include status of health care infrastructure (hospitals, ambulance companies), injuries and deaths, extent of disaster, availability of shelter and access to potable water. Coordinate this activity with the Medical/Health Coordinator in the County's EOC.

Access mutual aid medical/health response resources, i.e. Medical staff, equipment, pharmaceuticals and other support, by coordinating with the Medical/Health Branch in the County's EOC.

Provide the Medical/Health Branch in the County's EOC written status reports at regular intervals, i.e., every 4 hours.

Arrange for emergency medical support and hospital care for disaster victims during and after an incident. Coordinate this activity with the Medical/Health Coordinator in the County's EOC.

Determine number and location of casualties that require hospitalization. Coordinate this activity with the Medical/Health Coordinator in the County's EOC.

In conjunction with the County's EOC's Care and Shelter Branch, establish, and staff medical care stations at shelter facilities.

Establish and operate first aid stations for emergency workers as appropriate to the incident.

Inform the Personnel Unit of the Logistics Section of any mutual aid resource requests you have made through the Medical/Health Branch of the County's EOC to avoid duplicate requests.
Provide to the PIO the locations of shelters, first aid facilities, Casualty Collection Points (CCPs), public health hazards and mitigation procedures and other information for press release.

Obtain status information on county water systems, location and extent of any hazardous materials spills or releases, and location and extent of any water contamination from sewage spills.

Evaluate response requirements for water safety monitoring and safe water delivery, shelter and food services monitoring, contamination from sewage spills, laboratory testing and monitoring in the field and medical waste handling and disposal.

Protect sources of potable water and sanitary sewage systems from effects of potential hazards.

Assist Operations Section, Public Works Section in the County’s EOC to establish alternate water delivery systems, if required.

Identify sources of contamination dangerous to the health of the community and post as needed.

Coordinate inspection of health hazards in damaged buildings.

Ensure public health and safety Public Information messages are developed and issued by the Health Officer and coordinated with the Public Information Officer. Coordinate this activity with the County’s PIO.

Coordinate with Operational Area health agencies in developing procedures to distribute medications to shelters or treatment areas as needed.

Coordinate with health agencies in appropriate disease prevention measures, i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc.

Coordinate local medical staff with National Disaster Medical System (NDMS) responders.

Work with County Animal Regulation Department to remove and dispose of dead/injured animals to prevent public health problem.

Coordinate with the Coroner/Medical Examiner to monitor contamination associated with mass casualties, if requested.

Coordinate local medical staff with any mutual aid medical/health resources arriving.

Additional Actions in Response to Flooding and/or Dam Failure

Identify facilities subject to flooding and prepare to move people from facilities.

Additional Actions in Response to Biological or Hazardous Material Incident
Identify patients and notify hospitals if contaminated or exposed patients are involved.

If it is determined that an unusual event has occurred, begin identifying the potential cause and the population that is at risk. Poll emergency rooms, pediatricians, infectious disease doctors, veterinary clinics for unusual levels of outbreaks.

If an outbreak is evident, outline medical prophylaxis and treatment measures. Develop or implement policies to prevent the spread of infectious disease or antimicrobial resistance.

Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.

**Deactivation**

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 Public Health Branch position and close out logs when authorized by the Operations Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
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FINANCE SECTION: GENERAL

PURPOSE

To enhance the capability of VCPH to respond to emergencies by providing financial support and coordination to VCPH emergency operations and coordinating the recovery of costs as allowed by Federal and State law. It is the policy of this section that the priorities are to be:

Protect life and property
Provide continuity financial support to VCPH and community
Cooperate with the other sections of VCPH's emergency response team
Documentation of VCPH costs and recovery of those costs as allowable
Maintain a positive image for VCPH in its dealings with the community

OVERVIEW

The Finance Section’s primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep VCPH functioning during a disaster/emergency. These systems include:
Payroll
Payments
Revenue Collection
Claim processing
Cost recovery documentation

This section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the Finance Section will mobilize. In a low level emergency, only part of the section will mobilize. In a widespread disaster that damages communications and systems, the entire section will mobilize.
OBJECTIVES

The Finance Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and that State OES and FEMA filing requirements are followed. This section will ensure proper and accurate documentation of all actions taken. To carry out its responsibilities, the Finance Section will accomplish the following objectives during a disaster/emergency:

For all disaster/emergencies

Notify the other sections and VCPH departments that the disaster response accounting will be centralized in the DOC for the disaster/emergency.

Determine the extent to which VCPH's computer system is accessible and/or usable.

Determine if Ventura County's bank can continue handling financial transactions.

Maintain, as best possible, the financial continuity of VCPH (payroll, payments, and revenue collections).

Disseminate information about the disaster accounting system to other sections and departments as necessary.

Upon declaration of a disaster by the State and/or Federal Governments, coordinate with the County Office of Emergency Services to initiate the recovery process of VCPH costs.

Coordinate with other sections and departments the collection and documentation of costs pertaining to disaster/emergency.

Coordinate with disaster assistance agencies for the required inspections, documentation, audits and other necessary work in order to recover costs.

For disaster/emergencies where VCPH's computer systems and bank are accessible and usable:

Inform VCPH departments and other sections that the payroll and payment processing will be handled on a "business-as-usual" basis except that disaster accounting will be centralized in the DOC disaster/emergency-related costs.

For disasters/emergencies where VCPH's computer systems and/or banks are either inaccessible or unusable for a short period of time: i.e., less than one week.

Inform VCPH departments and the other sections that payroll and payment will be on hold for a short time and that processing will continue on a normal basis as a specified date.

For disasters/emergencies where VCPH's computer and/or bank systems are either inaccessible or unusable for an extended period
Inform VCPH departments and the other sections that disaster accounting procedures will be necessary for the next payroll and all critical payments.

Activate other Finance Section Units as necessary.

**CONCEPT OF OPERATIONS**

The Finance Section will operate under the following policies during a disaster/emergency as the situation dictates:

The Standardized Emergency Management System (SEMS) will be followed.

All existing departmental fiscal operating procedures will be adhered to unless modified by Ventura County Board of Supervisors action or the DOC Manager.

For disasters/emergencies that leave the accounting systems accessible and usable, normal working hours will be retained for all but the Cost Recover Documentation Unit. This unit will function on the schedule determined necessary to perform its objectives.

For disasters/emergencies that render the accounting systems either inaccessible or unusable for any period of time, appropriate personnel in the activated units will be on an operational period determined by the Finance Section Chief. This may be a period of 12 hours.

**SECTION ACTIVATION PROCEDURES**

**Authorization**

The DOC Manager is authorized to activate the Finance Section for response to a disaster/emergency.

**Where to Activate**

The Finance Section will be activated whenever the DOC Manager determines that VCPH is involved or may soon be involved in a disaster/emergency that will require a Finance response. The Finance Section’s Cost Recovery Documentation Unit may continue to function when the DOC is not activated.

In all cases the Cost Recovery Documentation Unit will be activated. Other units will be activated only as conditions necessitate. Invariable, these other conditions will mean that the DOC will also be activated.

The Finance Section Chief will activate the various units of the Finance Section as the disaster/emergency situation develops. All units may be placed on an alert basis when there is a warning of an impending or developing disaster/emergency.
In the event of a major, widespread disaster/emergency that disrupts normal communication channels, all units in the Finance Section are to assume activation and are to report to their assigned emergency location.

**Where to Report**

The DOC is located at the Ventura County Public Health building on 2220 Gonzales Rd., Oxnard CA, Suite 200, and the alternate is at 2240 Gonzales RD, Suites 200 and 240.
FINANCE SECTION - GENERAL

FINANCE SECTION ORGANIZATION CHART

DOC Manager

Finance Section

Timekeeping

Purchasing

Cost Recovery

Compensation

Claims
FINANCE SECTION STAFF

The Finance Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following may be established as the need arises:

Cost Recovery Documentation Unit

Time Unit

Purchasing Unit

Compensation/Claims Unit

Finance Section Chief

The Finance Section Chief supervises the financial support, response and recovery for the disaster/emergency, ensures the VCPH payroll and revenue collection process continues and activates the Disaster Accounting System.

Cost Recovery Documentation Unit

The Cost Recovery Documentation Unit should be activated at the onset of any disaster/emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. The Unit also acts a liaison with other County Office of Emergency Services in coordinating the recovery cost as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. Accurate and timely documentation is essential to financial recovery.

Time Unit

The Time Unit is responsible for tracking hours worked by paid personnel volunteers, contract labor, medical/health mutual aid and others and ensuring that daily personnel time recording documents are prepared and compliance to agency’s time policy is being met. The Time Unit is responsible for ensuring that time and equipment use records identify scope of work and site-specific work locations consistent with initial safety/damage assessment records, sites and Project Worksheets, (PWs) formerly known as Damage Survey Reports (DSR’s).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must be also determined, and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.
Purchasing Unit

The Purchasing Unit is responsible for administering all VCPH financial matters pertaining to purchases, vendor contracts, leases, fiscal agreement, and tracking expenditures. The Purchasing Unit is responsible for identifying sources or equipment, preparation and signing equipment rental agreements, and processing all administrative paperwork associated with equipment rental and supply contracts, including incoming and outgoing medical/health mutual aid resources. The Purchasing Unit is also responsible for ensuring that all records identify scope of work and site-specific work location.

Compensation/Claims Unit
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FINANCE SECTION CHIEF

GENERAL DUTIES

Ensure that the Finance function is performed with SEMS Guidelines including:

- Implementing a Disaster Accounting System
- Maintaining financial records of the emergency
- Tracking and recording of all agency staff time
- Processing purchase orders and contracts in coordination with Logistics Section
- Processing worker’s compensation claims received at the DOC
- Handling travel and expense claims
- Providing administrative support to the DOC

Supervise the Finance Section Staff

Establish the appropriated level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.

Be prepared to form additional branches/units as dictated by the situation.

Exercise overall responsibility for the coordination of branch/unit activities within the Section.

Ensure that the Section is supporting the DOC sections consistent with priorities established in the DOC Action Plan.

Keep the EOC Director updated on all significant financial developments.

YOUR RESPONSIBILITY

Supervise the financial support, response and recovery for the disaster/emergency; Coordinate with the County to ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System
CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

- Sign in upon arrival at the DOC
- Report to the DOC Manager
- Obtain a briefing on the situation.
- Set-up your Section workstation, including maps and status boards. Use your DOC section materials and on-site supplies.
- Review your position responsibilities Log into DLAN.
- Identify yourself as the Finance Section Director by putting on the vest with your title. Print your name on the DOC organization chart next to your assignment.
- Clarify any issues you may have regarding your authority and assignment and what other in the organization do.
- Review organization in place at the DOC. Know where to go for information or support.
- Determine if other Section staff are at the DOC
- Confirm that all key Finance Section personnel or alternates are in the DOC or have been notified. Recall the required staff members necessary for the emergency.
- Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements
- Cost Recovery Documentation Unit
- Time Unit
- Purchasing Unit
- Request additional personnel for the Section to maintain a 24 hour operation as required.
Brief Incoming Section personnel prior to their assuming their duties. Briefing should include:

- Current situation assessment
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications
- Location of work area
- Identification of eating and sleeping arrangements as appropriate
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.
- Inform the DOC Manager when your Section is fully operational
- Open and maintain section logs
- Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document

- Message received
- Action taken
- Decision justification and documentation
- Requests filled
- DOC personnel, time on duty and assignments
Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

Review responsibilities of branches/units in your Section. Develop plan for carrying out all responsibilities.

Prepare work objectives for Section staff and make staff assignments.

Meet with other activated Section Chiefs.

From the Plans/Intel Section Chief, obtain and review major incident reports and additional filed operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

Based on the situation as known or forecast, determine likely future Finance Section needs.

Think ahead and anticipate situations and problems before they occur.

Request additional resources through the appropriate Logistics Unit, as needed.

**GENERAL OPERATIONAL DUTIES**

Carry out responsibilities of the Finance Section branches/units that are not currently staffed.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel, victims, and bystanders. Arrange debriefings through the Personnel Unit of the Logistics Section.

Make a list of key issues currently facing your Section to be accomplished within the net operational period.

Keep up-to-date on situation and resources associated with your Section. Maintain current status and displays at all times.

Brief the DOC Manager on problem areas that need or will require solutions.

Provide situation and resources information to the Plans/Intel Section on a periodic basis or as the situation requires.

Establish operating procedure with the information Systems Branch of the Logistics Section for use of telephone, data, and radio systems. Make any priorities or special requests known.

Ensure that your Section logs and files are maintained

Monitor your Section activities and adjust Section organization as appropriate.
Ensure internal coordination between branch/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in the DOC Manager’s action planning meetings.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**SECTION OPERATIONAL DUTIES**

Authorize use of the disaster accounting procedures.

Coordinate with the County to ensure that the payroll process continues.

Ensure that the revenue collection process continues.

Collect your Section personnel and equipment time records and records of expendable materials used, and provide copies to the Time Unit at the end of each operational period.

Ensure that the personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time Unit at the end of each operational period.

Organize, manage, coordinate, and channel the donations of money received during and following the emergency from individual’s citizens and volunteer groups. Coordinate this activity with the County EOC.

Make recommendations for cost savings to the General staff.

Provide the input in all planning sessions on finance and cost recovery analysis manners.
Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.

Keep the General Staff apprised of overall financial situation.

Collect and record all cost data.

Maintain a fiscal record of all expenditures related to the emergency/disaster.

Prepare and provide periodic cost summaries for the DOC Manager.

Maintain cumulative emergency/disaster cost records.

Ensure that all financial obligation documents are prepared accurately.

Prepare resources-use cost estimates.

Maintain accurate information on the actual cost for the use of all assigned resources.

With the Time Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.

Ensure that all EOC sections maintain proper records and documentation to support claims.

Maintain a log of all injuries occurring during the disaster/emergency.

Develop and maintain a log of potential and existing claims.

Prepare claims relative to damage to VCPH property and notify and file the claims with the County or the insurers.

Determine if there is a need for Compensation-for-Injury and Claims Specialists and order personnel as needed. Coordinate with County’s Risk Management.

Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate department for post-DOC processing.

Ensure the investigation of all accidents, if possible.

Ensure that the Personnel Unit of the Logistics Section completes claims for any injured volunteers working at the emergency.

Provide report of injuries to the Safety Officer and coordinate with the County for mitigation of hazards.
Obtain all witness statements pertaining to claims and review for completeness.

**Deactivation**

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 DOC 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 DOC Manager.

Leave forwarding phone number where you can be reached.
FINANCE - COST RECOVERY DOCUMENTATION UNIT

GENERAL DUTIES

Documentation information for reimbursement from the state and federal governments. Coordinate with the Sheriff’s Office of Emergency Services.

Activate and maintain Disaster Accounting System. (See Finance Support Documentation.)

Coordinate documentation of costs with other sections and departments.

Coordinate cost recovery with disaster assistance agencies.

YOUR RESPONSIBILITY

Maintain disaster accounting procedures to capture and documents costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the Sheriff’s Office of Emergency Services to coordinate the recovery of costs as allowed by the law and maintain records in such a manner that will pass audit. The Cost Recovery Documentation should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.

READ ENTIRE CHECKLIST AT START UP AND AT THE BEGINING OF EACH SHIFT

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC

☐ Report to the Finance Section Chief.

☐ Obtain a briefing on the situation

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Cost Recover Documentation Unit leader. Print your name on the DOC organization chart next to your assignment.
Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate element of your Unit, establish work area, assign duties, and ensure Unit journal/log is opened.

Determine 24 hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation as known or forecast determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled.
- DOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**GENERAL OPERATIONAL DUTIES**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
Keep up to date on the situation and resources associated with your Unit. Maintain current status and reports and displays.

Keep the Finance Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of any telephone, radio, or data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Director.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief and the PIO.

Be prepared to participate in the DOC Manager’s action planning meeting and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Unit Operational Duties**

Activate and maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments. Inform all sections and VCPH departments that the Disaster Accounting System is to be used.
Coordinate cost documentation, and make decisions on cost codes and items to be tracked by the Disaster Accounting System.

Act as liaison with Sheriff’s Office of Emergency Services to coordinate the recovery of costs as allowed by law.

Prepare all required state and federal documentation as necessary to recover all allowable disaster costs. Coordinate with Documentation Unit of the Plans/Intel Section.

Provide analyses, summaries, and estimates of costs for the Finance Section Chief, DOC Director, and County EOC, as required.

Work with the DOC sections and appropriate departments to collect all required documentation.

Organize and prepare records for final audit.

Prepare recommendations as necessary.

**DEACTIVATION**

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 Cost Recovery Documentation Unit position and close out logs when authorized by the Finance Section Chief or DOC manager.

Leave forwarding phone number where you can be reached.
FINANCE - TIME UNIT

GENERAL DUTIES

Track, record and report staff times for all VCPH personnel/volunteers working at the emergency/disaster.

Establish and maintain a file for all VCPH personnel working at the emergency/disaster.

Ensure that daily personnel time recording documents are prepared and are in compliance with specific Ventura County, State OES and FEMA time recording policies.

Track, record and report equipment uses and time.

YOUR RESPONSIBILITY

Track hours worked by paid personnel, volunteers, contract labor, medical/health mutual aid and all others and ensure that daily personnel recording documents are prepared and compliance to agency’s time policy is being met. Ensure that time and equipment use records identify scope of work and site-specific work locations consistent with initial safety/damage assessment records, sites and Project Worksheets (PWs).

Personnel time and equipment use records should be collected and processed for each operational period as necessary. Records must be verified, checked for accuracy and posted according to existing policy. Excess hours worked must also be determined, and separate logs maintained. Time and equipment use records must be compiled in appropriate format for cost recovery purposes.

READ ENTIRE CHECKLIST AT START UP AND AT THE BEGINNING OF EACH SHIFT

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

☐ Sign in upon arrival at the DOC.

☐ Report to the Finance Section Chief

☐ Obtain a briefing on the situation.

☐ Determine your personal operating location and set up as necessary.

☐ Review your position responsibilities. Log into DLAN.

☐ Identify yourself as the Time Unit leader. Print your name on the DOC organization chart next.
to your assignment.

☐ Clarify any issues regarding your authority and assignment and what others in the organization do.

☐ Activate elements of your Unit, establish work area, assign duties, and ensure Unit log ICS 214 is opened.

☐ Determine 24-hour staffing requirement and request additional support as required.

☐ Request additional resources through the appropriate Logistics Section Unit, as needed.

☐ Ensure that all your incoming Unit personnel are fully briefed.

☐ Based on the situation as known or forecast, determine likely future Branch/Unit needs.

☐ Think ahead and anticipate situations and problems before they occur.

☐ Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document

☐ Messages received

☐ Action taken

☐ Decision justification and documentation

☐ Requests filled

☐ Doc personnel time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.
Keep up to date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Finance Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Establish operating procedure with the information Systems branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-sit communications.

Determine and anticipate your support needs and forward to your Section Coordinator.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section coordinator and PIO.

Be prepared to participate in the EOC Director’s action planning meetings and policy decisions if requested.

Ensure that all Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Unit Operational Duties**

Determine specific requirements for the time recording function.

Initiate, gather, or update a time report from all applicable personnel assigned to the emergency/disaster for each operational period.
Ensure that all records identify scope of work and site-specific work location.

Post personnel travel and work hours, assignment to a specific incident (location by address when possible), transfers, promotions, specific pay provisions, and terminations to personnel time documents.

Ensure that daily personnel time recording documents are accurate and prepared in compliance with Ventura County policy.

Ensure that all employee identification information is verified to be correct on the time report.

Ensure that time reports are signed.

Ensure that all volunteers assigned as Disaster Service Workers maintain detailed and accurate time cards.

Maintain separate logs for overtime hours.

Establish and maintain a file for employee time records within the first operational period for each person.

Maintain record security.

Close out time documents prior to personnel leaving emergency assignment.

Keep records on each shift.

Coordinate with the Personnel Unit of the Logistics Section.

**Operational Duties**

Assist sections and branches/units in establishing a system for collecting equipment time reports.

Ensure that all records identify scope of work and site-specific work location.

Establish and maintain a file of time reports on owned, rented, donated and mutual aid equipment (including charges for fuel, parts, services and operators).

Maintain record security.

**Deactivation**

Ensure that all required forms or reports are completed prior to your release and departure.
APPENDIX 4.5.3

FINANCE - TIME UNIT

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 Time Unit position and close out logs when authorized by the Finance Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
FINANCE - PURCHASING UNIT

**GENERAL DUTIES**

Identify sources for equipment, expendable materials, and resources.

Manage all equipment rental agreements.

Initiate vendor contracts associated with DOC activities within purchase authority limits established by the DOC manager.

Process all administrative paperwork associated with equipment rental and supply contracts

**YOUR RESPONSIBILITY**

Administration of all financial matters pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Identify sources of expendable materials and equipment, prepare and sign equipment rental agreements, and process all administrative paperwork associated with equipment rental and supply contracts. Coordinate all incoming and outgoing medical/health mutual aid resources with the Medical/Health Branch in the County’s EOC. Ensure that all records identify scope of work and site specific work location.

READ ENTIRE CHECKLIST AT START UP AND AT THE BEGINING OF EACH SHIFT

**CHECKLIST ACTIONS**

Branch/Unit Start-Up Actions

- [ ] Sign in upon arrival at the DOC
- [ ] Report to the Finance Section Chief
- [ ] Obtain a briefing on the situation
- [ ] Determine your personal operating location and set-up as necessary.
- [ ] Review your position responsibilities. Log into DLAN.
- [ ] Identify yourself as the Purchasing Unit Leader. Print your name on the DOC organization chart next to your assignment.
- [ ] Clarify any issues regarding your authority and assignment and what others in the organization do.
Activate elements of your Unit, establish work area, assign duties and ensure Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the appropriate Logistics Section Unit, as needed.

Ensure that all your incoming Unit personnel are fully briefed.

Based on the situation ask known or forecast determine likely future Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using DLAN, maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document

Messages received

Action taken

Decision justification and documentation

Requests filled

DOC personnel time on duty and assignments.

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA.

**General Operational Duties**

Develop a plan for your Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up-to-date on the situation and resources associated with your Unit. Maintain current status reports and displays.

Keep the Finance Section Chief advised of your Unit status and activity and on any problem areas that now need or will require solutions.
Provide periodic situation or status reports to your Section Chief for updating information to the Plans/Intel Section.

Establish operating procedure with the information Systems Branch of the Logistics Section for use of telephone, radio, and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information and where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Unit. Ensure they are aware of priorities.

Monitor your Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the DOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief or the PIO.

Be prepared to participate in the DOC Manager’s action planning meetings and policy decisions if requested.

Ensure that all your Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

**Unit Operational Duties**

Contact appropriate branch/unit leader on needs and any special procedures.

Review/prepare DOC purchasing procedures.

Prepare and sign contracts as needed within established contracting authority.

Establish contracts and agreements with supply vendors.
Ensure that a system is in place that meets Ventura County’s property management requirements. Ensure proper accounting for all new property.

Interpret contracts/agreements and resolve claims or disputes within delegated authority.

Finalize all agreements and contracts

Complete final processing and send documents for payment.

**Deactivation**

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 Purchasing Unit position and close out logs when authorized by the Finance Section Chief or DOC Manager.

Leave forwarding phone number where you can be reached.
HEALTH OFFICER AUTHORITIES

AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document.

HSC = Health and Safety Code
GC = Government Code
CCR = California Code of Regulations
PC = Penal Code

GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER

The local health officer is delegated the responsibility for enforcement of public health laws and regulations.

HSC § 101000 County Health Officer Appointment

“Each board of supervisors shall appoint a health officer who is a county officer.”

HSC § 101460 City Health Officer; Appointment.

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”
ANNEX A

**HSC § 101400 Contracts for County Performance of City Health Functions.**

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

**HSC § 101025 Duties of Governing Body of County**

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

**HSC § 101030 Enforcement Duties.**

“The county health officer shall enforce and observe all of the following in the unincorporated area of the county:

(a) Orders and ordinances of the board of supervisors pertaining to public health and sanitary matters;

(b) Orders including quarantine and other regulations prescribed by the department; and

(c) Statutes related to public health.”

**HSC § 101375 Consent of City; Enforcement Duties of County Health Officer.**

“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

(a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.

(b) Statutes relating to the public health.”

**HSC § 101405 Powers of County Health Officers In City.**

“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”
EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY DURING A PROCLAIMED EMERGENCY

GC § 8558 Degrees of Emergency.

“Three conditions or degrees of emergency are established by this chapter:

(a) "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) "State of emergency" means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) "Local emergency" means 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, or with respect to regulated energy utilities, a sudden severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

Declaring A Local Emergency in Ventura County (In Ventura County the authority to proclaim a local emergency is vested with the Sheriff if the Board is not in session. It the Health Officer feels that because of related reasons that a local emergency should be proclaimed, the Health Officer should either meet
with the Sheriff, if the Board is not in session, to request that the Sheriff declare a local emergency. If the Board is in session, the Health Officer should ask that the Board proclaim a local emergency).

**GC § 8630 Proclamation by local governing body.**

“(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

**COUNTY DECLARATION OF LOCAL EMERGENCY APPLIES TO THE CITIES IN THE COUNTY**


1. In general. “When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently.”

**Health Officer’s Authority During a Proclaimed Emergency**

**HSC § 101040 Authority To Take Preventive Measures During Emergency.**

“The county health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction. "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public
health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section. The county health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program."

**Health Emergency**

HSC § 101080 Declaration of Health Emergency; Conditions; Duration; Review.

“Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, the director may declare a health emergency and the local health officer may declare a county health emergency in the county or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors. The board of supervisors shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

Health Officer's Authority During a Declared Health Emergency

HSC §101085 Health Emergencies; Powers of Health Officials.

“(a) After the declaration of a health emergency or a county health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or county health emergency or protect the health of persons in the county, or any area thereof, who are,
or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained there from.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or county health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or county health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

**Personnel Resources Available to the Health Officer During a Health or Local Emergency**

**HSC § 101310 Health Emergencies.**

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

Note: A “health emergency” that is declared by the board of supervisors under HSC §101310 is a “local emergency” which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster

**PC § 409.5 The Authority To Order An Evacuation**

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2,
any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section. (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

**PC § 409.6. The Authority To Order An Evacuation As a Result of An Avalanche**

“(a) Whenever a menace to the public health or safety is created by an avalanche, officers of the Department of the California Highway Patrol, police departments, or sheriff's offices, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by that officer to enter or remain within the closed area. If an avalanche creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section. (emphasis added)
(b) Officers of the Department of the California Highway Patrol, police departments, or sheriff’s offices, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2, may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating hazardous conditions created by an avalanche to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not that field command post or other command post is located near the avalanche.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within that area, or any unauthorized person who willfully remains within an area closed pursuant to subdivision (a) or (b), after receiving notice to evacuate or leave from a peace officer named in subdivision (a) or (b), shall be guilty of a misdemeanor. If necessary, a peace officer named in subdivision (a) or (b) may use reasonable force to remove from the closed area any unauthorized person who willfully remains within that area after receiving notice to evacuate or leave.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”
Communicable Disease Prevention and Control

HSC §120100. Definition of Health Officer

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

HSC §120130 Isolation and Quarantine

...A health officer may require isolation (strict or modified) or quarantine for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

HSC §120175 Measures to Prevent Spread of Disease

Each health officer knowing or having reason to believe that any case of the disease made reportable by regulation of the department, or any other contagious, infectious or communicable disease may exist, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence or additional cases.

HSC §120275 Violation of Isolation or Quarantine Order

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.
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COUNTY ORDINANCES

VENTURA COUNTY’S EMERGENCY ORGANIZATION AND FUNCTIONS ORDINANCE

ARTICLE 2 – DISASTER COUNCIL

Sec. 5321 – CREATION AND MEMBERSHIP – The Ventura County Disaster Council is hereby created and shall consist of the persons set forth in the following subsections (RE – REEN. ORD. 2538 – 1/18/72):

Sec 5321-1 – The Chairman of the Board – Who shall be chairman. (Re-REEN. ORD. 2538 – 1/18/72)

Sec. 5321-2 – The Director of Disaster Services – Who shall be vice-chairman. (RE-REEN. ORD 2538 – 1/18/72)

Sec. 5321-3 – The Assistant Director of Disaster Services (RE-REEN. ORD 2538 – 1/18/72)

Sec. 5321-4 - Such chiefs of Emergency Services as are provided for in a current emergency plan of this County, adopted pursuant to this Chapter. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5321-5 – Such representatives of civic, business, labor, veterans, professional, or other organizations having an official emergency responsibility, as may be appointed by the Board. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5322 – POWERS AND DUTIES – It shall be the duty of the Ventura County Disaster Council to develop and recommend for adoption by the board emergency and mutual aid plans and agreements and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements. The Disaster Council shall meet upon call of the chairman or, in his absence from the county or inability to call such meeting, upon call of the vice-chairman. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323 – DIRECTOR AND ASSISTANT DIRECTOR – There is hereby created the offices of Director and Assistant Director of Disaster Services. The Sheriff of Ventura County shall be the Director of Disaster Services. The Assistant Director shall be appointed by the Director. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-1 – Director’s Powers and Duties – The Director is hereby granted the powers set forth in the following subsections (RE-REEN. ORD. 2538 – 1/18/72):

Sec. 5323-1.1 – To request the Board to proclaim the existence or threatened existence of a “local emergency” as defined in Government Code Sec. 8558 (c) if the Board is in session, or to issue such
ANNEX B

proclamation if the Board is not in session, subject to ratification by the Board within seven (7) days thereafter or the proclamation shall have no further force or effect. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-1.2 – To recommend that the Chairman of the Board of the County Executive request the Governor to proclaim a “state of emergency” as defined in Government Code Sec. 8558(b) when, in the opinion of the Director, the locally available resources are inadequate to cope with the emergency. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-1.3 – To control and direct the effort of the emergency organization of this County for the accomplishment of the purposes of this Chapter. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-1.4 – To direct cooperation between and coordination of services and staff of the emergency organization of this County; and resolve questions of authority and responsibility that may arise between them. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-1.5 – To represent this County in all dealings with public or private agencies on matters pertaining to emergencies as defined herein. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-2 – Emergency Powers – In the event of the Proclamation of a “local emergency” as herein provided, the proclamation of a “state of emergency” by the Governor or the Director of the State Office of Emergency Services, or the existence of a “state of war emergency” as defined in Government Code Sec. 8558(a), the Director is hereby granted the powers set forth in the following subsections: (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-2.1 – To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the Board. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-2.2 – To obtain vital supplies, equipment, and such other property found lacking and needed for the protection of life and property and to bind the County for the fair value thereof and, if required immediately, to commandeering the same for public use. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-2.3 – To require emergency services of any County officer or employee and, in the event of the proclamation of a “state of emergency” in the County or “state of war emergency,” to command the aid of as many citizens of this County as he deems necessary in the execution of his duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-2.4 – To requisition necessary personnel or material of any County department or agency. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-2.5 – To execute all of his ordinary power as Sheriff; all of the special powers conferred upon him by this Chapter or by resolution or emergency plan adopted by the Board; all powers conferred upon
him by any statute, agreement approved by the Board, and any other lawful authority. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5323-3 – Succession – The Director shall designate the order of succession to his office subject to approval by the Board, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his duties during an emergency.

Sec. 5323-4 – Assistant Director’s Duties – The Assistant Director shall, under the supervision of the Director and with the assistance of Emergency Service Chiefs, develop emergency plans and manage the emergency programs of this County; and shall have such other powers and duties as may be assigned by the Director. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5324 – EMERGENCY ORGANIZATION – All officers and employees of this County, volunteer forces, enrolled to aid them during an emergency, persons commandeered into service under the provisions of Section 5323-2.3, and all groups, organizations, and persons who may, by agreement or operation of law, be charged with duties incident to the protection of life and property in this County during such emergency shall constitute the emergency organization of the County of Ventura. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5325 – EMERGENCY PLAN – The Disaster Council shall be responsible for the development of the County of Ventura Emergency Plan, which shall provide for the effective mobilization of resources of this County, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency; and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the Board. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5326 – PUNISHMENT OF VIOLATIONS – It shall be unlawful for any person, during a state of war emergency, state of emergency, or local emergency, to commit any of the acts specified in the following subsections: (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5326-1 – To willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation or the performance of any duty imposed upon him by virtue of this Chapter. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5325-2 – To do any act forbidden by any lawful rule or regulation issued pursuant to this Chapter. If such act is of such a nature as to give, or likely to give, assistance to the enemy, or imperil the lives or property of inhabitants of this County, or to prevent, hinder, or delay the defense or protection thereof. (RE-REEN. ORD. 2538 – 1/18/72)

Sec. 5326-3 – To wear, carry, or display, without authority, any means of identification specified by the emergency agency of the State. (RE-REEN. ORD. 2538 – 1/18/72)
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ORDERS AND REGULATIONS WHICH MAY BE SELECTIVELY PROMULGATED BY THE GOVERNOR DURING A STATE OF EMERGENCY

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. (Emphasis Added)

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 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 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) 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 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.

**ORDERS AND REGULATIONS PROMULGATED BY THE GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A STATE OF WAR EMERGENCY**

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 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 or 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.

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 pipeline 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 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 2000 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

It is further ordered that, following the period of prohibition of sales imposed by Order 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.

It is further ordered that, following the period of prohibition of sales imposed by Order 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 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 (Emphasis Added).

**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.
This Press Release would be coordinated with the Fire Department, Sheriff/Police Department.

This is (state your name and title) of Ventura County Public Health. A small amount of (name the hazardous material) has been spilled/released at (give the location of the spill). Streets are blocked, traffic into the area is restricted, and authorities have asked residents in the immediate _______ block area to evacuate. Please close all your windows, place pets inside (if possible), and evacuate the area at once. The material is slightly/highly toxic to humans and can cause the following symptoms: (give a list of the symptoms).

If you think you may have come in contact with the material, you should ________________.

For your safety, please avoid the area if at all possible. Alternate routes are (list alternate routes) If you are now near the spill/release area, please follow directions of emergency response personnel. Do not drive to your child’s school. Children attending the following schools: (give a list of the schools affected by the spill and being evacuated) will be evacuated to (list the locations of where school children were evacuated to). Pick you child up from school authorities at the evacuation center. Listen to this station for further instructions.

To repeat, if you are in the area of (give the evacuation boundaries) you should/must leave for your own safety. Do not use your telephone unless you need emergency assistance.
SAMPLE PRESS RELEASES
BIOLOGICAL INCIDENT

The Ventura County Health Care Agency’s Department of Public Health has confirmed through laboratory testing that (name the disease) is the cause of the outbreak. The California Department of Health Services-Division of Communicable Disease Control’s medical epidemiologist and virologists are assisting the County’s Public Health Department in controlling the outbreak. The team of medical epidemiologists and virologists will assist the County in first controlling the outbreak. The team will then work to break the chain of disease transmission by instituting improved patient isolation and care procedures. The team will also:

Advise on steps to protect the health and safety of emergency response teams, health care workers and others.

Set up a state-of-the-art diagnostic laboratory to help determine quickly and safely who is or is not infected.

Support efforts to protect the population and treat patients based on WHO/CDC guidelines.

Investigate how the outbreak began and how the disease spreads from person to person.

(Give a description of the Disease and Symptoms- Refer to Fact Sheets)

The Ventura County Public Health Department urges physicians to maintain a high index of suspicion for (name the disease). Patients with the classic symptoms of (list the symptoms), whether in doctors’ offices or hospitals, should be immediately separated from other patients and reported to the County Public Health Department (give the number they should call).
SAMPLE PRESS RELEASES
NUCLEAR INCIDENT

This is (state your name and title) of Ventura County Public Health. (An, A) (aircraft, train, truck, other transport) accident occurred (location) at (time) today.

The accident involved radioactive material. The public is warned to stay out of the area (or name the area). Streets are blocked and traffic into the area is restricted.

As a precaution and until further evaluations are made, anyone within a (to be filled in by the Incident Commander on scene) radius of the accident site, particularly downwind from this site (specify boundary where possible), is encouraged to remain indoors.

The following precautionary measures are recommended to minimize the risk to the public. The most appropriate initial action is to remain calm and inside homes or office buildings. Turn off fans, air conditioners, and forced air heating units. Drink and eat only canned or packaged foods that have been inside.

Trained monitoring teams wearing special protective clothing will be moving through the area to determine the extent of any possible contamination. Dress of these teams should not be interpreted as indicating any special risk to those indoors. If you are outside, proceed to the nearest permanent structure. If you must go outside for critical or lifesaving activities, cover your nose and mouth and avoid stirring up and breathing dust. Remember that your movement outside could cause yourself greater exposure and possibly spread contamination to those already inside.
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BOILED WATER ORDERS

Deficiencies Requiring A Boil Water Order
1. Acute bacteria violation (fecal and/or E. Coli present - issued after recheck samples are taken)
2. Turbidity MCL violation (turbidity above 5.49)
3. Unchlorinated surface water entering system
4. Unfiltered surface water entering system from an emergency back-up source
5. System without water or with negative pressure zones
6. No working chlorination and repeated non acute bacteria violations
7. Dead animals (mice, moles, rats, etc.) observed in an unchlorinated groundwater source
8. In lieu of routine sampling where chronic contamination has occurred
9. Equipment failure resulting in inadequate disinfection and/or filtration of a surface water supply not immediately repairable.

Removing A Boil Water Order
A Boil Water Order can be removed from a water system when corrections of deficiencies are made and satisfactory sampling is completed.

BOIL WATER ORDER

GUIDELINES for FOOD SERVICE ESTABLISHMENTS

[insert date]

Due to the [insert recent event], the unknown status of the water quality in Ventura County as a result of that event and the common association between [insert event] and water contamination, the Ventura County Public Health Officer hereby declares a Boil Water Order for all establishments, business or otherwise, that prepare and/or serve food to employees or the general public in the county. The Boil Water Order will remain in effect through midnight on [insert date], and may be renewed at the end of that period. The Public Health Officer is authorized to issue this Order under Health and Safety Code sec. 120275.
A Boil Water Order means that all water used to cook or drink must be brought to a rolling boil for at least five minutes prior to use. The following list outlines some of those points of use as well as some helpful hints:

All water used to wash or rinse food products.

All water used as an ingredient in any food products. (ie, salads, puddings, dressings, drinks, condiments, sauces, etc.)

All water used for drinking. As a safeguard, it is best to buy bottled water to dispense for drinking. (If you are going to use boiled water for drinking, the taste may be improved by transferring the boiled water from container to container to aerate it.)

All water added to drink tea/coffee/ soda/ carbonated beverage machines. Once again, it is best to buy packaged products for dispensing. Keep in mind this also applies to dispenser “guns” in bar facilities.

All water used to make consumable ice or ice products. If you cannot boil the water used for making ice, it is best to buy bagged ice from an approved source/ supplier.

All water used for hand washing should be boiled prior to use or a bottled product should be used.

Note: If heat is used as the sanitizing agent for dishes, equipment and utensils, you must ensure the final rinse water temperature reaches 180 degrees Fahrenheit. Otherwise, you can fill the compartment of a three-compartment sink with boiled water and use a chemical sanitization process. (Single-use disposable dishware and utensils may also be utilized.)

Note: Water filtering units may not remove all the contaminants that the Boil Water Order of Advisory may be targeting.

Because it is not evident what type of contamination (if any) is being dealt with during a boil order, some of the practices suggested here are preventative measures to ensure food safety.

If you have further questions, please call the Ventura County Public Health Department during regular business hours (8:00AM-5:00 PM) at (805) 981-5201. After hours, if there is an emergency, please call the county dispatcher (805) 654-2314 and ask the operator to page a representative from our Department.

Failure to comply with this Boil Water Order may be prosecuted as a misdemeanor under Health and Safety Code sec. 120295.

These orders approved by Robert M. Levin, MD, Health Officer and John Polich, County Counsel. on 12/3/08.
Distribution:

J.I.C. for Press Release to the public

County Office of Education

Hospital Association of Southern California

VCEDA

Environmental Health

Office of Emergency Services (OES)
SAMPLE PRESS RELEASES

Boil Water Order

Due to problems related to the water system and the possibility of unsafe water, consumers are directed to Boil All Water for at least 5 minutes before drinking, making ice cubes, washing foods, brushing teeth or other activity requiring human consumption. This must be done until further notice!

Questions regarding this notice should be directed to:

(Phone Number) at Ventura County Public Health or to the

(Name of Water Provider) at (Telephone number) during normal business hours.
EMERGENCY MANAGEMENT SOFTWARE

DLAN is the incident management system used by the Ventura County Emergency Operations Center (VCEOC) to maintain situational awareness in the County, both during routine daily operations and during emergencies. Because DLAN is a Web-based system, real-time incident viewing and tracking is available to all authorized users with an Internet connection. It can be accessed via any internet connection, Wi-Fi, Smartphone or tablet. Examples of the types of information tracked in DLAN include road closure data, initial damage assessment data, local situation reports, as well as mission and resource requests and significant events within our county.

County agencies, Cities, state agencies, other partners and support personnel can enter data and view status boards through DLAN. This allows all concerned agencies and jurisdictions to have simultaneous access to the same real-time data, providing information essential to decision making. Status boards can be shared among users, allowing for the interoperability of efforts among all affected during an emergency.

LOG-IN PROCEDURES

1. Use Internet to browse to: http://dlan.ventura.org
2. Enter your Username and Password and click the OK button.
5. The DLAN Control Panel will open.

*Please Note: If the Control Panel does not appear, please ensure you have turned off any pop-up blockers.*

FORGOTTEN PASSWORD

1. On the Log-In screen, select the following link: Forgot Username /Password?
2. Information will be sent to the email address registered to you.

*Additional information will be provided in specific roles training as requested.*
Homeland Security Exercise/Evaluation Program (HSEEP)

The Homeland Security Exercise and Evaluation Program (HSEEP) is a capabilities and performance-based exercise program that provides a standardized methodology and terminology for exercise design, development, conduct, evaluation, and improvement planning. (https:\\hseep.dhs.gov)

Four Phases of the HSEEP Exercise Cycle

1. Exercise Design and Development

In designing and developing individual exercises, exercise planning team members are identified to schedule planning meetings, identify and develop exercise objectives, design the scenario, create documentation, plan exercise conduct and evaluation, and coordinate logistics. At key points in this process, the exercise planning team engages elected and appointed officials to ensure their intent is captured and that the officials are prepared to support the exercise as necessary.

2. Exercise Conduct - After design and development activities are complete, the exercise is ready to occur. Activities essential to conducting individual exercises include preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities.

3. Exercise Evaluation - Evaluation is the cornerstone of an exercise and must be considered throughout all phases of the exercise planning cycle, beginning when the exercise planning team meets to establish objectives and initiate exercise design. Effective evaluation assesses performance against exercise objectives, and identifies and documents strengths and areas for improvement relative to core capabilities.

4. Improvement Planning - During improvement planning, the corrective actions identified during individual exercises are tracked to completion, ensuring that exercises yield tangible preparedness improvements. An effective corrective action program develops IPs that are dynamic documents, which are continually monitored and implemented as part of the larger system of improving preparedness.
LIST OF ACRONYMS, ABBREVIATIONS TERMS

AC          Area Command
ADA         Americans with Disabilities Act
ARC         American Red Cross
ARES        Amateur Radio Emergency Services
BT          Bioterrorism
BWO         Boil Water Order

CALDAP      California Disaster Assistance Program
CALWAS      California Warning System
CAO         Chief Administrative Office(r)
CAT         Crisis Action Team
CCP         Casualty Collection Points
CDBG        Community Development Block Grant
CDC         Centers for Disease Control, U.S. Public Health Service
CDHS        California Department of Health Services
CEO         Chief Executive Officer
CESA        California Emergency Services Association
CESFRS      California Emergency Service Fire Radio System
CESRS       California Emergency Services Radio System
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<td>Emergency Medical Services</td>
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<tr>
<td>EMT</td>
<td>Emergency Medical Technician</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EOP</td>
<td>Emergency Operating Procedures</td>
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<td>EPA</td>
<td>Environmental Protection Agency</td>
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<td>ERT</td>
<td>Emergency Response Team</td>
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<td>ESF</td>
<td>Emergency Support Functions</td>
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<td>Fire Administration</td>
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<td>FIRESCOPE</td>
<td>Firefighting Resources of Calif. Organized for Potential Emergencies</td>
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<td>FRERP</td>
<td>Federal Radiological Emergency Response Plan</td>
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<td>FTS</td>
<td>Field Treatment Site</td>
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<tr>
<td>HAZMAT</td>
<td>Hazardous Materials</td>
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<tr>
<td>HICS</td>
<td>Hospital Incident Command System</td>
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</table>
### Incident Commander (IC)
- **IC**: Incident Commander
- **ICP**: Incident Command Post
- **ICS**: Incident Command System

### Joint Operations Center (JEOC)
- **JEOC**: Joint Emergency Operations Center
- **JIC**: Joint Information Center
- **JPIC**: Joint Public Information Center
- **JIS**: Joint Information System

### Local Health Officer (LHO)
- **LHO**: Local Health Officer

### Multi-Casualty Incident (MCI)
- **MCI**: Multi-Casualty Incident

### Memorandum of Agreement (MOA)
- **MOA**: Memorandum of Agreement
- **MOU**: Memorandum of Understanding

### Nuclear, Biological, and Chemical (NBC)
- **NBC**: Nuclear, Biological, and Chemical

### National Disaster Medical System (NDMS)
- **NDMS**: National Disaster Medical System

### Nuclear Emergency Search Team (NEST)
- **NEST**: Nuclear Emergency Search Team

### National Fire Academy (NFA)
- **NFA**: National Fire Academy

### National Oceanic and Atmospheric Administration (NOAA)
- **NOAA**: National Oceanic and Atmospheric Administration

### Nuclear Regulatory Commission (NRC)
- **NRC**: Nuclear Regulatory Commission

### National Voluntary Organizations Active in Disaster (NVOAD)
- **NVOAD**: National Voluntary Organizations Active in Disaster

### National Weather Service (NWS)
- **NWS**: National Weather Service
ANNEX F

OA  Operational Area
OAEOC  Operational Area Emergency Operations Center
OASIS  Operational Area Satellite Information System
OES  Office of Emergency Services

PHN  Public Health Nurse
PIO  Public Information Officer
PPE  Personnel Protective Equipment

RDMHC  Regional Disaster Medical Health Coordinator
REOC  Regional Emergency Operations Center
RRT  Regional Response Team

SAR  Search and Rescue
SCESA  Southern California Emergency Services Association
SCO  State Coordinating Officer
SEMS  Standardized Emergency Management System
SITREP  Situation Report
SOC  State Operations Center
SOP  Standard Operating Procedure
START  Simple Triage and Rapid Treatment
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>USAR</td>
<td>Urban Search and Rescue</td>
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<tr>
<td>UWA</td>
<td>Unsafe Water Alert</td>
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<tr>
<td>VMAT</td>
<td>Veterinary Medical Assistance Team</td>
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<tr>
<td>VOAD</td>
<td>Volunteer Organizations Active in Disaster</td>
</tr>
<tr>
<td>WMD</td>
<td>Weapon of Mass Destruction</td>
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GLOSSARY OF TERMS

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS).

**A**

Advance Element of the Emergency Response Team (ERT-A): The portion of the Emergency Response Team (ERT) which is the first group deployed to the field to respond to a disaster incident.

Action Plan: "Action Plan" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training need, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting, Cooperating Agency and Multi-agency.)

Agency Assistance: Grants for projects or planning activities, loans, and all other forms of financial or technical assistance provided by the Agency.

Agency Dispatch: The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.
Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

American Red Cross: A quasi-governmental volunteer agency that provides disaster relief to individuals and families.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are available for immediate assignment.

B

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequences at the SEMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.
ANNEX G

C

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to the incident personnel.

Care and Shelter: A phase of operations that meets the food, clothing, and shelter needs of people on a mass care basis.

Casualty Collection Points (CCP): A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster the term implies an event or incident which produces severe and widespread damages of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC/ Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Civil Air Patrol: A civilian auxiliary of the United Stated Air Force which provides personnel, services, and equipment for specified missions in support of state and local emergency operations.

Civil Disorder: Any incident intended to disrupt community affairs that requires police intervention to maintain public safety including riots and mass demonstrations as well as terrorist attacks.

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Code of Federal Regulations (CFR): "49 CFR" refers to Title 49, the primary volume regarding hazmat transportation regulations.
Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)

Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compensation Unit/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Continuity of Government (COG): All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

Contingency Plan: A sub or supporting plan which deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross telephone company, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.
Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

D

Damage Assessment: The process utilized to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector, and the community caused by a disaster or emergency event.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Declaration Process: When a disaster strikes, local authorities and individuals request help from private relief organizations and their State government, which give all assistance possible. If assistance is beyond their capability, the Governor requests a Presidential declaration of a major disaster or an emergency.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Plans/Intel Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center: A EOC used by a distinct discipline, such as fire, medical, hazardous material, or a unit, such as Department of Public Works, Department of Health or local water district. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

Deputy Incident Commander (Section Chief or Branch Director): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Direction and Control (Emergency Management): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it
be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Disaster Application Center: A facility jointly established by the Federal and State Coordinating Officers within or adjacent to an disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

Disaster Assistance Program: A program that provides state funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Field Office: A central facility established by the Federal Coordinating Office within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

Disaster Recovery Manager (DRM): The person appointed to exercise the authority of a Regional Director for a particular emergency or disaster.

Disaster Service Worker: Includes public employees and any unregistered person impressed into service during a State of War emergency, a State of emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

Disaster Support Area (DSA): A predesignated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-rang aircraft, to adequate medical care facilities.

Disaster Welfare Inquiry (DWI): A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.
ANNEX G

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Division are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Plans/Intel Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Dose: Accumulated or total exposure to gamma radiation, commonly expressed in REM.

Dosimeter: An instrument for measuring and registering total accumulated exposure to gamma radiation.

E

Earthquake Advisory: A statement issued by the State of California Office of Emergency Services (OES), usually following a medium-sized earthquake, regarding scientific opinion that there is an enhanced likelihood for additional seismic activity within a specified period (usually three to five days).

Economic Stabilization: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation’s economy during emergency conditions. Direct controls include such actions as the setting or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary, credit, tax, or other policy measures.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

Emergency Broadcast System/Emergency Alert System: A system that enables the President and federal, state, and local governments to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it
be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Management Director (Emergency Services Director): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management coordination efforts.

Emergency Medical Services: Treatment of casualties necessary to maintain their vital signs prior to treatment at a medical center.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Period: A period which begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status
information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

Emergency Public Information System: The network of information officers and their staffs who operate from EPICs (Centers) at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

Emergency Response Agency: Any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

EOC Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Essential Facilities: Facilities that are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (e.g., schools, churches, etc.).

Evacuee: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal Coordinating Officer (FCO): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.
Federal Disaster Relief Act: Public Law 93-288, as amended, that gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major (peacetime) disasters.

Federal Emergency Management Agency: This agency was created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response, and recovery.

Federal Hazard Mitigation Officer (FHMO): The FEMA employee responsible for representing the agency for each declaration in carrying out the overall responsibilities for hazard mitigation and for Subpart M, including coordinating post-disaster hazard mitigation actions with other agencies of government at all levels.

Federal Insurance Administration (FIA): the government unit, a part of FEMA, that administers the National Flood Insurance Program.

Field Coordination Center: A temporary facility established by the Office of Emergency Services within or adjacent to areas affected by a disaster. It functions under the operational control of the OES mutual aid regional manager and is supported by mobile communications and personnel provided by OES and other state agencies.


Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Plans/Intel, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.
ANNEX G

G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, Finance/Administration Section Chief

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

H

Hazard: Any source of danger or element of risk to people or property.

Hazard Area: A geographically defined area in which a specific hazard presents a potential threat to life and property.

Hazardous Material: A substance or combination of substances which, because of quantity, concentration, physical chemical, radiological, explosive, or infectious characteristics, poses a substantial presents or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Material Incident (Stationary): Any uncontrolled release of material capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, or store hazardous materials well as all sites that treat, store, and dispose of hazardous material.

Hazardous Material Incident (Transportation): Any spill during transport of material that is potentially a risk to health and safety

Hazard Mitigation: An cost effective measure that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Assistance Program: Authorized under Section 404 of the Stafford Act. Provided funding for hazard mitigation projects that are cost effective and complement existing post-disaster
mitigation programs and activities by providing funding for beneficial mitigation measures that are not funded through other programs.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society that includes the actions needed to minimize future vulnerability to hazards.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term "Base.") the Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all function at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.
Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communication Center: The location of the Communications Unit and the Message Center.

Incident Management Team: The Incident commander and appropriate General and Command Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Initial Action: The Actions taken by resources which are the first to arrive at an incident.

Initial Response: Resources initially committed to an incident.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.) (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Landing Zone: (See Helispot)
Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Lifelines: A general term including all systems for storing, treating, and distributing fuel, communications, water, sewage, and electricity.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Emergency: 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, or 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 required the combined forces of political subdivisions to combat.

Local Government: Means local agencies defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDAA,2900(y).

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.
Marshaling Area: An area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

Mass Care Facility: A location where temporary services are provided to disaster victims during an emergency which may include lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: All means of providing information and instructions to the public, including radio, television, and newspapers.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster. (See also Comprehensive Emergency Management).

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center: An off-incident location at which emergency service personnel and equipment area temporarily located pending assignment to incidents, release, or reassignment.

Medical Self-Help: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the
responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdiction environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Multi-purpose Staging Area (MSA): A predesignated location such as a County/District Fairgrounds having a large parking areas and shelter for equipment and operator, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery or emergency.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Mutual Aid Staging Area: A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

N

National Warning System: The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

Nuclear Incident (Fixed Facility): Any occurrence at a nuclear power plant resulting in a potential or actual release of radioactive material in sufficient quantity which threatens the health and safety of nearby populations.
Office of Emergency Services: The Governor’s Office of Emergency Services.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Area Coordinator: The individual within the operational area responsible for a specific function such as law enforcement, coroner’s services, or emergency medical services.

Operational Area Satellite Information System (OASIS): A statewide emergency management system based on the operational area concept. An operational area is defined in law (Section 8559, California Government Code) as an organization (not a jurisdiction) whose boundaries are those of a county. This organization is not necessarily a county government; it could be several cities, or a city and a county, a county government or several county governments, willing to undertake to coordinate the flow of mutual aid and information within the defined area. The operational area concept is the backbone of the statewide emergency management system.

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Team, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Plan: As used by OES, a document which describes the broad, overall jurisdictional response to potential extraordinary emergencies or disasters.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning/Intelligence Section: (Also referred to as Plans/Intel). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of
resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Assistance (PA): Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families.

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

R

Radio Amateur Civil Emergency Services (RACES): An emergency services designed to make efficient use of skilled radio amateurs throughout the state in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

Radiological Protection: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Radiological Officer: (RO) An individual assigned to a Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

Radiological Monitor: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator’s checks and maintenance on radiological instrument.

Reception Area: An area which, through a hazard analysis and related preparedness planning, is predesignated to receive and care for (or provide basic needs for ) persons displaced from a hazard area.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Plans/Intel, Logistics and Finance/Administration Units.

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public
assistance programs which provide temporary housing assistance, grants and loans to eligible individuals and government entities to recovery from the effects of a disaster.

Regional Director (RD): A director of a regional office of FEMA, or his/her designated representative. As used in the Stafford Act, Regional Director also means the Disaster Recovery Manager who has been appointed to exercise the authority of the regional Director for a particular emergency or major disaster.

Regional Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

Remedial Movement: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

Remedial Operations: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in)

Rescue Team: Four or more personnel organized to work as a unit. One member is designated team leader.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources area described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Unit: Functional unit within the Plans/Intel Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

Response: Activities to address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.
Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search Dog Team: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Plans/Intel, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Sensitive Facilities: Facilities in reception areas that will not normally be used as lodging facilities. The facilities area either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelter.

Service: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

Shelter Complex: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves Plans/Intel, Administrative, and/or Operations purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 2 miles.

Shelter Manager: An individual who provides for the internal organization, administration, and operation of a shelter facility.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.
ANNEX G

Situation Unit: Functional unit within the Plans/Intel Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Plans/Intel Section Chief.

Span of Control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.


Staging Areas: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned special managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. Standard operating procedures support an annex by indicating in detail how a particular task will be carried out.


State Agency: Any department, division, independent establishment, or agency of executive branch of the state government.

State Coordinating Officer (SCO): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

State Emergency Organization: The agencies, board, and commissions of the executive branch of state government and affiliated private sector organizations.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood,
storm, epidemic, riot, or earthquake or other conditions, other than conditions, resulting from a labor controversy, or conditions causing a "state of war emergency", which conditions by reason of magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning/Intelligence, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need with common communications and a leaders.

Team: (See Single Resource.)

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.
Technological Hazard: Includes a range of hazards emanating from the manufacture, transportation, and use of such substances as radioactive materials, chemicals, explosives,flammables, agricultural pesticides, herbicides and disease agents; oil spills on land, coastal waters or inland water systems; and debris from space.

The Petris Bill #1841: As a result of the lessons learned from the disasters in Northern California, the State of California passed into law in September of 1992 the Petris Bill. This legislation directs the Office of Emergency Services to implement the use of the ICS and MACS throughout the State by no later than December 1, 1996.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Traffic Control Points (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

Triage: A process of priority sorting sick and injured people on the basis of urgency and type of condition presented so that they can be routed to appropriate medical facilities.

Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal areas, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command area multi-jurisdictional. (See Area Command and Unified Command.

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

Unit: An organizational element having functional responsibility. Units are commonly used in incident Plans/Intel, Logistics, or Finance/Administration Sections and can be used in Operations for some applications. Units are also found in EOC organizations.
Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

Urban Rescue: The complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.

W

Wildfire: Any instance of uncontrolled burning in grasslands, brush, or woodlands.

Winter Storm (Severe): This includes ice storms, blizzards, and extreme cold. The National Weather service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow, frequently reducing visibility to 0.25 miles or less.