The development of an Emergency Operations Plan is a cooperative effort between all City of Brea departments and agencies that have an emergency response role. The planning process is designed to ensure a commitment to the tenets contained in the plan, consider the needs of the community, incorporate the various supporting agencies capabilities and limitations, and maximize resources. Each department and stakeholder is equally engaged in the development of this EOP. They are solicited for input, best practices, and lessons learned. Each input is carefully considered and, if appropriate, incorporated into the EOP in such a way as to integrate it with the EOP's overall purpose and structure. Draft versions of the EOP are distributed for review and comment by appropriate stakeholders. All comments are again considered, revisions made as necessary, and then the EOP is submitted to the Disaster Council[1] and Mayor for approval.

The Emergency Preparedness Analyst has the lead responsibility for EOP development and planning with responsibilities for:

- Communicating information within the City of Brea on EOP requirements and guidelines.
- Coordinating the EOP development among departments and agencies.
- Identification of departments and agencies with department operations centers (DOCs).
- Coordinating with other local governments, the operational area, and volunteer and private agencies on development of the EOP.
- Incorporating SEMS and NIMS into the City of Brea's Emergency Operations Plan and procedures.
- Incorporating SEMS and NIMS into the City of Brea's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Brea. The emergency role of these special districts shall be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination during emergencies.

[1] The Disaster Council is responsible for developing and recommending emergency and mutual aid plans, agreements, ordinances, resolutions, rules and regulations for adoption by the City Manager. The Disaster Council consists of the Mayor (Chairman), the Director of Emergency Services, the Assistant Director of Emergency Services, Police Chief, Fire Chief and with the approval of the City Council, representatives of civic, business, labor, veterans, professional, or other organizations relevant to the documents pending approval.

Approval and Implementation

Record of Changes

Date of Revision	Revision Description	Section or Component	Reviewed by	Revision Completed By

Record of Distribution

Plan Concurrence

Table of Contents

EOP DEVELOPMENT AND DELEGATION OF AUTHORITY i
APPROVAL AND IMPLEMENTATION ii
RECORD OF CHANGES v
RECORD OF DISTRIBUTION vi
PLAN CONCURRENCE vii
TABLE OF CONTENTS 1
CHAPTER 1 - INTRODUCTION 4
1.1 EMERGENCY OPERATIONS PLAN PURPOSE 4
1.2 PLAN ORGANIZATION 4
1.3 EOP DEVELOPMENT PROCESS 6
1.4 DISCLOSURE EXEMPTS 7
1.5 ASSUMPTIONS 8
CHAPTER 2 - OVERVIEW OF COMMUNITY PROFILE AND HAZARD ANALYSIS 9
2.1 COMMUNITY PROFILE 9
2.2 CITY PROFILE 10
2.3 WHOLE COMMUNITY APPROACH 10
2.4 HAZARD MITIGATION 12
2.4.1 Aircraft Incident 12
2.4.2 Civil Unrest 14
2.4.3 Earthquakes 14
2.4.4 Disease Outbreak (Large Scale) 15
2.4.5 Flooding/Dam Failure 16
2.4. 6 Hazardous Materials 22
2.4.7 Stage III Power Outage 23
2.4.8 Terrorism 24
2.4.9 High Winds and Tornado Events 25
2.4.10 Urban and Wildland Fires 27
2.4.11 Vector Control/Agriculture Emergency 32
2.5 MITIGATION OVERVIEW 34
CHAPTER 3 – RESPONSE STRUCTURE FUNDAMENTALS 35
3.1 GOALS OF EMERGENCY MANAGEMENT 35
3.2 PHASES OF EMERGENCY MANAGEMENT 35
3.3 SEMS AND NIMS OVERVIEW 36
3.3.1 FIVE SEMS ORGANIZATIONAL LEVELS 37
3.4 SEMS/NIMS FUNCTIONS AND CONCEPTS 40
3.5 PUBLIC NOTIFICATIONS AND ALERTS 42
3.5.1 City Departments, and Supporting Agencies 45
3.5.2 Special District Involvement 48
3.5.3 Coordination with Volunteer and Private Agencies 48
3.6 EMERGENCY PROCLAMATIONS 49
3.7 CONTINUITY OF GOVERNMENT 51

3.7.1 Succession 52
3.7.2 Alternate Facility 53
3.7.3 Vital Record Retention 53
3.7.4 Electronic Records 54
3.8 TRAINING AND EXERCISES 54
3.8.1 Training 55
3.8.2 Exercises 57

CHAPTER 4 - CONCEPT OF OPERATIONS 58

4.1 PRINCIPLES OF OPERATION 58
4.2 PRIORITIZING OPERATIONS 58
4.3 DIRECTION, CONTROL, AND COORDINATION 58
4.3.1 Purpose 58
4.3.2 Location of Primary and Alternate EOC's 59
4.3.3 Activation and Notification 60
4.3.4 Levels of Activation 61
4.4 INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION 62
4.5 EMERGENCY ORGANIZATION OVERVIEW 63
4.5.1 Emergency Organization Function and Concepts 65
4.5.2 Mutual Aid 66
4.5.3 Mutual Aid Coordinators 66
4.5.4 Brea Mutual Aid Structure 68
4.5.5 Brea Mutual Aid Policy 69
4.6 EMERGENCY OPERATIONS CENTER ORGANIZATION AND RESPONSIBILITIES 69
4.6.1 Management Section 72
4.6.2 Planning & Intelligence Section 80
4.6.3 Operations Section 85
4.6.4 Logistics Section 90
4.6.5 Finance and Administration Section 94
4.7 PUBLIC INFORMATION COORDIATION 98
4.7.1 Summary Public Information Division 98
4.7.2 The Public Information Communications Team 98
4.7.3 Established Communication Distribution Methods 99
4.7.4 Primary Communication Target Groups 99
4.7.5 Emergency Operations Center Activation 100
4.8 EOC DEACTIVATION 102

CHAPTER 5 – RECOVERY OPERATIONS 105

5.1 INTRODUCTION 105
5.2 PHASES OF RECOVERY 105
5.2.1 Short-Term (a few days to six months) 105
5.2.2 Mid-Term (six months to two years) 105
5.2.3 Long-Term (two to ten years or longer) 106
5.3 RECOVERY ORGANIZATION 106
5.4 RESPONSIBILITIES 108
5.4.1 Recovery Documentation & Reporting 109
5.4.2 Disaster Assistance 109
5.4.3 Mitigation 113

5.5 AFTER-ACTION REPORTING 113

CHAPTER 6 - PLAN DEVELOPMENT AND MAINTENANCE 114

CHAPTER 7 - AUTHORITIES AND REFERENCES 115

7.1 City of Brea Authorities 115
7.2 County of Orange Authorities 115
7.3 California State Authorities 116
7.4 Federal Authorities 117

CHAPTER 8 - RELATIONSHIP TO OTHER PLANS/REFERENCES 118

CHAPTER 9 ABBREVIATIONS & GLOSSARY 119

9.1 Abbreviations 119
9.2Glossary of Terms 122

CHAPTER 10 POSITION CHECKLIST 136

Chapter 1 - Introduction

1.1 Emergency Operations Plan Purpose

The City of Brea Emergency Operations Plan (EOP) establishes a comprehensive framework of policy and guidance for emergency and disaster response operations. This plan details capabilities, authorities, and responsibilities for specific individuals, divisions, departments, agencies, and organizations within the City of Brea.

The City of Brea undertakes preparedness with an understanding that, in an emergency or disaster, a broad range of individuals, agencies, organizations, and other engaged whole-community stakeholders will provide the most effective response for all who live, work, and travel in the City of Brea.

The City of Brea EOP draws on the system described within the National Response Framework (NRF), which establishes vertical integration and effective coordination across local, State, and Federal resources, as well as private-sector capabilities, as necessary, to preserve the health, safety, and welfare of those persons affected during emergency or disaster situations. This plan is also based on the functions and principles of the Standardized Emergency Management System (SEMS), which is based on the FIRESCOPE Incident Command System (ICS) and the National Incident Management System (NIMS) and identifies how the City fits into the overall SEMS/NIMS structure. NIMS was adopted by City Council per Resolution No. 2006-102, which was signed on November 21, 2006. The City of Brea EOP establishes responsibilities for city departments; addresses the role of the private-sector, volunteer, and nonprofit organizations; and engages other whole- community stakeholders for emergency preparedness actions.

This plan is drawn from an operational approach consistent with the organization and function of the City of Brea Emergency Operations Center (EOC), which follows the Incident Command System (ICS) and the National Incident Management System (NIMS). Under these systems, City of Brea operations are grouped by functions and subsequently organized by agency to ensure efficient coordination and communication of response actions throughout emergency operations, as governed by the planning cycle. These functions are all assigned lead and support agencies that maintain responsibility to establish and carry out plans developed for accomplishing assigned tasks.

1.2 Plan Organization

The plan should provide any reader with a thorough understanding of the emergency organization and the process of preparing, responding to, and recovering from disasters. Use of the plan will differ according to the needs of the reader. All personnel need to be familiar with the plan, although only a few will need all chapters. Most will focus their attention on the parts of the plan specific to their needs and responsibilities. The plan provides the basis for developing agency-specific, detailed checklists and standard operating procedures.

By using this EOP appropriately, City departments and external representatives supporting the Brea EOC should:

- Know what they and other organizations are capable of, and to carry out
- Know how to perform their functions,
- Avoid inefficiencies, duplications, and oversights in performing functions, and
- Be able to coordinate effective response and recovery operations across organizations and jurisdictions.

This EOP is separated into three parts. Each part and its intended purpose is described below:

Part 1 – Basic Plan: The Basic Plan consists of the fundamental information that governs response and recovery operations in Brea. The Basic Plan should be reviewed and understood by EOC staff and response/recovery stakeholders well in advance of an emergency situation. The Basic Plan consists of the following:

Introduction – Provides a brief overview of the purpose and authorities of the EOP. Brea personnel should be familiar with how to use the plan and its links to other response plans.

Community Profile and Hazard Assessment – Staff should be aware of the dynamics of the Brea community and how those characteristics might impact response/recovery strategies. In addition, they should be aware that potential hazards exist and what actions can be taken to prevent, minimize or mitigate hazards and/or their consequences in case of an emergency.

Response Structure Fundamentals – The Brea EOC's concept of operations is built upon proven response concepts and elements such as the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), and upon existing response standards related to mutual aid, alerting and warning, and operational continuity. EOC staff should have a clear understanding of these concepts and systems as they are inherent to successful response operations. Before staff members can appropriately execute their responsibilities, they must understand the underlying systems that govern execution. These concepts should be read and understood well before an incident occurs.

EOC Concept of Operations – This chapter represents the most significant element of the Basic Plan. This chapter describes how the response is organized, assigns roles and responsibilities, and identifies the EOC's operational requirements. In an emergency situation, this is one chapter that responders should keep open to reference at all times.

Part 2 – Attachments and Annexes: A variety of attachments have been included with the EOP to support EOC staff members in performing their functions. In some cases the attachments are applicable to all positions and tasks; in other cases they provide specific information to support the execution of a given task.

The annexes represent a set of hazard-specific plans that are complementary to this EOP. The annexes should be used during specific, significant emergency situations that require unique planning beyond the all hazards approach within the Basic Plan.

Part 3 – Position Checklists and Procedures: Position checklists and procedures should be used by EOC personnel during drills (to educate and train), exercises (practice and evaluate), and actual emergencies (execution of knowledge, skills, and abilities). The checklists are designed to ensure each person assigned to a position in the EOC accomplishes his or her tasks. The position checklists do not provide explicit detail on operations, rather they are meant to keep individuals on task by providing reminders of their responsibilities. Some positions have developed procedures to complement their checklists. These procedures provide further guidance on how to perform certain functions assigned to the position. Each department that is assigned primary responsibility for a position in the EOC is responsible for the development and maintenance of position checklists and procedures. As such, some positions may have both, only one, or neither.

1.3 EOP Development Process

The development of an Emergency Operations Plan is a cooperative effort between all City of Brea departments and agencies that have an emergency response role. The planning process is designed to ensure a commitment to the tenets contained in the plan, consider the needs of the community, incorporate the various supporting agencies capabilities and limitations, and maximize resources. Each department and stakeholder is equally engaged in the development of this EOP. They are solicited for input, best practices, and lessons learned. Each input is carefully considered and, if appropriate, incorporated into the EOP in such a way as to integrate it with the EOP's overall purpose and structure. Draft versions of the EOP are distributed for review and comment by appropriate stakeholders. All comments are again considered, revisions made as necessary, and then the EOP is submitted to the Disaster Council[2] and Mayor for approval.

The Emergency Preparedness Analyst has the lead staff responsibility of:

- Communicating information within the City of Brea on EOP requirements and guidelines.
- Coordinating the EOP development among departments and agencies.
- Identification of departments and agencies with department operations centers (DOCs).
- Coordinating with other local governments, the operational area, and volunteer and private agencies on development of the EOP.

- Assuming and compliancy of SEMS and NIMS into the City of Brea's Emergency Operations Plan and procedures.
- Incorporating SEMS and NIMS into the City of Brea's emergency ordinances, agreements, memorandum of understandings, etc.
- Identification of special districts that operate or provide services within the boundaries of the City of Brea. The emergency role of these special districts shall be determined and provisions made for coordination during emergencies.
- Identification of local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination during emergencies

1.4 Disclosure Exempts

Portions of this document contain sensitive information pertaining to the development, mobilization, and tactical operations of the City of Brea government in response to emergencies. Although the vast majority of this plan is available for public review, certain sensitive portions that include personal privacy information or information with significant implications on county, state, or national security have been secluded to attachments that are exempt from public disclosure under the provisions of California Public Records Act §6254.

2The Disaster Council is responsible for developing and recommending emergency and mutual aid plans, agreements, ordinances, resolutions, rules and regulations for adoption by the City Manager. The Disaster Council consists of the City Manager (Chairman), the Emergency Management Director, the City Attorney, the Fire Chief, Police Chief, and, with the approval of the City Council, representatives of civic, business, labor, veterans, professional, or other organizations relevant to the documents pending approval.

1.5 Assumptions

- The United States Department of Homeland Security (USDHS) and the Federal Emergency Management Agency (FEMA) are responsible for ensuring the establishment and development of policies and programs for emergency management at the federal, state, and local levels. This includes the development of national capabilities to mitigate, prepare for, respond to, and recover from the full range of emergencies, including natural and technological disasters and national security emergencies.
- State and Local homeland security and emergency management programs are responsible for the development and maintenance of an effective emergency management response capability designed to mitigate and reduce the effects of civil emergencies upon life and property.
- The City of Brea is responsible for emergency response operations and may commit all available resources to save lives, minimize injury to persons, minimize damage to property, and protect the environment.
- The City of Brea will utilize the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) in emergency response operations.
- The Director of Emergency Services will coordinate the City's disaster response in conformance with its Emergency Services Ordinance.
- The City of Brea will participate in the Orange County Operational Area.
- The resources of the City of Brea may be made available to local agencies and citizens to cope with disasters affecting this area.
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance.
- Mutual aid assistance will be requested when disaster relief requirements exceed the City's ability to meet them.
- Management of all departments and agencies is aware of the existence of this EOP and the parts that are most relevant to their responsibilities.
- Appropriate City staff and other stakeholders should be properly trained on this EOP, assigned emergency roles and responsibilities, and should participate in drills, and exercises

Chapter 2 - Overview of Community Profile and Hazard Analysis

2.1 Community profile

The City of Brea was incorporated in 1917 and operates under the Council/Manager form of government. In the early years, an oil boom brought people and jobs in to the area, forming the Brea community around a common interest. The town grew steadily through the years following its incorporation until development of the Orange (57) Freeway in the 1970's initiated an incredible period of growth starting with the Brea Mall. Since then, Brea has become host to several retail and entertainment centers, industrial parks, restaurants and commercial complexes, including several corporate headquarters. Expansion of housing has also been evident including homes, apartments, senior facilities and designated low-income properties.

Today, the City of Brea is 12.43 square miles with a residential population of 43,710 and daytime population of approximately 120,000. Fifty-six percent of the population is between the ages of 20-59, with 26% under the age of 19, and 17% over the age of 60.

Brea is committed to maintaining its strong commercial and industrial base and has positioned itself as a regional retail center. The diversified business sector includes manufacturing, service industries, retail and distribution outlets, as well as professional corporations. Delivery, employee and customer vehicles traveling on Brea roadways pose a variety of challenges. Traffic congestion consistently ranks in the top three concerns of Brea residents, and hazardous materials issues are a natural result of this high traffic flow.

Brea is a full-service city with its own Police, Fire, and Public Works Departments. The provision of quality public safety services is the highest priority for the City Council and is reflected in both day-to-day circumstances as well as extraordinary occurrences. Concern for the environment and maintaining quality open spaces is also a priority and is reflected in on-going efforts such as recycling, use of fire and drought tolerant landscaping, and preservation and protection of our open spaces, particularly the Chino Hills State Park area.

Brea occupies a unique topographic and geographic location in the northernmost section of Orange County along the base of the Puente and Chino Hills. It is bordered to the north by Los Angeles County and to the east by San Bernardino County, with the SR-57 freeway and major arterial routes such as Imperial Hwy and Carbon Canyon Road providing easy and direct access to several adjacent communities. While most of the City is built on flat land, the Carbon Canyon area provides hillside areas that visually define and frame the community. Over the next 20 years, growth into these surrounding hillsides will influence Brea which will result in an expansion of land, population and business within the City's sphere of influence.
The forgoing profile for the City of Brea sets the parameters for emergency planning. All of the planning scenarios and priorities set for emergency response are based upon the above information. Planners must take in to consideration not only those who live in the City, but

also those who work or traverse the streets of Brea. The highway system and how to bypass normal routes is important information for emergency response planning.

2.2 City profile

The City of Brea is located within the Orange County Operational Area, Region I, Southern Administrative Region of State Office of Emergency Services. Brea Municipal Code Ordinance 588 designates the City Manager as the Director of Emergency Services. The Director of Emergency Services has appointed the Fire Chief as the EOC Director. As the Director, the Fire Chief manages the Emergency Preparedness Program for the City. The Emergency Preparedness Program handles the day-to-day emergency preparedness functions including: planning, training, exercising, fund recovery and public education. This program is staffed and managed by a full time Emergency Preparedness Analyst.

The City uses the Standardized Emergency Management System (SEMS) to coordinate emergency preparedness and response efforts. All City departments have been trained on the SEMS system, which includes emphasis on the five primary functions: command/management, operations, planning/intelligence, logistics and finance/ administration. The Emergency Preparedness Program is also responsible for maintenance and training for the City Emergency Operations Center (EOC), located in the Civic & Cultural Center, Level 2. While responsibility for the overall emergency preparedness effort rests in the Fire Department, each City department is responsible for developing their own department recall procedures, Standard Operating Procedures (SOP's), and training and exercising their employees to the degree necessary to prepare them to perform their duties as assigned in the Emergency Organization Responsibility Matrix. In addition, the City participates fully in the Orange County Operational Area in disaster preparedness, response, and recovery activities.

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

2.3 Whole Community Approach

Brea continues to strive to unify the Whole Community model within our emergency planning. When planning for the Whole Community, Brea's diversity's within the city are incorporated into the planning process.

The City of Brea adopts the Orange County Operating Area (OA) definition of people with disabilities and those with access and/or functional needs:

> *"Populations whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence and the ability to perform the activities of daily living,*

communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged."

The City of Brea is committed to working with our community partners to engage public and private groups, along with government and healthcare organizations to promote coordinated efforts and partnerships ensure that people with disabilities and those with access and/or functional needs are met before, during, and after disasters.

Having recognized the need to be inclusive in its emergency planning, the Orange County Operational Area formed the Orange County Disabilities and Access and Functional Needs Working Group in 2011 to strengthen partnerships with the disability community and others with access and functional needs. This team includes representatives from county agencies, local jurisdictions and nonprofit organizations serving people with disabilities and those with access and/or functional needs in Orange County. This group's instrumental efforts have turned the OA towards more inclusive emergency planning for the Whole Community.

In order to meet the unique needs of children in disasters, the Operational Area formed the Kids in Disasters (KIDS) Working Group as a sub-committee of the Disabilities, Access and Functional Needs Working Group. The mission of the working group is to engage public and private community, government and healthcare organizations and individuals to promote coordinated efforts and partnerships to ensure that infants' and children's needs are met before, during, and after disasters. Integrating children (0-18) into disaster planning requires special emergency preparedness and planning. Disasters have proven evident that children are vulnerable and require additional support during emergency situations, especially when displaced from their parents or guardians. The physical and psychological damage sustained by children can far outweigh the same effects inflicted on grown members of society, including children with disabilities and access and functional needs. The KIDS Working Group will assist in identifying and supporting community programs that help meet the physical, mental, and emotional needs of children in disasters.

The City adheres to the policy summarized below. In addition, considerations for special needs populations are built into the responsibilities of each member of the EOC organization and are also addressed in supporting SOPs and checklists.

- Disability will not prevent accessibility to services or facilities provided by the City of Brea.

- Brea will not exclude or deny benefits of any sort to special populations or those with disabilities.
- Brea will work to accommodate special populations and those with disabilities in the most integrated setting appropriate to their needs.
- During emergency situations, Brea will make reasonable modifications to policies, practices, and procedures if necessary to avoid discrimination.
- Brea will attempt to house special populations and those with disabilities with their families, friends, and/or neighbors when in mass care shelters and they will not be diverted to special shelters.
- Eligibility for mass care shelters will not be dependent on a personal care attendant.
- Special populations and those with disabilities will never be forced by the City to occupy a specific shelter or take a particular action designed for their benefit.
- During preparedness and mitigation activities, Brea will conduct outreach activities to residents with special needs to ensure they are prepared in times of crisis

2.4 Hazard Mitigation

Hazard mitigation has indicated that the City of Brea is at risk from numerous hazards associated with natural disasters and technological incidents. Many of the hazards which exist in or adjacent to the City of Brea have the potential for causing disasters exceeding any one jurisdiction's capabilities to successfully respond making centralized command and control and the support of the City and it's departments essential. The City will review and update the hazard mitigation annually in conjunction with the review of this Emergency Operations Plan (EOP). The following specific threat assessments identify and summarize the hazards with moderate to high potential for severity which could impact the City of Brea.

2.4.1 Aircraft Incident

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations, and in certain instances, from the state and federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel

will have to be controlled.

Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours. Investigators from the National Transportation and Safety Board and the Orange County Coroner's Office will have short- term jurisdiction over the crash area and investigations will be completed before the area is released for clean-up. The clean-up operation may consist of the removal of large debris, clearing roadways, demolishing unsafe structures, and towing demolished vehicles.

It can be anticipated that the mental health needs of response personnel, survivors, and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team of mental health professionals will take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster.

It is impossible to prepare totally, either physically or psychologically, for the aftermath of a major air crash. However, since Southern California has become one of the nation's most overcrowded airspaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

The airports nearest to Brea which handle the greatest amount of air traffic are as follows:

- **Los Angeles International Airport (LAX)**
  LAX is the fifth busiest airport in the world and has experienced a four percent air traffic growth rate. Planes arrive and depart at a rate of one per minute.

- **Long Beach Airport (LGB)**
  LGB is ranked the 12th busiest airport nationally in terms of the air traffic that it handles and is experiencing a 0.5 percent decrease in the rate of traffic. Planes arrive and depart at a rate of 1.5 every two minutes.

- **John Wayne Airport (SNA)**
  JWA is ranked tenth nationally in terms of the air traffic that it handles and has experienced a growth increase that is expected to continue to increase.

- **Ontario International Airport (ONT)**
  ONT is ranked 46th busiest airport nationally in terms of the air traffic that it handles and is experiencing a 3 percent growth rate which is projected to continue.
- **Burbank's Bob Hope Airport (BUR)**
  BUR is ranked as the 53rd busiest airport nationally in terms of the air traffic that it handles, and has experienced a 9.4 percent growth rate since 1993.

Also, airport hours of operation are restricted to 7:00 AM to 10:00 PM.

- **Fullerton Airport**
  The Fullerton Airport is the only general aviation airport in Orange County. It is located adjacent to Interstate 5 and Highway 91. Aircraft flying in and out of Fullerton Airport are likely to be smaller personal craft than those at other commercial airports nearby. The Fullerton Airport is open 24 hours; the control tower is operational from 0700-2100 hours.

2.4.2 Civil Unrest

The spontaneous disruption of normal, orderly conduct and activities in urban areas or a large outbreak of rioting or violence is referred to as civil unrest. Civil Unrest is usually noted by the fact that normal, on–duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the time that civil unrest can grow to large proportions. Threat to law enforcement and safety personnel can be severe and bold in nature. Securing essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

2.4.3 Earthquakes

Earthquakes are considered a major threat to the County due to the proximity of several fault zones, notably the San Andreas, Newport-Inglewood, Whittier Elsinore, and San Joaquin Fault Zones, among others identified in this section. A Southern California Earthquake Center report (SCES, 1995) indicated that the probability of an earthquake of Magnitude 7 or larger in southern California before the year 2024 is 80 to 90 percent. A significant earthquake along one of the major faults could cause substantial casualties, extensive damage to buildings, roads and bridges, fires and other threats to life and property. The effects could be aggravated by aftershocks and by secondary effects such as fire, landslides, and dam failure. A major earthquake could be catastrophic in its effect on the population and could exceed the response capability of the local communities and even the State.

Following a major earthquake event, extensive search and rescue operations may be required to assist trapped or injured persons. Emergency medical care, food and temporary shelter would be required for injured or displaced persons. In the event of a truly catastrophic earthquake, identification and burial of the dead would pose difficult problems. Mass evacuation may be essential to save lives, particularly in areas below dams. Many families could be separated, particularly if the earthquake should occur during work hours, and a personal inquiry or locator system would be essential to maintain morale. Emergency operations could be seriously hampered by the loss of communications and damage to transportation routes within, and to and from, the disaster area and by the disruption of public utilities and services.

Extensive federal assistance could be required and could continue for an extended period.

Efforts would be required to remove debris and clear roadways, demolish unsafe structures, assist in reestablishing public services and utilities, and provide continuing care and welfare for the affected population, including temporary housing for displaced persons.

In general, the population is less at risk during non-work hours (if at home), since wood-frame structures are relatively less vulnerable than typical commercial and industrial buildings to major structural damage. Transportation problems are intensified if an earthquake occurs during work hours, since significant numbers of Orange County residents commute to work in Los Angeles County. Similarly, a somewhat smaller number of Los Angeles residents commute to work in Orange County.

The City of Brea is in the vicinity of several known active and potentially active earthquake faults including the San Andreas, the San Jacinto, Whittier-Elsinore, and the Newport-Inglewood. New faults within the region are continuously being discovered. Scientists have identified almost 100 faults in the Los Angeles area known to be capable of a magnitude 6.0 or greater earthquake. The January 17, 1994 magnitude 6.7 Northridge Earthquake (thrust fault) which produced severe ground motions, caused 57 deaths, 9,253 injuries and left over 20,000 displaced. Scientists have stated that such devastating shaking should be considered the norm near any large thrust earthquake.

Surface ruptures occur when movement on a fault deep within the earth breaks through to the surface. Surface ruptures associated with the 1992 Landers Earthquake, in San Bernardino County, extended for 50 miles with displacements of an inch to 20 feet. Not all earthquakes result in surface ruptures. The Loma Prieta Earthquake of 1989 caused major damage in the San Francisco Bay Area, but the movement deep in the earth did not break through the surface. Fault ruptures generally occur along pre-existing faults, which are areas of weakness.

Additional details on faults in Southern California, and the vulnerability of region, can be found on the Southern California Earthquake Center's website at http://www.scec.org.

2.4.4 Disease Outbreak (Large Scale)

General Situation

Information from this section was obtained from the OC Health Care Agency website.

Certain communicable diseases are required to be reported to the local health department according to the State of California Code of Regulations. The Health Care Agency's Epidemiology and Assessment Unit's medical director, public health nurses, and epidemiologists investigate individual cases and outbreaks of reported communicable diseases.

See http://www.ochealthinfo.com/docs/public/epi/diseases.pdf for the list of reportable diseases.

Bioterrorism is a significant concern throughout Orange County. The intentional release of smallpox or other highly communicable diseases would tax all available medical resources. Such an incident could cause a significant impact on life, safety, and the economy of Brea.

Specific Situation

Currently the disease of concern for epidemic in Brea and the Orange County area include: Monkeypox, Severe Acute Respiratory Syndrome (SARS) and Avian Influenza Pandemic. An influenza pandemic is a global outbreak of diseases that occurs when a new influenza virus emerges in the human population, causes serious illness, and then spreads easily from person to person worldwide.

During the 20th century, three influenza pandemics spread around the world within a year of being detected. The “Spanish Flu” of 1918-19 killed over 500,000 people in the US and at least 20 million worldwide. The years 1957 and 1968 marked two more pandemics, killing 90,000 and 34,000 people in the United States, respectively. During interpandemic years, influenza kills approximately 20,000 people in the US annually, including 200 in California. In 2009 the region experienced a strain of influenza, H1N1, that led the CDC and WHO to declare a pandemic. The virus appeared to be a new strain of H1N1 which resulted when a previous triple reassortment of bird, swine and human flu viruses further combined with a Eurasian pig flu virus, leading to the term "swine flu" to be used for this pandemic.

Widespread illness throughout Brea, the county, and the state not only poses severe health risks, but is a major threat to the human infrastructure that staffs critical facilities. It will have severe economic and social consequences. Experts believe that in the United States alone, an influenza pandemic could cause as many as 207,000 deaths and have an economic impact of up to $166 billion in losses, not including disruptions to commerce.

The timeframe for a disease outbreak could range from several months to more than a year. An effective vaccine may take up to six months to develop, produce, and distribute.

2.4.5 Flooding/Dam/Reservoir Failure

General Situation

Portions of Brea are susceptible to limited but credible flood events from either a major storm or dam failure resulting from a significant earthquake. Recognizing and preparing for such occurrences allow Brea residents to avoid associated dangers.

Portions of the City are also prone to urban flooding, sometimes referred to as ponding, due to debris accumulation on storm drains and aged drainage systems. Low lying areas of the City are particularly susceptible to urban flooding.

Specific Situation
Brea has a history of major flooding in the past, but comprehensive storm drain improvements and the construction of Carbon Canyon Dam in 1961 have reduced the threat of floods, but not entirely. An unusually large storm and flash flooding can easily create flooding hazards within the City.

The unpredictable seasonal range in rainfall that is typical of coastal Southern California, coupled with geographic and geologic conditions, makes Brea vulnerable to flooding during the winter storm season. The Orange County Flood Control District has constructed and maintains several improved flood control channels within Brea, most notably Brea Creek Channel west of and parallel to Brea Blvd. And the Loftus Creek Channel east of SR-57, below Birch Street. The Brea Creek Channel captures and conveys significant runoff from the hillsides. The open area upstream from Carbon Canyon Dam is open space specifically designed and intended to accommodate flood waters.

Health hazards could present themselves to residential dwellings and businesses in the affected areas if proper flood clean-up actions are not conducted immediately. Contamination due to flooded sewage systems pose the greatest risk to health and safety of persons in the affected area.

Flooding Characteristics

Floods can occur at any time, but weather patterns have a strong influence on when and where floods may happen. Cyclones, or storms that bring moisture inland from the ocean, can cause floods in the winter and early spring in the western United States. Thunderstorms are relatively small intense storms that can cause flash floods in smaller streams in late summer and fall. Floods are the most common and widespread of all natural disasters- except fire. Most communities in the United States can experience some kind of flooding after spring rains, heavy thunderstorms, or winter snow thaws. Floods can be slow, or fast rising, but generally develop over a period of days. Orange County has a long history of major flood events which have occurred in 1825, 1862, 1914, 1916, 1938, 1969, 1983, 1995, 1997, 1998, 2005, 02010, 2017 and 2019. Storms, in general, are of short duration and storm runoff accumulates rapidly with high velocities and volumes. These events have caused millions of dollars' worth of damages and have resulted in multiple fatalities.

Standard Project Flooding (200-year frequency) is the most severe combination of meteorological conditions that is characteristic of this region. Such a flood in the Santa Ana River Basin would produce a flow of about 150,000 cubic feet per second of water and would reach velocities of 15-20 feet per second in the steeper canyons. With this amount of water, severe erosion, including movement of large boulders, would occur.

Intermediate Regional Flooding (100-year frequency) would produce a flow of 48,000 cubic feet per second. By comparison, the flood of 1969 produced a flow of only 5,000 cubic feet per second.

Average velocities of main channel flow would be 5-15 feet per second, capable of eroding streambeds and transporting large rocks. In the broad flood plains, water flowing at less than two feet per second would deposit debris and silt.

The holding capacity of the Prado Dam is now estimated to be only equal to a 70-year frequency flood. Recent urbanization in the downstream overflow area will increase flood damage due to channelization and higher velocity stream flow. The Santa Ana River is a mature streambed, elevated by silt deposits. It is not expected to be able to control a 100-year flood with the present channels and levees.

The Federal Insurance Administration has completed a flood insurance study rate map, which identifies the areas of potential flood hazards and lists relative risk. In Brea, flooding could occur as a result of either a) the overload of regional or local flood control facilities; b) dam failure; or c) erosion or failure of the levees and subsequent inundation of downstream properties.

FLOODING AND THE 100 YEAR FLOOD

Flood hazards are most often defined in relation to a flooding event referred to as the "100-year flood." As its name implies, the 100-year flood is considered to be the flood which would result from the heaviest rainfall in a 100-year period. The flood may occur during any year within a 100-year time frame, or it may occur more than once in 100 years. This flood is considered a severe flood, but for land use and civil engineering planning purposes, its effects can be reasonably predicted and, therefore, reasonably mitigated.

The National Flood Insurance Program, which provides flood insurance to participating cities and counties, is intended to cover, at a minimum, all land affected by the 100-year flood. To receive relief and assistance for flood damage, participating agencies must recognize 100-year flood boundaries as indicated on the Federal Flood Insurance Rate Maps (FIRM) and must adopt and enforce appropriate land use policy for these areas. Brea has participated in the program since 1988.

DAM INUNDATION/RESERVOIR FAILURE

30 MG Central Reservoir (Berry Street Reservoir): The City of Brea (City) provides potable water to its population of approximately 43,000 residents through approximately 12,000 connections (ARCADIS, 2016). The City obtains its water from groundwater wells located in the San Gabriel Groundwater Basin and imported supplies. The city has five storage reservoirs, one of which is a jurisdictional dam: the 30 million gallon (MG) Central Reservoir[1], also known as the Berry Street Reservoir, is the City's largest storage reservoir with a capacity of 30 MG (92 acre-feet [ac-ft]). The 30 MG Central Reservoir Dam is classified as having a High Hazard Potential. The dam is a circular partial earthen perimeter wall, originally constructed in 1924.

In the event of a dam failure, floodwaters have the potential to inundate portions of the following jurisdictions:

- County of Orange
- City of Brea
- City of Fullerton
- City of La Habra

The 30 MG Central Reservoir sits on the drainage divide between Coyote Creek and Brea Creek. A break at the reservoir could send water in different directions depending on the location of the breach. A breach on the west side of the reservoir would tend to flow west toward Coyote Creek while a breach on the east side of the reservoir would tend to flow southwest. The floodplain downstream of the reservoir is a generally flat, urban domain. The worst case failure scenario would cause significant flooding. As indicated by the reservoir's classification as a High Hazard Potential dam, the risk to human life and structures is significant.

A failure on the southeast quadrant of the dam would have the largest breach volume with the highest peak. Lambert Road immediately downstream of the reservoir would be flooded with depth of up to 5 feet. The flood wave would travel over Imperial Highway with depth up to 4 feet. Arrival times for the main dam breach range from within 3 minutes (just downstream of the dam at Lambert Road) up to about 1 hour at the confluence with Coyote Creek.

Prado Dam: Prado Dam is an earth-filled, concrete-capped structure on the Santa Ana River with a spill way sill capacity of 196,235 acre-feet of water. It is located 21 miles northeast of Santa Ana. This structure provides flood protection to many Orange County cities.

In the event of a dam failure, floodwaters from Prado Dam flow through the relatively narrow and 10-mile long Santa Ana Canyon. The floodway would range from about 3,000 feet wide in the canyon to over 15 miles wide downstream at the Santa Ana Freeway (I-5). For the first 8 miles downstream from the dam, development is primarily agricultural. Also included in this area, however, is a residential housing tract, a mobile home park, a golf course, and a camping area. The highly developed and densely populated flood zone extends approximately 21 linear miles. About 70% of the flood zone is residential, commercial, and industrial development, with the remaining 30% agricultural. The flood zone involves approximately 110,000 acres and would impact over one million people.

The greatest flood danger area is 2 miles upstream from Imperial Highway. In a Prado Dam breach event, the 2-mile reach upstream from Imperial Highway could have a surge wave depth and velocity of about 36 feet and 24 feet per second respectively. Between Imperial Highway and the Santa Ana Freeway, depths range from 9 feet to 32 feet, with velocities from 5 to 9 feet per second and velocities 2 to 4 feet per second. Because the

area below the canyon is heavily developed and sits on an alluvial cone, the depth and velocity of flows can only be estimated.

The approximate travel time for the flood to reach populated areas is as follows:

- To Green River Mobile Home Park, plus 2 miles from Prado Dam, 5 minutes
- To Featherly Park, plus 4 miles from Prado Dam, 15 minutes
- To the populated area upstream of Imperial Highway, plus 8 miles from Prado Dam, 25 minutes

Major roads subject to flooding include Interstate Highways I-5 (Santa Ana Freeway), I-405 (San Diego Freeway), SR-605 (San Gabriel River Freeway) and State Highways l (Pacific Coast Highway), SR-22 (Garden Grove Highway), SR-55 (Newport Freeway), SR-57 (Orange Freeway), SR-71 (Corona Highway), SR-90 (Imperial Highway), and SR-91 (Riverside Freeway).

Carbon Canyon Dam: The Carbon Canyon Dam is located three quarters of a mile south of Carbon Canyon Road (Route 142) and an eighth of a mile northeast of Rose Drive in the City of Brea (*Thomas Bros. Guide Atlas, pg. 3, D-6 and pg. 7, D-l*). Construction of the dam was completed in 1961. Carbon Canyon Dam is an earth-filled dam, 2,600 feet in length and 99 feet in height. It is designed to hold 12,000 acre feet of water, with spillways of approximately 125 feet in width. The dam was constructed by Obrey Construction Company and is owned and operated by the US Army Corps of Engineers. There is no dam tender at the location.

If a breach occurred in Carbon Canyon Dam, the water released would flow in a southern direction to Carbon Canyon Creek. The potential flood zone, including the full width of the alternate flood zone, would be west to Caroline and Imperial Highway and east to Richfield Road and Orangethorpe Avenue. Travel time would be approximately 15 minutes. The eastern flow would continue south to SR-91 Freeway remaining west of Richfield Road. The western flow would continue west between Commonwealth Avenue on the north and SR-91 Freeway on the south, reaching the Orange Freeway (SR-57) in approximately 30 minutes. The inundated area would widen north to Malvern, west past Beach Boulevard (approximately 2 l/2 hours), and flow west between Artesia Boulevard, on the north, and SR-91 Freeway on the south and empty into Coyote Creek just west of La Palma.

Emergency Readiness Stages

A slow-rise flood situation will evolve through a series of six stages as indicated below. This evolution of an emergency could begin with a minor problem, such as excessive rainfall, and culminate in a catastrophic event, such as a major levee break and flooding. To provide quantitative information for flood warning and detection, Orange County began installing the ALERT (Automated Local Evaluation in Real Time) system in 1983. Operated by the Environmental Resources group at OC Public Works in cooperation with the National Weather Service, ALERT uses remote sensors located in rivers,

channels and creeks to transmit environmental data to a central computer in real time. Sensors are installed along the Santa Ana River, San Juan Creek, Arroyo Trabuco Creek, Oso Creek, Aliso Creek, as well as flood control channels and basins. The field sensors transmit hydrologic and other data (e.g., precipitation data, water levels, temperature, wind speed, etc.) to base station computers for display and analysis. In addition, seven pump stations (Huntington Beach, Cypress, Seal Beach, Los Alamitos, Rossmoor, Harbor-Edinger, and South Park) regulating storm water discharge to flood control channels are also instrumented. Their monitoring system includes automated callout of operations personnel in the event of a crisis.

The alert stages below are not responsive to river elevations. The Santa Ana River has varied widths and bank slope configurations, which prevent a single recording method. The Flood Control Section of the Orange County Sheriff's Emergency Management Division evaluates many different reporting sources, surface water and precipitation stations and uses the following methods of reporting damage status:

WATCH STAGES

Stage I	Mild rainfall (watch stage)
Stage II	Heavy rainfall or potential thereof. OC Public Works Department Operations Center activated and surveillance of flood control facilities in effect
Stage III	Continued heavy rainfall or deterioration of facilities. County Public Works Director in charge. County's personnel assume assigned emergency duties
Stage IV	Conditions are or are likely to be beyond County control. Board of Supervisors, or Director of Emergency Services when the Board is not in session, proclaims Local Emergency and assumes special powers. Mutual Aid requested

A LOCAL EMERGENCY MAY BE DECLARED AT THIS TIME

Stage V	Damage beyond control of all local resources. State forces are required. Governor requested to proclaim State of Emergency.
Stage VI	Damage beyond control of local and State resources. Federal forces are required. President requested to declare Major Disaster

2.4. 6 Hazardous Materials

The City of Brea faces the potential for incidents from the stationary hazardous materials users, as well as transportation accidents, pipeline ruptures, and illegal dumping. The significance of the effects on the environment, property, or human health is dependent on the type, location, and quantity of hazardous material released. Brea's level of exposure to hazardous materials can be understood by examining the city's type of businesses, commercial traffic routes, and highways.

Division 20, Chapter 6.95, Section 25500 et seq., California Health and Safety Code, and Title 19, California Code of Regulations, describe the State of California Hazardous Material Emergency Planning and Community Right-to-Know program.

The ongoing use, production, and transportation of hazardous materials in and through the City pose constant and real threats to the safety of the community. An accidental release of hazardous substances into the urban environment has the potential to cause localized or widespread impacts.

In recognition of the dangers associated with keeping hazardous substances in urbanized areas, the State legislature has enacted several laws regulating the use and transport of identified hazardous materials. In particular, Chapter 6.95 of the Health and Safety Code requires all businesses using these materials to inform local government agencies of the types and quantities of materials stored on site. This disclosure enables emergency response agencies to respond quickly and appropriately to accidents involving dangerous substances.

Accidents, which result in chemical clouds or release of hazardous materials into public water or sewer systems, may affect outlying neighborhoods or the community at large. Depending upon the scale of the accident, large segments of the residential and business populations may need to be evacuated quickly for extended periods of time. Effective emergency planning with regard to hazardous materials, therefore, requires the concentrated efforts of the City Fire and Police Department, as well as other public safety officials and private organizations, such as the Red Cross.

The City will continue to use zoning and other land use regulation techniques to separate sensitive land areas, such as residences and schools, from potentially harmful industrial and commercial areas.

In the event of a hazardous material incident in the City of Brea, Brea Fire will act as the lead agency within the City limits, and will provide an incident commander. The Brea Police Department and the Public Works Department will provide support. The Anaheim Fire and Rescue Hazardous Material Response Team will be notified and requested to respond, via Fire Dispatch. Generally, response at the City level will include containment, situation

analysis, appropriate mitigation, decontamination, and possibly, evacuation of the threatened population.

Substances that might be encountered in a hazardous material incident include, but are not necessarily limited to, the following:

- Flammable gases
- Flammable liquids
- Nonflammable gases
- Corrosives
- Poisons, Class A & B
- Flammable solids
- Oxidizers
- Organic peroxides
- Poison gases
- Radioactive materials
- Etiologic agents

Detailed response procedures are contained in the departmental standard operating procedures (SOPs) of Brea Fire and the Orange County Fire Service's Hazardous Materials Emergency Response Plan. The following agencies maintain Hazardous Materials Response Teams within Orange County and are available for response:

Anaheim Fire and Rescue
Orange County Fire Authority Huntington Beach Fire Department

Hazardous Materials Sites & Contacts within the City

Fire and life safety inspection records are located in the Fire Administration office. All businesses and facilities are inspected annually for compliance. All hazardous material business plans are held by Orange County Health Care Agency as part of the CUPA plan. A Geographical Information System (GIS) identifies all hazardous material locations and the types of chemicals stored within each facility.

2.4.7 Stage III Power Outage

Two major types of energy loss face California consumers: disasters and the effects of supply and demand on the power grid system. In a disaster, major power plants are expected to sustain some damage due to factors such as liquefaction and the intensity of an earthquake. A certain percentage of the system load may be interrupted following the initial shock.

Controlled rotating outages, or "rolling blackouts," can become necessary when a statewide Stage 3 Emergency is declared. Cal-ISO orders the state's investor-owned utilities, including Southern California Edison (SCE) to reduce electrical load immediately by a specific amount of megawatts. To reduce its load, SCE initiates a plan of controlled rotating outages throughout its service territory that has been ordered and approved by the California Public Utilities Commission (CPUC).

City or privately-owned backup generators support critical facilities and are available in various locations if power is lost. Loss of energy is normally associated with an incident

other than the power source itself, such as a car accident or other malfunction or equipment failure, vandalism, or whether such as lightening, wind, earthquake, flood, broken tree limbs and wildfires.

Another reason for power outages is a Public Safety Power Shutoff by Southern California Edison. A Public Safety Power Shutoff (PSPS) is an operational practice that SCE may use to preemptively shut off power in high fire risk areas to reduce fire risk during extreme and potentially dangerous weather conditions. These conditions would typically involve weather conditions such as relatively low humidity, strong winds, and hot temperatures in combination with dry fuels.

2.4.8 Terrorism

Terrorism is the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of a political or social objective. The Federal Bureau of Investigation (FBI) recognizes two types of terrorism in the United States.

International Terrorism involves terrorist activity committed by groups or individuals who are foreign- based and/or directed by countries or groups outside the United States, or whose activities transcend national boundaries.

Domestic Terrorism involves groups or individuals which act without foreign direction and whose terrorist activities are directed at elements of the U.S. government or population.

Targets of terrorists can include strategic targets and tactical targets. Strategic targets present the opportunity to meet longer-term, wider area, and/or grand symbolic objectives. These might include the following:

- Dams and bridges
- Federal, state, and local offices
- Government buildings and courthouses
- Corporate offices
- Airlines and their facilities
- Entertainment facilities, such as amusement parks, sports forums, stadiums, and amphitheaters
- Oil and gas petroleum facilities
- Telecommunications facilities
- Power-generation and distribution centers

Tactical targets, on the other hand, are selected to meet short-term, localized objectives. They typically have less physical impact on the broader community, but more psychological effects. Tactical targets may include individual people or random cars.

Depending on the type of terrorist attack, whether by a chemical, biological, radiological, nuclear, explosive (CBRNE) or incendiary device, the effects on life, the environment, and

property can have catastrophic results. Materials used in weapons of mass destruction incidents were intended primarily for military use, specifically to injure or kill. Unfortunately, other individuals and entities now possess these weapons and U.S. citizens can no longer assume safety.

A terrorist attack can take several forms, depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and points of weakness of the target. Disruptions can include loss of life, property damage, and disruptions in services such as electricity, water supply, public transportation, communications.

Compared to other countries, there have been only a limited number of international terrorist incidents within the borders of the United States. While North America has one of the lowest numbers of terrorist incidents, the United States stands as the number one target of international terrorist actions.

Planning Basis

Because of the potential magnitude of terrorist incidents, the United States Department of Homeland Security has a national policy on terrorism, as specified in Presidential Decision Directive – 39 (PDD-39). An unclassified synopsis of this policy validates and reaffirms existing federal Lead Agency responsibilities for counter-terrorism, which are assigned to the Department of Justice (DOJ), and delegated to the Federal Bureau of Investigation (FBI) for threats or acts of terrorism within the United States.

The FBI, as the lead agency for crisis management, will involve only those federal agencies required and designated in classified documents. The Directive further states that the USDHS/Federal Emergency Management Agency (FEMA), with the support of all agencies in the National Response Framework (NRF), will support the FBI in Washington, DC, and on scene until the Attorney General transfers Lead Agency to FEMA. FEMA retains responsibility for consequence management throughout the federal response.

Crisis management includes measures to identify, acquire, and plan the use of the resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The laws of the United States assign primary authority to the USDHS to prevent and respond to acts of terrorism. State and local governments provide assistance as required. Crisis management is predominantly a law enforcement response.

2.4.9 High Winds and Tornado Events

Tornadoes are spawned when there is warm, moist air near the ground, cool air aloft, and winds that speed up and change direction. To understand what happens when extreme winds strike, you must first understand that tornado and hurricane winds are not constant. Wind speeds, even in these extreme wind events, rapidly increase and decrease. An obstruction, such as a house, in the path of the wind causes the wind to change direction. This change in wind direction increases pressure on parts of the house. The combination of increased pressures and fluctuating wind speeds creates stress on the house that frequently

causes connections between building components to fail. For example, the roof or siding can be pulled off, or the windows can be pushed in.
Tornadoes are uncommon in California, but do occur. Based on data from 1950 – 1995, California ranks number 32 in the nation for its frequency of tornadoes, 0 for number of deaths, 36 for injuries, and 31 for cost of damages. When we compare these statistics to other states by the frequency per square mile, California ranks number 44 in the nation for the frequency of tornadoes, 0 for fatalities, 44 for injuries per area, and 40 for costs per area.

The potential impact for tornadoes in Brea can be rated as minimal. The chance of occurrence is occasional.

The second type of hazard is high winds. For Southern California, the Santa Ana Winds are analyzed for hazard study.

Santa Ana Winds are warm, dry, gusty offshore winds that blow from the east or northeast and occur below the passes and canyons of the coastal ranges of Southern California and in Los Angeles Basin. According to San Diego's National Weather Service forecasters, winds must blow at speeds greater than 25 knots (28.8 mph) to be called Santa Ana's. They accelerate to speeds of 35 knots (approximately 40 mph) as they move through canyons and passes, with gusts to 50 or 60 knots (between 55 and 70 mph).

Several meteorological conditions contribute to the phenomenon. The Bernoulli Effect accounts for increased speeds when the desert wind is pushed through narrow canyons. Bernoulli's law mathematically describes the relationship between pressure and velocity in the flow of fluids. Although different scenarios may contribute to a Santa Ana Wind, the most common pattern involves a high- pressure region sitting over the great Basin (the high plateau that is west of the Rockies and east of the Sierras).

These regional winds typically occur from October to March. According to most accounts, they are named for either the Santa Ana River valley where they originate or for the Santa Ana Canyon, southeast of Los Angeles, where they pick up speed.Santa Ana Winds annually blow through Southern California with relative frequency, sometimes causing damage in Orange County. The impact of the Santa Ana Winds can be as mild as allergies, or as severe as trucks being blown over, power lines down, and highly increased fire danger.

The impact of the Santa Ana Winds on the City of Brea would be minimal. Most of the housing in Brea is newer and has wind resistant tiles on its roofs. Very few, if any, billboards exist in the city. Probably the greatest danger of the Santa Ana Winds would be personal injury due to being blown over or a tree falling and either damaging property or injuring a person.

2.4.10 Urban and Wildland Fires

URBAN FIRES

The common causes of urban fires in Brea are short circuit/ground fault combustibles that are too close to heat and unattended cooking.

Some of the most difficult fire protection problems in the urban area are:

- Multiple story, wood frame, high density apartment developments
- Large contiguous built-up areas with combustible roof-covering materials
- Transportation of hazardous materials by air, rail, road, water, and pipeline
- Storage, handling, and use of hazardous materials on site
- Natural disasters

The combination of building materials, density, and natural conditions can lead to disastrous results.

Other principal factors contributing to major fire losses are:

- Delayed detection of emergencies
- Delayed notification of the fire agency
- Slow response time by emergency equipment
- Street structure - private, curvilinear and dead-end
- Adverse weather conditions

Particular attention should be placed on the following types of buildings, improvements, utilities, and transportation systems, as their involvement in a fire can cause disastrous consequences:

BUILDINGS/FACILITIES

- Industrial Complexes
- Hazardous Materials
- Public Assembly
- Schools
- Hospitals

IMPROVEMENTS

- Tank Farms - Liquefied Petroleum Gas Storage, Petroleum Products

UTILITIES

- Power Lines
- Natural Gas Lines
- Pipelines - Petroleum Distribution

TRANSPORTATION SYSTEMS

- Aircraft
- Trucking
- Buses

The character of the existing built-up area and future land use determines the location of fire stations, number of companies, staffing of such companies, and future fire protection facility needs. Structural conditions also influence the quantity of water needed for fire protection (fire flow) and hydrant distribution.

Features of structural conditions that affect fire control include:

- Type of construction and use of buildings
- Areas of building (ground floor area)
- Number of stories
- Type of roof material
- Proximity of fire to the building

The California Building Standards Code regulates all of the above features and requires certain built- in fire protection devices (e.g., detection, suppression, warning, and communication systems) when maximum allowable areas or heights are exceeded or the building use presents a life or property protection problem.

Building and fire codes and ordinances are valuable tools in reducing the hazard and potential spread of wildland fires. The California Building Code, published by the International Code Council (ICC), covers the fire, life, and structural safety aspects of all buildings and related structures. The California Fire Code prescribes fire prevention requirements for the safeguarding of life and property from the hazards of fire and explosion arising from the storage, handling, and use of hazardous substances, materials, and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises.

Fire prevention is a major fire department activity in the wildland urban interface area; the objective is to reduce the hazards associated with living adjacent to the wildland. Years of experience by fire agencies and others have led to a statutory strategy for reducing the chance of building loss or damage. It is a two-pronged approach:

1) Defensible space – reduce flammable material around homes to keep direct flames and heat away from the side of the building. (The law already requires property owners to create 100 feet of defensible space around buildings).

2) Exterior wildfire exposure protection - construct buildings so that they have less chance of catching fire from burning embers. We have learned that we must make changes to the surrounding property and to the buildings themselves. Once a fire starts, the objective is to minimize the damage to life and property. Urban fire prevention programs that are designed to achieve this fire prevention objective are:
    i. Adoption and aggressive enforcement of the most recent California Fire Code
    ii. Development of a comprehensive master plan to ensure that staffing and facilities keep pace with growth

iii. Inspection of new construction to ensure that all construction features meet code requirements
iv. Enforcement of the Hazardous Materials Program managed by the County
v. Active participation in planning activities

WILDLAND/URBAN INTERFACE FIRES

Residential and commercial encroachment into the Wildland/Urban Interface (WUI) has increased the potential for disastrous fires in the city's hill and canyon area.

The City of Brea Municipal Code identifies properties that are designated as a "High Fire Hazard Severity Zone." High Fire Hazard Severity Zones include the northern most end of the city limits off of Puente, Berry, Site, Tamarack and Brea Blvd. East of Brea Blvd, the zone is north of State College to the 57 freeway. East of the 57 Freeway, the high severity zone is the area north of Lambert and also just south of Lambert. East of Sunflower, the high severity zone extends south to Birch Street. East of Birch and Voyager, it extends south to Valencia north of Imperial. Lambert east of Valencia including all of Carbon Canyon is part of the high fire severity zone.

The current structural fire risk (the risk of a fire occurring within a structure) in the hill and canyon area is estimated to be a low probability/moderate consequence event. This means that relatively few fires occur in well-maintained communities with mostly owner-occupied homes that have relatively few occupants compared to the size of the structure. When a fire does occur, it is usually confined to one room (kitchen or bedroom) and does not spread beyond the structure of origin.

The last major wildfire in the hill and canyon Area was the 2008 Freeway Complex Fire which involved three counties and six cities and burned a total of 28,889 acres, destroyed 215 structures and 123 vehicles and damaged and additional 161 structures which resulted in a preliminary damage estimate of $17.1 million. Over 300 firefighters and 100 police officers were deployed in the area.

California experiences large, destructive wildland fires almost every year and Brea is no exception. Wildland fires have frequently occurred within the county, particularly in the fall, and range from small, localized fires to disastrous fires covering thousands of acres. The most severe urban/wildland fire protection problems occur during the Santa Ana Wind conditions.

In an effort to assist in reducing fire dangers near urban development interfaces, the construction of fuel modification zones, firebreak, and fuel-breaks are required. These are labor-intensive and require some risk to firefighters during emergency fire operations. The continued application of this method does have drawbacks, and therefore is not the only acceptable solution. In addition to associated impacts created by some fuel-break installations there are some negative impacts on wildlife, to unique vegetation and, in some cases, to the watershed cover. For example, shallow-rooted grasses replace the deep-

rooted chaparral species.

Fuel modifications require extensive planning in pre-construction phases. They offer protection primarily to those structures with direct exposure to the wildland. Fire prevention measures to reduce the level of risk to the structures with wildland exposure must be developed within the design of the residential development, rather than in the natural resource. Close attention must be paid to plant types, irrigation, and scheduled maintenance.

In urban areas, the effectiveness of fire protection efforts is based upon several factors, including age of structures, efficiency of circulation routes that ultimately affect response times, and availability of water resources to combat fire hazards. In wildland areas, taking the proper precautions, such as using tile roofing in residential projects, can protect developed lands from fires and therefore reduce the potential loss of life and property.

Other factors contributing to the severity of fires include weather and winds. The timing of Santa Ana Winds often overlaps with the fire season, which is typically from June to the first significant rain in November. Such “fire weather” is typically characterized by several days of hot dry weather and high winds, resulting in low fuel moisture in vegetation.

Reasons for difficulty in controlling wildland fires are as follows:

- Adverse weather conditions
- Large quantities of combustible fuel
- Inaccessible terrain
- Water supplies
- Topography
- Increase of wildland and urban interfaces

The major objective of wildland fire defense planning is to prevent wildland fires from starting and, if unsuccessful, to minimize their damage to natural resources and structures. Some of the more successful programs currently in effect that contribute to the success of wildland fire prevention activities include:

- Closure of public access to land in hazardous fire areas
- Construction and maintenance of community and private fuel modification zones
- Weed Abatement Program
- Fire Prevention Education Programs
- Hazard Reduction Inspection Program
- Uniform Fire Code Enhancements
- California Building Standards Code Enhancements

A variety of fire protection challenges exist within the City of Brea. The City is comprised of residential areas and high-density residential areas, industrial complexes, and several large shopping centers. Additionally, there are several thousand acres of wildland and

wildland/urban interface areas. There are a number of natural conditions that might increase the possibility of wildland fires. Three such conditions are weather, topography, and the fuel type and condition of wildland vegetation.

WEATHER

Weather elements have many complex and important effects on fire intensity and behavior. Wind is of primary importance; as wind increases in velocity, the rate of fire spread also increases. Relative humidity (i.e., relative dryness of the air) also has a direct effect: the drier the air, the drier the vegetation and the more likely the vegetation will ignite and burn. Precipitation (its annual total, seasonal distribution and storm intensity) further affects the moisture content of dead and living vegetation, which influences fire ignition and behavior.

Many wildland fires have been associated with adverse weather conditions. In the Freeway Complex Fire in 2008, 215 homes and 123 vehicles were destroyed, an additional 161 structures damaged and over 28,000 acres burned. The Santa Ana Winds during the time of this fire were approximately 50-55 mph, making the fire difficult to contain.

TOPOGRAPHY

Topography has a considerable effect on wildland fire behavior and on the ability of fire fighters and their equipment to take action to suppress those fires. Simply because of topography, a fire starting in the bottom of a canyon may expand quickly to the ridge top before initial fire responders can arrive. Rough topography greatly limits road construction, road standards, and accessibility by ground equipment.

FUEL TYPE/VEGETATION

A key to effective fire control and the successful accommodation of fires in wildland management is the understanding of fire and its environment. Fire environment is the combination of fuel, topographic, and air mass factors that influence the inception, growth, and behavior of a fire. The topography and weather components are, for all practical purposes, beyond human control, but it is a different story with fuels, which can be controlled before the outbreak of fires. In terms of future urban expansion, finding new ways to control and understand these fuels can lead to possible fire reduction.

A relatively large portion of the north end of Brea is covered by natural (though modified) vegetation. Of these different vegetation types, coastal sage shrubs, chaparral, and grasslands reach some degree of flammability during the dry summer months and, under certain conditions, during the winter months. For example, as chaparral gets older, twigs and branches within the plants die and are held in place. A stand of brush 10 to 20 years of age usually has enough dead material to produce rates of spread about the same as in grass fires when the fuels have dried out. In severe drought years, additional plant material may die, contributing to the fuel load. There will normally be enough dead fuel that has accumulated in 20 to 30- year old brush to give rates of spread about twice as fast as in a grass fire. Under moderate weather conditions that produce a spread rate of one-half foot per second in grass, a 20- to 30-year old stand of chaparral may have a rate of fire spread

of about one foot per second. Fire spread in old brush (40 years or older) has been measured at eight times as fast as grass, at about four feet per second. Under extreme weather conditions, the fastest fire spread in grass is 12 feet per second or about eight miles per hour.

2.4.11 Vector Control/Agriculture Emergency

Agriculture and Vector hazards include threats to our food supplies, agriculture, and livestock, as well as direct threats to humans and property from insects and other creatures. While the level of this threat to Brea is not high, it is prudent to be aware of a few of the more virulent forms that could affect Orange County as a whole.

AFRICANIZED HONEY BEES

It is extremely difficult to distinguish Africanized Honey Bees (AHB) from European Honey Bees (EHB). Only after complex laboratory analysis of morphological character is it possible to state the probability that a group of bees is Africanized. That is, scientists have developed a probability table using to indicate absolute assurance that bees are European and 1.00 to indicate absolute assurance that bees are Africanized.

Major behavioral differences that distinguish AHB from EHB are general excitability, defensiveness, frequent swarming, and the ability to nest in a wide range of sites. Swarming is the primary mode of spread. When a swarm finds a suitable nesting site, it may nest there and construct combs. If a shortage of food, water, or space develops, a swarm will move (abscond) to a more suitable location. Swarming can occur every six weeks, especially during heavy nectar flow periods. Swarms have been recorded in several nearby cities.

The Africanized Honey Bee is a wild bee that becomes easily annoyed around people or animals. They are more likely to sense a threat at greater distances, become more upset with less reason, and sting in much greater numbers. They target furry and dark colored objects that resemble their natural enemies such as bears and skunks. Animals that are penned or tied up near honey bee nests or hives are especially in danger.

RED IMPORTED FIRE ANTS

One of the few pests that is dangerous in urban settings, the Red Imported Fire Ant (RIFA), is nearly impossible to distinguish from the Native Southern Fire Ant (NSFA). These insects are not native to the United States, but since their introduction in the 1930s, they have had a significant impact on people, animals, and agriculture. Fire ants are aggressive and will repeatedly sting anything that disturbs them, causing burning and itching which usually subsides within 60 minutes. Although the stings are not usually life threatening, they are easily infected. On rare occasions, an anaphylaxis reaction can occur and may be life threatening.

Fire ants build their mounds in almost any type of soil but prefer open, sunny areas such as pastures, parks, lawns, meadows, and cultivated fields. They form colonies close to homes

and other buildings and sometimes forage indoors for food and moisture, particularly during the hot, dry summer months that are common to Orange County. Entire colonies occasionally nest in wall voids or rafters, sometimes moving into buildings during floods.

WEST NILE VIRUS

West Nile Virus (WNV) is a mosquito-borne virus that causes disease in humans, horses, and birds. It was first detected in the United States in the fall of 1999 in New York City, and since then more than 4000 cases have been detected in 44 states, including California. WNV was detected for the first time in California in a single human case in Los Angeles in 2002. Most people and horses that are infected with WNV do not become ill, or have only mild symptoms. In rare cases, the virus can cause a more serious condition called encephalitis, an inflammation of the brain, which is potentially fatal.

Numerous local agencies throughout California routinely conduct surveillance and control of mosquitoes and the diseases they transmit. In 2000, the statewide surveillance program added WNV to the list of diseases it monitors. The virus is transmitted to humans through mosquito bites. Mosquitoes become infected when they feed on infected birds that have high levels of WNV in their blood. Infected mosquitoes can then transmit WNV when they feed on humans or other animals. Some wild birds are particularly susceptible to infection with WNV. An increase in the number of dead birds may indicate that mosquitoes in the area are carrying WNV.

MEDITERANEAN FRUIT FLY

One of the world's most destructive pests affecting the food supply, the Mediterranean Fruit Fly or Medfly, originated in Africa and is found in tropical and subtropical areas. It threatens the food supply by attaching itself to ripening crops, rendering the food unfit for human consumption.

California is at special risks because of our proximity and ties to Medfly-infested regions. As one of the world's agricultural providers, a Medfly infestation can cause higher food prices, impact residents' lifestyles, and cause millions of dollars in loss. Exclusion programs have been under way for years. The local exclusion program in Los Alamitos is a proactive approach to control and eradicate Medflies from an area in Orange County covering 392 square miles.

HELPFUL WEBSITES

U.S. Department of Agriculture	http://www.aphis.usda.gov
California Emergency Management Agency	http://www.ca.gov
California Department of Food and Agriculture	http://cdfa.ca.gov
Orange County Vector Control District	http://ocvcd.org
Orange County Fire Ants	http://ocfireant.com
University of California Riverside	http://www.beesucr.edu

2.5 Mitigation Overview

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

Mitigation efforts include, but are not limited to:

- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes
- Initiating structural retrofitting measures
- Assessing tax levies or abatements
- Emphasizing public education and awareness
- Assessing and altering land use planning

Chapter 3 – Response Structure Fundamentals

3.1 Goals of Emergency Management

The goals of emergency management are to:

- Provide effective life safety measures, reduce property loss, and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts

3.2 Phases of Emergency Management

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

Emergency management activities during peacetime and emergencies are often associated with the Federal Emergency Management Agency (FEMA)'s mission areas and phases of emergency management. FEMA defined phases and Mission areas as:

Mission Areas	**Phases of**
Prevention	*Preparedness*
Preparedness	*Response Phase*
Response Phase	*Recovery Phase*
Recovery Phase	*Mitigation Phase*
Mitigation Phase	

PREVENTION PHASE

The prevention phase includes activities taken in advance that reduces or eliminates the potential for an emergency.

PREPAREDNESS PHASE

The preparedness phase includes activities taken in advance of an emergency to develop, support and enhance operational capabilities, to facilitate an effective and efficient response and recovery from an emergency situation.

RESPONSE PHASE

The response phase includes any action taken before, during or after an emergency situation to reduce casualties, save lives, minimize damage to property and enhance the effectiveness and speed of recovery.

RECOVERY PHASE

The recovery phase of an emergency includes any short-term activity that will return vital life support systems and critical infrastructure to minimum operating standards and in the long-term, any activity designed to return life to normal or to an improved state.

MITIGATION PHASE

The mitigation phase includes activities taken to eliminate or reduce the risk to human life and property from natural, technological and human caused hazards.

3.3 SEMS and NIMS Overview

The SEMS and NIMS are 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. The City of Brea will comply with SEMS and NIMS in order to be eligible for state and federal funding and to ensure the ability to coordinate amongst responding agencies in Brea and from mutual aid providers. Brea will:

- Use SEMS/NIMS when an emergency is declared or proclaimed, or the EOC is activated.
- Establish coordination and communications with the Incident Commander(s), either through Department Operating Centers (DOCs) to the EOC, or directly to the EOC, when activated.
- Use existing mutual aid systems for coordinating fire and rescue, law enforcement, public works, and medical/health resources.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government emergency response activities.

The SEMS, NIMS and ICS will be used in all Brea emergency operations. The SEMS is the system required by California Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS has been adopted by the City for managing response to multi-agency and multi-jurisdiction emergencies and to facilitate communications and coordination between all levels of the system and amongst all responding agencies. Chapter 1 of Division 2 of Title 19 of the California Code of Regulations establishes the standard response structure and basic protocols to be used in emergency response and recovery.

Similarly, NIMS provides a consistent nationwide template to enable all government, private sector, and non-governmental organizations to work together during domestic incidents. The intent of NIMS is to be applicable to all domestic incidents and improve coordination and cooperation between public and private entities during such incidents. The six key components of NIMS are: command and management, preparedness, resource management, communications and information, supporting technologies, and ongoing management and maintenance.

3.3.1 Five SEMS Organizational Levels

When fully activated, the SEMS consists of five levels: field response, local government, operational area (countywide), Cal OES Mutual Aid Regions, and state government. For the City of Brea, those levels are assigned as follows:

Field:	*Brea Field Command*
Local	*City Emergency Operations*
Operational Area:	*Orange County OA EOC*
Region:	*Region I REOC*
State:	*State Operations Center*

FIELD RESPONSE LEVEL

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. SEMS regulations require the use of the ICS at the field response level. The ICS field functions to be used for emergency management include command, operations, planning/intelligence, logistics, and finance/administration.

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 and amongst their field responders. Local governments are required to use SEMS when their EOC is activated or a local emergency is proclaimed in order to be eligible for state funding of response-related personnel costs. In SEMS, the local government emergency management organization and its relationship to the field response level may vary depending upon factors related to geographical size, population, function, and complexity. Local jurisdictions are also responsible for the overall direction of personnel and equipment provided for emergency operations through mutual aid (Government Code Section 8618).

Local governmental levels shall provide the following functions: management, operations, planning/intelligence, logistics, and finance/administration. Additional details relative to the organization and responsibilities of the SEMS elements in the City EOC are provided in Chapter IV, EOC Concept of Operations, as well as the position checklists and procedures in Part II of this EOP.

OPERATIONAL AREA LEVEL

Section 8605 of the California Emergency Services Act designates each county area as an Operational Area (OA). California is comprised of 58 OAs – one for each geographic county. The OA is the intermediate level of the state's emergency services organization, and is made up of the county government, local (city) governments and special districts, which are located within the county area.

During a State of Emergency, a State of War Emergency, or a Local Emergency, OAs are used to coordinate resources, priorities, and information, and serve as a

coordination/communication link to the State Mutual Aid System. As of December 1, 1996, per SB 1841, the utilization of the OA during emergencies is mandatory for local governments who wish to receive financial reimbursement for personnel-related response costs. There are 115 signatories to the Orange County OA Agreement. The OA is responsible for:

- Coordinating information, resources, and priorities amongst local governments within the operational area.
- Coordinating information, resources, and priorities between the regional level (Cal OES responsibility) and the local government level.
- Using multi-agency or inter-agency coordination to facilitate decisions for overall OA level emergency response activities.

SEMS regulations specify that the county board of supervisors is responsible for the establishment of an OA. The Orange County Sheriff-Coroner Department is the lead agency for the Orange County OA. All local governments should cooperate in organizing an effective operational area, but the operational area's authority and responsibility are not affected by the nonparticipation of any local government.

Activation of the OA EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- A local government within the operational area has activated its EOC and requested activation of the operational area EOC to support their emergency operations.
- Two or more cities within the operational area have activated their EOCs.
- The county and/or one or more cities have proclaimed a local emergency.
- A city, city and county, or county has requested a governor's proclamation of a State of Emergency, as defined in the Government Code Section 8558(b).
- A State of Emergency is proclaimed by the governor for the county or two or more cities within the operational area.
- The operational area is requesting resources from outside its boundaries. This does not include resources used in normal, day-to-day operations that are obtained through existing mutual aid agreements.
- The operational area has received resource requests from outside its boundaries. This does not include resources used in normal, day-to-day operations that are obtained through existing mutual aid agreements.

If the Orange County OA EOC is activated, a Director of Emergency Services or Operational Area Coordinator will be appointed depending on the type of hazard and will have the overall responsibility for coordinating resources on behalf of OA Members and supporting emergency operations within the county. The Orange County EOC located at Loma Ridge fulfills the role of the OA EOC.

Brea signed the Orange County Operational Area Agreement in 1999, agreeing to participate in the OA and to support the Orange County Emergency Management Division operations at Loma Ridge.

REGIONAL LEVEL

Because of its size and geography, California has been divided into six mutual aid regions. The purpose of a mutual aid region is to provide for more effective application and coordination of mutual aid and other emergency-related activities. Orange County and Brea City are part of Region I for both law enforcement and fire and rescue mutual aid systems.

The California Governor's Office of Emergency Services (Cal OES) has also established three Administrative Regions (Coastal, Inland, and Southern). These Administrative Regions are the means by which state Cal OES maintain day-to-day contact with emergency services organizations at local and county levels and within the private sector.

Orange County and Brea City are in the Southern Administrative Region. In SEMS, the regional level manages and coordinates information and resources among operational areas within the mutual aid region and also between the operational areas and the state level. The regional level also coordinates overall state agency support for emergency response activities within the region.

STATE LEVEL

The state level of SEMS manages state resources in response to the emergency needs of other levels, and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal disaster response system, including linking to other states through the Emergency Management Assistance Compact (EMAC).

FEDERAL LEVEL

Beyond SEMS and using NIMS, the President has assigned emergency preparedness and operating responsibilities to certain federal agencies. Overall responsibility is assigned to the Federal Emergency Management Agency (FEMA). Other federal agency assignments are based on their regular functions and capabilities and are detailed in the National Response Framework (NRF). Federal emergency management includes the administration of natural disaster relief programs for incidents requiring federal assistance.

Initial requests for federal assistance will be made to and coordinated with the FEMA Region IX, Regional Response Coordination Center (RRCC) by the Cal OES State Operations Center (SOC), unless other more specific procedures are agreed upon and contained in mutually approved contingency plans.

Other Federal interactions with the Operational Areas and OA Members may include the:

- Environmental Protection Agency during hazardous materials incidents
- U.S. Coast Guard on oil spills

- FBI in law enforcement operations
- Forest Service during wildfires
- Health and Human Services in public health emergencies

3.4 SEMS/NIMS Functions and Concepts

SEMS/NIMS require five functions: management, operations, planning/ intelligence, logistics, and finance/administration. The term command is used in the field and management is used in multiagency coordination centers (e.g., EOCs). These functions are the basis for structuring the Brea EOC organization:

Management:	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
Operations:	Responsible for coordinating all jurisdictional tactical operations in support of the emergency response through implementation of the applicable Incident Action Plan (e.g., EOC, Field, etc.).
Planning/Intel:	Responsible for collecting, evaluating, and disseminating information; developing the Incident Action Plans (e.g., field, EOC, etc.) and After- Action Reports in coordination with other functions; and maintaining documentation.
Logistics:	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance/Admin:	Responsible for financial activities and other administrative aspects.

ORGANIZATION FLEXIBILITY – MODULAR ORGANIZATION

The five essential SEMS functions are established as “sections” within the Brea EOC. All other functions will be organized as branches, groups, or units within sections. The activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

MANAGEMENT OF PERSONNEL – UNITY OF COMMAND & SPAN OF CONTROL

Each activated function will have only one person in charge of it (unity of command), but a supervisor may be in charge of more than one functional element. Every individual will have only one supervisor to eliminate any potential for conflicts/confusion among supervisors, and each supervisor will be responsible for no more than seven persons/ functions, with the ideal span of control being three to five.

Brea EOC Section Chiefs for Operations, Planning/Intelligence, Logistics, and Finance/ Administration constitute the EOC General Staff. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the DES, EOM, and other entities within the Brea EOC to ensure the effective functioning of the EOC organization.

UNIFIED COMMAND/AREA COMMAND CONCEPTS

Unified Command (UC) is an ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP (e.g., EOC, Field, etc.). This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability. This occurs most frequently at the field level, in large-scale events, that involve more than one jurisdiction.

An Area Command is an organization established to oversee the management of multiple incidents that are each being handled by an ICS organization, or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. The Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when the multiple incidents under the control of the Area Command are multi-jurisdictional. Area Commands are typically established at EOCs or some location other than an incident command post.

MULTI-AGENCY AND ORGANIZATIONAL LEVEL COORDINATION

An integral part of SEMS is the use of multi/inter-agency coordination. Within the context of SEMS, this involves prioritizing and assigning resources, handling competing demands, and maximizing resources amongst numerous response organizations, disciplines, and levels.

3.5 Public Notifications and Alerts

Methods of warning the public of specific emergency conditions are described below. These systems may also be primary ways that state and local governments become aware of emergency information. All public notifications and alerts issued by the City of Brea will be coordinated in accordance with the City's Public Information Officer.

Public communications such as emergency information, warnings, and actions for an event will be broadcasted to the public by any one of the following methods:

- Emergency Alert System (EAS)
- Wireless Emergency Alert (WEA)
- Integrated Public Alert and Warning System (IPAWS)
- AlertOC
- Social Media
- Media-releases – Though the City PIO office

All public notifications and alerts made by the City of Brea will be in coordination with the incidents Public Information Officer along with coordination for people with DAFN's. Considerations will be made towards language barriers when developing warning messages and updates for the public. Media release should be given in several languages that are appropriate for the impacted population. The Public Information Officer will need to work with media outlets to ensure that closed captioning will be used to ensure that the hearing impaired are notified of events, along with using American Sign Language during press conferences.

Integrated Public Alert and Warning System (IPAWS)

IPAWS is an internet based alert and warning gateway operated by FEMA. Organizations with a responsibility for alerting the public may request approval to send alerts to IPAWS when authorized to do so under their state or local EAS plan. To use IPAWS a jurisdiction must acquire software from a third party vendor, file a Memorandum of Agreement (MOA) with FEMA and submit a request for Public Alerting Authority to Cal OES. Upon approval, jurisdictions will receive a Collaborative Operating Group (COG) identification number and an electronic security certificate which will allow their software to connect to the IPAWS gateway.

IPAWS messages are geographically targeted to a specific county and are electronically transmitted over the internet to the requesting alerting system. Jurisdictions can use their connection to IPAWS to route alerts in the EAS and Wireless Emergency Alert (WEA) system.

Orange County Operational Area has been approved and has the authority to implement EAS and WEA for alerting the public.

EMERGENCY ALERT SYSTEM (EAS)

The Emergency Alert System (EAS) is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state and local governments to communicate with the general public through commercial broadcast stations.

This system uses the facilities and personnel of the broadcast industry on a volunteer basis. EAS is operated by the broadcast industry according to established and approved EAS plans, standard operating procedures and within the rules and regulations of the Federal Communications Commission (FCC). FCC rules and regulations require all participating stations with an EAS operating area to broadcast a common program. Each broadcast station volunteers to participate in EAS and agrees to comply with established rules and regulations of the FCC.

The FCC has established committees of broadcast industry personnel at each governmental level to develop EAS plans. These include:

Federal: *The EAS Advisory Committee*
State: *State Emergency Communications Committee*
Local: *Operational Area Emergency Communications*

EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

Priority 1:	*Presidential Messages (carried live)*
Priority 2:	*Operational (Local) Area Programming*
Priority 3:	*State Programming*
Priority 4:	*National Programming and News*

Presidential messages, national programming, and news will be routed over established network facilities of the broadcast industry. State programming will originate from the state operations center and will be transmitted through the state using the state's California Law Enforcement Radio System (CLERS) Very High Frequency/Ultra High Frequency (VHF/UHF) radio relay stations.

Emergency information at the local/OA level is broadcasted directly through the South Coast Air Quality Management District (SCAQMD) transmitters (primarily used for broadcasting smog alerts) to all broadcasters in Orange County simultaneously and also to others who by law must monitor this frequency (school districts and businesses with more than 100 employees). A decoder is also available to alert such organizations that an emergency broadcast is about to be transmitted to eliminate the need for constant monitoring of the frequency.

Examples of emergencies identified by the Orange County OA which may warrant EAS

activation by the broadcast industry include 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 Orange County. The message must be a voice message, it may be prerecorded and it must originate from the Sheriff's Communications Center.

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

- Sheriff of Orange County or designee
- Chairman of the Orange County Board of Supervisors or designee
- Mayor of the City of Brea or designee
- Chief of Police or Fire Chief of the City of Brea or designee
- Authorized public official of the incorporated cities of Orange County
- Authorized representative of the National Oceanic and Atmosphere Administration (NOAA)

The Sheriff of Orange 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 EAS.

NATIONAL WEATHER SERVICE (NWS)

The National Weather Service transmits continuous weather information on 162.40, 162.475, and 162.55 MHz frequencies. Weather Service severe weather broadcasts are preceded with a 1,050 MHz tone that activates weather monitor receivers equipped with decoders. The Weather Service can also access NAWAS to announce severe weather information.

Local Notification Systems

Cable Television

Municipal Cable Channel "3" is the local government channel that will be used to provide the public with alerts and notification of various disaster situations in and around Brea.

Alert OC

AlertOC is a mass emergency notification system designed to keep Orange County residents and businesses informed of emergencies. AlertOC, broadcasts time-sensitive voice messages from the County or City home, cell or business phones. Text messages may also be sent to cell phones, e-mail accounts and hearing impaired receiving devices.

3.5.1 City Departments, and Supporting Agencies

Communication facilities will be continuously staffed during emergencies, either by volunteers or city staff. The EOC Logistics Section is responsible for communications.

Telephones

The EOC has 11 phones. Repair of the City's system is the City's responsibility. There is also a conference call phone available for communications, which should be requested through the Logistics Section/Communication Unit.

Cellular Phones

Some personnel are provided with City-issued cellular phones, and most carry personal cell phones. If primary systems fail during an emergency situation, the use of all forms of redundant communication is encouraged. Noise is a constant issue in EOC environments and cellular phones should be kept on vibrate while working in the EOC.

800 MHZ Radio

Brea's radios have been programmed in accordance with the 800 MHz Countywide Coordinated Communications System. This system provides the City with access to the county's eight talk groups, four conventional repeater/transportable repeater channels, and four talk around channels that are specifically assigned and shared by each city and county law enforcement, fire service, lifeguard/marine safety, and public works agency for interoperable common and mutual aid communications. Details on each can be found in the 800 MHz SOP, which is available through the County's dispatch/communications center, Control One. During an emergency, City radios should be limited to emergency radio traffic only.

EOC - OA EOC Radio

The EOC has an EOC to OA EOC radio that allows the Brea EOC to communicate with the Operational Area on frequencies OA1 and OA2. These frequencies are always monitored by the Operational Area, but can also be by other OA Members (municipalities and special districts) EOCs. As such, they can serve as back-up communications with other jurisdictions if the other jurisdictions are first prompted to continuously monitor the frequency.

Satellite Phone

A satellite phones is available in the Police Department Watch Commander's office. This can be used as back-up communication if telephones, cellular phones, radios, or other devices fail. It is not necessary to notify stakeholders that the satellite phone is being used because calls are rolled over from commercial telephone to the satellite system automatically.

Radio Amateur Civil Emergency Services (RACES)

The City's Emergency Preparedness Analyst manages volunteer amateur radio (ham radio) operators who are committed to assisting with emergency communications in the time of a disaster. This group can provide auxiliary communications for police, fire, public works,

utilities and community services departments. They are also the primary contact with the CERT Volunteers in the field.

WinLink

Winlink is an amateur radio system that sends packets of text via radio signal. This system may be used by licensed amateur radio operators for delivering text messages similar to email. The County has established a backbone Winlink system and connectivity exists with RACES member cities.

California Law Enforcement Mutual Aid Radio System (CLEMARS)

CLEMARS provides common police radio frequencies for use statewide by state and local law enforcement agencies during emergencies where inter-agency coordination is required. It operates under appropriate FCC rules and regulations and is administered by the State of California through the Emergency Management Agency. Participation in CLEMARS is open to all California Law Enforcement agencies which are eligible to operate on radio frequencies authorized by the FCC for the Police Radio Service.

The Regional Law Enforcement Coordinator is responsible for coordination of use of the system within the Mutual Aid Region as written by the Law Enforcement Division and Telecommunications Division. Brea maintains CLEMARS access through the Police Department dispatch center. (*Reference: California Law Enforcement Mutual Aid Radio System Plan (September 1991).*

WebEOC®

Brea currently uses WebEOC® as its crisis information management system for real-time information sharing. WebEOC® is a software program for electronically sharing disaster information within jurisdictions and from Brea to the Operational Area or with other jurisdictions. WebEOC® is accessed through the internet and is thereby accessible from any computer with internet access as long as the user has an appropriate username and password. The system is used for, but not limited to:

- Maintaining individual activity logs by each position in the EOC.
- Monitoring and posting significant events taking place in the City.
- Communicating designated significant events to the Operational Area.
- Monitoring who is supporting the response, accessing their contact information, and tracking their time by the time/cost unit.
- Providing status information on operational shelters (e.g., location, capacity, accessibility, significant events, and other special considerations).

Emergency Digital Information System (EDIS)

The EDIS provides local, state and federal agencies with a direct computer link to the news media and other agencies during emergencies. EDIS supplements existing emergency public information systems, such as the Emergency Alert System. By combining existing data input networks with a digital radio distribution system, EDIS gives authorized agencies a direct data link to the news media and other agencies.

The main purpose of EDIS is to distribute official information to the public during emergencies.

Certain non-emergency uses of EDIS are permitted so long as they do not interfere with more urgent transmissions. EDIS may be used to transmit information in the following categories, listed in priority order:

- **FLASH:** Alerts and warning of immediate life-safety importance to members of the public.
- **NEWS:** Information of immediate benefit to the public. Releases in this category may include: reports of unusual natural, social, or technological events; notices of government activities requiring specific action by members of the public; road and traffic information; and instructions for those affected by an emergency.
- **INFO:** Advisory messages for coordination between government and the news media. Topics might include: times and locations of news briefings, schedules for media tours of emergency scenes, "pool coverage" arrangements, and airspace restrictions.
- **TEST:** Transmissions to verify operation of equipment or for training of originating personnel.

Senders of EDIS messages should bear in mind that almost anyone can obtain the equipment to receive EDIS messages. Confidential or sensitive information should never be transmitted over EDIS.EDIS can be activated by the OA.

(Reference: Emergency Digital Information System Plan [EDIS], July 1991, written by the Cal OES Telecommunications Division)

California Law Enforcement Teletype System (CLETS)

CLETS is a high-speed message switching system that became operational in 1970. CLETS provides law enforcement and criminal justice agencies with access to various databases. It also provides the ability to transmit and receive point-to-point administrative messages to other agencies within California or via the National Law Enforcement Telecommunications System (NLETS) to other states and Canada.

Broadcast messages can be transmitted between states to participating agencies in the Group Bulletin Network and to regions nationwide via NLETS. CLETS has direct interface with the Federal Bureau of Investigation’s National Crime Information Center (NCIC),

NLETS, the Department of Motor Vehicles, and the states of Oregon and Nevada. The Orange County Sheriff's Department – Commutations Bureau, Control one will send out alerts and messages via the CLETS to public safety answering points (PSAP's) throughout the State.

E-Mail

Most employees have an email account. Like cellular telephones, if other primary means of data or voice communications fail, e-mail should be considered a sufficient back-up. Before using e-mail, however, personnel should confirm that the intended recipient(s) has access to and is checking their e- mail. Critical information should never be sent over email unless confirmation exists that the intended recipient is receiving the messages.

Social Media

Social media has proven to be a powerful tool in information dissemination. In the event of an emergency or disaster, the City of Brea together with Brea Fire and Brea Police Departments will utilize their respective social media platforms to engage the public and provide situational awareness. Integrating critical information being received from verified accounts into the emergency organization can help to increase situational awareness and gain a better common operating picture for both public safety responders as well as the general public.

Therefore, information released by the City of Brea to such sites will be approved by the EOC management and distributed through a variety of traditional media efforts such as press releases and the respective city websites as well as the City's social media platforms. Only authorized City representatives may post to the social media outlets, however, volunteers may be utilized to mine information related to disaster impacts related to the City.

3.5.2 Special District Involvement

Special districts wholly contained within the City of Brea, that special district should have a liaison represented in the City's EOC and direct communications should be established between the special district's EOC and the City's EOC.

Typically, special district boundaries cross municipal boundary lines. A special district may serve several cities and county unincorporated areas. Some special districts serve more than one county. In such a situation, the special district may wish to provide a liaison representative to the Operational Area EOC to facilitate coordination and communication with the various entities it serves.

3.5.3 Coordination with Volunteer and Private Agencies

The EOC will generally be a focal point for coordination of response activities with many nongovernmental agencies. The City's EOC will establish communication with private and volunteer agencies through the Operational Area EOC.

Agencies that play key roles in the response should have representatives at the City's EOC or within the Operational Area EOC. If an agency supports several functions and has only

one representative, the agency representative should be located in the area designated for Agency Representative. If an agency is supporting one function only, its representative may be located within that functional element. Some agencies may have several personnel participating in functional elements in the EOC. For example, American Red Cross personnel may be part of the staffing for the Care and Shelter element of the EOC.

Agencies that have countywide response roles and cannot respond to the numerous city EOCs in the County should be represented at the Operational Area EOC.

The City will develop a communication plan with Volunteer Organizations Active in Disasters (VOAD) for communicating with the different agencies.

Coordination with volunteer and private agencies that do not have representatives at the EOC and/or not a part of VOAD will be accomplished through telecommunications, liaison with community councils that represent several agencies or involvement of agencies in special multiagency groups on specific issues.

3.6 Emergency Proclamations

The California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code), hereafter referred to as the CESA, 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 CESA.

LOCAL EMERGENCY

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by the ordinance adopted by the City Council. A Local Emergency proclaimed by the City Manager must be ratified by the City Council within seven days. The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the city, caused by natural or man-made situations.

In the event that County of Orange (OA) proclaims an emergency, the City of Brea will be covered under the OA proclamation. The City of Brea may still make a proclamation of a Local Emergency providing the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in

accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request that state agencies and other jurisdictions provide mutual aid.
- Require any local official or employee to provide emergency services support.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities.)

STATE OF EMERGENCY

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents.
- The Governor is requested to do so by local authorities.
- The Governor finds that local authorities are inadequate to cope with the emergency.

When the Governor proclaims a State of Emergency, the following conditions apply:

- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.
- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area.
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
- The Governor may suspend the provisions of orders, rules, or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business.
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of their offices.
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.
-

STATE OF WAR EMERGENCY

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply. In addition, all state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his/her authority as

provided for in the Emergency Services Act.

PRESIDENTIAL DECLARATION OF EMERGENCY/MAJOR DISASTER

DEFINITIONS

Major disaster: A major disaster is defined as "any natural catastrophe (including any hurricane, tornado, storm, high water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the U.S. which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act 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."

Emergency: An emergency is defined as "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the U.S."

PROCESS

In order for the President to declare a federal major disaster or emergency, the Governor of California must submit the following:

- Brea's Local Emergency Proclamation
- The California State of Emergency Proclamation

The Governor's written request for federal assistance must also include:

1. Certification of implementation of the State Emergency Plan
2. Description of how the disaster caused needs beyond state/local capabilities
3. A description of state/local resources already committed
4. Preliminary estimates of supplementary federal assistance needed
5. Certification of compliance with cost-sharing requirements of the Stafford Act

BASIS FOR REQUEST

The situation is of such severity and magnitude that effective response is beyond the capabilities of the state and affected local governments, and federal assistance under the Stafford Act is necessary to supplement the efforts and available resources of the state, affected local governments, disaster relief organizations, and compensation by insurance.

3.7 Continuity of Government

A major disaster or national security emergency could result in the death or injury of key government officials and/or the partial or complete destruction of established seats of government, and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership,

authority, and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

3.7.1 Succession

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for the government in the event of a natural, technological, or national security disaster. Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed.

The City Manager is designated as the Director of Emergency Services. A successor to the position of Director of Emergency Services is appointed by City Council. Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services. Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the city will automatically serve as acting director in the order shown. The individual who serves as acting director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

First Alternate:	**Assistant City Manager**
Second Alternate:	**Fire Chief**
Third Alternate:	**Police Chief**
Fourth Alternate:	**Public Works Director**
Fifth Alternate:	**Community Development Director**

Notification of any successor changes shall be made through the established chain of command. Article 15, Section 8637 of the Emergency Services Act that authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8633 of the Emergency Services Act establishes a method for reconstituting the governing body. It establishes that, should all members, including all standbys be unavailable, temporary officers shall be appointed as follows:

1. By the chairman of the board of the county in which the political subdivision is located.
2. By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated).

3. By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated).

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision. Article 15, Section 8643 of the Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform its function in preserving law and order and furnishing local services

3.7.2 Alternate Facility

Section 23600 of the California Government Code provides, among other things that:

- The City Council shall designate alternative city seats, which may be located outside city boundaries.
- Real property cannot be purchased for this purpose.
- A resolution designating the alternate city seats must be filed with the Secretary of State.
- Additional sites may be designated subsequent to the original site designations if circumstances warrant.

In the event the primary location is not usable because of emergency conditions, the temporary seat of city government will be as follows:

First Alternate:	Brea Lions Scout House 401 S. Brea Blvd
Second Alternate:	Brea Museum and Historical Society 495 S. Brea Blvd

3.7.3 Vital Record Retention

- All records are identified in the Retention Schedule.
- Records are properly labeled.
- Records can be retrieved, when needed.
- Transportation and movement of City records to an alternate location may be arranged, if necessary.
- Retrieved records are usable and reproducible.

It is the responsibility of Department Heads to identify their vital records. These are indicated in Record Retention Schedule in the “vital?” column after the record series name. Every record should identify the media option (e.g., Magnetic Media; Microforms; Paper; or Optical Disk, CD-r, DVD-r, and WORM.

It is the responsibility of Department Heads or their designee to store their vital records.

3.7.4 Electronic Records

The City utilizes a virtual infrastructure environment for our electronic documents/data storage. These virtual machines (VMs) and the associated data is backed up locally and is also sent offsite to a cloud data hosting facility on a nightly bases.

To recover records, our IT staff uses the backup systems client interface to recover the data locally, or from the cloud backup. In the event that we need to restore an entire VM, that can also be done by using the backup systems software.

City personnel may not have immediate access to their normal work site and the City's computers due to:

- The need to assess structural integrity of the building
- Toxic contamination
- Crime scene or forensic investigations
- Power failures
- Flooding
- Partial or complete collapse of structures

In several of these cases, such as a hazardous materials incident, access may be denied for several weeks or longer. In the case of a serious earthquake, explosion, or radiological fallout, severe damage may prevent personnel from ever re-entering the building. If not affected by incident, city personnel can us the City's Disaster Recovery location to continue city business.

The City of Brea Records Management System is Laserfiche.

Laserfiche is a long-term document accessibility and preservation storing system where only one copy of a record is kept in a centralized repository.

Not all records are kept in the system at this time.

3.8 Training and Exercises

Brea has a basic philosophy on training and exercises that lies at the foundation of our EOC preparedness. Below are some of the policies that Brea has institutionalized to ensure its readiness:

- Exercises are conducted frequently and in accordance with procedures to ensure people remember what to do and how to perform tasks. In addition, repetitive training is necessary for learning. Personnel cannot be expected to learn something once and retain it.
- Training is provided to more people than we think will be needed to ensure

redundancy when certain people cannot respond.

- We take advantage of every activation, including small events, to practice response procedures, train staff, and catch issues and problems before they can become big issues during larger activations.
- Amateur radio operators and volunteers are engaged during trainings, exercises, and real life incidents as much as possible.
- All equipment is checked at least once a month to ensure that phones, computers, and other equipment are operational.
- The staff alert and notification system is periodically tested to ensure efficient activation in an actual incident.

3.8.1 Training

All local government staff who may participate in emergencies in the Emergency Operations Center, in Department Operations Centers (DOCs) or at the field level must receive appropriate SEMS, NIMS, and other specialized training as required by SEMS regulations, NIMS policy, or their job function, respectively. Individual departments are responsible for coordinating and executing training or sending employees to attend appropriate training programs. With regard to SEMS and NIMS, a pre- designated list of approved courses has been identified below. SEMS/NIMS training are ongoing to ensure all emergency response personnel are trained in SEMS/NIMS and the EOP. Training is scheduled as needed and to accommodate personnel changes. Specialized training courses (e.g., fire suppression, tactical operations, etc.) for first responders or other City employees are the responsibility of individual departments to identify, develop, and/or execute/attend.

As required by the City of Brea, each department shall coordinate the following NIMS training at relevant levels for emergency personnel:

Entry Level

- FEMA IS-700: NIMS, An Introduction
- ICS-100: Introduction to ICS or equivalent
- Introduction to SEMS

First Line, Single Resource, Field Supervisors

- FEMA IS-700: NIMS, An Introduction
- ICS-100: Introduction to ICS or equivalent
- ICS-200: Basic ICS or equivalent
- SEMS EOC/ Introduction to SEMS

Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.

- FEMA IS-700: NIMS, An Introduction
- FEMA IS-800: National Response Framework
- ICS-100: Introduction to ICS or equivalent
- ICS-200: Basic ICS or equivalent
- ICS-300: Intermediate ICS or equivalent

- SEMS EOC/ Introduction to SEMS

Command and General Staff; Area, Emergency and EOC Managers

- FEMA IS-700: NIMS, An Introduction
- FEMA IS-800: National Response Framework
- ICS-100: Introduction to ICS or equivalent
- ICS-200: Basic ICS or equivalent
- ICS-300: Intermediate ICS or equivalent
- ICS-400: Advanced ICS
- SEMS EOC/ Introduction to SEMS

As required by the City of Brea, each department shall coordinate the following SEMS training at relevant levels for emergency personnel (some of the SEMS and NIMS training requirements overlap):

COURSE NAME	TARGET
SEMS Introductory Course	For all personnel that may become involved in multi-agency or multi- jurisdictional response at any level.
ICS Orientation IS-100	A general orientation to ICS for personnel working in support roles, and for off incident personnel who require a minimum of ICS orientation.
ICS Basic IS-200	Personnel who respond to an incident to assist or support the organization but do not normally supervise others.

COURSE NAME	TARGET
ICS Intermediate IS-300	Personnel who supervise an ICS branch, division, group or unit, or are members of the Command Staff.
ICS Advanced IS-400	Personnel who will supervise sections; Command Staff; Incident or Area Commanders, also those who may assume key agency management roles over incidents.
SEMS Emergency Operations Center Course	Support, supervisory, management and executive personnel in department level or agency EOCs or DOCs who would perform an EOC function at any SEMS level.

SEMS Executive Course	Executives, administrators, and policy makers within agencies that are required

Department heads and the Emergency Preparedness Analyst have the responsibility for documenting SEMS and NIMS training in the City of Brea. Copies of SEMS/NIMS training records are maintained by the Emergency Preparedness Analyst for verification.

Training records will be maintained using the following guidelines:

- An individual training record will be maintained for each person, kept either in his or her personnel file, or in a separate training record file.
- The name of each course, instructor, location and date of each course will be identified in the training record.

- The individual training record will be maintained for as long as the person is employed in a position that involves an emergency response role.
- Records of personnel involved in an actual emergency will be archived for five years after the close of a disaster or indefinitely.
- Documentation of the agency's SEMS/NIMS training program, including copies of the training materials used, such as instructor syllabus, lesson plans, student notebook, exercise materials, and tests will be maintained by the department providing the training.

3.8.2 Exercises

City-wide, multi-agency, or regional exercises will be conducted at least annually to ensure departments are able to efficiently perform emergency functions and work together and with external organizations. These larger scale exercises are coordinated by numerous groups, including the Emergency Management Analyst, Brea Fire Department, the Orange County Emergency Management Division, the Urban Area Working Group, and others.

Exercises are conducted to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with relevant procedures, facilities, and systems which will actually be used in emergency situations.

Chapter 4 - Concept of Operations

4.1 Principles of Operation

The goals of emergency management are to:

- Provide effective life safety measures, reduce property loss, and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.
- Provide accurate documentation and records required for cost recovery efforts.
- Coordinate resources within the city
- Coordinate mutual aid within the city

4.2 Prioritizing Operations

The priorities that guide decision making within the EOC environment are as follows:

- Stabilizing the emergency
- Saving human lives
- Protecting property
- Restoring essential services
- Providing public information
- Protecting and restoring the environment
- Preserving government
- Providing for the needs of survivors

4.3 Direction, Control, and Coordination

4.3.1 Purpose

The Emergency Operations Center (EOC) serves as the centralized point to manage and support overall city response to major disasters. The EOC operates under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). EOC staff coordinates interdepartmental activity, implements city policy, determines the mission and priorities, engages in long range planning and coordination with outside agencies, and provides direction and authority to act. The EOC serves as the link between the city and outside resources. The EOC also provides the cost recovery efforts for the city by tracking and reporting the personnel, supplies, and equipment used by various departments and agencies during response and recovery efforts.

Under the SEMS/NIMS, the City has responsibilities at two levels, including the field response and local government levels. At the field response level, all department and agencies will use the Incident Command System (ICS) to standardize the emergency response and report emergency related information to the emergency management organization in the City's EOC. In some instances, communication/coordination between the field and the City EOC may take place through Department Operations Centers (DOC's) under their respective Operations Section branch in the EOC. The Brea EOC reports to the

Orange County Operational Area (OA).

The City of Brea is responsible for coordinating with other local governments, the field response level and the operational area, and for providing mutual aid within its capabilities.

4.3.2 Location of Primary and Alternate EOC's

The locations of the primary and alternate EOCs are identified within this plan. The EOC is the responsibility of the Emergency Preparedness Analyst and includes maintaining the operational readiness of the primary EOC. The Emergency Preparedness Analyst will provide guidance to the managers of alternate EOC facilities related to maintaining the operational readiness of those facilities. An alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or if evacuation of EOC staff members becomes necessary. When the use of an alternate EOC site becomes necessary, those occupying the primary EOC will be asked to relocate to the alternate EOC site. If the primary EOC is unusable before its activation, staff members will be asked to report directly to an alternate EOC site.

The EOC Logistics Section will arrange for relocation of EOC staff members to the alternate EOC. The Director of Emergency Services (DES) will transfer direction and control authority from the primary EOC to an alternate EOC when necessary. All EOC Section Chiefs will advise their emergency response field forces of the transition to the alternate EOC. As many supplies as possible will be transferred from the primary EOC to the alternate EOC. The operational capabilities of the alternate EOC will be similar to those of the Primary EOC. The primary location of the EOC is a designated site at the Brea Civic & Cultural Center, 1 Civic Center Circle, but may be in another site (including mobile) as determined by the Director of Emergency Services. The anticipated EOC locations are as follows:

1.	**Primary EOC**	**EOC/FIRE ADMIN** **Brea Civic & Cultural Center** **1 Civic Center Circle** **Brea, CA 92821**
2.	Secondary EOC	Brea City Service Center 545 N. Berry St. Brea, CA 92821 (714)990-7691
3.	Third EOC Site	Brea Fire Station Three 400 N. Kraemer Blvd. Brea, CA 92821 (714)671-4433

4.3.3 Activation and Notification

EOC activation should be considered whenever one or more of the following apply to an incident:

- The response of two or more City agencies is required – outside of normal operating procedures
- There is a possibility the incident will escalate
- There is a possibility that the City's resources may be overtaxed and/or exhausted, requiring the activation of mutual aid
- The anticipated duration of the incident is greater than 8 hours
- The number of involved agencies, departments, and/or organizations may require a centralized coordination location
- Protective and/or response measures being implemented are of significant magnitude
- There is a possibility for the involvement of external (from outside the City) agencies/organizations in the response
- Any incident which requires an evacuation that requires the use of shelters.

The EOC may be activated when:

- An impending or declared State of War emergency exists
- An earthquake causing widespread damage occurs
- In the event of local dam or reservoir failure or other flooding condition

Examples of situations which may occur that could prompt an EOC activation are:

- Civil disturbance
- Terrorist activity or threat
- Major industrial accident
- Hazardous materials or transportation spill
- Epidemic or Pandemic
- Pest eradication
- Earthquake
- Fire
- Flood
- Pollution
- Systems failure

The Director of Emergency Services, or his/her designee, orders the mobilization of the City's emergency response as required to provide for increased readiness in event of the threatened existence of an emergency and prior to the activation of this plan.

The Director of Emergency Services is the primary individual responsible for activation, however the following are also authorized to activate the EOC:

Fire Chief or designee
Police Chief or designee
Emergency Preparedness Analyst
Public Works Director or designee
Police Watch Commander
Fire Battalion Chief

4.3.4 Levels of Activation

EOC LEVEL 3 ACTIVATION (Low)

This is the minimum activation level of the EOC. This level is considered to be in a monitoring/alert/watch phase.

- A minor to moderate incident for which local resources are adequate and available.
- A Local Emergency may or may not be proclaimed.
- Off-duty personnel may be recalled.

The following EOC positions will be automatically staffed and appropriate personnel recalled via AlertOC:

- EOC Director
- Public Information Officer/Emergency Information Hotline
- Liaison Officer
- EOC Coordinator
- Operations Section Chief
- Planning Section Chief
- Finance & Administration Section Chief
- Logistics Section Chief
- Technical Specialists

EOC LEVEL 2 ACTIVATION (Partial)

- A moderate to severe emergency for which local resources are not adequate and mutual aid may be required on a regional or even statewide basis.
- Key management level personnel from the principal agencies will relocate to the EOC to provide jurisdictional or multi-jurisdictional coordination.
- After providing the Policy Group, Management, and General Staff with an incident briefing, the Director of Emergency Services may choose to de-activate the EOC and release emergency management staff while maintaining

contact via phone, pager, or another method of communication, or may activate to a Level 1.

- Off-duty personnel may be recalled.
- A Local Emergency may be proclaimed and State of Emergency may be proclaimed.

The following EOC positions will be automatically staffed and appropriate personnel recalled via AlertOC during Level 2 activation:

- Director of Emergency Services (City Manager)
- Emergency Operations Coordinator
- Public Information Officer/Public Inquiry Line
- Liaison Officer
- EOC Manager
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance & Administration Section Chief
- Technical Specialists (as identified by the DES or EOC Director if necessary)
- Branch Directors/Unit Leaders (as identified by the DES or EOC Director if necessary)

EOC LEVEL 1 ACTIVATION (Full)

- A major local or regional disaster where resources in or near the impacted area are overwhelmed and extensive state or federal resources are required.
- The EOC would be fully activated and EOC positions filled as needed.
- A Local Emergency will be proclaimed.
- A State of Emergency and a Presidential Declaration of an Emergency or Major Disaster may be proclaimed and/or requested, respectively.
- All response and early recovery activities will be directed from the EOC.
- Off-duty personnel will be recalled as needed.

All Brea EOC positions as required by the event/situation will be automatically staffed and appropriate personnel recalled via AlertOC during a Level 1 activation.

4.4 Information Collection, Analysis, and Dissemination

Prior to the EOC being activated the City of Brea can directly receive alert and warning notifications from several sources such as, the State Warning Center, the National Weather Service and city/county departments and agencies, as well as the public media. The Emergency Preparedness Analyst has the responsibility to collect and disseminate these notifications based upon current plans and procedures.

Upon activation of the EOC, the Planning and Intelligence Section will be responsible for gathering timely, accurate, accessible and consistent intelligence during an emergency. EOC Action Plans (EOC AP) will be utilized to create a common operating picture and be used to adjust the operational goals, priorities and strategies.

4.5 Emergency Organization Overview

The California Emergency Services Act requires the City of Brea to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. During disasters, it is required to coordinate emergency operations with the Orange County Operational Area (OA) and, in some instances, other local governments.

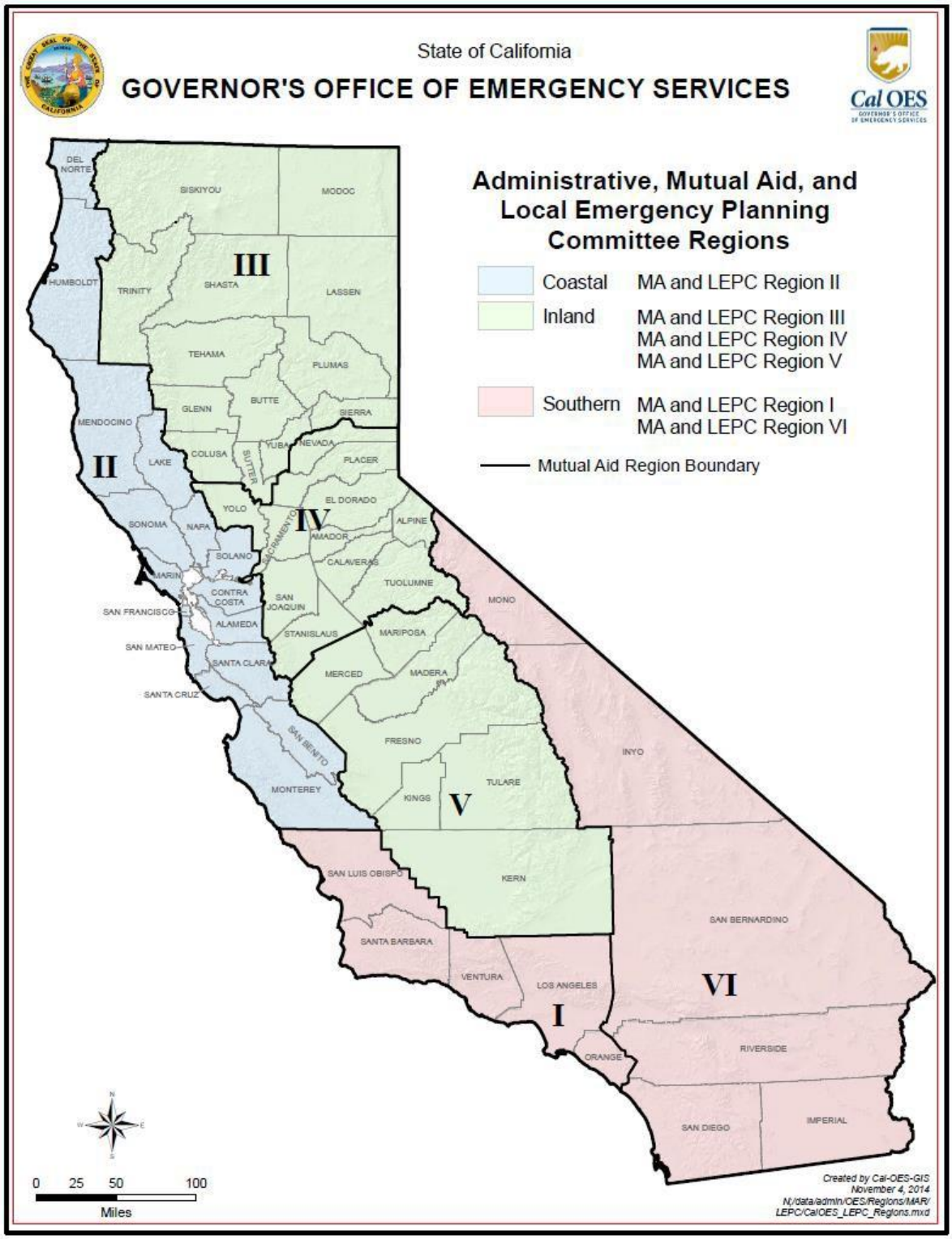
Under the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), the city has responsibilities at two levels: the field response and local government levels. At the field response level, all departments and agencies will use the Incident Command System (ICS) and NIMS to standardize the Emergency response and report emergency-related information to their respective Department Operation Centers (DOCs) and/or the emergency management organization in the City Emergency Operations Center (EOC).

The City EOC manages the overall city response to major disasters and coordinates interdepartmental activities, implements city policy, determines the mission and priorities, and provides direction and the authority to act. The EOC engages in long-range planning and coordination with outside agencies. The EOC is also the source of information coordination for dissemination to the public, and provides support for cost recovery efforts for the city by tracking and reporting the personnel, supplies, and equipment used by the various city departments.

The City EOC shares information and passes requests to the OA EOC, which is managed by the Orange County Sheriff's Department Emergency Management Division. The OA EOC shares information and passes requests to the California Office of Emergency Services (Cal OES) Regional Emergency Operations Center (REOC). California is divided into 6 Regions. Area is in Region I, which includes Orange, Los Angeles, Ventura, Santa Barbara, and San Luis Obispo Counties. The Region I REOC is located in Los Alamitos.

Any communications method available will be used to communicate and share information between operational elements – field incident command posts, DOCs, City EOC, OA, State Cal OES, and other jurisdictions. These methods include radio, cellular phone, telephone, fax, or WebEOC®.

Cal OES Administrative, Law Enforcement/Coroner, and Fire & Rescue Regions



4.5.1 Emergency Organization Function and Concepts

ORGANIZATION FLEXIBILITY – MODULAR ORGANIZATION

The five essential SEMS functions are established as “sections” within the Brea EOC All other functions will be organized as branches, groups, or units within sections. The activated functions and their relationship to one another will depend upon the size and nature of the incident. Only those functional elements that are required to meet current objectives will be activated. Those functions that are needed but not staffed will be the responsibility of the next higher element in the organization.

MANAGEMENT OF PERSONNEL – UNITY OF COMMAND & SPAN OF CONTROL

Each activated function will have only one person in charge of it (unity of command), but a supervisor may be in charge of more than one functional element. Every individual will have only one supervisor to eliminate any potential for conflicts/confusion among supervisors, and each supervisor will be responsible for no more than seven persons/ functions, with the ideal span of control being three to five.

Brea EOC Section Chiefs for Operations, Planning/Intelligence, Logistics, and Finance/ Administration constitute the EOC General Staff. The General Staff are responsible for:

- Overseeing the internal functioning of their section, and
- Interacting with each other, the DES, EOC Director, and other entities within the Brea EOC to ensure the effective functioning of the EOC organization.

UNIFIED COMMAND/AREA COMMAND CONCEPTS

Unified Command (UC) is an ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP (e.g., EOC, Field, etc.). This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability. This occurs most frequently at the field level, in large-scale events, that involve more than one jurisdiction.

An Area Command is an organization established to oversee the management of multiple incidents that are each being handled by an ICS organization, or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. The Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when the multiple incidents under the control of the Area Command are multi-jurisdictional. Area Commands are typically established at EOCs or some location other than an incident command post.
The Brea EOC could become a Unified Command depending on the situation and the types

of disciplines requiring involvement in the coordination of response activities. Typically the EOC does not serve as an Area Command; however, it is an option based on the flexible nature of ICS and the given situation. Brea may also be integrated into a UC or Area Command established in another jurisdiction during an incident in which it is involved in.

MULTI-AGENCY AND ORGANIZATIONAL LEVEL COORDINATION

An integral part of SEMS is the use of multi/inter-agency coordination. Within the context of SEMS, this involves prioritizing and assigning resources, handling competing demands, and maximizing resources amongst numerous response organizations, disciplines, and levels.

4.5.2 Mutual Aid

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

4.5.3 Mutual Aid Coordinators

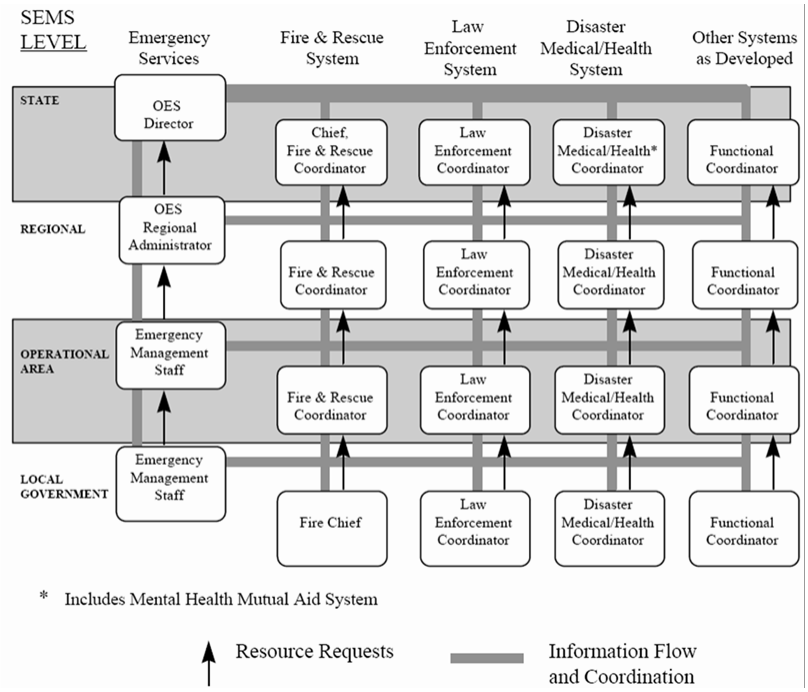
To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional, and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's 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 emergency services mutual aid system by emergency management staff at the local government, operational area, regional and state levels.
Mutual aid coordinators may function from an Emergency Operations Center (EOC), their normal departmental location or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOC because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location. When EOCs are activated, all activated, discipline-specific mutual aid systems should establish coordination and communications with the EOCs as follows:

- When an OA EOC is activated, operational area mutual aid system representatives should be at the OA EOC to facilitate coordination and information flow.
- When a state Cal OES or regional EOC (REOC) is activated, regional mutual aid coordinators should have representatives in the REOC unless it is mutually

agreed that effective coordination can be accomplished through telecommunications.

- State agencies may be requested to send representatives to the REOC to assist Cal OES regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.
- When the State Operations Center (SOC) is activated, state agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC



Discipline-Specific Mutual Aid System

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, emergency management, and public works. These systems work through local government, operational areas, regional, and state levels consistent with the SEMS/NIMS. 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.
California mutual aid regions are established under the Emergency Services Act by the Governor. Six mutual aid regions numbered I-VI have been established within California. The City of Brea is located in Region I.

4.5.4 Brea Mutual Aid Structure

Brea Fire

Brea Fire has a Mutual Aid Agreement under the State of California Emergency Management Agency Mutual Aid Plan. Brea is in Mutual Aid Region I. All Brea Fire Department requests for additional resources would be initiated by the Brea Incident Commander to Fire Dispatch, who would contact the Region l Coordinator. If the Region 1 Coordinator was unable to comply with requests the Coordinator would search all other Areas in Region 1 for the resources requested. If that proved unsuccessful, the Coordinator would contact the other Regions until the resources were acquired.

Brea Police Department

California's Law Enforcement Mutual Aid Plan was formulated in the early 1950's and enacted into law as part of the Government Code in 1970. One of the most important features of the Law Enforcement Mutual Aid Plan is the role of the requesting law enforcement official. Operational responsibility remains with the requestor. All of Brea's requests for additional resources will be initiated by the Police Watch Commander, who will request assistance from the Orange County Sheriff's Department. Brea is in Law Enforcement and Coroner Mutual Aid Region I.

Emergency Managers Mutual Aid (EMMA)

This statewide plan allows for rapid deployment of skilled emergency services managers and coordinators from various jurisdictions in the State of California to aid other jurisdictions impacted by disaster. The EMMA Plan was approved by the California Emergency Council on November 21, 1997. The Plan is consistent with the Natural Disaster Assistance Act and the California Emergency Services Act.

Emergency Management Assistance Compact (EMAC)

The Emergency Management Assistance Compact (EMAC), is a congressionally-ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster- impacted state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

Volunteer and Private Agencies

Volunteer agencies and private agencies may participate in the mutual aid system along with governmental agencies. 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. The American Red Cross may have liaisons assigned to the Brea EOC. Community Emergency Response Teams (CERT) and Radio Amateur Civil Emergency Services (RACES) are two volunteer organizations that provide support and emergency communications and may have liaisons assigned to the EOC.

Business and industry in the private sector own or have access to substantial response and support resources. Community Based Organizations (CBOs), or Non-Governmental

organizations (NGOS) provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. Some private agencies have established mutual aid arrangements to assist other private agencies within their functional areas. For example, electric and gas utilities have mutual aid agreements within their industry and have established procedures for coordinating with governmental EOCs. Mutual aid arrangements may include both governmental and private agencies.

Mutual aid system representatives at the Brea EOC may be located in various functional elements (sections, branches, groups or units) or serve as an agency representative, depending on the incident and the extent to which the EOC is activated.

4.5.5 Brea Mutual Aid Policy

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 levels. Within Orange County, the 800 MHz communications system is used by all Orange County agencies.

The City of Brea will make mutual aid requests through the Orange County Operational Area. Requests should specify, at a minimum:

- Number and type of personnel needed
- Type and amount of equipment needed
- Reporting time and location
- Authority to whom forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards

Mutual aid assistance may be provided under one or more of the following authorities:

- California Master Mutual Aid Agreement
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- Emergency Managers Mutual Aid (EMMA)
- Southern California Public Works Mutual Aid Statewide
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) for federal support to state and local disaster activities

4.6 Emergency Operations Center Organization and Responsibilities

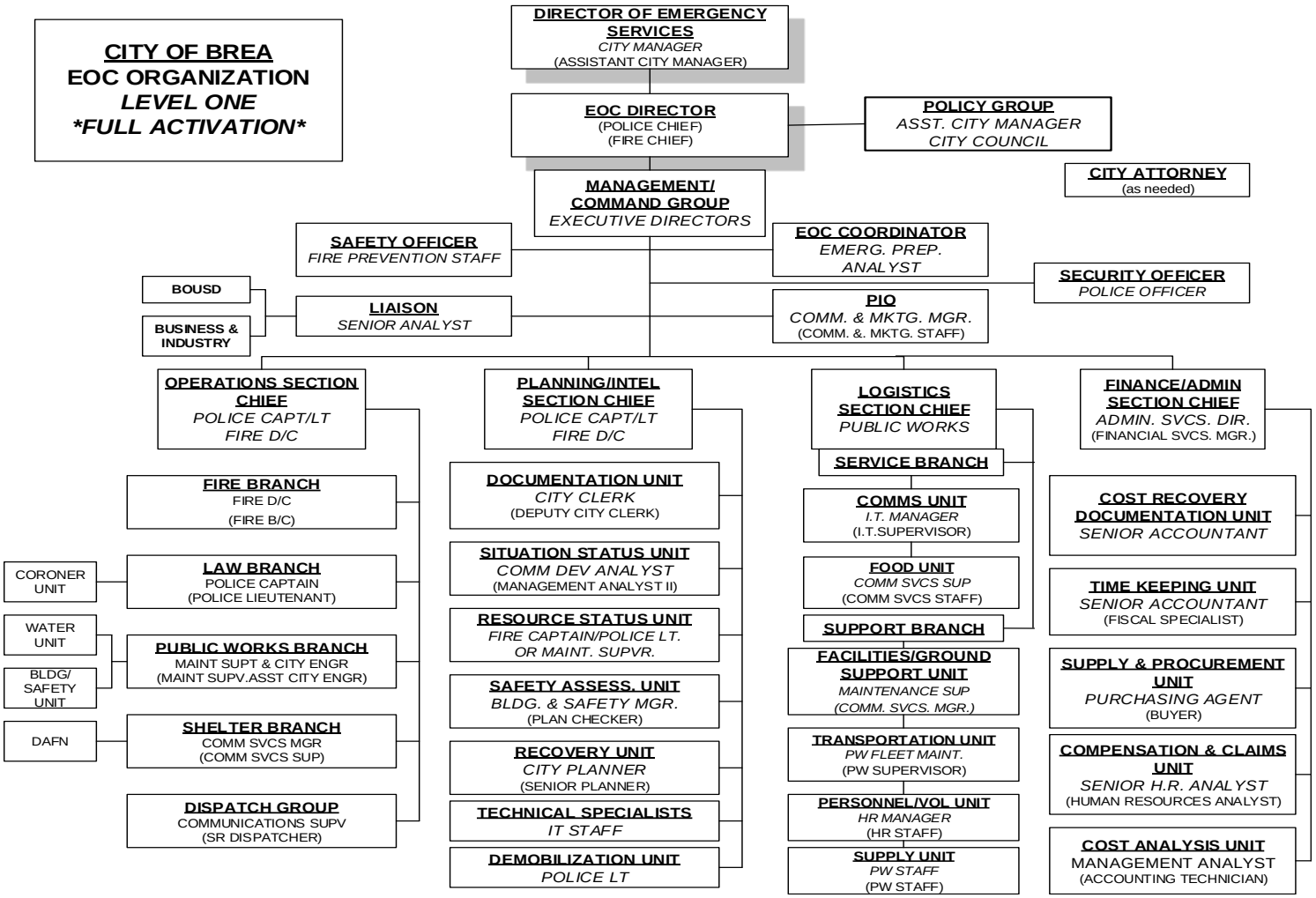
This section describes the organization of the Brea EOC and includes clear descriptions of each position's roles and responsibilities, as well as the identification of those organizations and/or individuals responsible for staffing each position or serving as a successor/alternate.

The requirement to use NIMS/SEMS/ICS includes fulfilling the management and

coordination role of local government, and providing for the five essential functions: management, operations, planning/intelligence, logistics and finance/administration. In an emergency situation requiring activation of the EOC, an emergency requiring response by more than one Department/Agency (whether or not the EOC is activated), or in cases where a Local Emergency, State of Emergency, or State of War Emergency is proclaimed, the command relationships described in this section will apply. The Brea EOC organization chart illustrates the City EOC's organizational structure on the next page.

It is important to note that the organizational structure described in this section describes Brea's ultimate capability and full staffing of all potential positions. Because of the flexible, modular nature of ICS it will be rare that every position and organizational element identified in this section will be active simultaneously. The incident will define which elements need to be staffed. In addition, it may be discovered that one element of the organization can manage the responsibilities of those elements under it. For example, the Finance/Administration Section Chief may be able to handle the responsibilities of the Procurement, Time/Cost, and Vital Records Units. In that case, the supporting Units will not be staffed, but the Finance/Administration Section Chief will have responsibility for performing the functions of those Units if necessary. If the organization is not fully expanded, then supervisory positions are responsible for performing the functions of the un-staffed Units, Groups, Branches, and/or Sections (as applicable) they oversee.

The City of Brea's Emergency Management Organization is comprised of the City's departments and agencies and may be expanded to include other stakeholders as necessary.


CITY OF BREA
EOC ORGANIZATION
LEVEL ONE
FULL ACTIVATION
DIRECTOR OF EMERGENCY SERVICES
CITY MANAGER
(ASSISTANT CITY MANAGER)
EOC DIRECTOR
(POLICE CHIEF)
(FIRE CHIEF)
POLICY GROUP
ASST. CITY MANAGER
CITY COUNCIL
CITY ATTORNEY
(as needed)
MANAGEMENT/ COMMAND GROUP
EXECUTIVE DIRECTORS
SAFETY OFFICER
FIRE PREVENTION STAFF
EOC COORDINATOR
EMERG. PREP. ANALYST
SECURITY OFFICER
POLICE OFFICER
BOUSD
BUSINESS & INDUSTRY
LIAISON
SENIOR ANALYST
PIO
COMM. & MKTG. MGR.
(COMM. & MKTG. STAFF)
OPERATIONS SECTION CHIEF
POLICE CAPT/LT
FIRE D/C
PLANNING/INTEL SECTION CHIEF
POLICE CAPT/LT
FIRE D/C
LOGISTICS SECTION CHIEF
PUBLIC WORKS
FINANCE/ADMIN SECTION CHIEF
ADMIN. SVCS. DIR.
(FINANCIAL SVCS. MGR.)
FIRE BRANCH
FIRE D/C
(FIRE B/C)
LAW BRANCH
POLICE CAPTAIN
(POLICE LIEUTENANT)
CORONER UNIT
PUBLIC WORKS BRANCH
MAINT SUPT & CITY ENGR
(MAINT SUPV.ASST CITY ENGR)
WATER UNIT
BLDG/ SAFETY UNIT
SHELTER BRANCH
COMM SVCS MGR
(COMM SVCS SUP)
DAFN
DISPATCH GROUP
COMMUNICATIONS SUPV
(SR DISPATCHER)
DOCUMENTATION UNIT
CITY CLERK
(DEPUTY CITY CLERK)
SITUATION STATUS UNIT
COMM DEV ANALYST
(MANAGEMENT ANALYST II)
RESOURCE STATUS UNIT
FIRE CAPTAIN/POLICE LT.
OR MAINT. SUPVR.
SAFETY ASSESS. UNIT
BLDG. & SAFETY MGR.
(PLAN CHECKER)
RECOVERY UNIT
CITY PLANNER
(SENIOR PLANNER)
TECHNICAL SPECIALISTS
IT STAFF
DEMOBILIZATION UNIT
POLICE LT
SERVICE BRANCH
COMMS UNIT
I.T. MANAGER
(I.T.SUPERVISOR)
FOOD UNIT
COMM SVCS SUP
(COMM SVCS STAFF)
SUPPORT BRANCH
FACILITIES/GROUND SUPPORT UNIT
MAINTENANCE SUP
(COMM. SVCS. MGR.)
TRANSPORTATION UNIT
PW FLEET MAINT.
(PW SUPERVISOR)
PERSONNEL/VOL UNIT
HR MANAGER
(HR STAFF)
SUPPLY UNIT
PW STAFF
(PW STAFF)
COST RECOVERY DOCUMENTATION UNIT
SENIOR ACCOUNTANT
TIME KEEPING UNIT
SENIOR ACCOUNTANT
(FISCAL SPECIALIST)
SUPPLY & PROCUREMENT UNIT
PURCHASING AGENT
(BUYER)
COMPENSATION & CLAIMS UNIT
SENIOR H.R. ANALYST
(HUMAN RESOURCES ANALYST)
COST ANALYSIS UNIT
MANAGEMENT ANALYST
(ACCOUNTING TECHNICIAN)

4.6.1 Management Section

In an incident command organization, the Management Staff consists of the Director of Emergency Services, an EOC Director, and various special staff positions and/or groups. The Command Staff element (the term "Command" is used in the field; "Management" is used in the EOC) is provided through special staff positions and groups that are specifically designated, report directly to the DES or EOC Director, and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. The special staff positions and groups pre-identified for the Brea EOC are: (1) Policy Group, (2) Public Information Officer, (4) Safety Officer, (5) Liaison Officer, and (6) EOC Security Officer and (7) EOC Coordinator.

DIRECTOR OF EMERGENCY SERVICES

The emergency management staff operates from the EOC and is directed by the City Manager, or designee, who serves as the Director of Emergency Services (DES). The DES is responsible to the City Council and Disaster Council per Brea Ordinance 0588. The Director of Emergency Services has the authority to direct all EOC activity and is responsible for the City's overall emergency management policy and coordination.

RESPONSIBILITIES:

- Serve as the Director of Emergency Services for the City of Brea.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the Management and General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.
- Support and coordinate a multi-agency disaster response including federal, state, regional and outside agency resources.
- With assistance provided by the EOC:
    - Operates communications and warning systems.
    - Provides information and guidance to the public.
    - Maintains information on the status of resources, services, and operations.
    - Identifies and analyzes potential hazards and recommend appropriate countermeasures.
    - Collects, evaluates, and disseminates damage assessment and other

essential information.
- Provides status and other reports to the Orange County Operational Area.

ASSIGNMENT OF PRIMARY RESPONSIBILITY

The City Council has appointed the City Manager as the Director of Emergency Services per Brea Ordinance 0588 (City of Brea Emergency Plan).

POSITION SUCCESSORS

A successor to the position of Director of Emergency Services is appointed by the City Council. Should the director be unavailable or unable to serve, the positions listed below, in order, shall act as the Director of Emergency Services. Should these positions be unavailable or unable to serve, the individuals who hold permanent appointments to the following positions in the City will automatically serve as Acting Director in the order shown. The individual who serves as Acting Director shall have the authority and powers of the Director, and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

First:	**Assistant City Manager**
Second:	**Fire Chief**
Third:	**Police Chief**
Fourth:	**Public Works Director**

POLICY GROUP

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Officials. Policy issues that may need to be addressed during activation may include; crisis communication issues, declarations, restrictions, contingency funding, donations/volunteer management, restoration, resource allocation and response and recovery priorities, etc.

The Policy Group will operate from the City Managers Conference Room to ensure confidentiality during discussions. The Emergency Services Director will ensure communications between the EOC and the Policy Group are maintained throughout the entire activation.

The Director of Emergency Services will consider implications of the disaster and communicate with the Policy Group especially in relation to coordination for response and recovery efforts, and especially legal issues.

RESPONSIBILITIES

- Establishes basic policies which govern the manner and means in which the City will respond to an actual and/or perceived disaster.

- Provides support to the Director of Emergency Services (DES).
- Acts as advisors and furnish the Emergency Operations Manager with critical data to view the incident from different perspectives.
- Assists in making executive decisions based on policies of the City Council.
- Assists the DES in the development of rules, regulations, proclamations and orders.

ASSIGNMENT OF PRIMARY RESPONSIBILITY

The Policy Group consists of the following members:

- City Manager (Director of Emergency Services)
- Assistant City Manager
- City Attorney
- Risk Manager
- Fire Chief
- Police Chief
- Public Works Director
- Affected Department Heads (as appropriate)

The Director of Emergency Services (City Manager) serves as the Chairperson of the Policy Group.

EOC DIRECTOR

An EOC Director is assigned to the City's Emergency Operations Center as the citywide commander of all emergency response forces. Although the Director of Emergency Services has legal obligation and ultimate authority to control response operations, it is generally accepted that the EOC Director conceives strategic objectives and response strategies, and implements response measures. The Brea response environment is one built on collaboration, full and complete understanding, and use of a common operating picture. Therefore, the EOM is provided advice from the Policy Group and seeks approval/validation for response strategies and objectives through the DES and Policy Group.

RESPONSIBILITIES

- Report to the Director of Emergency Services for the City of Brea
- Implement executive decisions based on policies of the Director of Emergency Services and the City Council
- Establish the appropriate level of the EOC organization, and continuously monitor the effectiveness of that organization. Make changes as required
- Be prepared to form additional branches/groups/units as dictated by the situation
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with Management and the General

Staff, develop priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established

- Directs all other departments and city resources in a disaster operation.
- Approves the EOC Action Plan and ensures all requests for action are completed.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC
- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs
- Support and coordinate a multi-agency disaster response including federal, state, regional and outside agency resources

ASSIGNMENT OF PRIMARY RESPONSIBILITY:

The type of incident will determine whether staffing for the position of EOC Director will be the Fire Chief, Police Chief, the Public Works Director, or a Unified Command. The lead city department during a disaster shall be the department normally in charge of the response efforts for the specific incident, such as the Police Department, Fire Department, or Public Works. The figure below identifies which individual(s) has/have primary responsibility for the role of Emergency Operations Manager or serve as joint EOC Directors in a Unified Command in various situations:

Figure 14: EOC Director Assignment

Type of Emergency	Emergency Operations Manager	Unified Command
Aircraft Accident		Fire Chief/Chief of Police
Civil Disturbance	Chief of Police	
Earthquake		Fire Chief/Chief of Police
Tsunami		Fire Chief/Chief of Police
Epidemic/Pandemic	Fire Chief	
Flood/Dam Failure	Fire Chief	
HazMat Incident	Fire Chief	
Industrial Accident	Fire Chief	
Major Oil Spill	Fire Chief	
Radiological Incident	Fire Chief	
Severe Weather	Fire Chief	
State of War	Chief of Police	
Storm/Drain/Sewer Discharge		Fire Chief/Public Works Director
Terrorism/Bomb Threat	Chief of Police	
Traffic/Transportation Accident	Chief of Police	
Urban/Wildland Fire	Fire Chief	
Debris Management		Fire Chief/Chief of Police/Public Work's Director
Utilities Disruption/ Emergency		Fire Chief/ Chief of Police/ Utilities Manager

LIAISON

RESPONSIBILITIES

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the field or EOC Liaison Officer to ensure continuity of operations. ***(LEPG-29)***

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs. ***(LEPG-29)***

- Function as a central location for incoming Agency Representatives, provide work space and arrange for support as necessary.

- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.

- Ensure that all developed guidelines, directives, actions plans and appropriate situation information is disseminated to Agency Representatives.

- Acts as a point of contact for the following types of agencies/external organizations:
  American Red Cross
  Businesses
  Cal OES
  FEMA
  Hospitals
  OC Health Care Agency
  Orange County Animal Control
  Orange County Operational Area
  Salvation Army
  School Districts
  Other

PUBLIC INFORMATION OFFICER

Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

RESPONSIBILITIES

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Assist the Planning and Intelligence Section with the monitoring and maintenance of the EOC Status boards to ensure timely and consistent information is presented.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted in the EOC
- Review and coordinate all related public information and media releases, including dissemination of emergency information to city departments to keep employees apprised of the situation
- Follow the Joint Information System (JIS) protocols, which include protocols for the Joint Information Center (JIC)
- If an Orange County Operational Area JIC is activated, ensure that the City's public information efforts are coordinated with the JIC as appropriate

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Management Services, Communications and Marketing Manager

EMERGENCY OPERATIONS CENTER (EOC) COORDINATOR

Facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS levels and serve as a resource to the Emergency Services Director and/or the EOC Director.

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

RESPONSIBILITIES

- Ensures physical set-up for and staffing of support staff in the City EOC.
- Activates a WebEOC® event log if not already done so.
- Works with the Situation and Resource Status Units and other Sections to ensure up-to-date information is posted to WebEOC® and other information sharing boards/systems.
- Manages or assigns someone to manage WebEOC®.
- Directs and coordinates EOC support staff/personnel.
- Interacts with other sections and branches/groups/units within the EOC to obtain information to assist in coordination and ensure the proper flow of information.
- Ensures that the EOC remains administratively functional by coordinating facility needs such as feeding, cleaning, and equipping.
- Coordinates the servicing of or repairs to equipment, systems, and software.
- Restocks supplies.

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Emergency Preparedness Analyst

SAFETY OFFICER

Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.

RESPONSIBILITIES

- Ensures all emergency response personnel follow and demonstrate appropriate safety precautions during an emergency.
- Ensures that all facilities used in support of EOC operations have healthy and safe operating conditions.
- Ensures that all facilities meet Americans with Disabilities Act (ADA) requirements.
- Identifies hazardous situations associated with the incident.
- Reviews the EOC Action Plan for safety implications and provides safety messages in the EOC Action Plan.
- Exercises emergency authority to stop any activity deemed unsafe and/or to prevent unsafe acts.
- Identifies and mitigates safety hazards and situations of potential City liability.
- Investigates accidents that have occurred within the incident area or at sites/facilities supporting response operations.

EOC Security Officer

RESPONSIBILITIES

- Provides security twenty-four hours a day for EOC facilities.
- Controls personnel access to facilities in accordance with policies established by the Director of Emergency Services and/or Emergency Operations Manager.
- Checks identification of EOC staff and visitors.
- Manages personnel sign in upon arrival and sign out when leaving the EOC facility.

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Brea Police Department Officer

4.6.2 Planning & Intelligence Section

The EOC Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the EOC Planning/Intelligence Chief on various courses of action from their departmental level perspective.

The EOC Planning/Intelligence Section is responsible for overall supervision of collecting, verifying and analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the City EOC Action Plan and facilitating the action planning meeting; conducting recovery and advanced planning activities; providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities.

The information gathered needs to be reported in an expeditious manner to the various EOC sections, City departments and the Orange County Operational Area. The EOC Planning/Intelligence Section is also responsible for the detailed recording of the response effort and the preservation of these records during and following the disaster.

PLANNING/INTELLIGENCE SECTION CHIEF

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

RESPONSIBILITIES

Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:

  - Collecting, analyzing and displaying situation information
  - Preparing periodic situation reports
  - Initiating and documenting the City's Action Plan and After-Action Report
  - Planning for long term response and advanced planning
  - Planning for demobilization
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- 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/group/unit activities within the Section
- Report to the Emergency Services Director on all matters pertaining to Section activities

ASSIGNMENT OF PRIMARY RESPONSIBILITY

The EOC Director and EOC Planning/Intelligence Section Chief would ideally be from the same discipline and agency/department. Since the EOC Director is determined by the type of incident, the Planning/Intelligence Section Chief should also be determined by the type of incident. If it is an aircraft or utilities emergency requiring the establishment of a Unified Command, then the Fire Department will have the lead in staffing this position for an aircraft emergency and the Public Works Department will have the lead for a utilities emergency.

SITUATION STATUS UNIT (SITSTAT Unit)

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

- Provide current situation assessments based on analysis of information received from a variety of sources and reports
- Develop situation reports for dissemination to EOC Planning/Intelligence Section Chief, Emergency Services Director and other section Chief's to initiate the action planning process
- Transmit approved reports to the Orange County Operational Area
- 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
- 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 EOC Sections, summarize, and provide current information on centralized maps and displays
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC

RESOURCE STATUS UNIT (RESTAT Unit)

The Resource Status Unit Leader is responsible for tracking the location and status of all resources acquired by the EOC. The Resource Status Unit Leader provides situational awareness to EOC staff on acquired resources by keeping a master list of all resources en route or committed to emergency operations. They will coordinate with the Situation Status Unit for updating status boards to reflect changing resource status, and with the Operations and Logistics Sections to review resource requests/procurements to avoid duplication of effort.

RESPONSIBILITIES

- Verifying proper check-in and check-out of personnel
- Preparing and maintaining displays, charts, and lists reflecting current status and location of personnel, critical resources, transportation, and support equipment
- Maintaining a master list of resources assigned to the incident
- Physical resources consist of personnel, teams, facilities, supplies, and major items of equipment available for assignment to or employment during incidents.
- Makes certain that all assigned personnel and other resources have checked in at the incident.
- Posts personnel status information.
- Maintains a system for tracking the current location and status of all assigned resources.
- Prepares and processes resource status change information.
- Prepares and maintains displays, charts, and lists which reflect the current location and status of resources.
- Establishes contact with facilities by telephone or through a Communications Center.
- Prepares Organization Assignment List and Organization Chart.
- Reports on current status of injured personnel, damaged response structures, and/or resources, etc.
- Provides guidance relative to the collection and reporting of resources needed and being used in an incident.

DOCUMENTATION UNIT

Compile and distribute the City's EOC Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

RESPONSIBILITIES

- Maintain an accurate and complete record of significant disaster events
- Assist other parts of the EOC 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 EOC, and assign appropriate internal and external message routing
- Provide documentation and copying services to EOC staff
- Maintain and preserve disaster/emergency files for legal, analytical, and historical purposes
- Compile, copy and distribute the EOC Action Plans as directed by the Section Chief's
- Compile, copy and distribute the After-Action Report with input from other sections/units
- Assists in financial recovery/maintains official records and reports.

ASSIGNMENT OF PRIMARY RESPONSIBILITY
City Clerk as the Documentation Unit Leader

SAFETY ASSESSMENT UNIT

RESPONSIBLITIES

- Collect safety/damage assessment information from the EOC Operations Section and other verifiable sources and prepare appropriate reports
- Provide safety/damage assessment information to the EOC Planning/Intelligence Section Chief
- Coordinate with the Building and Safety Branch of the EOC Operations Section for exchange of information
- Coordinate with Orange County Public Works Inspection Division representative when assigned to the City

- Utilize the Orange County Operational Area safety/damage assessment procedures and forms
- Compiles and reports on total financial, human, infrastructure, et cetera damage.

RECOVERY/ADVANCED PLANNING UNIT

Ensure that the City of Brea receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all advanced planning for long term operations and initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

RESPONSIBILITIES

- Ensure that the City of Brea is prepared to participate jointly with FEMA, Cal OES, Orange County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance
- Ensure that required and/or approved mitigation measures are carried out
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed
- Considers the needs of citizens, particularly the disabled and/or those with special needs, in developing recovery strategies.

DEMOBILIZATION UNIT

RESPONSIBILITIES

- Properly “checks out” and “releases” personnel assigned to the incident.
- Ensures safety inspections have been completed for all vehicles assigned to an incident.
- Develops an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization.
- Creates rosters of personnel and resources and obtains any missing information during the check- in process to identify gaps/concerns early on.
- Develops incident check-out procedures.
- Coordinates Demobilization with Agency Representatives.

TECHNICAL SPECIALISTS/TECHNICAL SPECIALISTS UNIT

Technical Specialists are advisors with special skills and are activated only when needed. Specialists may serve anywhere within the organization, including the Management Staff. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically specially certified in their fields or professions.

Technical specialists assigned to the Planning Section may report directly to its chief, may report to any function in an existing unit, or may form a separate unit within the Planning Section, depending on the requirements of the incident and the needs of the Section Chief. Technical specialists may also be assigned to other parts of the organization (e.g., to the Operations Section to assist with tactical matters or to the Finance/Administration Section to assist with fiscal matters). Generally, if the expertise is needed for only a short period and normally involves only one individual, that individual should be assigned to the Situation Unit. If the expertise will be required on a long-term basis and may require several personnel, it is advisable to establish a separate Technical Specialist Unit in the Planning Section.

RESPONSIBILITIES

- Provides technical expertise to the EOC Planning/Intelligence Section and others as required.
- Provides support specific to a field or function not addressed elsewhere or by any other discipline in the EOC.

4.6.3 Operations Section

The EOC Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency.

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

OPERATIONS SECTION CHIEF

The Operations Section Chief is responsible for the coordination and support of all incident-related operational activities and the management of the EOC Operations Section. An Ops Chief should be designated for each operational period and should have direct involvement in the preparation of the EOC Action Plan for the corresponding period of responsibility.

RESPONSIBILITIES

- Ensure that the EOC Operations Function is carried out, including the coordination of response for all operational functions assigned to the EOC, such as Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively
- Establish the appropriate level of Unit organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly
- Exercise overall responsibility for the coordination of Unit activities within the EOC Operations Section
- Ensure that the EOC Planning/Intelligence Section is provided with status reports and major incident reports with current information
- Conduct periodic EOC Operations briefings for the Emergency Services Director as required or requested
- Overall supervision of the EOC Operations Section.

ASSIGNMENT OF PRIMARY RESPONSIBILITY

The EOC Director and the Operations Section Chief should be from the same discipline and agency/department. Since the EOC Director is determined by the type of incident, the Operations Section Chief will also be determined by the type of incident. If it is an aircraft or utilities emergency requiring the establishment of a Unified Command, then the Fire Department will have the lead in staffing this position for an aircraft emergency and the Public Works Department will have the lead for a utilities emergency.

FIRE BRANCH

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

RESPONSIBILITIES

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents
- Coordinate the provision of emergency medical care
- Coordinate and conduct all urban search and rescue operations
- Implement the portion of the EOC Action Plan appropriate to the Fire Branch
- Monitors and supports field operations related to:
    - Urban search and rescue
    - Heavy rescue
    - Fire suppression and control
    - Paramedic First-Aid service
    - Hazardous materials incidents
    - Radiological defense services
- Takes overall responsibility for all Fire Department activities.
- Assists in directing tactical forces and resources in addressing multiple fire hazards.
- Supports activities to prevent, control, and suppress fires.
- Assists in directing search and rescue operations.
- Provides and coordinates medical aid and medical transportation.
- Controls and manages hazardous materials incidents.
- Provides and coordinates radiological monitoring.
- Provides logistical support to Fire Departments.
- Maintains lists of available fire services resources from neighboring jurisdictions, other government agencies, and the volunteer and private sectors.
- Ensures the location of, provision of immediate care to, and safe removal of endangered, trapped, injured, and/or isolated persons.
- Coordinates directly with Group Supervisors in the EOC, or with representatives at the Fire Department Operations Center (if it is activated) tasked with staffing Group assignments.
- Ensures that the EOC AP has been distributed and is being followed.

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Brea Fire Division Chief

LAW ENFORCEMENT BRANCH

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure emergency access control to damaged areas, order and coordinate appropriate mutual aid resources, and assume responsibility for the management of fatalities in the absence of the Orange County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

RESPONSIBILITIES

- Coordinate movement and evacuation operations during the disaster
- Alert and notify the public of the pending or existing emergency
- Activate any public warning systems
- Coordinate all law enforcement and traffic control operations during the disaster
- Ensure the provision of security at incident facilities
- Coordinate incoming law enforcement mutual aid resources during the emergency
- Coordinate and assume responsibility as necessary for Fatalities Management in the event the Coroner is delayed in responding.

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Brea Police Department, Police Captain

PUBLIC WORKS BRANCH

Coordinate all Public Works operations; maintain public facilities, operating utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed. Necessary units or groups may be activated as needed to carry out these functions.

RESPONSIBILITIES

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders
- Coordinate with the EOC Logistics Section on the acquisition of all resources and support supplies, transportation, materials and equipment
- Determine the need for and location of general staging areas for unassigned resources
- Coordinate with the Facilities Unit of the EOC Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations

- Report and obtain all gas and power utility damage reports. Coordinate and prioritize response activities
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements
- As needed, provide for the procurement and distribution of potable water supplies

SHELTER BRANCH

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

RESPONSIBILITIES

- Identify the care and shelter needs of the community
- Work with the Orange County Chapter of the American Red Cross to establish shelters as required
- Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims
- Via the media/social media, encourage residents to go to the shelter nearest their residence
- Coordinate Animal Care issues

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Community Services Manager

DISPATCH GROUP

Monitoring communications via the 9-1-1 Dispatch Center for trends and impact to field responders. Assist EOC staff in developing priorities, responding to situations, and obtaining resources as dictated by the situation.

RESPONSIBILITIES:

- Monitor and coordinate all City radio traffic – Fire, Law, Public Works, Building and Safety.

- Respond to 9-1-1 requests for assistance via telephone. Dispatch emergency response units as available.

- Answer calls from the public on non-emergency Dispatch phone lines. Respond and route as appropriate.
- Distribute messages, information and intelligence received via radio or other electronic means to appropriate EOC and field staff.
- Identify patterns in calls to the 9-1-1 Dispatch Center.

4.6.4 Logistics Section

The Logistics Section provides support to all the other sections within the Brea Emergency Organization for the duration of the incident. Any personnel, equipment, supplies, or services required by the other sections will be ordered through the EOC Logistics Section.

The EOC Logistics Section's primary responsibility is to provide all necessary personnel, supplies, equipment, support, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, EOC, etc. 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 according to established Disaster Accounting procedures developed by the Finance/Administration Section in the EOC, unless authorized by the Emergency Services Director or emergency orders of the City Council. Due to the need to closely coordinate with the Finance Section, it is highly desired that the Logistics and Finance Sections are co-located in the EOC.

The Logistics Section can be divided into two Branches – **Service and Support – that are managed by Branch Directors. W**hen activated, these Branch Directors work under the supervision of the Logistics Section Chief, and are responsible for the management of all service and support activities in the EOC and supporting the incident. The Service Branch Director supervises the operations of the Communications, and Food Units. The Support Branch Director supervises the operations of the Transportation, Supply, and Facilities Units. The primary responsibilities of the Branch Directors are to determine the level of service required to support operations, organize and prepare assignments for Branch personnel, coordinate activities of Branch Units, and resolve Branch problems. If there is not a need to activate the Branch Director level positions, the Logistics Section Chief would be responsible to supervise the Branch Units as required.

LOGISTICS SECTION CHIEF

Support the response effort and oversee the acquisition, transportation, and mobilization of resources. Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.

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

RESPONSIBILITIES

- Managing all radio, data and telephone needs of the EOC
- Coordinating transportation needs and issues and the Traffic Plan
- Managing personnel issues and registering volunteers as Disaster Services Workers
- Obtaining all materials, equipment and supplies to support emergency operations
- Coordinating management of facilities used during disaster response and recovery
- 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/group/unit activities within the Section
- Coordinate the provision of logistical support for the EOC
- Coordinate activities with the Finance Section
- Manage the collection and disbursement of donations
- Report to the Emergency Services Director on all matters pertaining to Section activities
- Ensure that all facilities used in support of EOC operations have safe operating conditions
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist
- Stop or modify all unsafe operations
- Ensure for the security of the EOC, the EOC personnel and adjacent parking areas

ASSIGNMENT OF PRIMARY RESPONSBILITY

Brea Public Works Staff

SUPPORT- PERSONNEL/VOLUNTEER UNIT

Receive and process all incoming requests for personnel and volunteer support. Register volunteers as Disaster Service Workers.

RESPONSIBILITIES:

- Oversees the operations of the Human Resources Unit and coordinates with the Logistics Section Chief.
- Provides additional personnel for response and recovery operations, as requested.
- Manages personnel issues and sets personnel policies during emergency situations.
- Ensures that emergency personnel (including volunteers) are properly credentialed

and skilled/trained for their intended assignments.
- Oversees communications, coordination, mobilization and use of volunteers.

ASSIGNMENT OF PRIMARY RESPONSBILITY
Brea Human Resources Manager

SUPPORT- SUPPLY UNIT

Obtain all non-fire and non-law enforcement mutual aid material, equipment, and supplies to support emergency operations and arrange for delivery of those resources.

RESPONSIBILITIES

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables
- Maintain records to ensure a complete accounting of supplies procured and monies expended

SUPPORT- FACILITIES/GROUND SUPPORT UNIT

Ensure that adequate facilities are provided for the 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.

RESPONSIBILITIES

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations
- Coordinate with other EOC branches/groups/units for support required for facilities
- Support activities for restoration of disrupted services and utilities to facilities
- Coordinate with EOC Finance/Administration Section on any claims or fiscal matters relating to facilities' operations
- Close out each facility when no longer needed

SUPPORT- TRANSPORTATION UNIT

The Transportation Unit is responsible for transportation of emergency personnel, food,

equipment, and supplies, as well as coordinates and implements the Traffic Plan. This position also supports out-of-service resources and the fueling, service, maintenance, and repair of vehicles and other ground support equipment.

RESPONSIBILITIES:

- Develop and implement the Traffic Plan
- Support out-of-service resources
- Notify the Resources Unit of all status changes on support and transportation vehicles
- Arrange for and activate fueling, maintenance, and repair of ground resources
- Maintain Support Vehicle Inventory and transportation vehicles
- Provide transportation services, in accordance with requests from the Support Branch Director or the Logistics Section Chief
- Collect use information on rented equipment
- Requisition maintenance and repair supplies (e.g., fuel, spare parts)
- Maintain incident roads

SERVICES- FOOD UNIT

The Food Unit is responsible for supplying the food needs for the entire incident, including the EOC and all remote locations (e.g., Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

RESPONSIBILITIES:

- Determine food and water requirements
- Determine the method of feeding to best fit each facility or situation
- Obtain necessary equipment and supplies and establish cooking facilities
- Ensure that well-balanced menus are provided
- Order sufficient food and potable water from the Supply Unit
- Maintain an inventory of food and water

- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed
- Supervise caterers, cooks, and other Food Unit personnel as appropriate

SERVICES- COMMUNICATIONS UNIT

Manage all radio, data, and telephone needs of the EOC staff. Establish and manage all necessary computer support to the EOC staff and field units.

RESPONSIBILITIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies
- Determine the appropriate placement of all public safety pac sets brought to the EOC 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 Emergency Services Director.

4.6.5 FINANCE/ADMINISTRATION SECTION

The EOC Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll Payments Revenue collection
- Claim processing
- Cost recovery documentation
- Revenue Collection
- Documentation, Timekeeping and Cost Tracking

The 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 EOC Finance/ Administration Section will mobilize. In a low level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize. Due to the need to closely coordinate with the Logistics Section, it is highly desired that the Finance and Logistics Sections are co-located in the EOC.

The EOC Finance/Administration Section acts in a support role in all disasters/ emergencies to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken.

FINANCE/ADMINISTRATION SECTION CHIEF

Supervise the financial support, response, and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

RESPONSIBILITIES:

- 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 EOC Logistics Section
- Processing worker's compensation claims received at the EOC
- Handling travel and expense claims
- Providing administrative support to the EOC

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Brea Administrative Services Director

SUPPLY & PROCUREMENT UNIT

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, including incoming and outgoing mutual aid resources. Ensure that all records identify scope of work and site specific work location.

RESPONSIBILITIES:

- Identify sources for equipment, expendable materials and resources
- Manage all equipment rental agreements
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or Emergency Services Director

- Process all administrative paperwork associated with equipment rental and supply contracts

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Purchasing Agent

TIME KEEPING UNIT

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time 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 location consistent with initial safety/damage assessment records, sites and Damage Survey Reports (DSRs).

RESPONSIBILITIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster
- Establish and maintain a file for all personnel working at the emergency/disaster
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, Cal OES, and FEMA time recording policies
- Track, record, and report equipment uses and time

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Senior Accountant

COMPENSATION & CLAIMS UNIT

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Brea arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims, and issuing checks upon settlement of claims.

RESPONSIBILITIES:

- Accept as agent for the City of Brea claims resulting from an emergency/disaster
- Collects information for all forms required by Workers Compensation and local agencies

- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries

- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Brea.

ASSIGNMENT OF PRIMARY RESPONSIBILITY
Senior Human Resources Analyst

COST RECOVERY DOCUMENTATION UNIT

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. The Cost Recovery Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.

COST ANALYSIS UNIT

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

RESPONSIBILITIES:

- Provide all cost analysis activity associated with EOC operation
- Obtain and record all cost data for the emergency/disaster
- Ensure the proper identification of all equipment and personnel requiring payment
- Analyze and prepare estimates of EOC costs
- Maintain accurate record of EOC costs

4.7 EOC Public Information Coordination

4.7.1 SUMMARY PUBLIC INFORMATION Division

(Pre-incident Protocol)

- The City of Brea Communications & Marketing and Public Information Office, a division of Management Services, has the primary responsibility for the dissemination of information to the public, media, partner agencies and other stakeholders. The Public Information Officer (PIO) assesses the need for communication on a particular topic and/or as assigned by the City Manager. The PIO researches, designs, writes and executes the communication strategy using a variety of distribution methods as applicable.
- The PIO is the official Webmaster for the City of Brea website (*cityofbrea.net*) along with the Information Technology Manager. The PIO and designees are responsible for overseeing the content, design, photography video and all other aspects of the website. The PIO may approve or deny submissions from other departments based on Website Policy and Public Information protocol, and CMS compatibility.
- The goal of the division is to consistently provide professional, widely-accessible, accurate, proactive, timely, and transparent information via multi communication channels in order to educate and increase awareness of city business and activities. Additionally, the Public Information Department personnel consults the City Council, City Manager and Directors in regard to communication issues, makes recommendations, develops a plan and executes communication strategies.

4.7.2 THE PUBLIC INFORMATION COMMUNICATIONS TEAM

- The Public Information Officer (PIO) reports directly to the City Manager. The PIO manages the Communications Team, which consists of:
    - Senior Management Analyst (Assistant PIO; Bilingual)
    - Media Specialist II (Graphics)
    - Media Specialist II (Audio Visual; Videographer)
    - Media Specialist II (Part-time PIO Support/Social Media)
- The City Manager is the official spokesperson for the City, with support from the Public Information Office and/or designees.
- In the event of an emergency incident, this team is expanded with personnel from other divisions in Management Services. In a prolonged emergency incident, personnel from other departments may be utilized in a role suitable to their training.

- The Brea Police Department and the Brea Fire Department have assigned sworn personnel to serve PIOs for their departments, in the field during an incident and during routine department business.
- City Departments have assigned personnel to manage targeted social media platform to support routine department business.

4.7.3 ESTABLISHED COMMUNICATION DISTRIBUTION METHODS

- City of Brea's website: *cityofbrea.net*
  - "Notify Me" e-mail subscription module
  - Emergency Alert notification module
- Live and on-demand streaming
- Brea Line (Official city newsletter, quarterly)
- Social Media (Twitter, Facebook, Instagram and You Tube)
- Marquee/Reader board (Routine Purpose: Cultural Arts Messaging. In an emergency, the reader board would be commandeered for emergency messaging.
- BCC Visix (Routine Purpose: Promote City activities to BCC participants. In an emergency, the Visix may be used for emergency messaging to participants and/or evacuees sheltering that the BCC-Designated Red Cross Shelter.)
- Media Relations-E-mail/Digital releases
- Video (City You-Tube Channel)
- "Brea Talks" Podcast/V-blog
- Government Access Channel (24/7)
  - Live and streamed content
  - Digital Bulletin Board (Brea TV)
- Direct Mailing
- Advertising (Print, Digital)
- Alert OC (Emergency Incidents Only)
- Information Line: (714) 990-7732 (Routine Purpose: Carbon Canyon Rd messages. In an Emergency, the phone line may be used for emergency messaging.)

4.7.4 PRIMARY COMMUNICATION TARGET GROUPS

Internal

- City Manager
- City Management
- Employees

- City Council
- City Commissions & Committees

External

- Brea Residents
- Brea Businesses
- Media Outlets
- Brea Service Groups and Not-for-Profit Organizations
- Brea Chamber of Commerce
- Brea Olinda School District
- Private Schools
- Major Employers
- Regional Elected Officials and Stakeholders

Emergency Incident

- Depending on the nature of the emergency, part or all of these groups may be targeted with general or customized communication.
- In an emergency, additional groups would be included in the outreach, including:
    - Orange County Operational Area
    - County-wide Public Safety Agencies
    - Hospitals
    - Shelters/Evacuees/Victims
    - Brea CERT

4.7.5 EMERGENCY OPERATIONS CENTER ACTIVATION

- During an EOC evacuation, all information shall be funneled through the PIO. The PIO shall work with the Incident Commander, or designee in order to gather, verify and disseminate information following established Public Information Protocol and using communication distribution methods, as applicable.
- A comprehensive emergency Public Information Program provides information to help reduce deaths, injuries, and property damage, as well as providing long-term public education about disaster and hazard awareness. This information must be coordinated and integrated across all jurisdictions, agencies, and organizations involved in the emergency preparedness, response, and recovery effort, including private-sector companies and nongovernmental organizations.

- With the exception of public safety field PIOs, all other informal communication assignments and activities will be suspended in regard to the emergency incident, unless directed by the PIO, or EOC Director.
- The PIO is responsible to ensure that communications support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.
- The Emergency Public Information function may, based on conditions and/or activation levels require expansion. The incident may dictate a need for a Joint information Center (JIC) to be established regionally through the EOC Operation Area.
- In this case, the JIC would be established to coordinate critical emergency information, crisis communications, and public affairs functions throughout the County and/or area of impact. The Joint Information Center would then be central point of contact for all news media.
- Field personnel should be in contact with the EOC to provide information so that EOC Personnel may handle requests and provide appropriate communication outreach and support.
- It is essential that all information be properly verified and vetted prior to its release.

Initial Communication Phase

- Check in the EOC Director; identify EOC briefing schedule
- Collect incident information; verify; identify rumors.
- Determine Public Information staffing needed.
- Determine the communication response. (Timely and accurate facts.)
- Coordinate interviews as applicable.
- Track information, responses and contacts.
- Maintain contact with the Operational Area. Post incident, changes and requests on WebEOC.
- Provide emergency courses of action, including how and where to get more information.
- Coordinate with other response groups and agencies. Keep employees informed, as they will be fielding public questions. Instruct employees on appropriate responses.
- Anticipate situations and problems and develop a communication response.
- Follow all Public Information Protocol.

“Maintenance” Phase

- This phase is generally when the incident is contained and the intensity of the crisis begins to subside. It is important to stay consistent on messaging and continue to

communicate regularly with all of the established groups. Stay on top of the information flow.

- The content of the messaging may change to general education messages, potential health and safety recommendations. Other topics may include:
  - Recovery Plans
  - Services
  - Transportation
- Public questions, rumors and criticism of the response and communication outreach may arise during this time as the crisis begins to diminish. Remain professional and provide timely, factual responses without being defensive. Keep City Manager & City Clerk informed. Monitor Social Media.

Post Incident

- Debrief
- Evaluate effectiveness of the Emergency Public Information protocol and make recommendations as applicable.
- Deactivate EOC Public Information function; Report deactivation on WebEOC.
- Continue messaging. Content of communication will change:
  - Public awareness instruction re: recovery plans
  - How to access financial/social services, health services assistance if applicable.
  - Building and safety information, as applicable.
  - Emergency Preparedness Information.
  - Response to public, media, elected officials employee questions
  - Promote the activities and capabilities of the organization; the response and recovery. Help reinforce the values of the organization and its mission to provide excellent public service.
  - Train, re-train staff as necessary.

4.8 EOC Deactivation

The individual acting as Director of Emergency Services or EOC Director during the incident has the authority to determine when it is appropriate to deactivate the EOC.

The duration of an EOC activation is unknown. For pre-planned events or smaller incidents with few recovery concerns the activation might be limited to days or even hours. Following significant emergencies (e.g., a major earthquake) the EOC may be activated for months and potentially a year or longer as operations shift from response to supporting long-term recovery of the community.

Following smaller incidents, deactivation of the EOC will typically take place after on-scene

incident management activities have ceased, when it is determined that on-scene personnel have the incident fully contained and there is limited or no possibility of escalation, or when the incident has become small and specific enough that a single Department Operations Center can manage the incident alone. In either case, the Director of Emergency Services and/or EOC Director in consultation with the Policy Group will determine the appropriate time to deactivate the EOC.

Once the decision has been made to deactivate the EOC, ramping it down will occur in a phased process. Depending on the magnitude of the incident and the associated response, this phased process may be implemented over months, days, hours, or even minutes. The precise timing of each phase will be determined by the Director of Emergency Services or EOC Director . The five phases are as follows:

1) **Operations Section:** The Operations Section will typically be the first to deactivate and tactical teams and field personnel should account for equipment and emergency workers and then return to their home bases. Demobilization of field personnel will typically take place on a first in/first out basis. The specifics of this demobilization will be determined by the
2) Operations Section Chief and on-scene Command in accordance with the Demobilization Plan developed by the Planning Section/Demobilization Unit.

3) **Logistics Section:** The Logistics Section will support the Operations Section's deactivation. It will begin closing down facilities and reclaiming or disposing of resources that were used to support emergency workers (e.g., feeding locations, lodging, sanitation, etc.). It will also assist in accounting for resources, determining their status, returning or disposing of response resources, and reporting status, costs, and losses to the Finance/Administration Section.

4) **Planning Section:** Following the deactivation of the Operations and Logistics Sections without incident, the planning section will cease operations. The Planning Section remains active while the Operations and Logistics Sections deactivate in case complications with field demobilization or resource management arise that might need to be addressed strategically. In addition, the Planning Section/ Demobilization Unit is responsible for developing the demobilization plan that is being used by the Operations and Logistics Sections. Should questions arise or revised strategies be needed, the Planning Section will be available during this critical time.

5) **Finance/Administration Section:** The Finance and Administration Section is the last General Staff functional element to cease operations because it is responsible for gathering all documentation related to the incident, identifying all associated costs (including demobilization costs), and leading cost recovery efforts. It may sometimes take considerable time to ensure all appropriate documentation is

gathered from the other sections and to validate costs. Furthermore, complete accountability for the operation cannot be determined until all other sections have fully deactivated. This function may transition to the Emergency Preparedness Analyst and City Finance Department after the incident period has ended.

6) **Management Function:** Because the Director of Emergency Services and EOC Director are accountable for all emergency management activities – from start to finish – the Management function is the last to deactivate. At any time throughout the deactivation process, the DES and/or EOC Director may choose to dismiss elements of the Management Function (e.g., Policy Group, Liaison Officer, etc.), however, one of the command positions (DES or EOC Director) must be maintained to ensure all activities are fully and successfully executed and then terminated. The DES or EOC Director will typically receive a debriefing from the Section Chiefs as they cease operations. Once the last Chief has reported out and the DES or EOC Director is confident that operations are terminated and all things are accounted for, then official operational termination/deactivation may result.

As individuals are released from the EOC, they will perform the following activities in accordance with the SEMS' Generic Demobilization Phase Checklist:

- ⌋ Close out logs and log out of WebEOC® when authorized by the EOC Director or an appropriate supervisor.
- ⌋ Complete all required forms, reports, and other documentation. Submit all forms and logs to the Planning/Intelligence Section/Documentation Unit, as appropriate, prior to departure.
- ⌋ Be prepared to provide input to the after-action report.
- ⌋ Clean up work area before leaving.
- ⌋ Leave a forwarding phone number with the EOC Coordinator as necessary.
- ⌋ Notify other appropriate organizations of the deactivation.
- ⌋ Ensure that any open actions not yet completed will be handled after deactivation.
- ⌋ Proclaim termination of the position/organizational element (e.g., Unit, Branch, etc.) and resume normal agency operations.

Following an EOC activation and deactivation, the Emergency Preparedness Analyst will be responsible for restoring the City EOC to a state of readiness. This may include:

- Coordinating cleaning services
- Servicing equipment or coordinating repairs
- Restocking supplies
- Reorganizing/rearranging furniture or other resources

Chapter 5 – Recovery Operations

5.1 Introduction

Recovery refers to those measures undertaken by an entity following a disaster that will return existence back to normal, or at least as normal as possible within a given time period. Effective recovery consists of a complex array of interdependent and coordinated actions. Recovery operations are divided into three phases; short term, mid-term and long term.

5.2 Phases of Recovery

5.2.1 Short-Term (a few days to six months)

Short-term recovery is associated with periods ranging from a few days to approximately six months after a disaster. Activities include rapid damage assessment, debris removal, temporary relocation of residents and businesses, immediate restoration of services, temporary financial relief to disaster victims, immediate abatement of extreme hazards, and crisis counseling to disaster victims. The restoration of infrastructure is also one of the highest priorities because it impacts many other elements of the recovery. In particular, focus should be placed on the restoration of:

- Electric power
- Communications
- Water and sewer
- Facilities designated as critical or essential to the City
- High impact areas and special districts, schools, and hospitals
- Economic and social systems of the community

Since these restoration activities will have been initiated during the response phase, continued coordination into the recovery phase is necessary to follow-though with high priority areas for service resumption.

5.2.2 Mid-Term (six months to two years)

In the mid-term phase of recovery the most vital services have been restored, but life may not be characterized as "back to normal." This period, which ranges from months to two years, may be characterized by the following:

- Large numbers of displaced persons may still be living in temporary housing.
- Businesses are once again open, but they may be operating from temporary facilities.
- Transportation arteries may be open, but they are not fully restored.
- Government, private and non-profit sectors, and individuals may have applied for grants and loans but have not received the money.

Behavioral health services become paramount during this time since disaster victims experience the stresses related to coping with the ongoing disaster effects.

5.2.3 Long-Term (two to ten years or longer)

Long term recovery and reconstruction takes many months to many years to accomplish. Tasks may involve the following:

- Reconstruction of damaged buildings
- Permanent re-establishment of public, private, and non-profit services
- Economic rebound
- Long-range planning for hazard mitigation and land use
- Treatment of physical and psychological injuries

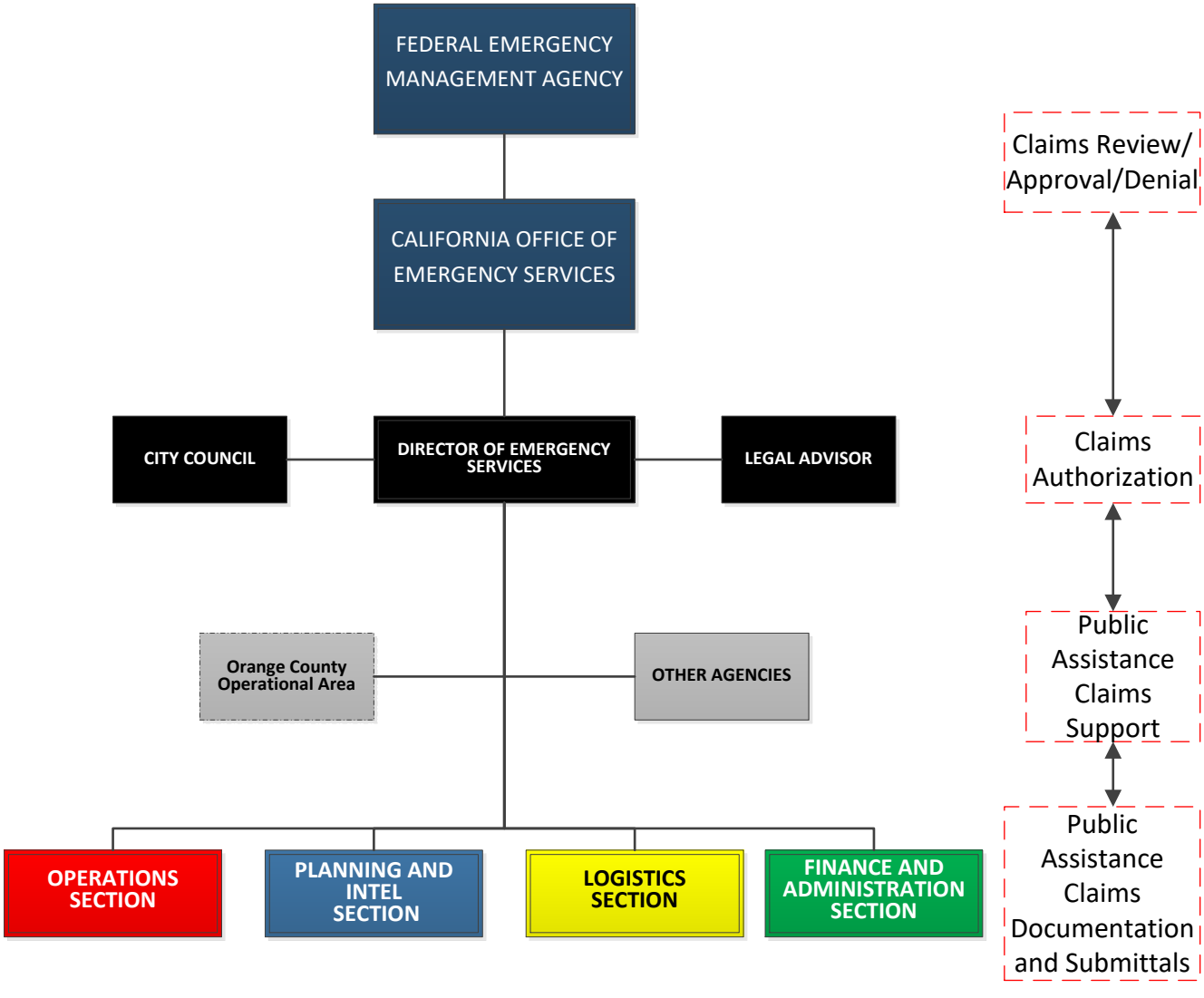
Long-term recovery for severely traumatized victims may involve bringing those individuals into the county mental health system for care. Additional long-term considerations include updating plans based on lessons learned and conducting post-incident assessments.

5.3 Recovery Organization

In the aftermath of a disaster, all departments will be responsible for carrying out some portion of the recovery and reconstruction duties. Some departments may even be expected to defer some of their normal day-to-day operations in order to devote personnel and equipment to carrying out functions during the initial phase of recovery.

Any City department, whether or not it has been assigned specific recovery role, may be called upon to provide recovery assistance to other departments. Some departments may be designated to coordinate or assist in coordinating recovery functions between departments and/or outside agencies. All departments will be expected to comply immediately with reasonable requests for assistance.

SEMS Recovery Organization Chart



5.4 Recovery responsibilities

Damage Assessment

During the early phase of a disaster, the initial damage from the disaster is estimated due to time constraints related to the response. Plans should include procedures for conducting more detailed surveys to be used in disaster project applications once the recovery process begins. The procedures should include the following:

Safety Concerns

Safety precautions that will contribute to recovery operations include:

- Ensuring gas, water, sewer leaks are identified
- Ensuring utilities are turned off in unsafe or damaged structures
- Securing hazardous materials sites and preparing clean-up plan; ensuring unsafe buildings are vacated, clearly marked and access is restricted
- Identifying safety precautions to be undertaken by emergency workers

Structural Damage

Checklists and procedures for survey teams should include the following terms when describing damages, which are limited to the structure and not contents:

- Destroyed - Cost of repair is more than 75% of value
- Major Damage - Cost of repair is greater than 10% of value
- Minor Damage - Cost of repair is less than 10% of value.

Recovery Activities

Common terms for recovery activities are listed below:

- **Category A:** Debris Clearance - Clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair.
- **Category B:** Protective Measures - Measures to eliminate or lessen immediate threats to life, public health, and safety.
- **Category C:** Roads & Bridges - All non-emergency work and any that may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules.
- **Category D:** Water Control Facilities - Includes flood control, drainage, levees, dams, dikes, irrigation works, and bulkheads.
- **Category E:** Public Buildings and Equipment - Buildings, vehicles or other equipment, transportation systems, fire stations, supplies or inventory, higher education facilities, libraries, and schools.

- **Category F:** Utilities - Water supply systems, sanitary sewerage treatment plants, storm drainage, and light/power.
- **Category G:** Other - Park facilities, public and private non-profit facilities, recreational facilities, and playground equipment.

List of Damages

Once a Presidential Disaster Declaration has been made a complete and comprehensive list of all the damage that has occurred needs to be completed by each jurisdiction and transmitted to the Operational Area. The Operational Area will transmit the damage information to the Cal OES Region, who will in turn send it to the State and FEMA. It should include:

- Location of Action/Damage - Geographical location of damaged facility or emergency work
- Description of Action/Damages - Narrative description explaining the nature of the disaster related problem (engineering details are not needed)
- Estimates of Cost - A separate estimate for each facility or system affected

5.4.1 Recovery Documentation and Reporting

Recovery documentation and reporting is the key to recovering eligible emergency response and recovery costs. Timely safety and damage assessments, documentation of all incident activities and accurate reporting are critical in establishing the basis for eligibility of disaster assistance programs.

Recovery Documentation

The recovery documentation information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal hazard mitigation grant programs. Documentation is the key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue as the disaster unfolds. Included in the EOC Planning/Intelligence Section is a Documentation Branch that will coordinate the collection of all incident documentation for dissemination and filing.

5.4.2 Disaster Assistance

Disaster assistance is divided into two forms: Individual and Public Assistance. Recovery plans should address both types of assistance, methods of acquiring help, restrictions, and other pertinent information.

Government Assistance to Individuals

Individual assistance consists of services provided to individuals and private sector businesses.

Federal Programs

- Disaster Housing Assistance Program - This is a federal program administered by FEMA that provides temporary housing to disaster victims during presidentially declared disasters
- Disaster Mortgage and Rental Assistance Program - This program provides grants for home related mortgage or rent payments to disaster victims, who as a result of a disaster have lost their job or business and face foreclosure or eviction from their homes. It is a federal program available under a presidentially declared disaster
- Housing and Urban Development (HUD) Program - This program is offered to families that meet certain income guidelines and may provide a percentage of the rental cost for a limited period of time to disaster victims. It is also available under a presidentially declared disaster
- Small Business Administration (SBA) - This program is automatically implemented following a presidential disaster declaration for Individual Assistance, or may be implemented at the request of the governor. It provides low interest loans to businesses and individuals who have suffered disaster losses
- Individual and Family Grant Program (IFGP) - This is authorized only by a federal disaster declaration. It provides grants to disaster victims who are not eligible for SBA loans
- Cora Brown Fund - This is authorized only by a federal disaster declaration. The fund provides disaster victims with assistance provided they are not eligible for any other disaster assistance award from the government or other organizations

These are only a few federal programs that can be activated under a presidentially declared disaster. Disaster assistance may also be altered by legislation passed at the time of the event. Other types of assistance may also be made available depending on the disaster.

Non Profit Volunteer Charitable Organizations

Volunteer charitable organizations, including the American Red Cross, Salvation Army, and others, may provide assistance to individuals outside the scope of the City of Tustin Recovery Organization.

Public Assistance

Public assistance consists of various programs of disaster relief to the public sector. Public sector includes state and local government (city, county, special district).

State – Natural Disaster Assistance Act (NDAA)

NDAA is available to counties, cities, and special districts to repair disaster-related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works except those facilities used solely for recreational purposes. This program offers a percentage of the eligible cost to: repair, restore, reconstruct or replace public property or facilities; to cover direct and indirect costs of grant administration with the Cal OES Secretary's concurrence; and to cover the cost of overtime and supplies used for response. The conditions for implementation of the NDAA are as follows:

- The Cal OES Secretary must concur with local emergency declaration for permanent restoration assistance;
- The Governor must proclaim a state of emergency for disaster response and permanent restoration assistance; or
- The President must declare a major disaster or emergency for matching fund assistance for cost sharing required under federal public assistance programs

Federal – Robert T Stafford Disaster Relief Act of 1974

The following is a brief overview of this program:

A Presidential Declaration of Major Disaster or Emergency is required to activate the provisions of this law. Eligible Applicants Eligible applicants include the following:

- State agencies
- Counties
- Cities
- Special districts
- Schools K-12
- Colleges and institutions of higher education
- Private non-profit organizations organized under § 501(c) 3 of the Internal Revenue Code
- Utilities
- Emergency agencies
- Medical agencies
- Custodial care organizations
- Government services such as: community centers, libraries, homeless shelters, senior citizen centers, and similar facilities open to the general public

Hazard Mitigation Grant Programs

The Hazard Mitigation Grant Program (HMGP) activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by FEMA and cost-effective hazard mitigation projects. HMGP grants are provided on a cost-share of 75% federal share and 25% non-federal share.

The Disaster Mitigation Act of 2000 (DMA2000) states that each jurisdiction (counties, cities, towns, and special districts) must have a Local Hazard Mitigation Plan (LHMP) approved by Cal OES in order to be eligible for FEMA pre and post disaster mitigation funds. The objective of the LHMP is "to save lives, preserve property and protect the environment, during times of disaster." The City of Brea is working toward a Hazard Mitigation Plan in the very near future.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster relief Act (The Stafford Act) through FEMA and Cal OES. Cal OES is responsible for identifying program priorities, reviewing applications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding. The federal regulations governing the HMGP are found in Title 44 of Code of Federal Regulations (44CFR) Part 206 and Part 13. For specific information regarding current HMGP activities, refer to the Cal OES website: www.CalOES.ca.gov.

Disaster Field Office

Following a Presidential Declaration of a Major Disaster or Emergency, a Disaster Field Office
(DFO) will be established in the proximity of the disaster area. The DFO provides the direction and coordination point for federal assistance. Typical functions of the DFO include:

- Management - Coordination of the overall federal assistance programs for Individual and Public Assistance, as well as any existing emergency work
- Public Information - Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information
- Liaison - Provides coordination and cooperation with other federal and state agencies
- Operations - Responsible for damage survey teams, outreach activities, and program implementation (i.e., Public Assistance, Individual Assistance, Hazard Mitigation, etc.)
- Planning/Intelligence - Develops action plans, identifies priorities, potential problems, documents the overall recovery actions
- Logistics - Provides materials and resources to perform the tasks associated with recovery

- Finance/Administration - Tracks and monitors costs, approves purchases, audits activities as needed

5.4.3 Mitigation

This aspect of recovery operations is critical in reducing or eliminating disaster-related property damage and loss of lives from reoccurring. The immediate post-disaster period presents a rare opportunity for mitigation. During this time, officials and citizens are more responsive to mitigation recommendations, and unique opportunities to rebuild or redirect development may be available. Recovery plans would benefit from addressing mitigation planning as part of the recovery process. The following issues represent some information that would be useful in recovery sections of emergency plans:

Forms of Mitigation

- Changes in building codes
- Variances or set-backs in construction
- Zoning, to reduce types of construction in high hazard areas
- Relocation or removal of structures from high hazard zones

5.5 After-Action Reporting

SEMS regulations require that jurisdictions complete an After Action Report (AAR) within 120 days after each emergency proclamation. Furthermore, the SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

Chapter 6 - Plan Development and Maintenance

The EOP is a living document, subject to revision based on agency reorganization, new laws, experience with exercises, and actual disasters. The EOP will be reviewed annually to ensure that plan elements are valid and current. Each responsible organization or agency will review and update its portion of the EOP and/or modify its Standard Operating Procedures (SOP)/Emergency Operating Procedures as required based on deficiencies identified during drills, exercises or actual occurrences. Changes in government structure and emergency response organizations will also be considered in the EOP revisions. The Emergency Preparedness Analyst is responsible for making revisions to the EOP that will enhance the conduct of response and recovery operations. In addition, the Emergency Preparedness Analyst is responsible for maintaining records of all revisions to the EOP.

Chapter 7 - Authorities and References

7.1 City of Brea Authorities

- Brea Municipal Code, Chapter 8.00.060 (Emergency Plan)
- City of Brea, Resolution No. 06-102, Adopting the National Incident Management System and National Response Plan, November 21, 2006
- City of Brea, Letter of Promulgation adopting the City of Brea's Emergency Operations Plan, 2004
- City of Brea Emergency Services Ordinance No. 0588, (Ch. 8 of the Municipal Code), April 20, 1976
  - Declared purposes of this ordinance are to provide for the preparation and carrying out of plans designed for the protection of persons and property within this city in the event of an emergency.
  - City Code section 8.00.010 further provides for the establishment of an emergency organization and the coordination of the emergency functions of the City with all other public agencies and affected private persons, corporations, and organizations.
  - Section 8.00.030 states, "The City Disaster Council shall be responsible for the development of the city emergency plan, which plan shall provide for the effective mobilization of all of the resources of this city, 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 adopting by resolution of the City Council."
  - Appoints the City Manager as the Director of Emergency Services.
- City of Brea Resolution adopting Orange County's Operational Area Agreement, 1999
- City of Brea Resolution No. 547, adopting the California Master Mutual Aid Agreement, December 6, 1950
- City of Brea Resolution - Workers Compensation Insurance for Registered Volunteer Disaster Service Worker

7.2 County of Orange Authorities

- Orange County Operational Area Plan, December 2007
- Orange County Fire Service Operational Area Mutual Aid Plan, December 1, 1997
- Orange County Law Enforcement Mutual Aid Contract, December 1977
- Orange County Operational Area Emergency Alert System (EAS) Plan
- San Onofre Nuclear Generating Station Emergency Plan (SONGS), 200

7.3 California State Authorities

- California State Emergency Plan
  - Promulgated by the Governor, 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.
- Standardized Emergency Management System (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations 2400-2450 and Government Code Section 8607[a])
- Standardized Emergency Management System (SEMS) Guidelines
- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code and Government Code 8660 – Good Samaritan Act)
  - Provides the basic authorities for conducting emergency operations following a declaration 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.
  - Article 10, Local Disaster Councils, Section 8610, "Creation by Ordinance; Plan Development, cities and counties create disaster councils by ordinance. A disaster council shall develop plans for meeting any condition constituting a local emergency or state of emergency."
- California Government Code 8607 (a)
- California Oil Spill Contingency Plan
- California Natural Disaster Assistance Act (Chapter 7.5 of Division 1 of Title 2 of the Government Code)
- California Hazardous Materials Incident Contingency Plan
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- California Master Mutual Aid Agreement
- Chapter 8, Division 4 of Title 1, Section 3100 of the California Government Code, “all public employees are hereby declared to be disaster service workers subject to such disaster activities as may be

assigned to them by their superior or by law"

- California Fire Service and Rescue Emergency Mutual Aid Plan (Cal OES)
- California Law Enforcement Mutual Aid Plan
- California Emergency Resources Management Plan
- Disaster Assistance Procedure Manual (State Cal OES)
- State of California Hazardous Materials Plan
- Cal OES Earthquake Recovery Manual for Local Governments, 1993
- OASIS Operational Area Satellite Information System Guidelines, 1993

7.4 Federal Authorities

- Homeland Security Act of 2002
- Homeland Security Presidential Directive/HSPD 5, Management of Domestic Incidents
- Homeland Security Presidential Directive/HSPD 8, National Preparedness
- United States Department of Homeland Security (USDHS), National Incident Management System (NIMS)
- United States Department of Homeland Security (USDHS), National Response Framework (NRF)
- Presidential Directives 39 and 62 (directing primary terrorism investigative authority to the U.S. Department of Justice/FBI, authority reference in Terrorism Annex)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
  - Provides the basic elements to build an emergency management capability at the State and Local levels. The City's EOP was developed in accordance with the State Local Emergency Planning Guide and the USDHS directives.
- Federal Disaster Relief Act of 1974
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Fighting)
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)

Chapter 8 - Relationship to Other Plans/References

This EOP is the primary document used by the City of Brea to describe the conduct of emergency management activities. The EOP provides a conceptual framework for all other emergency management planning within the City.

The EOP also contributes to the Orange County's emergency management program by describing how activities will be conducted within the City limits, and how support will be requested and provided - in the form of mutual aid - by the City. When emergencies or disasters necessitate resource support from federal, state, international, private or non-profit sources, the EOP will serve as the primary guide to managing those resources.

At the same time, this EOP is not a stand-alone document. As the complexity of an emergency grows and requires the participation of external organizations or teams with specialized capabilities, this plan will integrate with the plans of other entities brought in to support Brea. This plan is designed to be flexible enough that the City's capabilities can adapt to a changing response environment and to the needs of supporting organizations. Some of the plans and guidelines that this EOP will frequently support/complement include:

- National Response Framework (NRF)
- Disaster Assistance Procedure Manual (Cal OES)
- California Emergency Resources Management Plan
- California Master Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan
- California Fire and Rescue Operations Plan
- Emergency Managers Mutual Aid Plan California State Emergency Plan
- Orange County Operational Area Emergency Operations Plan

STANDARD OPERATING PROCEDURES (SOPs)

City departments and agencies that have responsibilities as assigned in this plan have been asked to prepare department, functional and/or position-specific Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, resource lists, and specific steps for accomplishing the functions assigned in this EOP. Procedures that currently exist are grouped with their applicable position checklists in Part 2 (Position Checklists and Procedures) of this plan. All procedures are compliant with NIMS and SEMS. In addition, emergency personnel may have other SOPs beyond the oversight of this EOP (e.g., police department tactical operations plans) that may also be applicable for them to use in emergency situations. Emergency response personnel should be acquainted with these SOPs, and receive periodic training on the policies and procedures contained within the SOPs. Each department assigned primary responsibility for a position in the EOC is responsible for the development and maintenance of procedures. As such, some EOC positions may not have supporting procedures.

Chapter 9 Abbreviations & Glossary

9.1 Abbreviations

ADA – Americans with Disabilities Act
ARC – American Red Cross
CED – Computer-Aided Dispatch
CALWAS – California Warning System
CBO – Community Based Organizations
CBRNE – Chemical Biological Radiological Nuclear Explosive
CCP – Casualty Collection Point or Crisis Counseling Assistance and Training Program
CDMG – California Department of Mines and Geology
CEPEC – California Earthquake Prediction Evaluation Council
CERT – Community Emergency Response Team
CESRS – California Emergency Services Radio System
CHP – California Highway Patrol
CLEMARS – California Law Enforcement Mutual Aid Radio System
CLERS – California Law Enforcement Radio System
CLETS – California Law Enforcement Telecommunications System
CSDOC – Community Services Department Operations Center
CUBE – Caltech U.S. Geological Survey Broadcast Of Earthquakes
CUPA – Certified Unified Program Agency
DAFN- Disability's, Access, and Functional Needs
DES – Director of Emergency Services
DMAC – Disaster Medical Aid Center
DOC – Department Operations Center
DOJ – Department of Justice
DRC – Disaster Recovery Center
DSR – Damage Survey Report
DUA – Disaster Unemployment Assistance
EAS – Emergency Alert System
EDIS – Emergency Digital Information Service
EMA – Emergency Management Agency
EMAC – Emergency Management Assistance Compact
EMMA – Emergency Managers Mutual Aid
ENN – Emergency News Network
ENS – Emergency Notification System
EOC – Emergency Operations Center
EOM – Emergency Operations Manager
EOP – Emergency Operations Plan
ESP – Emergency Survival Program
EVOC – Enterprise Virtual Operations Center
FAA – Federal Aviation Administration
FBI – Federal Bureau of Investigation
FCC – Federal Communications Commission FCO – Federal Coordinating Officer
FDOC – Fire Department Operations Center

FEMA – Federal Emergency Management Agency
FIRESCOPE – Firefighting Resources of California Organized for Potential Emergencies
FIRM – Federal Flood Insurance Rate Maps
GIS – Geographical Information System
HIRAD – High Radiation (Severe Fallout Radiation)
HMGP – Hazard Mitigation Grant Program
HSAS – Homeland Security Advisory System
HSEEP – Homeland Security Exercise and Evaluation Program
HSOC – Homeland Security Operations Center
HSPD – Homeland Security Presidential Directive
IAP – Incident Action Plan
ICC – International Code Council
ICP – Incident Command Post
ICS – Incident Command System
IDE – Initial Damage Estimate
JDIC – Justice Data Interface Controller
JFO – Joint Field Office
JIC – Joint Information Center
JIS – Joint Information System
JRIES – Joint Regional Information Exchange System
LORAD – Low Radiation (Moderate Fallout Radiation)
MDT – Mobile Data Terminal
MMAA – [California] Master Mutual Aid Agreement
MOU – Memorandum of Understanding
MSC – Message Switching Computer
NAWAS – National Warning System
NCIC – National Crime Information Center
NDAA – State-Natural Disaster Assistance Act
NEGRAD – Negligible Fallout Radiation
NGA – National Governor's Association
NGO – Non-Governmental Organization
NIMS – National Incident Management System
NLETS – National Law Enforcement Telecommunications System
NOAA – National Oceanic and Atmosphere Administration
NRF – National Response Framework
NRP – National Response Plan
NSFA – Native Southern Fire Ant
OA – Operational Area
OES – Office of Emergency Services
PA – Public Assistance
PDA – Preliminary Damage Assessment
PDOC – Police Department Operations Center
PIO – Public Information Officer
PNP – Private Nonprofit
POD – Point of Dispensing
PWDOC – Public Works Department Operations Center
RACES – Radio Amateur Civil Emergency Services

RCC – Recovery Coordination Center
REOC – Regional Emergency Operations Center
RESTAT – Resource Status
RIFA – Red Imported Fire Ant
RIMS – Response Information Management System
ROM – Recovery Operations Manager
RRCC – Regional Response Coordination Center
SARS – Severe Acute Respiratory Syndrome
SBA – Small Business Administration
SCAQMD – South Coast Air Quality Management District
SCEC – Southern California Earthquake Center
SEMS – Standardized Emergency Management System
SITSTAT – Situation Status
SOC – State Operations Center
SOP – Standard Operating Procedure
SSWS – Seismic Sea Wave Warning System
TEWG – Terrorism Early Warning Group
UC – Unified Command
UDOC – Utilities Department Operations Center
UHF – Ultra High Frequency
USCGS – U.S. Coast and Geodetic Survey
USDHS – U.S. Department of Homeland Security
USGS – U.S. Geological Survey
VHF – Very High Frequency
WARN – Water Agency Response Network
WEROC – Water Emergency Response Organization of Orange County
WNV – West Nile Virus
WUI – Wildland/Urban Interface

9.2 Glossary of Terms

Introduction The Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS). The Glossary was developed from a glossary used in the Incident Command System National Training Curriculum. It does not contain terms or definitions related to specific resources for particular application areas. Users should supplement this glossary with agency-specific terms and definitions as appropriate

Action Plan	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. See also Incident Action Plan.
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 needs, 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 a 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
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 been 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 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.

Air 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.
Assigned Resources	Resources checked in and assigned work tasks on an incident.
Assignments	Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action
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
Base	The location at an incident at which primary logistical 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
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.
Cache	A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident
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 incident personnel.
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
Clear Text	The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when
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
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
Community Based Organizations	A local organization (which may or may not be an affiliate of a national organization) with a primary mission to provide services to specific groups of people. This could include services to people who are developmentally disabled, homeless, low-income elderly, non-English speaking, or others. CBOs are usually nonprofit organizations. Most have a 501 (c) (3) tax-
	from the Franchise Tax Board. In size, they range from all-volunteer organizations that get by on virtually no budget, to multi-million dollar operations. Examples include Food Banks, Centers for Independent Living, Immigration Assistance Programs, Easter Seals, Neighborhood Clinics, and Family Centers.
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.
Complex	Two or more individual incidents located in the same general area, which are assigned to a single Incident Commander or to a Unified
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
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
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.

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 large incidents.
Demobilization Unit	Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned
Department Operations Center	A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations Centers may be used at all SEMS levels above the field response level depending upon the needs 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.
Disaster	A sudden calamitous emergency event bringing great damage loss or destruction.
Dispatch	The implementation of a command decision to move a resource or resources from one place to another
Dispatch Center	A facility from which resources are assigned to an incident.
Division	Divisions are used to divide an incident into geographical areas of
Division or Group Supervisor	The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.
Documentation Unit	Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC
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 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. For cities and counties, this responsibility is commonly assigned by local ordinance.
Emergency Medical Technician (EMT)	A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

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 Response Agency	Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.
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
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.
Facilities Unit	Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the
Field Operations Guide	A pocketsize manual of instructions on the application of the Incident Command System.
Finance/Administration Section	One of the five primary functions found at all SEMS levels, which is responsible for all costs and financial
Food Unit	Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and/or EOC personnel.
Function	In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning/Intelligence, Logistics and
Functional Element	Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit. Refers to the description of ICS that is generally applicable to any kind of incident or event.
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: A. Operations Section Chief B. Planning/Intelligence Section Chief C. Logistics Section Chief D. Finance/Administration Section Chief At some SEMS EOC levels, the position titles are Section Coordinators.

Generic ICS	Refers to the description of ICS that is generally applicable to any kind of incident or event.
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.
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
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 functions 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 use 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
Incident Communications 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 the 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 Multijurisdictional)

Jurisdictional Agency	The agency having jurisdiction and responsibility ofr a specifc geographical area, or a mandated funtion
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.
Life-Safety	Refers to the joint consideration of both the life and physical well-being of individuals.
Local Government	Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.
Local Government Advisory Committee (LGAC)	Committees established by the Director of OES to provide a forum for the exchange of information among the cities and counties of a Mutual Aid Region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary bring such concerns to the attention of the OES Executive Management. This Committee has become inactive with the advent of the Mutual Aid Regional Advisory Committees.
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.
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.
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 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.

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.
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 from providing emergency medical treatment of incident personnel.
Message Center	The Message Center is part of the Incident or EOC Communications Center and is collocated or placed adjacent to it. It receives records, and routes information to appropriate locations at an incident or within an EOC.
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 are temporarily located pending assignment to incidents, release, or reassignment.
Multi-Agency or Inter-Agency Coordination	The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.
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 multijurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fires 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
Multijurisdictional 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.
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 various political subdivision, municipal corporations, and 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.
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 from providing emergency medical treatment of incident personnel.
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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.
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 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, Teams, 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.
Out-of-Service Resources	Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
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 level
Planning Section	(Also referred to as Planning/Intelligence) 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.

Procurement Unit	Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.
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.
Recorders	Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.
Region 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.
Reporting Locations	Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in).
Resources	Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are 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 Planning 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 resource needs.
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.
Section	The organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning/Intelligence, 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 will be Section Coordinator.
Service Branch	A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.
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.

Situation Unit	Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning 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 Section 2900(s) for purposes of natural 18 Part III Supporting Documents Glossary of Terms Standardized Emergency Management System (SEMS) Guidelines disaster assistance. This may include a joint power authority established under Section 6500 et.seq.of the Code.
Staging Area	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 specific managerial responsibilities at Staging Areas (Also Camp
Standardized Emergency Management System (SEMS)	A system required by California Government Code for managing response to multi-agency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.
State Operations Center (SOC)	An EOC facility operated by the Governor's Office of Emergency Services at the state level in SEMS.
Strategy	The general plan or direction selected to accomplish incident or EOC objectives.
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 area.
Task Force	A combination of single resources assembled for a particular tactical need, with common communications and a leader.
Team	(See Single Resource)
Technical Specialists	Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Time Unit	Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired
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 are multijurisdictional. (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 Planning/Intelligence, 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

Chapter 10 Position Checklist

All EOC Responder Checklist

Management Section Position Checklists

- Director of Emergency Services
- EOC Director
- Policy Group
- City Attorney
- Management/Command Group
- EOC Coordinator
- Liaison
- Safety Officer
- Public Information Officer
- Agency Representative

Operations Section Position Checklists

- EOC Operations Section Chief
- Fire Branch
- Law Branch – Fatalities Management
- Public Works Branch – Water/Utilities Management
- Care and Shelter Branch
- Dispatch Group

EOC Planning/Intelligence Section Position Checklists

- EOC Planning/Intelligence Section Chief
- Situation Status Unit
- Resource Status Unit
- Documentation Unit
- Recovery/Advanced Planning Unit
- Demobilization Unit
- Technical Specialist

EOC Logistics Section Position Checklist

- EOC Logistics Section Chief
- Service Branch
  - Communications - Information and Computer Systems
  - Food
- Support Branch
  - Transportation Unit

- Personnel/Volunteer Unit
- Supply Unit
- Facilities Unit

EOC Finance/Administration Section Position Checklists

- EOC Finance/Administration Section Chief
- Cost Recovery Unit
- Time Keeping Unit
- Supply and Procurement Unit
- Compensation/Claims Unit
- Cost Analysis Unit

All EOC Responder Checklist

There are certain standard tasks that are conducted by all EOC responders at the onset of the EOC activation, throughout the assigned shift, and when the position is demobilized. A standardized checklist has been developed for the Activation, General Operations, and Demobilization phases and the tasks to be performed during each EOC position assignment in the EOC. This list will also be included in the checklist notebooks at each position within the EOC:

All EOC Responders Standardized List

Activation Phase Tasks

- ❑ Check-in, sign roster, confirm EOC Responder position and report to your designated Supervisor
- ❑ Confirm EOC Responder position and obtain shift length, shift change times, briefing / meeting timelines and general EOC policies from your Supervisor
- ❑ Report to your workstation and don the appropriate position vest
- ❑ Follow posted directions for computer start-up and, if applicable, WebEOC log-in
- ❑ Start a position log in WebEOC that chronologically describes actions taken during your shift
- ❑ Review your EOC Responder Position Checklist; clarify any issues regarding your authority and assignment with your Supervisor
- ❑ Ensure that all required supplies for your workstation are available and equipment is working properly e.g. phones, radios, forms, lists, maps, computer links, etc
- ❑ Obtain initial incident briefing
- ❑ Obtain contact information for counterparts at the Orange County Operational Area EOC, DOCs/BOCs, and other relevant agencies established lines of communications

General Operations Phase Tasks

- ❑ Refer all media inquiries or contact to the EOC PIO
- ❑ Attend all meetings and briefings for your position
- ❑ Maintain current status reports and displays for your position
- ❑ Advise your Supervisor of any status/situation updates
- ❑ Provide input to and review the EOC Action Plan; execute the tasks of your section and monitor progress with the Emergency Services Director's stated objectives
- ❑ Maintain accurate records of personnel, equipment, and materials. Record all expenditures and forward to the Finance & Administration Section

- ❑ Deposit all paper documents with the Planning & Intelligence Section's Documentation Unit at the end of your shift
- ❑ Brief your relief at shift-change time. Ensure that activities in progress are identified and follow-up requirements are communicated and fully understood

Demobilization Phase Tasks

- ❑ Begin demobilizing when authorized by your Supervisor
- ❑ Ensure that any open actions are completed or transferred to other EOC elements, as appropriate
- ❑ Ensure that all required forms and reports are completed; close out activity logs, return all checked out equipment, and provide all documentation to the Planning & Intelligence Section's Documentation Unit prior to your release and departure from the EOC
- ❑ Inform counterparts at the Orange County Operational Area EOC and DOC's, and other relevant agencies that your position is being demobilized
- ❑ Leave forwarding information, including pager/cell numbers and email with the Planning & Intelligence Section's Documentation Unit Leader
- ❑ Participate in all scheduled debriefings and critiques of the emergency response. Be prepared to provide input to the After-Action Report

EOC MANAGEMENT SECTION

Management Section Position Checklists

- Director of Emergency Services

- EOC Director
- Policy Group
- City Attorney
- Management/Command Group
- EOC Coordinator
- Liaison
- Safety Officer
- Public Information Officer
- Agency Representative

Overview

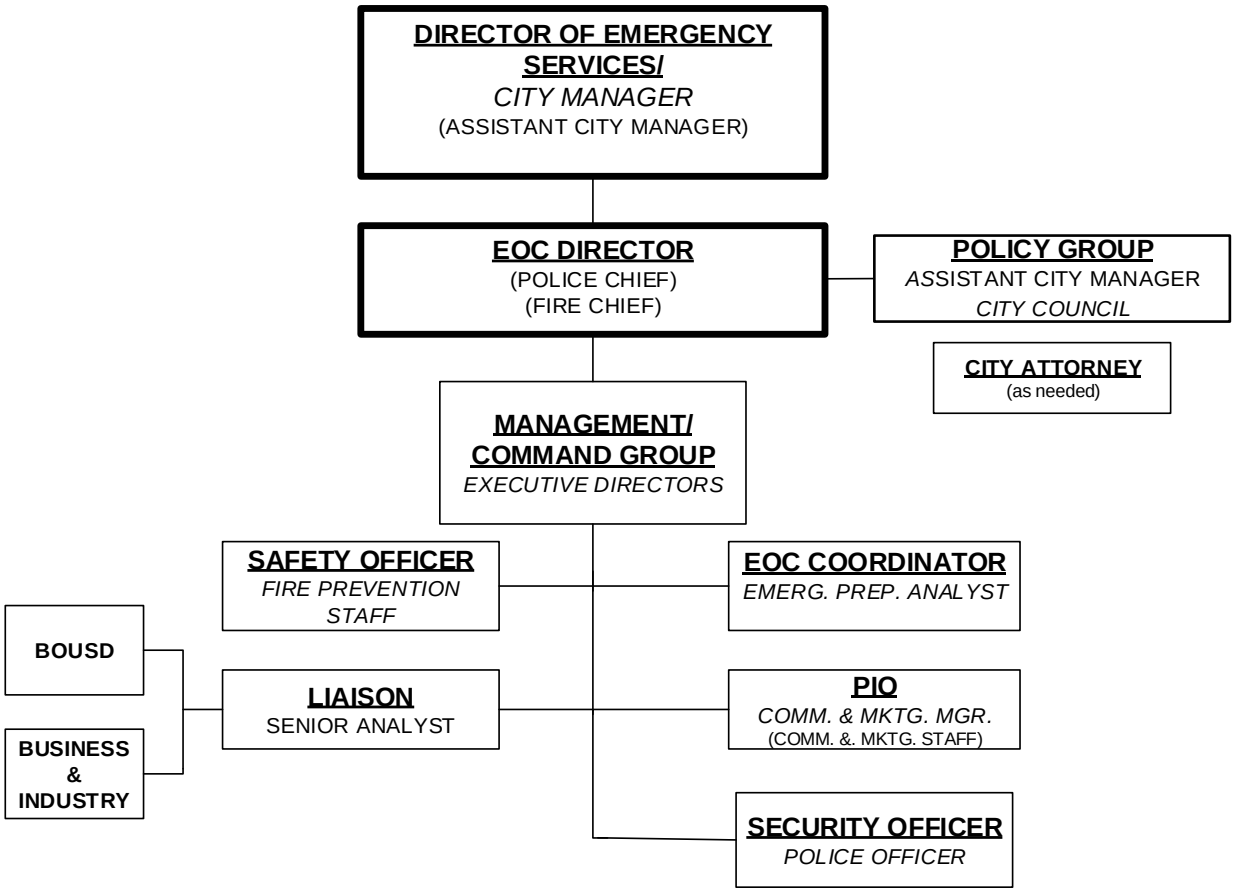
Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Objectives

The overall objective of emergency management is to ensure the effective management of response and recovery activities and resources in preparing for and responding to situations associated with all hazards. To carry out its responsibilities, the Management Section will accomplish the following objectives during a disaster/emergency:

- Overall management and coordination of emergency response and recovery operations, including on-scene incident management as required
- Coordinate and liaison with appropriate federal, state and other local government agencies, as well as applicable segments of private sector entities and volunteer agencies
- Establish priorities and resolve any conflicting demands for support
- Prepare and disseminate emergency public information to inform, alert and warn the public
- Disseminate damage information and other essential data
- Ensure that all EOC Sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs

BREA EOC MANAGEMENT SECTION ORGANIZATION CHART



POLICY GROUP

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Mayor and City Council Members**

Print Name: _____

ALTERNATE: **Mayor Pro-Tem and City Council Members**

Print Name: _____

GENERAL DUTIES:

- Proclaim and/or ratify a local emergency, and end the emergency
- Establish executive level policies for management of emergency
- Ensure that the Emergency Services Director has clear policy direction
- Make recommendations and provide advice to the Emergency Services Director
- Establish basic policies which govern the emergency organization
- Obtain briefings from Emergency Services Director and interact with the public and media
- Host and accompany VIPs and government officials on tours of the emergency/disaster

RESPONSIBILITIES:

Proclaim and/or ratify a local emergency, approve emergency orders and serve as City Officials. Policy issues that may need to be addressed during activation may include; crisis communication issues, declarations, restrictions, contingency funding, donations/volunteer management, restoration, resource allocation and response and recovery priorities, etc.

The Policy Group will operate from the City Managers Conference Room to ensure confidentiality during discussions. The Emergency Services Director will ensure communications between the EOC and the Policy Group are maintained throughout the entire activation.

The Director of Emergency Services will consider implications of the disaster and communicate with the Policy Group especially in relation to coordination for response and recovery efforts, and especially legal issues.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

STARTUP ACTIONS:

- ❑ Check in at the City Managers Conference Room
- ❑ Receive incident briefing from the Emergency Services Director
- ❑ Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed
  - Three (3) members of the City Council are needed for an official quorum
  - Seek Legal Counsel from the City Attorney as required
  - Emergency proclamations must be ratified within seven (7) days
  - Approve extraordinary expenditure requirements as necessary
- ❑ Review, at least every 14 days, the need for continuing the Local Emergency and proclaim the termination of the Local Emergency as conditions warrant
- ❑ In consultation with the Emergency Services Director and General Staff, develop temporary emergency policies for managing the strategic aspects of the emergency
- ❑ Oversee the release of official statements
- ❑ Upon request of PIO or Liaison Officer, host and accompany VIP's and governmental officials on tours of the emergency/disaster area. Coordinate all tours with Public Information Officer (PIO) and Field Incident Commander
- ❑ Provide interviews to the media as arranged by the PIO
- ❑ Refer all requests for emergency information to the Emergency Services Director or Public Information Officer
- ❑ Serve on and coordinate activities of the Disaster Council

POSITION OPERATIONAL DUTIES:

- ❑ Develop or utilize existing citizen's advisory group to address concerns
- ❑ Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information

- ❑ Consider developing a plan to provide a Local Assistance Center (LAC) location that can be utilized for information and assistance to citizens and businesses impacted by an emergency
- ❑ Encourage post-event discussions in the community to identify perceived areas of improvements

Note: Council members should refrain from direct involvement with City or joint City/County/State EOC activities. Council members will be provided information updates through the Emergency Services Director and the EOC Director.

CITY ATTORNEY

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **City Attorney**

Print Name: _____

ALTERNATE: **City Attorney Designee**

Print Name: _____

SUPERVISOR: **Emergency Services Director**

Print Name: _____

GENERAL DUTIES:

- Prepare proclamations, emergency ordinances and other legal documents and provide legal services as required
- Maintain legal information, records and reports relative to the emergency
- Commence legal proceedings as needed
- Participate as a member of the EOC Management Team when requested by Emergency Services Director
- Participate as a member of the Policy Group or EOC Management Team when requested by City Council or Emergency Services Director

RESPONSIBILITIES:

Act as the City Attorney to provide legal advice to the Policy Group and Emergency Services Director in all legal matters relative to emergency response and recovery actions and operations. The City Attorney will be located with the Policy Group in City Hall but shall also provide support to EOC staff as needed.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the Emergency Services Director
- ❑ Develop rules, regulations and laws required for the acquisition and/or control of critical resources
- ❑ Develop emergency ordinances and regulations to provide a legal basis for evacuation and/or population control
- ❑ Commence civil and criminal proceedings as necessary and appropriate to implement and enforce emergency actions
- ❑ Advise the Emergency Services Director on areas of legal responsibility and identify potential liabilities
- ❑ Advise the City Council, Emergency Services Director and management personnel of the legality and/or legal implications of contemplated emergency actions and/or policies
- ❑ Prepare documents relative to Health and Safety issues and the abatement of hazardous structures or conditions

EMERGENCY SERVICES DIRECTOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **City Manager**

Print Name: _____

ALTERNATE: **Designee**

Print Name: _____

SUPERVISOR: **City Council**

Print Name: _____

GENERAL DUTIES:

- Serve as the Director of Emergency Services for the City of Brea.
- Make executive decisions based on policies of the City Council.
- Develop and issue rules, regulations, proclamations and orders.
- Establish the appropriate level of organization, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with the Management and General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.
- Support and coordinate a multi-agency disaster response including federal, state, regional and outside agency resources.

RESPONSIBILITIES:

Provide overall management and coordination of the City of Brea emergency response and recovery efforts.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION START-UP ACTIONS:

- ❑ Identify yourself as the Emergency Services Director *by putting on the vest with your title.* Print your name on the EOC organizational chart next to your assignment
- ❑ Direct the implementation of the City of Brea's Emergency Operations Plan activating the use of the Incident Command System
- ❑ Determine level of EOC activation and ensure that EOC positions are filled as needed
- ❑ Make staff assignments; prepare work objectives for staff and brief staff.
- ❑ Ensure that the Management Section is staffed as soon as possible at the level needed
  - EOC Director
  - Public Information Officer
  - EOC Coordinator
  - Management/Command Group
  - Liaison
  - Safety Officer
  - Agency Liaisons
- ❑ Direct the EOC Director to appoints the necessary EOC Section Chief's (General Staff) and ensure they are in place as soon as possible and are staffing their respective units
  - EOC Operations Section Chief
  - EOC Planning/Intelligence Section Chief
  - EOC Logistics Section Chief
  - EOC Finance/Administration Section Chief
- ❑ Request additional personnel to maintain a 24-hour operation as required
- ❑ Ensure that all EOC Management Team meetings, General Staff meetings and policy decisions are adequately documented by a scribe for post disaster analysis and reporting
- ❑ Ensure that all departments document and account for personnel and work assignments

- ❑ Confirm the delegation of authority. Provide any guidance or direction as necessary
- ❑ Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section
- ❑ Schedule the first planning meeting and establish the frequency of briefing sessions
- ❑ Confer with EOC Director, Emergency Management Coordinator and Section Chiefs to determine what representation is needed at the EOC from other agencies

POSITION OPERATIONAL DUTIES:

- ❑ Assess situation, work in progress, resources and estimate incident duration
- ❑ Develop and issue appropriate rules, regulations, proclamations and orders
- ❑ Initiate Emergency Proclamations as needed
- ❑ Establish City Hall hours of operation
- ❑ Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation
- ❑ Conduct periodic briefing sessions with the City Council to update the overall situation
- ❑ Set priorities for restoration of city services
- ❑ Approve and authorize the implementation of the EOC Action Plan developed and prepared by the EOC Planning/Intelligence Section and EOC Management Team
- ❑ In conjunction with the EOC Public Information Officer (PIO), coordinate and conduct news conferences and review media releases as required. Establish procedure for information releases affecting inter-agency coordination
- ❑ Authorize the PIO to release information to the media and to access the Emergency Alert System (EAS) as needed
- ❑ Establish and maintain positive and effective inter-agency coordination.
- ❑ Arrange for VIP tours and coordinate with the PIO and EOC Director.
- ❑ Establish contacts and maintain needed support from adjacent jurisdictions/agencies and with other organizational levels as appropriate
- ❑ Proclaim termination of the emergency
- ❑ Direct recovery operations

- ❑ Ensure completion and submittal of an after action report

EMERGENCY OPERATIONS CENTER (EOC) DIRECTOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Police Chief, Fire Chief or Designee**

Print Name: _____

ALTERNATE: **Designee**

Print Name: _____

SUPERVISOR: **Director of Emergency Services**

Print Name: _____

GENERAL DUTIES:

- Report to the Director of Emergency Services for the City of Brea
- Implement executive decisions based on policies of the Director of Emergency Services and the City Council
- Establish the appropriate level of the EOC organization, and continuously monitor the effectiveness of that organization. Make changes as required
- Be prepared to form additional branches/groups/units as dictated by the situation
- Exercise overall management responsibility for the coordination of the response efforts within the affected area. In conjunction with Management and the General Staff, develop priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established
- Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC
- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs
- Support and coordinate a multi-agency disaster response including federal, state, regional and outside agency resources

RESPONSIBILITIES:

Manage all Emergency Operations Center General Staff.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION START-UP ACTIONS:

- ❑ Identify yourself as the EOC Director *by putting on the vest with your title.* Print your name on the EOC organizational chart next to your assignment
- ❑ Direct the implementation of the City of Brea's Emergency Operations Plan activating the use of the Incident Command System
- ❑ Determine level of EOC activation and ensure that EOC positions and ICS field positions are filled as needed
- ❑ Appoint the necessary EOC Section Chief's (General Staff) and ensure they are in place as soon as possible and are staffing their respective units
  - EOC Operations Section Chief
  - EOC Planning/Intelligence Section Chief
  - EOC Logistics Section Chief
  - EOC Finance/Administration Section Chief
- ❑ Confer with Emergency Management Coordinator & Section Chiefs to determine what representation is desired/required at the EOC from other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utility providers
- ❑ Request plans to maintain a 24-hour operation as required
- ❑ Prepare initial work objectives for Section staff, brief staff and make staff assignments
- ❑ Ensure that all EOC Management Team meetings, General Staff meetings and policy decisions are documented by a scribe
- ❑ Ensure that all departments account for personnel and work assignments
- ❑ Confirm the delegation of authority. Obtain guidance or direction as necessary from the Director of Emergency Services

- ❑ Determine appropriate delegation of purchasing authority to the Purchasing Unit of the Finance/Administration Section
- ❑ Schedule the first Operational Planning Meeting
- ❑ Direct the Development of the EOC Action Plan by the EOC Planning/Intelligence Section and EOC Sections
- ❑ Approve the Final Action Plan and Provide a EOC Staff Briefing
- ❑ In consultation with the Director of Emergency Services and Section Chief's, establish the frequency of briefing sessions

POSITION OPERATIONAL DUTIES:

- ❑ Carry out responsibilities of all other EOC Sections not currently staffed
- ❑ Assess situation, work in progress, resources and estimate incident duration
- ❑ Set up EOC planning meeting schedule with all EOC Section Chief's.
- ❑ Develop overall strategy with the EOC Section Chief's
- ❑ Ensure that EOC Sections are carrying out their principle duties:
  - Implementing operational objectives per the EOC Action Plan.
  - Preparing action plans and status reports.
  - Providing adequate facility and operational support.
  - Providing administrative and fiscal record keeping and support.
- ❑ Develop and issue appropriate rules, regulations, proclamations and orders
- ❑ Request initiation of an Emergency Proclamation by the Director of Emergency Services as needed
- ❑ Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation
- ❑ Conduct periodic briefing sessions with the City Council to update the overall situation
- ❑ Set priorities for restoration of city services
- ❑ Hold action planning meeting of section Chief's and branch coordinators, agency representatives (as required) and key staff. The activities to be covered in an action planning meeting are:

- Provide briefings on current and forecasted situation and major reportable incidents within affected Operational Area
- Obtain any additional information from other sources on the current situation assessment
- Review availability and status of ordered, in route, or staged resources
- Establish with staff the next Operational Period for which the EOC Action Plan should be developed
- Define priority actions to be accomplished or undertaken within the next Operational

  Period in light of the known and forecasted situation and status of available resources
- Establish assignments for available and incoming resources based on current and forecast situation and established priorities
- Determine need for additional resources and Establish specific responsibilities for ordering
- Discuss and resolve any internal coordination issues
- Ensure that staff is clear on the EOC Action Plan. Have pertinent elements documented for distribution as necessary
- Establish time for next action planning meeting

❑ Provide support as required to the EOC Public Information Officer (PIO)

❑ Request the PIO to release information to the media and to access the Emergency Alert System (EAS) as needed

❑ Monitor performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate in coordination with Supply (Personnel) Unit of the Logistics Section Determine status and resource needs and availability of other agencies

❑ Brief Agency Representatives on current situation, priorities and EOC Action Plan

❑ Establish and maintain a safe working environment for all affected personnel

❑ Ensure that proper security of the EOC is maintained at all times

❑ Establish contacts and maintain needed support from adjacent jurisdictions/agencies and with other organizational levels as appropriate

❑ Notify Orange County Operational Area, adjacent facilities and other EOCs as necessary of planned time for deactivation

- ❑ Proclaim termination of the emergency and proceed with recovery operations
- ❑ Ensure completion and submittal of an after action report

EOC COORDINATOR

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Emergency Management Analyst**

Print Name: _____

ALTERNATE:

Print Name: _____

SUPERVISOR: **Emergency Services Director**

Print Name: _____

GENERAL DUTIES:

- Ensure the EOC is set up and ready for activation
- Coordinate EOC internal management systems
- Liaison with outside public jurisdictions and internal departments
- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination, and ensure the proper flow of information
- Assist and serve as an advisor to the Emergency Services Director, the EOC Director and General Staff as needed
- Provide information and guidance to the EOC Management Team
- Maintain contact with the Orange County Operational Area EOC Liaison Officer
- Serve (temporary assignment) as a Section Chief if assigned by the Emergency Services Director or EOC Director
- Coordinate all visits to the EOC Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary
- Ensure that all developed guidelines, directives, action plans, and appropriate situation information is disseminated to Agency Representatives

RESPONSIBILITIES:

Facilitate the overall functioning of the EOC, coordinate with other agencies and SEMS levels and serve as a resource to the Emergency Services Director and/or the EOC Director

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the Liaison Officer to ensure continuity of operations.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS:

- ❑ Ensure the EOC is properly set up and ready for operations
- ❑ Ensure that telephone, radio and data communications with other facilities are established and tested
- ❑ Clarify EOC Activation Level
- ❑ Receive incident briefing from the EOC Director and Section Chiefs
- ❑ Notify the Orange County Operational Area that the City's EOC is activated via the notification procedures
- ❑ Ensure that staff has initiated check-in procedures
- ❑ Ensure that the EOC Organization and staffing chart is posted and that arriving team members are assigned by name
- ❑ Assess emergency impacts and provide advice to the Emergency Services Director and/or EOC Director as to the extent of EOC activation
- ❑ Assist the Emergency Services or EOC Director in filling needed workstation assignments
- ❑ Provide assistance and information to Section Chief's as required
- ❑ Determine 24-hour staffing requirements and request additional support as required

POSITION OPERATIONAL DUTIES:

- ❑ Assist the General Staff and the Emergency Services Director in developing an overall strategy, including:
  - Assess the situation
  - Define the problem
  - Establish priorities
  - Determine the need for evacuation
  - Estimate the incident duration
  - Determine if there is a need to make an "Emergency Proclamation"

- ❑ Advise the Emergency Services Director about proclamations, emergency ordinances and other legal documents required by the City Council and the Emergency Services Director
- ❑ Assist the Planning/Intelligence Section in the development, continuous updating and execution of the EOC Action Plan
- ❑ Ensure efficient operating procedures within the EOC. Assist any function in addressing any issues that might arise
- ❑ Monitor performance of EOC personnel for signs of stress or under-performance; advise Emergency Services Director of condition
- ❑ Ensure that EOC personnel are properly maintaining all documentation
- ❑ Facilitate and attend periodic briefing sessions conducted by the Emergency Services Director and EOC Director
- ❑ Advise the EOC Director of any issues that need to be addressed and of any responsibilities that need to be assigned
- ❑ Liaison with other agencies (Operational Area, State and FEMA) as assigned. Ensure that all notifications are made to the Orange County Operational Area and verify that requests for assistance have been addressed or forwarded to the State Regional EOC
- ❑ Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC
  - They understand their assigned function
  - They know their work location
  - They understand EOC organization and floor plan (provide both)
- ❑ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC
- ❑ Respond to requests for liaison personnel from other agencies
- ❑ Act as liaison with state or federal emergency response officials and appropriate city personnel
- ❑ Determine if there are communication problems in contacting outside agencies. Provide information to the Communications Unit of the EOC Logistics Section

- ❑ Know the working location for any Agency Representative assigned directly to a branch/group/unit
- ❑ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section Chief's and Branch/Group/Unit Coordinators
- ❑ Respond to requests from Sections, Branches and Units for Agency information. Direct requests to appropriate Agency Representatives
- ❑ Provide periodic update briefings to Agency Representatives as necessary
- ❑ Ensure that incoming EOC personnel are briefed 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

- ❑ Ensure that all necessary communications have been established
- ❑ Coordinate and monitor all EOC visitations
- ❑ Coordinate all EOC functions with neighboring jurisdictions, the Orange County Operational Area and other support and response organizations
- ❑ Assist in shift change issues

LIAISON OFFICER

Date: _____Start Time:_____ End Time: _____

PRIMARY: **Senior Analyst**

Print Name: _____

ALTERNATE: **Management Analyst**

Print Name: _____

SUPERVISOR: **Director of Emergency Services or EOC Director**

Print Name: _____

GENERAL DUTIES:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs. ***(LEPG-29)***

- Function as a central location for incoming Agency Representatives, provide work space and arrange for support as necessary.

- Interact with other sections and branches/groups/units within the EOC to obtain information, assist in coordination and ensure the proper flow of information.

- Ensure that all developed guidelines, directives, actions plans and appropriate situation information is disseminated to Agency Representatives.

RESPONSIBILITIES:

Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the city government structure; aid in coordinating the efforts of these outside agencies to reduce the risk of their operating independently. Any state and/or federal emergency official should make contact with the field or EOC Liaison Officer to ensure continuity of operations. ***(LEPG-29)***

Multi-agency or inter-agency coordination is defined as the participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS:

- ❑ Identify yourself as the EOC Liaison Officer by putting on the vest with your title. Print your name on the EOC Organizational Chart next to your assignment.
- ❑ Obtain a briefing on the situation

POSITION OPERATIONAL DUTIES:

- ❑ Arrange and coordinate VIP tours with PIO and City Council members.
- ❑ Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC
  - They understand their assigned function
  - They know their work location
  - They understand EOC organization
- ❑ Determine if outside liaison is required with other agencies such as:
  - Local/county/state/federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
- ❑ Determine status and resource needs and availability of other agencies
- ❑ Brief Agency Representatives on current situation, priorities, and EOC action plan
- ❑ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC.

- ❑ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.
- ❑ Respond to request for liaison personnel from other agencies.
- ❑ Act as liaison with state or federal emergency response officials and appropriate city personnel.
- ❑ Determine if there are any communication problems in contacting outside agencies. Provide information to the Communications branch of the Logistics section.
- ❑ Know the working location for any Agency Representative assigned directly to a branch/group/unit.
- ❑ Compile list of Agency Representatives (agency, name, and EOC phone) and make available to all Section and Branch/Group/Unit coordinators.
- ❑ Respond to requests from sections and branches/groups/units for Agency information. Direct requesters to appropriate Agency Representatives.
- ❑ Provide periodic update briefings to Agency Representatives as necessary.

SAFETY OFFICER

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Analyst**

Print Name: _____

ALTERNATE: **Management Analyst**

Print Name: _____

SUPERVISOR: **Director of Emergency Services or EOC Director**

Print Name: _____

GENERAL DUTIES:

- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances which exist.
- Stop or modify all unsafe operations.

RESPONSIBILITIES:

Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS:

- ❑ Identify yourself as the EOC Safety Officer by putting on the vest with your title. Print your name on the EOC Organizational Chart next to your assignment.
- ❑ Obtain a briefing on the situation

POSITION OPERATIONAL DUTIES:

- ❑ Tour the entire facility area and determine the scope of on-going operations.
- ❑ Evaluate conditions and advise the EOC Director of any conditions and actions which might result in liability- eg. Oversights, improper response actions, etc.
- ❑ Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ❑ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations.
- ❑ Be familiar with particularly hazardous conditions in the facility.
- ❑ Ensure that the EOC location is free from environmental threats (ie. Radiation exposure, air purity, water potability, etc)
- ❑ If the event which caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ❑ Keep the EOC Director advised of any safety conditions.
- ❑ Coordinate with Compensation and Claims Unit of the Finance Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

AGENCY REPRESENTATIVE

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **American Red Cross**

Print Name: _____

Brea Olinda Unified School District

Print Name: _____

Orange County Health Care Agency

Print Name: _____

Orange County Sheriff-Coroner

Print Name: _____

California Highway Patrol

Print Name: _____

SUPERVISOR: **EOC Director**

Print Name: _____

RESPONSIBILITIES:

As an individual assigned to the EOC from another agency, the Agency Representative should represent his/her agency by providing agency status, identify resource requirements and requests. The Representative must possess the authority to make decisions and commit resources within the given established limits.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Obtain current situation briefing from person you are relieving, the EOC Coordinator or Operations Section Chief
- ❑ Contact EOC sections or branches/groups/units appropriate to your responsibility, and advise them of your presence and assigned work location
- ❑ Provide appropriate situation information to the Situation Status Unit of the EOC Planning/Intelligence Section
- ❑ If relocating to work directly with a functional branch/group/unit, advise EOC Coordinator of your location
- ❑ Facilitate requests for support or information that your agency can provide
- ❑ Keep up to date on the general status of resources and activity associated with your agency
- ❑ Represent your agency at planning meetings as appropriate. Be prepared to provide update briefings about your agency's activities and priorities at these meetings
- ❑ Inform your agency periodically on City EOC priorities and actions that may be of interest

PUBLIC INFORMATION OFFICER

Date: _____ Start Time: _____End Time: _____

PRIMARY: **Communications/Marketing Manager**

Print Name: _____

ALTERNATE: **Communications/Marketing Analyst**

Print Name: _____

SUPERVISOR: **Director of Emergency Services or EOC Director**

Print Name: _____

GENERAL DUTIES:

- Serve as the dissemination point for all media releases within the affected area. Other agencies wishing to release information to the public should coordinate through the Public Information function.
- Assist the Planning and Intelligence Section with the monitoring and maintenance of the EOC Status boards to ensure timely and consistent information is presented.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services. Information released should be posted in the EOC (See Attachment #1 – Sample Media Policy)
- Review and coordinate all related public information and media releases, including dissemination of emergency information to city departments to keep employees apprised of the situation
- Follow the Joint Information System (JIS) protocols, which include protocols for the Joint Information Center (JIC)
- If an Orange County Operational Area JIC is activated, ensure that the City's public information efforts are coordinated with the JIC as appropriate
-

RESPONSIBILITIES:
Ensure that information support is provided on request; that information released is consistent, accurate, and timely and that appropriate information is provided to all required agencies.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Secure guidance from the Emergency Services Director regarding the release of available information
- ❑ Keep the Emergency Services Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate
- ❑ Coordinate all media events with the Emergency Services Director
- ❑ Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the Emergency Services Director before releasing information to the media
- ❑ Establish the Media Center at a site to be determined by the Emergency Services Director, away from the EOC, Command Post and incident for media use and dissemination of information. Announce safe access routes to Media Information Center for media
- ❑ Schedule and post times and locations of news briefings in the EOC, Media Information Center and other appropriate areas
- ❑ Prepare and provide approved information to the media. Post news releases in the EOC, Media Information Center and other appropriate areas
- ❑ Develop an information release program
- ❑ Interact with other branches/groups/units to provide and obtain information relative to public information operations
- ❑ Coordinate with the Situation Status Unit of the Planning/Intelligence Section and define areas of special interest for public information action. Identify means for securing the information as it is developed
- ❑ Maintain an up-to-date picture of the situation for presentation to media
- ❑ Obtain, process, and summarize information in a form usable in presentations

- ❑ Provide periodic briefings and press releases about the disaster situation throughout the affected areas. Refer media representatives to incident level PIOs for specific information
- ❑ As required, periodically prepare briefings for the jurisdiction executives or elected officials
- ❑ Respond to information requests from the Emergency Services Director and EOC Management Team
- ❑ Ensure that a rumor control function is established as necessary, and has the means for identifying false or erroneous information. Develop procedure to be used to squelch such information
- ❑ Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information
- ❑ Establish and staff a hot-line to answer inquiries from the public as needed
- ❑ Prepare, update and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc
- ❑ Prepare a briefing sheet to be distributed to all employees at the beginning of each shift so they can answer questions from the public, such as shelter locations, water distribution sites, etc
- ❑ Broadcast emergency information/updates on local TV, and City TV-Channel, either through the message board or live taping of Mayor or Emergency Services Director and social media.
- ❑ Send emergency/evacuation information through AlertOC
- ❑ Arrange for meetings between media and city officials or incident personnel
- ❑ Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with Liaison Officer, City Council and Field Incident Commanders
- ❑ Assist in making arrangements with adjacent jurisdictions for media visits
- ❑ Determine which radio and TV stations are operational
- ❑ Determine requirements for support to the emergency public information function at other EOC levels
- ❑ Monitor broadcast media, and use information to develop follow-up news releases and rumor control

- ❑ When federal emergency response teams respond, coordinate activities through the Orange County Operational Area to ensure coordination of local, state and federal public information activities
- ❑ Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking; non-readers; elderly; the hearing, sight and mobility impaired; etc.)
- ❑ Prepare materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions and other appropriate survival measures
- ❑ Prepare instructions for people who must evacuate from a high-risk area, including evacuation routes; types and quantities of clothing needed, food, medical items, etc
- ❑ During periods of increased national readiness, or in time of need, prepare materials that address national security survival tips
- ❑ Issue timely and consistent advisories and instructions for life safety, health and assistance:
  - What to do and why
  - What not to do and why
  - Hazardous areas and structures to stay away from
  - Evacuation routes, instructions and arrangements for persons without transportation or with access or functional needs (non-ambulatory, sight-impaired, etc.)
  - Location of mass care shelters, first aid stations, food and water distribution points, etc.
  - Location where volunteers can register and be given assignments
  - Street and freeway overpass conditions, congested areas to avoid and alternate routes to take
  - Instructions from the Coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled food disposal
  - Weather hazards when appropriate
  - Public information hotline numbers
  - Status of Local Proclamation, Governor's Proclamation or Presidential Declaration
  - Local, state and federal assistance available; locations and times to apply
  - How and where people can obtain information about relatives/friends in the emergency/disaster area (Coordinate with the Red Cross on the release of this information)

- ❑ Issue other information pertaining to the emergency/disaster (acts of heroism, historical property damaged or destroyed, prominence of those injured or killed, other human interest stories)
- ❑ Through the Orange County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media
- ❑ Ensure file copies are maintained of all information released and posted in the EOC
- ❑ Provide copies of all releases to the Emergency Services Director
- ❑ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories

- EOC Operations Section Chief
- Fire Branch
- Law Branch – Fatalities Management
- Public Works Branch – Water/Utilities Management
- Care and Shelter Branch
- Dispatch Group

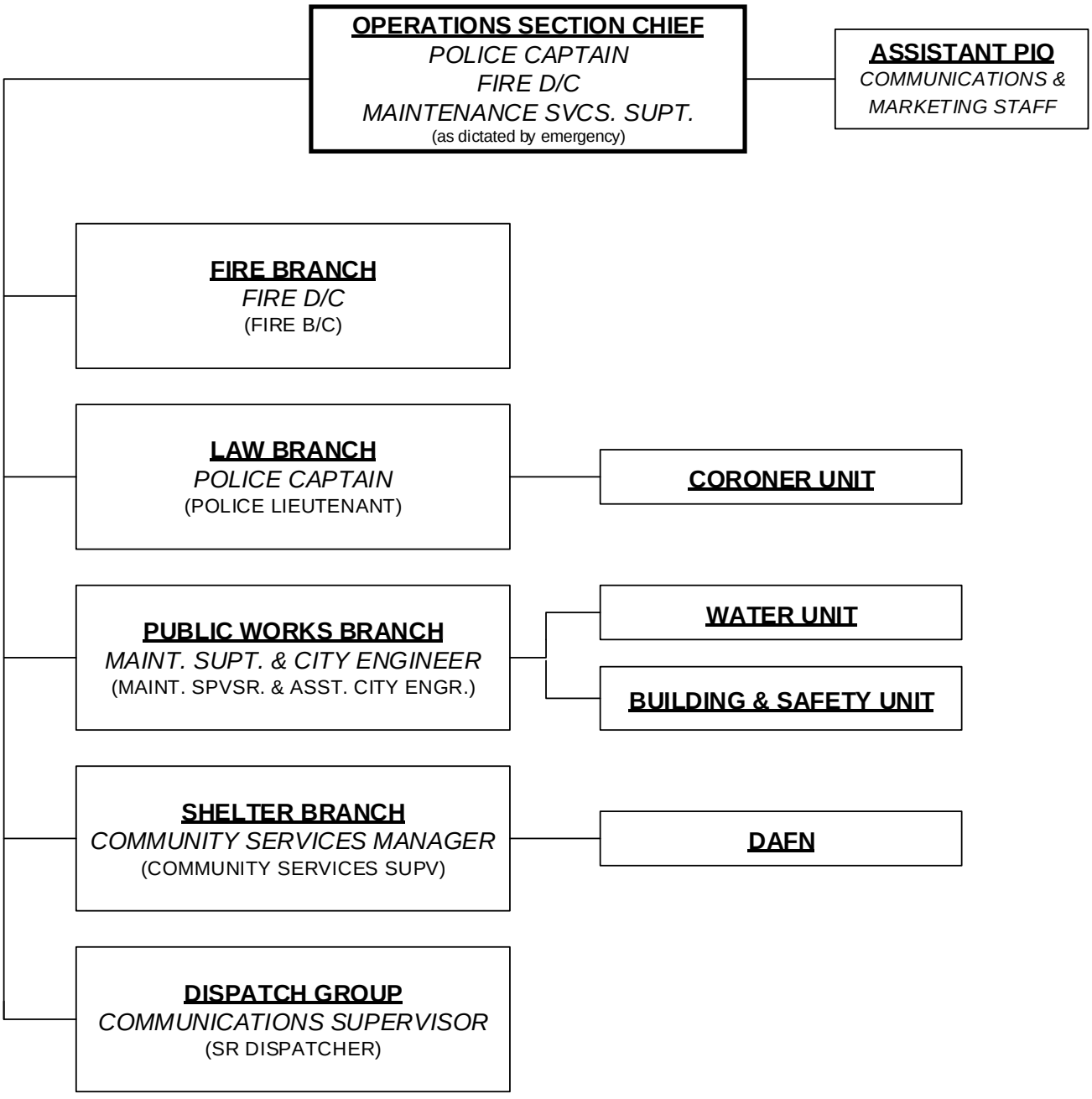
Overview

The EOC Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency.

Objectives

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

BREA EOC
OPERATIONS SECTION
ORGANIZATION CHART



EOC OPERATIONS SECTION CHIEF

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Fire D/C, Police Captain, Public Works Director**

Print Name: _____

ALTERNATE: **Fire D/C, Police Lieutenant, Public Works Supervisor**

Print Name: _____

SUPERVISOR: **Emergency Services Director or EOC Director**

Print Name: _____

GENERAL DUTIES:

- Ensure that the EOC Operations Function is carried out, including the coordination of response for all operational functions assigned to the EOC, such as Fire, Law, Medical/Health, Care and Shelter, Public Works and Building and Safety
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively
- Establish the appropriate level of Unit organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly
- Exercise overall responsibility for the coordination of Unit activities within the EOC Operations Section
- Ensure that the EOC Planning/Intelligence Section is provided with status reports and major incident reports with current information
- Conduct periodic EOC Operations briefings for the Emergency Services Director as required or requested
- Overall supervision of the EOC Operations Section.

RESPONSIBILITIES:

The Operations Section Chief is responsible for the coordination and support of all incident-related operational activities and the management of the EOC Operations Section. An Ops Chief should be designated for each operational period and should have direct involvement in the preparation of the EOC Action Plan for the corresponding period of responsibility.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

SECTION START-UP ACTIONS:

- ❑ Confirm that key EOC Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the emergency
- ❑ Activate organizational elements within your EOC Section as needed and designate leaders for each element or combination of elements:
  - Fire Branch
  - Law Branch
  - Care and Shelter Branch
  - Public Works Branch
  - Dispatch Group
- ❑ Develop a personnel plan to maintain a 24-hour operation as required
- ❑ Brief incoming EOC 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 Emergency Services Director and General Staff when your Section is fully operational
- ❑ Open and maintain Section activity logs
- ❑ Using activity log maintain all required records and documentation to support the EOC 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

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

❑ Prepare work objectives for EOC Section staff and make staff assignments

❑ Meet with other activated EOC Section Chief's

❑ From the Situation Status Unit of the EOC Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your EOC Section operations. Provide information to appropriate Units

❑ Participate in the Emergency Services Director's action planning meetings

❑ Ensure that all your EOC Section personnel and equipment time records and record of expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration 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

POSITION OPERATIONAL DUTIES:

❑ Establish field communications with affected areas

❑ Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the EOC Planning/Intelligence Section

❑ Determine the need to evacuate and issue evacuation orders

❑ Determine the need for In-Place Sheltering and issue notification orders

❑ In coordination with the Situation Status Unit of the EOC Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident

❑ Display on maps the primary and alternate evacuation routes, which have been determined for the incident

❑ Identify, establish and maintain staging areas for field Operations-related equipment and personnel

❑ Direct EOC Operations Branch/Unit Coordinators to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit 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 EOC Incident Report

❑ Provide copies of the daily EOC Incident Report to the Documentation Unit of the EOC Planning/Intelligence Section at end of each operational period

❑ Coordinate the activities of all departments and agencies involved in the operations

- ❑ Determine resources committed and resource needs.
- ❑ Receive, evaluate, and disseminate information relative to the Operations of the disaster/emergency
- ❑ Provide all relevant emergency information to the Public Information Officer
- ❑ Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases that may impose risk across boundaries
- ❑ Conduct periodic EOC Operations Section briefings and work to reach consensus for forthcoming operational periods
- ❑ Work closely with the EOC Planning/Intelligence Section Chief n the development of the EOC Action Plan
- ❑ Work closely with each Branch/Unit leader to ensure EOC Operations Section objectives as defined in the current EOC Action Plan are being addressed
- ❑ Ensure that intelligence information from Branch/Unit leaders is made available to the EOC Planning/Intelligence Section
- ❑ Coordinate with the Facilities and Supply Units of the EOC Logistics Section on animal care issues
- ❑ Ensure that all fiscal and administrative requirements are coordinated through the EOC Finance/Administration Section, i.e., notification of any emergency expenditures
- ❑ Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the EOC Planning Section

FIRE BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Fire B/C**

Print Name: _____

ALTERNATE: **Fire Representative**

Print Name: _____

SUPERVISOR: **EOC Operations Section Chief**

Print Name: _____

GENERAL DUTIES:

- Coordinate the prevention, control and suppression of fires and hazardous materials incidents
- Coordinate the provision of emergency medical care
- Coordinate and conduct all urban search and rescue operations
- Implement the portion of the EOC Action Plan appropriate to the Fire Branch

RESPONSIBILITIES:

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

EOC BRANCH START-UP ACTIONS:

- ❑ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ❑ Ascertain if all key Fire personnel are in the EOC or have been notified
- ❑ Clarify any issues regarding your authority and assignment and what others in the organization do
- ❑ Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities
- ❑ Ensure that field units begin safety assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section

GENERAL OPERATIONAL DUTIES:

- ❑ Ensure that the Safety/Damage Assessment plan is being carried out by field units
- ❑ Obtain regular briefings from field command post(s) or DOC
- ❑ Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- ❑ Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch
- ❑ Assume Medical/Health Branch Responsibilities until support is provided by the OC Health Care Agency

POSITION OPERATIONAL DUTIES:

- ❑ Assess the impact of the disaster on the Brea Fire operational capacity
- ❑ Set Fire priorities based on the nature and severity of the disaster
- ❑ Attend planning meetings at the request of the EOC Operations Section Chief
- ❑ Assist in the preparation of the EOC Action Plan
- ❑ Estimate need for fire mutual aid
- ❑ Implement personnel, equipment, and resources to urban search and rescue operations

- ❑ Request mutual aid resources through proper channels and notify the EOC Operations Section Chief:
  - Order all fire resources through the MetroNet Communications Center, who will coordinate requests with the Orange County Operation Area Communications Center
  - Order all other resources through the Logistics Section
- ❑ Report to the EOC Operations Section Chief when:
  - EOC Action Plan needs modification
  - Additional resources are needed or surplus resources are available
  - Significant events occur
- ❑ Report to the Operational Area Fire and Rescue Coordinator on major problems, actions taken, and mutual aid resources available or needed
- ❑ Alert all emergency responders to the dangers associated with hazardous materials and fire (Reference County of Orange Hazardous Materials Area Plan)
- ❑ Conduct hazardous materials management and operations
- ❑ Provide emergency medical care and transportation of injured to care facilities
- ❑ Assist in dissemination of warning to the public
- ❑ Provide fire protection and safety assessment of shelters
- ❑ Provide support for radiation monitoring and decontamination operations (Reference County of Orange Hazardous Materials Area Plan)
- ❑ Check with the other EOC Operations Section Branches on the status of the emergency
- ❑ Coordinate with the Food and Facilities Units of the EOC Logistics Section for feeding and shelter of fire personnel
- ❑ Determine if current and forecasted weather conditions will complicate large and intense fires, hazardous material releases, major medical incidents, and/or other potential problems
- ❑ Review and approve accident and medical reports originating within the Fire Branch
- ❑ Resolve logistical problems reported by the field units

LAW BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Police Department Lieutenant or Sergeant**

Print Name: _____

ALTERNATE: **Police Department Lieutenant or Sergeant**

Print Name: _____

SUPERVISOR: **EOC Operations Section Chief**

Print Name: _____

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster
- Alert and notify the public of the pending or existing emergency
- Activate any public warning systems
- Coordinate all law enforcement and traffic control operations during the disaster
- Ensure the provision of security at incident facilities
- Coordinate incoming law enforcement mutual aid resources during the emergency
- Coordinate and assume responsibility as necessary for Fatalities Management in the event the Coroner is delayed in responding.

RESPONSIBILITIES:

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure emergency access control to damaged areas, order and coordinate appropriate mutual aid resources, and assume responsibility for the management of fatalities in the absence of the Orange County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS:

- ❑ Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)
- ❑ Ascertain if all key Police Department personnel are in the EOC or have been notified
- ❑ Clarify any issues regarding your authority and assignment and what others in the organization do

POSITION OPERATIONAL DUTIES:

Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Fatalities Management, Animal Care, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Reservoir Failure.

MOBILIZATION:

- ❑ Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of callback status in accordance with current department emergency procedures
- ❑ Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities
- ❑ Alter normal patrol procedures to accommodate the emergency situation

INITIAL RESPONSE:

- ❑ Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section
- ❑ Notify Watch Commander of status
- ❑ Coordinate with the appropriate units of the EOC Logistics Section for supplies, equipment, personnel, and transportation for field operations
- ❑ Establish a multi-purpose staging area as required
- ❑ Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- ❑ Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch

EVACUATION:

- ❑ Designate area to be warned and/or evacuated
- ❑ Develop the warning/evacuation message to be delivered. At a minimum the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Location of evacuee assistance center
  - Radio stations carrying instructions and details
- ❑ Coordinate all emergency warning and messages with the Emergency Services Director and the PIO. Consider following dissemination methods:
  - Notifying police units to use loudspeakers and sirens to announce warning messages
  - Determining if helicopters are available and/or appropriate for announcing warnings
  - Using cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the Emergency Services Director
  - Use the Emergency Alert System (EAS) for local radio and television delivery of warnings. The Police Chief and City Manager have the authority to request an EAS warning via Orange County Sheriff's Department
  - Using explorers, volunteers, reserves and other city personnel as necessary to help with warnings. Request through the EOC Logistics Section
  - Ensure that dispatch notifies special facilities requiring warning and/or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
- ❑ Warn all special populations such as non-English speaking and hearing and sight impaired persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible
  - Translating all warnings, written and spoken, into appropriate languages
  - Contacting media outlets (radio/television) that serve the languages you need
  - Utilizing TDD machines and 9-1-1 translation services to contact the deaf
  - Using pre-identified lists of disabled and hearing and sight impaired persons for individual contact
- ❑ Check vacated areas to ensure that all people have received warnings
- ❑ Implement the evacuation portion of the EOC Action Plan
- ❑ Establish emergency traffic routes in coordination with the Public Works Branch
- ❑ Coordinate with the EOC Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation

- ❑ Ensure that evacuation routes do not pass through hazard zones
- ❑ Identify alternate evacuation routes where necessary
- ❑ Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated, etc. Check status and evacuate if necessary. Coordinate with the Transportation Unit of the EOC Logistics Section for transportation
- ❑ Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible
- ❑ Establish evacuation assembly points
- ❑ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies
- ❑ Coordinate with Care and Shelter Branch to open evacuation centers
- ❑ Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas
- ❑ Place towing services on stand-by to assist disabled vehicles on evacuation routes
- ❑ Monitor status of warning and evacuation processes
- ❑ Coordinate with the Public Works Branch for access control and to obtain necessary barricades and signs

SECURITY:

- ❑ Enforce curfew and other emergency orders, as identified in the EOC Action Plan
- ❑ Request mutual aid assistance through the Law Enforcement Mutual Aid Coordinator
- ❑ Coordinate security in the affected areas to protect public and private property
- ❑ Coordinate security for critical facilities and resources.
- ❑ Coordinate with the Public Works Branch for street closures and board up of buildings
- ❑ Coordinate law enforcement and crowd control services at mass care and evacuation centers
- ❑ Ensure access control to damaged areas
- ❑ Provide information to the PIO on matters relative to public safety
- ❑ Ensure that detained inmates are protected from potential hazards. Ensure adequate security, relocation, transportation and confinement as necessary

- ❑ Consider vehicle security and parking issues at incident facilities and coordinate security if necessary
- ❑ Develop procedures for safe re-entry into evacuated areas
- ❑ Ensure post incident investigation is conducted and documented

FATALITIES MANAGEMENT:

- ❑ Activate the EOC Fatalities Management Unit if the Coroner is needed and the County cannot provide service
- ❑ Ensure that Coroner notification has been made to the Orange County Operational Area. Determine the expected time of arrival
- ❑ Coordinate the removal and disposition of the dead if requested by the County Coroner
- ❑ Continually attempt to contact the County Coroner to advise of condition and needs. Return control of function as soon as possible to that office
- ❑ Establish temporary morgue facilities
- ❑ Coordinate with local morticians for assistance
- ❑ Coordinate with the Supply and Transportation Units of the EOC Logistics Section to arrange for cold storage locations and transportation for temporary body storage
- ❑ Coordinate with the Supply Unit of the EOC Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items
- ❑ Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures
- ❑ Advise all personnel involved in body recovery operations of the specific documentation requirements
- ❑ Ensure that assigned personnel and volunteers are monitored for stress, morale, or psychological problems related to body recovery operations.
- ❑ Consider changing shifts at six hours if involved in body recovery
- ❑ Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Supply (Personnel) Unit of the EOC Logistics Section
- ❑ Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency
- ❑ Provide assistance to the County Coroner in the identification of remains if requested
- ❑ Notify next of kin as advised by the Coroner
- ❑ Provide data on casualty counts to the Orange County Operational Area

- ❑ 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 reservoir inundation areas

ADDITIONAL ACTIONS IN RESPONSE TO HAZARDOUS MATERIALS INCIDENTS:

- ❑ Insure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change
- ❑ Notify appropriate local, state, and federal hazard response agencies
- ❑ Consider wind direction and other weather conditions. Contact the Situation Status Unit of the EOC Planning/ Intelligence Section for updates
- ❑ Assist with the needs at the Unified Command Post as requested
- ❑ Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required: County Health, Cal OES, shipper, manufacturer, etc.

ADDITIONAL ACTIONS IN RESPONSE TO A MAJOR AIR CRASH:

- ❑ Follow County of Orange Emergency Plan Aviation Annex Protocols
- ❑ Establish and maintain a hard incident perimeter for preservation of evidence
- ❑ Notify the Federal Aviation Agency or appropriate military command
- ❑ Request temporary flight restrictions

ADDITIONAL ACTIONS IN RESPONSE TO FLOODING AND/OR RESERVOIR FAILURE:

- ❑ Obtain updates and Coordinate with the Public Works Branch.
- ❑ Monitor media for weather service flood and precipitation warnings.
- ❑ Notify all units in and near inundation areas of flood arrival time
- ❑ Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed

PUBLIC WORKS BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Public Works Director**

Print Name: _____

ALTERNATE: **Public Works Manager or Supervisor**

Print Name: _____

SUPERVISOR: **Operations Section Chief**

Print Name: _____

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders
- Coordinate with the EOC Logistics Section on the acquisition of all resources and support supplies, transportation, materials and equipment
- Determine the need for and location of general staging areas for unassigned resources
- Coordinate with the Facilities Unit of the EOC Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations
- Report and obtain all gas and power utility damage reports. Coordinate and prioritize response activities
- Prioritize the allocation of resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements
- As needed, provide for the procurement and distribution of potable water supplies and coordinate with the Health Branch on water purification notices

RESPONSIBILITIES:

Coordinate all Public Works operations; maintain public facilities, operating utilities and services, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed. Necessary units or groups may be activated as needed to carry out these functions.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

BRANCH/UNIT START-UP ACTIONS:

- ❑ Ascertain if key Public Works Department personnel are required in the EOC have been notified
- ❑ Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation
- ❑ Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- ❑ Ensure that all Public Works personnel have completed status check on equipment, facilities and operational capabilities
- ❑ Ensure that field units begin the safety assessment survey of critical facilities and report status information to the EOC Planning/Intelligence Section through the EOC Operations Section
- ❑ Establish contact with the Operational Area EOC and the Water Emergency Response Organization of Orange County (WEROC)

POSITION OPERATIONAL DUTIES:

- ❑ Receive and process all requests for Public Works resources
- ❑ Maintain back-up power in the EOC
- ❑ Assure that all emergency equipment has been moved from unsafe areas
- ❑ Mobilize personnel, heavy equipment and vehicles to designated general staging areas
- ❑ Obtain Public Works resources through the EOC Logistics Section, utilizing mutual aid requests through the Operational Area and WEROC when appropriate
- ❑ Allocate available resources based on requests and EOC priorities
- ❑ Determine priorities for identifying, inspecting and designating hazardous public structures
- ❑ Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards
- ❑ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities
- ❑ In coordination with the Law Branch, Orange County Public Works and Caltrans determine the status of the Disaster Routes and other transportation routes into the City and within the affected area(s)

- ❑ Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis
- ❑ Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event
- ❑ Coordinate with the Supply Unit of the EOC Logistics Section for sanitation service during an emergency
- ❑ Support clean-up and recovery operations during disaster events
- ❑ Clear debris from waterways to prevent flooding. Drain flooded areas, as needed
- ❑ Develop a debris removal plan to facilitate city clean-up operations, which addresses:
    - Identification of support agencies and coordination of the debris removal process
    - Identification of and cooperation with landfills (consider fee waivers, modification of landfill operating hours, and public concerns)
    - Cooperation with various waste management regulatory agencies to address associated debris removal problems
    - Identification and establishment of debris collection sites
    - Evaluation of potential recycling of debris
    - Prioritization and completion of the debris removal process

WATER/UTILITIES MANAGEMENT DUTIES:

- ❑ Determine the need to staff a task group based on the need for water/power services and secure resources through the Logistics Section
- ❑ Contact the Orange County Department of Public Health, Operational Area, WEROC, local water, electric and gas utility companies, Public Works, Fire Department, Police Department and other sources to compile situation information including:
    - Estimated duration of system/s outage
    - Geographical area affected
    - Population affected
    - Actions taken to restore system
    - Resources needed to reactivate system

WATER

- ❑ Complete a thorough Damage Assessment to determine the cause and extent of water system damage for both domestic and fire hydrant systems. Log and document all issues.
- ❑ Determine the emergency potable water needs (quantity and prioritized areas)
- ❑ Notify the Orange County Operational Area EOC and WEROC of the situation and need for mutual aid and participate in conference calls as requested
- ❑ Contact Department of Public Health and request situation report for affected areas (including information on boil water order areas)
- ❑ Evaluate and prioritize potable water needs (quantity/location/duration—minimum two gallons per person per day)
- ❑ In coordination with the EOC Logistics Section, identify and obtain potable water resources (If necessary, request mutual aid through the Operational Area and WEROC to identify and/or obtain water resources.)
- ❑ Identify and secure locations for water distribution points (e.g., parks, city halls, shelters, etc.)
- ❑ In coordination with the EOC Logistics Section, identify and secure staff resources needed to operate water distribution points (If necessary recommend that the Emergency Services Director request mutual aid to obtain required staff resources.)
- ❑ Consult with Department of Health Services District Office, WEROC, water utilities and PIO for appropriate public information announcements and media interface
- ❑ Transmit to Finance/Administration Section data on costs incurred in EOC effort to purchase and distribute potable water

Note: Going directly to the State agency (DHS District Office of Drinking Water) is not the normal channel of coordination. However, the local level must coordinate directly with and obtain approval of the State water quality agency for water system restoration. WEROC may provide assistance and coordination in this area.

POWER

- ❑ Develop information on the number and extent of power outages in the City and Water Services areas
- ❑ Determine the emergency power needs for critical public and private facilities (outside resources for power generation). Submit Mutal Aid Requests to the County EOC via WebEOC.
- ❑ Coordinate with local electric utilities for information affecting local jurisdictions. Gather emergency contact information from each utility that provides service
- ❑ Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. to take proper precautions and emergency actions during a major power failure. Determine the availability of emergency generators

- ❑ Coordinate with local planning boards and inspection departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure
- ❑ Conduct safety assessments of critical facilities and the impact of a major power failure on one or more of those facilities. Request mutual aid emergency generators via the Orange County Operational Area
- ❑ Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation
- ❑ Ensure the public is informed to contact their electric utility to report outages
- ❑ Coordinate with Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate

CARE AND SHELTER BRANCH

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Community Services Manager**

Print Name: _____

ALTERNATE: **Community Services Supervisor**

Print Name: _____

SUPERVISOR: **EOC Operations Section Chief**

Print Name: _____

GENERAL DUTIES:

- Identify the care and shelter needs of the community
- Work with the Orange County Chapter of the American Red Cross to establish shelters as required
- Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims
- Via the media, encourage residents to go to the shelter nearest their residence
- Coordinate Animal Care issues

RESPONSIBILITIES:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS:

- ❑ Ascertain if all key Care and Shelter personnel are in the EOC or have been notified
- ❑ Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities

POSITION OPERATIONAL DUTIES:

- ❑ If the EOC is activated, establish contact with the Operational Area and the Orange County Chapter of the American Red Cross and request an ARC liaison for the City of Brea EOC and/or City Shelter Location(s)
- ❑ Identify the care and shelter needs of the community, in coordination with the other Operations Branches
- ❑ Determine the need for an evacuation center or mass care shelter
- ❑ Contact the Orange County Chapter of the American Red Cross any time a mass care facility is required
- ❑ Identify and prioritize which pre-identified shelter site will be used and determine its availability
- ❑ Ensure that a Building Inspector has inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock
- ❑ If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations
- ❑ In conjunction with the American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- ❑ Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the American Red Cross
- ❑ Coordinate with the Supply (Personnel) Unit of the EOC Logistics Section to contact volunteer agencies and recall city staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs
- ❑ Coordinate with the Orange County Operational Area Care and Shelter Unit for sheltering of persons in residential care for those with disabilities or access and functional needs
- ❑ Provide and maintain feeding areas within the shelter that are free from contamination and meet all health, safety, and ADA standards

- ❑ Coordinate with the Orange County Chapter of the American Red Cross, Salvation Army, and other volunteer agencies for emergency mass feeding operations
- ❑ Coordinate with the Orange County Operational Area Care and Shelter Unit, the American Red Cross, other volunteer organizations, and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g. in parks, schools, etc
- ❑ Coordinate with the Communications Unit of the EOC Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities
- ❑ Coordinate with the Facilities Unit of the EOC Logistics Section for the care or pets of the evacuated or sheltered people
- ❑ Coordinate with the Transportation Unit of the EOC Logistics Section for the transportation of evacuated people to the shelter/s
- ❑ Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any city expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section
- ❑ Assist the American Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the Red Cross or the Food Unit of the EOC Logistics Section if requested by Red Cross
- ❑ Coordinate with the Facilities Unit of the EOC Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities, which may be threatened by any hazardous condition
- ❑ Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed

ANIMAL CARE:

- ❑ Coordinate with appropriate animal care agencies and the Facilities Unit of the EOC Logistic Section for potential shelters for animals per the PETS Act. Take required animal control measures as necessary

DISPATCH GROUP

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Police Dispatch Supervisor**

Print Name: _____

ALTERNATE: **Police Senior Dispatcher**

Print Name: _____

SUPERVISOR: **EOC Operations Section Chief**

Print Name: _____

GENERAL DUTIES:

- Monitor and coordinate all City radio traffic – Fire, Law, Public Works, Building and Safety.
- Respond to 9-1-1 requests for assistance via telephone. Dispatch emergency response units as available.
- Answer calls from the public on non-emergency Dispatch phone lines. Respond and route as appropriate.
- Distribute messages, information and intelligence received via radio or other electronic means to appropriate EOC and field staff.
- Identify patterns in calls to the 9-1-1 Dispatch Center.

RESPONSIBILITIES:

Monitoring communications via the 9-1-1 Dispatch Center for trends and impact to field responders. Assist EOC staff in developing priorities, responding to situations, and obtaining resources as dictated by the situation.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- Monitor all City radio traffic (Fire, Law, Public Works, Building and Safety) to determine current status of field units.
- Conduct periodic role calls of field units to ensure all personnel are accounted for. This is especially critical in an earthquake response and the ensuing aftershocks.
- Respond to 9-1-1 requests for assistance via telephone. Dispatch appropriate emergency responders as available. If demand exceeds supply, work with the Operations Section Chief to establish priorities for response. Communicate and implement these priorities in the Dispatch 9-1-1 Center.
- Answer calls from the public received on non-emergency dispatch phone lines. Route as appropriate.
- Distribute messages, information and intelligence received via radio or other electronic means (i.e. CLETS) to appropriate EOC and field staff.
- Identify patterns in calls and report as appropriate to the Operations Section Chief, Planning/Intelligence Chief, and EOC Director. Assist in establishing response priorities as appropriate.
- Maintain contact with neighboring dispatch centers to coordinate resources and response personnel.
- Work with partner 9-1-1 dispatch facilities to plan and prepare for wide-spread communications failures of radios, the 9-1-1 system, etc.
- Maintain all portable equipment in a state of readiness in the event evacuation of the 9-1-1 Dispatch Center becomes necessary.
- Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.
- Work with the Logistics Section, Communications Unit to identify communications failures, concerns and needs. Recommend improvements and repairs as necessary.

EOC PLANNING / INTELLIGENCE SECTION

EOC Planning/Intelligence Section Position Checklists

- EOC Planning/Intelligence Section Chief
- Situation Status Unit
- Resource Status Unit
- Documentation Unit
- Recovery/Advanced Planning Unit
- Demobilization Unit
- Technical Specialist

Overview

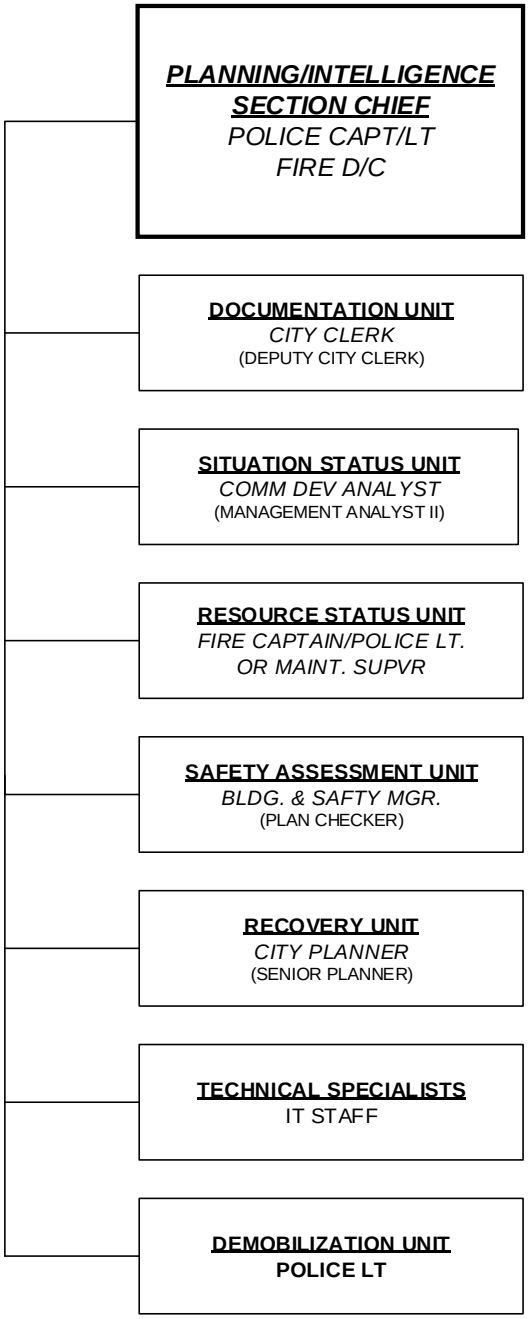
The EOC Planning/Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster/emergency, other department heads will advise the EOC Planning/Intelligence Chief on various courses of action from their departmental level perspective.

Objectives

The EOC Planning/Intelligence Section is responsible for overall supervision of collecting, verifying and analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the City EOC Action Plan and facilitating the action planning meeting; conducting recovery and advanced planning activities; providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities.

The information gathered needs to be reported in an expeditious manner to the various EOC sections, City departments and the Orange County Operational Area. The EOC Planning/Intelligence Section is also responsible for the detailed recording of the response effort and the preservation of these records during and following the disaster.

BREA EOC
PLANNING/INTELLIGENCE SECTION
ORGANIZATION CHART



EOC PLANNING/INTELLIGENCE SECTION CHIEF

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Fire D/C or Police Captain**

Print Name: _____

ALTERNATE: **Fire B/C or Police Lieutenant**

Print Name: _____

SUPERVISOR: **Emergency Services Director or EOC Director**

Print Name: _____

GENERAL DUTIES:

- Ensure that the Planning/Intelligence function is performed consistent with SEMS Guidelines, including:
  - Collecting, analyzing and displaying situation information
  - Preparing periodic situation reports
  - Initiating and documenting the City's Action Plan and After-Action Report
  - Planning for long term response and advanced planning
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- 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/group/unit activities within the Section
- Report to the Emergency Services Director on all matters pertaining to Section activities

RESPONSIBILITIES:

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

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

SECTION START-UP ACTIONS

- ❑ Confirm that all key EOC Planning/Intelligence Section personnel or alternates are in the EOC 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:
  - Situation Status Unit
  - Resource Status Unit
  - Documentation Unit
  - Damage Assessment Unit
  - Recovery/Advanced Planning Unit
  - Demobilization Unit
  - Technical Specialist
- ❑ Review major incident reports and additional field operational information that may pertain to or 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 Resource Status Unit leader to initiate collection and display of resources needed, ordered, en-route, awaiting assignment and demobilization
- ❑ 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
- ❑ Develop a personnel plan to maintain a 24-hour operation as required
- ❑ Direct the Recovery/Advanced Planning Unit to conduct planning for long term response, demobilization, and recovery actions

POSITION OPERATIONAL DUTIES:

- ❑ Assess the impact of the disaster/emergency on the City of Brea, including the initial safety/damage assessment by field units
- ❑ Develop situation analysis information on the impact of the emergency from the following sources:
  - Fire Department
  - Police Department
  - Public Works
  - Community Services
  - Transportation Sector
  - Red Cross, Orange County Chapter
  - Media (Radio and Television)
- ❑ Ensure that pertinent disaster/emergency information is disseminated through appropriate channels to response personnel, City EOC section staff, City departments, Orange County Operational Area, and the public
- ❑ Review and approve reconnaissance, City status and safety/damage assessment reports for transmission by the Situation Status Unit to the Orange County Operational Area via the notification procedures
- ❑ Working with the EOC Management Team and the Documentation Unit, prepare an EOC Action Plan to identify priorities and objectives
- ❑ Assemble information on alternative strategies
- ❑ Identify the need for use of special resources
- ❑ Initiate the EOC Action Plan development for the current and forthcoming operational periods
- ❑ Direct the coordination of periodic disaster and strategy plans briefings to the Emergency Services Director and General Staff, including analysis and forecast of incident potential
- ❑ Ensure coordination of collection and dissemination of disaster information and intelligence with other sections

SITUATION STATUS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Community Development Analyst**

Print Name: _____

ALTERNATE: **Police or Public Works Staff**

Print Name: _____

SUPERVISOR: **EOC Planning/Intelligence Section Chief**

Print Name: _____

GENERAL DUTIES:

- Collect, organize and analyze situation information from EOC sources
- Provide current situation assessments based on analysis of information received from a variety of sources and reports
- Develop situation reports for dissemination to EOC Planning/Intelligence Section Chief, Emergency Services Director and other section Chief's to initiate the action planning process
- Transmit approved reports to the Orange County Operational Area
- 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
- 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 EOC Sections, summarize, and provide current information on centralized maps and displays
- Monitor and ensure the orderly flow of disaster intelligence information within the EOC

RESPONSIBILITIES:

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

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION 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
  - Structural property damage (estimated dollar value)
  - Personal property damage (estimated dollar value)
  - City of Brea resources committed to the disaster/emergency
  - City of Brea resources available
  - Assistance provided by outside agencies and resources committed
  - Shelters, type, location, and number of people that can be accommodated
- ❑ Prepare and maintain EOC displays
- ❑ Post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc
- ❑ Develop sources of information and assist the Planning/Intelligence Section Chief in collecting, organizing and analyzing data from the following:
  - Management Team
  - Operations Section
  - Logistics Section
  - Finance/Administration Section
- ❑ Provide for an authentication process in case of conflicting status reports on events
- ❑ Meet with the Planning/Intelligence Section Chief and the Emergency Services Director to determine needs for planning meetings and briefings. Determine if there are 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/units
- ❑ Determine weather conditions; current and upcoming. Keep up-to-date weather information posted
- ❑ Identify potential problem areas along evacuation routes; i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc
- ❑ In coordination with the Operations Section, estimate the number of people who will require transportation out of the risk areas. Coordinate with the Transportation Unit of the Logistics Section on transportation methods.
- ❑ As needed, develop methods for countering potential impediments (physical barrier, time, lack of transportation resources, etc.) to evacuation
- ❑ Provide 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 Planning/Intelligence Section Chief
- ❑ Prepare required Operational Area reports. Obtain approval from the Planning/Intelligence Section Chief and transmit to the Orange County Operational Area
- ❑ Prepare written situation reports at periodic intervals at the direction of the Planning/Intelligence Section Chief
- ❑ Assist at planning meetings as required. Provide technical assistance
- ❑ During a radiological incident, activate the Radiological Protection Procedures as needed for reporting and documentation

RESOURCE STATUS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Fire, Police, Public Works Representatives**

Print Name: _____

ALTERNATE: **Fire, Police, Public Works Representatives**

Print Name: _____

SUPERVISOR: **EOC Planning/Intelligence Section Chief**

Print Name: _____

GENERAL DUTIES:

- Verifying proper check-in and check-out of personnel
- Preparing and maintaining displays, charts, and lists reflecting current status and location of personnel, critical resources, transportation, and support equipment
- Maintaining a master list of resources assigned to the incident

RESPONSIBILITIES:

The Resource Status Unit Leader is responsible for tracking the location and status of all resources acquired by the EOC. The Resource Status Unit Leader provides situational awareness to EOC staff on acquired resources by keeping a master list of all resources en route or committed to emergency operations. They will coordinate with the Situation Status Unit for updating status boards to reflect changing resource status, and with the Operations and Logistics Sections to review resource requests/procurements to avoid duplication of effort.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Establish contact with the ICP, DOCs, OP AREA EOC Resource Tracking Units, and other outside agencies as required, to coordinate information sharing procedures to include:
  - Confirm WebEOC boards for resources are established
  - Coordinate resource status / location boards and update information sharing procedures
- ❑ Develop backup procedures for information sharing in the event that network data links are interrupted
- ❑ Meet with the Logistics Section to develop procedures for the identification and updating of acquired EOC resources
- ❑ Develop procedures for tracking acquired EOC resources from acquisition / procurement to final destination
- ❑ Develop a master list of all resources committed to the operation
- ❑ Coordinate with the Situation Status Unit to ensure that resource status boards are included in situation updates and briefings as required
- ❑ At the beginning of each Operational Period review previous information on the status of allocated resources to include:
  - New Purchases / Rentals
  - New volunteers / Personnel
  - New Donations
  - New Supplies/Equipment / Facilities
  - Location of en route resources and estimated time of arrival
  - Current status of deployed resources
- ❑ Meet with the Logistics Section Chief and identify current status of en route resources; identify backlogs and delays
- ❑ Coordinate with the Situation Status Unit on the current status of acquired EOC resources; highlight backlogs and delays
- ❑ Verify incoming for posting to the Task Tracker Board in WebEOC
- ❑ Coordinate with the GIS Mapping Unit Leader to update GIS products to indicate locations and status of EOC resources as required

- ❑ Maintain a master list that captures date & time resources were acquired, type and category of acquired resources per NIMS classification guidelines, quantity, status / condition, destination and estimated time of arrival
- ❑ Prepare a report on the status of acquired resources for the Planning & Intelligence Section Chief prior to the Emergency Services Director's initial Management Staff meeting
  - Highlight backlogs and delays
  - Provide estimated time of arrival for critical resources
- ❑ Prepare Resource Status / Location reports for the Planning & Intelligences Section Chief prior to the Planning Meeting and Operations meeting as part of the EOC Action Planning process. Reports should include resources committed and estimated time of arrival for resources en route
- ❑ Provide additional Resource Reports as directed by the Planning & Intelligence Section Chief for EOC Staff
- ❑ Ensure that all Resource Status / Location reports are shared with other activated EOCs in the Operational Area once approved for release
- ❑ Brief the Planning & Intelligence Section Chief on major problem areas that need or will require solutions
- ❑ Archive all Resource Status / Location reports for use in developing After-Action Reports
- ❑ Provide final reports to the Documentation Unit, Recovery Unit Leader, and Cost Recovery Documentation Unit detailing total assets deployed and post-emergency status
- ❑ Provide input to the Documentation Unit Leader for the After-Action Report recommendations

DOCUMENTATION UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **City Clerk**

Print Name: _____

ALTERNATE: **Deputy City Clerk**

Print Name: _____

SUPERVISOR: **EOC Planning/Intelligence Section Chief**

Print Name: _____

GENERAL DUTIES:

- Maintain an accurate and complete record of significant disaster events
- Assist other parts of the EOC 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 EOC, and assign appropriate internal and external message routing
- Provide documentation and copying services to EOC staff
- Maintain and preserve disaster/emergency files for legal, analytical, and historical purposes
- Compile, copy and distribute the EOC Action Plans as directed by the Section Chief's
- Compile, copy and distribute the After-Action Report with input from other sections/units

RESPONSIBILITIES:

Compile and distribute the City's EOC Action Plans and After-Action Reports; maintain accurate and complete incident files; establish and operate an EOC Message Center; provide copying services to EOC personnel and preserve incident files for legal, analytical and historical purposes.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained for official records
- ❑ Contact other EOC 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
- ❑ Following planning meetings, assist in the preparation of any written action plans or procedures
- ❑ Ensure that the EOC Action Plans and After-Action Report are compiled, approved, copied and distributed to EOC Sections and Units
- ❑ 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 Planning/Intelligence Section Chief
- ❑ Identify and establish a “runner” support system for collecting, duplicating journals, logs and message center forms throughout the EOC
- ❑ Establish copying service and respond to authorize 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
- ❑ Prepare an overview of the documented disaster events at periodic intervals or upon request from the Planning/Intelligence Section Chief

RECOVERY/ADVANCED PLANNING UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **City Planner**

Print Name: _____

ALTERNATE: **Senior Planner**

Print Name: _____

SUPERVISOR: **EOC Planning/Intelligence Section Chief**

Print Name: _____

GENERAL DUTIES:

- Ensure that the City of Brea receives all emergency assistance and disaster recovery costs for which it is eligible
- Ensure that the City of Brea is prepared to participate jointly with FEMA, Cal OES, Orange County Operational Area and non-profit organizations to expedite disaster assistance for individuals, families, businesses, public entities and others entitled to disaster assistance
- Ensure that required and/or approved mitigation measures are carried out
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices, while ensuring that legal safeguards for property owners and the jurisdiction are observed

RESPONSIBILITIES:

Ensure that the City receives all emergency assistance and disaster recovery costs for which it is eligible; conduct all advanced planning for long term operations and initial recovery operations and prepare the EOC organization for transition to a recovery operations organization to restore the City to pre-disaster conditions as quickly and effectively as possible.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Identify issues to be prioritized by the Emergency Services Director on restoration of services to the City
- ❑ Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses
- ❑ Maintain contact with Orange County Operational Area and Cal OES and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs
- ❑ In coordination with the Building and Safety Unit of the EOC Operations Section, establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business/personal property
- ❑ In coordination with the Building and Safety Unit of the EOC Operations Section, establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of Inspected, Restricted Access and Unsafe Building
- ❑ In coordination with Building and Safety Unit of the EOC Operations Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures. Ensure that homeowners' and business owners' rights are considered to the fullest extent and arrangements are made for appropriate hearings, if at all possible
- ❑ Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process
- ❑ With Section Chief's, develop a plan for initial Recovery Operations
- ❑ Prepare the EOC organization for transition to Recovery Operations

DEMOBILIZATION UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Fire, Police, Public Works Representatives**

Print Name: _____

ALTERNATE: **Fire, Police, Public Works Representatives**

Print Name: _____

SUPERVISOR: **EOC Planning/Intelligence Section Chief**

Print Name: _____

GENERAL DUTIES:

- Provide assistance to the EOC Planning/Intelligence Section Chief and Emergency Services Director in planning for the EOC demobilization
- Develop demobilization strategy and plan with Section Chief's
- 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

RESPONSIBILITIES:

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

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION 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 General 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 and kind and type of resource)
  - Phase over or transfer of authorities
  - Completion and submittal of all required documentation
- ❑ Obtain approval of the Demobilization Plan from the Emergency Services Director
- ❑ Ensure that all sections and branches/groups/units understand their specific demobilization responsibilities
- ❑ Supervise execution of the Demobilization Plan
- ❑ Brief EOC Planning/Intelligence Section Chief on demobilization progress

TECHNICAL SPECIALIST

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **I.T. Staff**

Print Name: _____

ALTERNATE: **I.T. Staff**

Print Name: _____

SUPERVISOR: **EOC Planning/Intelligence Section Chief**

Print Name: _____

GENERAL DUTIES:

- Provide technical expertise to the EOC Planning/Intelligence Section and others as required

RESPONSIBILITIES:

Provide support specific to a field or function not addressed elsewhere or by any other discipline. A Technical Specialist may or may not be an employee of a public or private agency.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Develop a plan for operations and support of field operations as requested. Assign specific responsibilities
- ❑ Keep the EOC Planning/Intelligence Section Chief advised of your position status and activity and on any problem areas that now need or will require solutions
- ❑ Act as a resource to members of the EOC staff in matters relative to your technical specialty

SAFETY ASSESSMENT UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Building/Safety Manager**

Print Name: _____

ALTERNATE: **Plan Checker**

Print Name: _____

SUPERVISOR: **EOC Planning/Intelligence Section Chief**

Print Name: _____

GENERAL DUTIES:

- Collect safety/damage assessment information from the EOC Operations Section and other verifiable sources and prepare appropriate reports
- Provide safety/damage assessment information to the EOC Planning/Intelligence Section Chief
- Coordinate with the Building and Safety Branch of the EOC Operations Section for exchange of information
- Coordinate with Orange County Public Works Inspection Division representative when assigned to the City
- Utilize the Orange County Operational Area safety/damage assessment procedures and forms

RESPONSIBILITIES:

Maintain detailed records of safety/damage assessment information and support the documentation process.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Coordinate collection of safety/damage assessment information with the Building and Safety Branch of the EOC Operations Section
- ❑ Prepare safety/damage assessment information and provide to the EOC Planning/Intelligence Section Chief for approval
- ❑ Collect, record and total the type, location and estimate value of damage
- ❑ Document those structures requiring immediate demolition to ensure the public safety through inspection records, videos, photographs, etc
- ❑ Provide documentation to Legal Advisor on those structures that may need to be demolished in the interest of public safety
- ❑ Coordinate with the American Red Cross, utility companies, and other sources for additional safety/damage assessment information
- ❑ Coordinate with all EOC Operations branches (Police, Fire, Public Works, Medical/Health, Care and Shelter and Building and Safety) for possible information on damage to structures
- ❑ Provide final safety/damage assessment reports to the Documentation Unit

EOC LOGISTICS SECTION

EOC Logistics Section Position Checklist

- EOC Logistics Section Chief
- Service Branch
  - Communications - Information and Computer Systems
  - Food
- Support Branch
  - Transportation Unit
  - Personnel/Volunteer Unit
  - Supply Unit
  - Facilities Unit

The Logistics Section can be divided into two Branches – **Service and Support – that are managed by Branch Directors. W**hen activated, these Branch Directors work under the supervision of the Logistics Section Chief, and are responsible for the management of all service and support activities in the EOC and supporting the incident. The Service Branch Director supervises the operations of the Communications, and Food Units. The Support Branch Director supervises the operations of the Transportation, Supply, and Facilities Units. The primary responsibilities of the Branch Directors are to determine the level of service required to support operations, organize and prepare assignments for Branch personnel, coordinate activities of Branch Units, and resolve Branch problems. If there is not a need to activate the Branch Director level positions, the Logistics Section Chief would be responsible to supervise the Branch Units as required.

Overview

The EOC Logistics Section's primary responsibility is to provide all necessary personnel, supplies, equipment, support, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, EOC, etc. 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 according to established Disaster Accounting procedures developed by the Finance/Administration Section in the EOC, unless authorized by the Emergency Services Director or emergency orders of the City Council. Due to the need to closely coordinate with the Finance Section, it is highly desired that the Logistics and Finance Sections are co-located in the EOC.

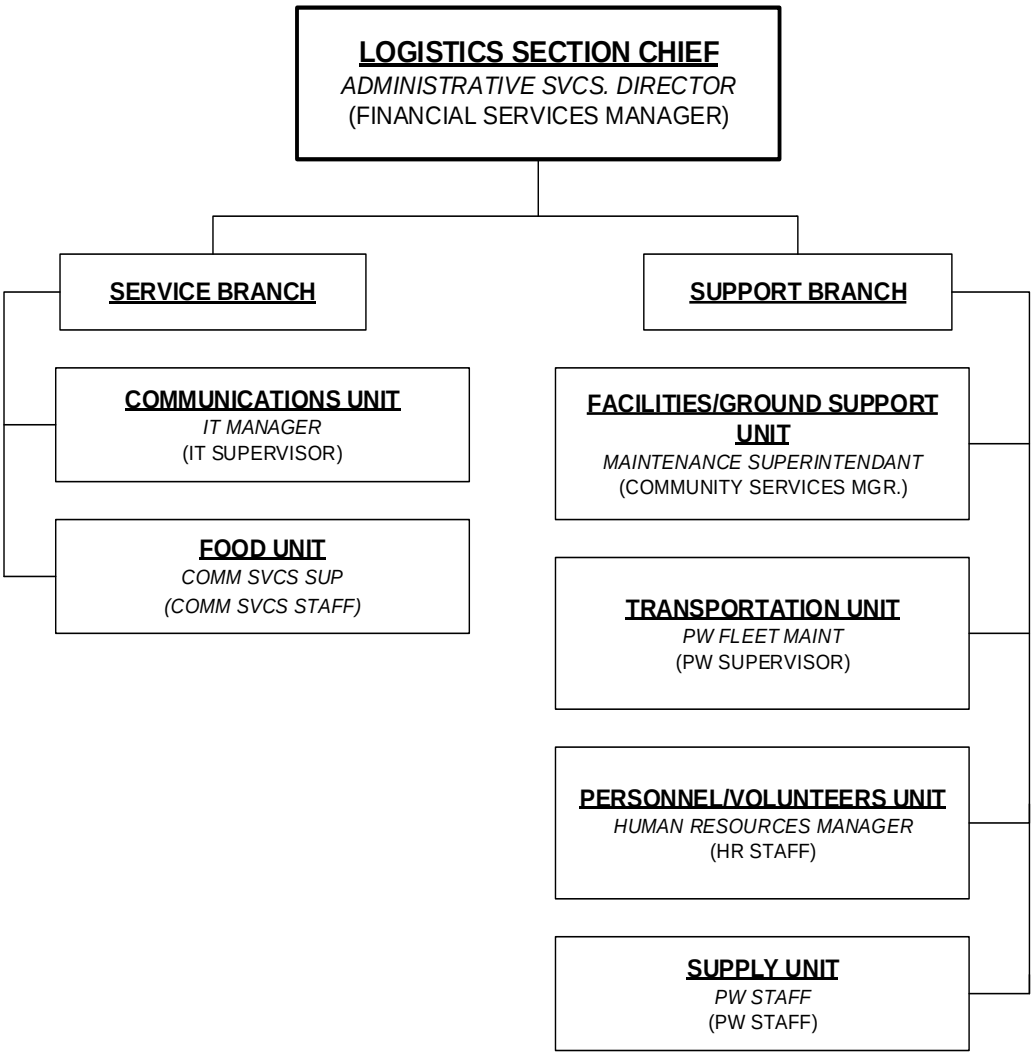
Objectives

The Logistics Section provides support to all the other sections within the Brea Emergency Organization for the duration of the incident. Any personnel, equipment, supplies, or services required by the other sections will be ordered through the EOC Logistics Section.

The EOC 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
- Provide the City's logistical support needs and plan for both immediate and long-term requirements

BREA EOC
LOGISTICS SECTION
ORGANIZATION CHART



EOC LOGISTICS SECTION CHIEF

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Public Works Staff**

Print Name: _____

ALTERNATE: **Public Works Staff**

Print Name: _____

SUPERVISOR: **Emergency Services Director or EOC Director**

Print Name: _____

GENERAL DUTIES:

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

- Managing all radio, data and telephone needs of the EOC
- Coordinating transportation needs and issues and the Traffic Plan
- Managing personnel issues and registering volunteers as Disaster Services Workers
- Obtaining all materials, equipment and supplies to support emergency operations
- Coordinating management of facilities used during disaster response and recovery
- 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/group/unit activities within the Section
- Coordinate the provision of logistical support for the EOC
- Coordinate activities with the Finance Section
- Manage the collection and disbursement of donations
- Report to the Emergency Services Director on all matters pertaining to Section activities
- Ensure that all facilities used in support of EOC operations have safe operating conditions
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist
- Stop or modify all unsafe operations
- Ensure for the security of the EOC, the EOC personnel and adjacent parking areas

RESPONSIBILITIES:

Support the response effort and oversee the acquisition, transportation, and mobilization of resources. Identify and mitigate safety hazards and situations of potential City liability during EOC operations and ensure a safe working environment in the EOC.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

START-UP ACTIONS:

- ❑ Confirm that all key EOC Logistics Section personnel or alternates are in the EOC 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:
  - Communications
    - Information and Computer Systems
  - Food Unit
  - Transportation Unit
  - Supplies Unit
    - Personnel and Volunteers
  - Facilities Unit
- ❑ Inform the Emergency Services Director and General Staff when your Section is fully operational.

POSITION OPERATIONAL DUTIES:

- ❑ Meet with EOC Finance/Administration Section Chief and review financial and administration support needs and procedures. Determine level of purchasing authority to be delegated to EOC Logistics Section
- ❑ Following action planning meetings, ensure that orders for additional resources necessary to meet demands have been placed and are being coordinated within the EOC and field units
- ❑ Keep the Orange County Operational Area Logistics Coordinator apprised of overall situation and status of resource requests
- ❑ Direct the Communications Unit to develop the EOC Communications Plan to include:
  - All City EOC position telephones, EOC Responder cell phones, and email addresses
  - The Orange County Operational Area EOC contact roster
  - Police, Fire, and other department DOC's contact rosters
  - The Incident Command/Area Command contact roster
  - Radio communications nets for fire, police, and public works assets
  - Contact information for all other relevant agencies

- ❑ Coordinate with the Operations and Planning Section Chief's to develop procedures for prioritizing and validating resource requests
- ❑ Review Logistics Section reports including resource requests and the status of all available, committed, and en route resources from the previous Operational Period
- ❑ Ensure the Communications Unit updates the EOC Communications Plan at the beginning of each Operational Period
- ❑ Attend the Management Section Meeting and communicate the new EOC Objectives to your Section
- ❑ Review the Operations Section resource requirements
- ❑ Meet with Section Unit Leaders to review resource requests and develop allocation plans
- ❑ Ensure that orders for additional resources identified by the Operations Section are verified and included in allocation plans
- ❑ Coordinate with the Operations Section to prioritize resource requests, resolve conflicts and coordinate logistics activities during preparation for the planning meetings
- ❑ Oversee development of a Resource Assignment Lists – submit to the Planning Section Chief prior to the EOC Coordination Plan meeting
- ❑ Resolve any open logistics/resource issues from the EOC Coordination Plan meeting
- ❑ Oversee Logistics Section contributions to development of the EOC Coordination Plan
- ❑ Ensure the Communications, Food, Transportation, Supply and Facilities Units coordinate with the Planning Section's Resource Tracking Unit to update all available, committed, and en route resources
- ❑ Secure information regarding emergency conditions
- ❑ Tour the entire facility area and determine the scope of on-going operations
- ❑ Evaluate conditions and advise the Emergency Services Director of any conditions and actions which might result in liability—e.g. oversights, improper response actions, etc
- ❑ Coordinate with the Supply (Personnel) Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements
- ❑ Study the facility to learn the location of all fire extinguishers, fire hoses and emergency pull stations
- ❑ Be familiar with particularly hazardous conditions in the facility
- ❑ Ensure that the EOC location is free from environmental threats (i.e., air quality, potable water availability, etc.)

- ❑ If the events that caused activation is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks
- ❑ Coordinate with law enforcement for the security of the EOC, the personnel working in the EOC, and the adjacent parking areas
- ❑ Keep the EOC Director advised of safety conditions
- ❑ Coordinate with Compensation/Claims Unit of the Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure
- ❑ Ensure that all the proper records are maintained for the Finance & Administration Section
- ❑ Keep the PIO advised of the volunteer and donations situation. If a need for donations or volunteers is anticipated, coordinate with the PIO to provide the specific content of any broadcast item desired. If the system is saturated with donations or volunteers, advise the PIO and take steps to reduce or redirect the response
- ❑ Keep the Orange County Operational Area EOC Logistics Section Coordinator apprised of overall situation and status of resource requests
- ❑ Develop a personnel plan to maintain a 24-hour operation as required

SERVICE- COMMUNICATIONS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **I.T. Manager**

Print Name: _____

ALTERNATE: **I.T. Supervisor**

Print Name: _____

SUPERVISOR: **EOC Logistics Section Chief**

Print Name: _____

GENERAL DUTIES:

- Notify support agencies and oversee the installation, activation and maintenance of all radio, data and telephone communications services inside of the EOC and between the EOC and outside agencies
- Determine the appropriate placement of all public safety packsets brought to the EOC 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 Emergency Services Director.

RESPONSIBILITIES:

Manage all radio, data, and telephone needs of the EOC staff. Establish and manage all necessary computer support to the EOC staff and field units.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Meet with section and branch/group/unit Chief's and provide a briefing on EOC on-site and external communication needs, capabilities and restrictions, and operating procedures for the use of telephones and radio systems
- ❑ Coordinate all communications activities
- ❑ Establish a primary and alternate system for communications. Link with utilities and contracting and cooperating agencies to establish communications as soon as possible
- ❑ Coordinate with all operational units and the EOC to establish a communications plan to minimize communication issues that include radio, data and telephone needs utilizing established communications, the private sector, amateur radio and volunteers
- ❑ 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 with all sections and branches/groups/units on operating procedures for use of telephone, data and radio systems. Receive any priorities or special requests
- ❑ Monitor operational effectiveness of EOC communications systems. Obtain additional communications capability as needed
- ❑ Coordinate frequency and network activities with Orange County Operational Area
- ❑ Provide communications briefings as requested at action planning meetings
- ❑ Coordinate needed telephone data lines with the Communications Unit
- ❑ Support activities for restoration of computer services

SERVICE- FOOD UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Community Services Supervisor**

Print Name: _____

ALTERNATE: **Community Services Staff**

Print Name: _____

SUPERVISOR: **EOC Logistics Section Chief**

Print Name: _____

GENERAL DUTIES:

- Determine food and water requirements
- Determine the method of feeding to best fit each facility or situation
- Obtain necessary equipment and supplies and establish cooking facilities
- Ensure that well-balanced menus are provided
- Order sufficient food and potable water from the Supply Unit
- Maintain an inventory of food and water
- Maintain food service areas, ensuring that all appropriate health and safety measures are being followed
- Supervise caterers, cooks, and other Food Unit personnel as appropriate

RESPONSIBILITIES:

The **Food Unit Leader,** under the direction of the Service Branch Director or Logistics Section Chief, is responsible for supplying the food needs for the entire incident, including the EOC and all remote locations (e.g., Staging Areas), as well as providing food for personnel unable to leave tactical field assignments.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Obtain briefing from Logistics Section Chief or Service Branch Director:
  - Determine potential duration of incident
  - Number and location of personnel to be fed
  - Last meal provided
  - Proposed time of next meal
- ❑ Determine food service requirements for planned and expected operations
- ❑ Determine best method of feeding to fit situation and obtain bids if not done prior to incident
- ❑ Determine location of working assignment
- ❑ Ensure sufficient potable water and beverages for all incident personnel
- ❑ Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief
- ❑ Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer
- ❑ Supervise administration of food service agreement, if applicable
- ❑ Provide copies of receipts, bills to Finance/Administration Section
- ❑ Let Supply Unit know when food orders are complete
- ❑ Provide briefing to relief on current activities and unusual situations

SUPPORT- TRANSPORTATION UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Public Works Fleet Maintenance**

Print Name: _____

ALTERNATE: **Public Works Supervisor - Assigned**

Print Name: _____

SUPERVISOR: **EOC Logistics Section Chief**

Print Name: _____

GENERAL DUTIES:

- Develop and implement the Traffic Plan
- Support out-of-service resources
- Notify the Resources Unit of all status changes on support and transportation vehicles
- Arrange for and activate fueling, maintenance, and repair of ground resources
- Maintain Support Vehicle Inventory and transportation vehicles
- Provide transportation services, in accordance with requests from the Support Branch Director or the Logistics Section Chief
- Collect use information on rented equipment
- Requisition maintenance and repair supplies (e.g., fuel, spare parts)
- Maintain incident roads

RESPONSIBILITIES:

The Transportation Unit is responsible for transportation of emergency personnel, food, equipment, and supplies, as well as coordinates and implements the Traffic Plan. This position also supports out-of-service resources and the fueling, service, maintenance, and repair of vehicles and other ground support equipment.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Coordinate with the EOC Planning/Intelligence and Operations Sections to determine which disaster routes are available for emergency use
- ❑ Coordinate use of disaster routes with the Operations Section
- ❑ Coordinate with other sections and branches/groups/units to identify transportation priorities
- ❑ Establish and implement a Traffic Plan for movement of:
  - Personnel, supplies and equipment to the EOC, field units, shelters and Casualty Collection Points (CCPs)
  - Individuals to medical facilities
  - Emergency workers and volunteers to and from risk area
- ❑ Coordinate with the EOC Operations Section on the movement of disabled and elderly persons
- ❑ Coordinate transportation of animals as required
- ❑ Coordinate with local transportation agencies and schools to establish availability of resources for use in evacuations and other operations as needed
- ❑ As reports are received from field units and EOC sections and as sufficient information develops, analyze the situation and anticipate transportation requirements

SUPPORT- PERSONNEL/VOLUNTEER UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Human Resources Manager**

Print Name: _____

ALTERNATE: **Human Resources Staff**

Print Name: _____

SUPERVISOR: **EOC Logistics Section Chief**

Print Name: _____

GENERAL DUTIES:

- Receive and process all incoming requests for personnel and volunteer support
- Register volunteers as Disaster Service Workers.

RESPONSIBILITIES:

Obtain all non-fire and non-law enforcement mutual aid material, equipment, and supplies to support emergency operations and arrange for delivery of those resources.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

PERSONNEL and VOLUNTEER OPERATIONAL DUTIES:

- ❑ Receive and process all incoming requests for 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 personnel/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/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. Coordinate with Safety Officer to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements
- ❑ Obtain crisis counseling for emergency workers
- ❑ Coordinate feeding, shelter and care of personnel, employees' families, and volunteers with the American Red Cross, Food Unit and Facilities Unit
- ❑ Activate Child Care Plan for City 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 Orange County Operational Area for additional personnel needs
- ❑ Ensure the recruitment, registration, mobilization and assignment of volunteers
- ❑ Establish Disaster Service Worker and Volunteer registration and interview locations. Assign staff to accomplish these functions
- ❑ Issue ID cards to Disaster Service Workers
- ❑ 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
- ❑ 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
- ❑ Obtain health/medical personnel, e.g., nurses' aides, paramedics, Red Cross personnel and other trained volunteers to meet health/medical needs
- ❑ Request technical expertise resources not available within the jurisdiction (hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) through established channels, mutual aid channels or the Orange County Operational Area

SUPPORT- SUPPLY UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Public Works Staff**

Print Name: _____

ALTERNATE: **Public Works Staff**

Print Name: _____

SUPERVISOR: **EOC Logistics Section Chief**

Print Name: _____

GENERAL DUTIES:

- Coordinate and oversee the procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables
- Maintain records to ensure a complete accounting of supplies procured and monies expended

RESPONSIBILITIES:

Obtain all non-fire and non-law enforcement mutual aid material, equipment, and supplies to support emergency operations and arrange for delivery of those resources.

SUPPLY UNIT OPERATIONAL DUTIES:

- ❑ Meet and coordinate activities with EOC Finance/Administration Chief and determine purchasing authority to be delegated to Supply 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 and priority resource requirements
- ❑ Coordinate with other branches/groups/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 City 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 limits of authority delegated by Finance Section
- ❑ Notify EOC Finance/Administration 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 EOC Finance/Administration Section develop necessary agreements
- ❑ Arrange for delivery of procured resources. Coordinate with Transportation and Facilities Units
- ❑ Identify to the EOC Logistics Section Chief any significant resource request(s) that cannot be met through local action. Suggest alternative methods to solve the problem if possible
- ❑ Establish contact with the appropriate Operations Section Branches and Red Cross representatives(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions
- ❑ Establish a plan for field and EOC feeding operations. Coordinate with EOC 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
- ❑ Provide supplies for the EOC, field operations and other necessary facilities
- ❑ Determine the appropriate supply houses, vendors or contractors who can supply the item, product or commodity if City stocks do not exist
- ❑ Purchase items within limits of delegated authority from Finance/Administration Section and request items exceeding delegated authority from the Finance Section
- ❑ Arrange for the delivery of the items requisitioned, contracted for or purchased
- ❑ Continually update communications availability information with the Communications Unit. Revise contact methods with suppliers as improved communications become available
- ❑ 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 EOC 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
- ❑ Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by EOC Operations Section
- ❑ Support activities for restoration of utilities to critical facilities
- ❑ Ensure the provision of sanitation services to include; portable toilets, hand washing stations, trash containers, etc
- ❑ Procure and coordinate water resources for consumption, sanitation, and firefighting
- ❑ Coordinate resources with relief agencies (American Red Cross, etc.)
- ❑ Obtain and coordinate necessary medical supplies and equipment for persons with disabilities or access and functional needs
- ❑ Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel performing assigned tasks in hazardous radiological and/or chemical environments
- ❑ Ensure the organization, management, coordination, and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency
- ❑ Identify supply sources to augment and/or satisfy expanded medical needs during emergency operations
- ❑ In coordination with EOC Operations Section and Orange County Operational Area, maintain essential medical supplies in designated Casualty Collection Points (CCPs)

SUPPORT- FACILITIES UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Public Works Maintenance Supervisor**

Print Name: _____

ALTERNATE: **Community Services Manager**

Print Name: _____

SUPERVISOR: **EOC Logistics Section Chief**

Print Name: _____

GENERAL DUTIES:

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations
- Coordinate with other EOC branches/groups/units for support required for facilities
- Support activities for restoration of disrupted services and utilities to facilities
- Coordinate with EOC Finance/Administration Section on any claims or fiscal matters relating to facilities' operations
- Close out each facility when no longer needed

RESPONSIBILITIES:

Ensure that adequate facilities are provided for the 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 ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Maintain information in the Unit regarding:
  - Facilities opened and operating
  - 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
- ❑ In coordination with the Operations Section, provide support to facilities used for disaster response and recovery operations; i.e., staging areas, shelters, etc
- ❑ Identify communications requirements to the Communications Unit
- ❑ Identify equipment, material and supply needs to the Supply Unit
- ❑ Identify personnel needs to the Supply (Personnel) Unit
- ❑ Identify transportation requirements to the Transportation Unit. Coordinate evacuation schedules and identify locations involved
- ❑ Identify security requirements to the Law Branch of the EOC Operations Section
- ❑ 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
- ❑ 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 access or functional needs persons are provided in facilities
- ❑ Provide facilities for sheltering essential workers, employees' families and volunteers

- ❑ Be prepared to provide facilities for animal boarding as required
- ❑ Coordinate water resources for consumption, sanitation and firefighting at all facilities

EOC FINANCE/ADMINISTRATION SECTION

EOC Finance/Administration Section Position Checklists

- EOC Finance/Administration Section Chief
- Cost Recovery Unit
- Time Keeping Unit
- Supply and Procurement Unit
- Compensation/Claims Unit
- Cost Analysis Unit

Overview

The EOC Finance/Administration Section's primary responsibility is to maintain to the greatest extent possible the financial systems necessary to keep the City functioning during a disaster/emergency. These systems include:

- Payroll Payments Revenue collection
- Claim processing
- Cost recovery documentation
- Revenue Collection
- Documentation, Timekeeping and Cost Tracking

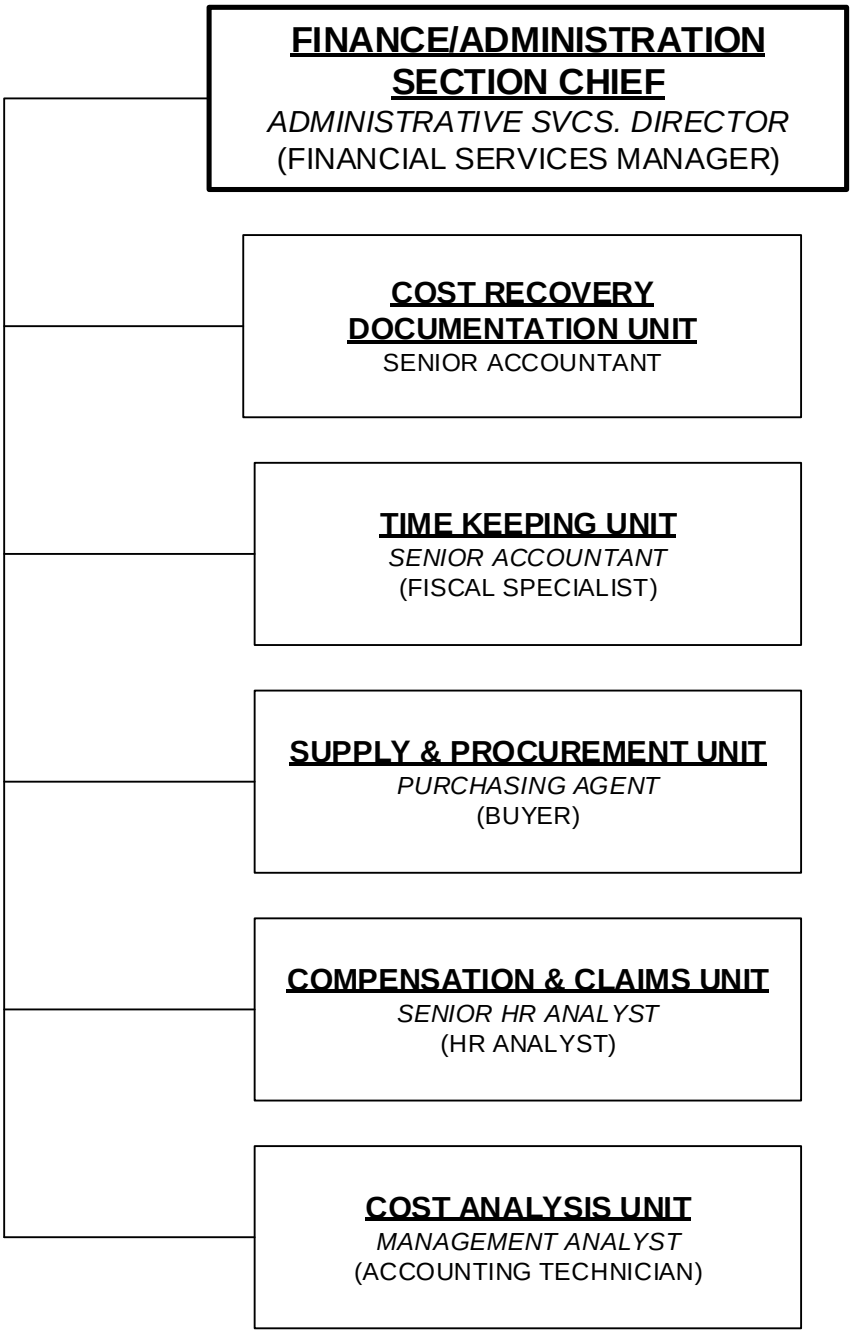
The Section also supervises the negotiation and administration of vendor and supply contracts and procedures.

The extent of the disaster/emergency will determine the extent to which the EOC Finance/ Administration Section will mobilize. In a low level emergency, only part of the section will mobilize. In a wide-spread disaster that damages communications and systems, the entire section will mobilize. Due to the need to closely coordinate with the Logistics Section, it is highly desired that the Finance and Logistics Sections are co-located in the EOC.

Objectives

The EOC Finance/Administration Section acts in a support role in all disasters/emergencies to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken. To carry out its responsibilities, the EOC Finance/Administration Section will accomplish the following objectives during a disaster/emergency:

BREA EOC
FINANCE/ADMINSTRATION SECTION
ORGANIZATION CHART



EOC FINANCE/ADMINISTRATION SECTION CHIEF

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Admin Services Director**

Print Name: _____

ALTERNATE: **Admin Services Manager**

Print Name: _____

SUPERVISOR: **Emergency Services Director or EOC Director**

Print Name: _____

GENERAL DUTIES:

- 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 EOC Logistics Section
- Processing worker's compensation claims received at the EOC
- Handling travel and expense claims
- Providing administrative support to the EOC

RESPONSIBILITIES:

Supervise the financial support, response, and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continues and activate the Disaster Accounting System.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Authorize use of the Disaster Accounting System
- ❑ Ensure that the payroll process continues
- ❑ Ensure that the revenue collection process continues
- ❑ Attend planning meetings as required
- ❑ Manage all financial aspects of an incident
- ❑ Provide financial and cost analysis information as requested
- ❑ Gather pertinent information from briefings with responsible agencies
- ❑ Develop an operating plan for the Finance/Administration Section; fill, supply, and support needs.
- ❑ Meet with Assisting and Cooperating Agency Representatives, as needed
- ❑ Maintain daily contact with City Administration on Finance/Administration matters
- ❑ Ensure that all mutual aid personnel time records are accurately completed and transmitted to home agencies, according to policy
- ❑ Provide financial input to demobilization planning
- ❑ Brief agency administrative personnel on all incident-related financial issues needing attention or follow-up prior to leaving incident
- ❑ Collect your Section personnel and equipment time records as well as records of expendable materials used, and provide copies to the Time and Cost Analysis Units at the end of each operational period
- ❑ Ensure that all personnel and equipment time records and record of expendable materials used are received from other Sections and submitted to the Time and Cost Analysis Units at the end of each operational period
- ❑ Organize, manage, coordinate and channel the donations of money received during and following the emergency from individual citizens and volunteer groups
- ❑ Coordinate with the Cost Analysis Unit to make recommendations for cost savings to the General Staff
- ❑ Provide input in all planning sessions on finance and cost analysis matters

- ❑ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed
- ❑ Keep the General Staff advised of overall financial situation
- ❑ Develop a personnel plan to maintain a 24-hour operation as required

COST RECOVERY UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Financial Services Manager**

Print Name: _____

ALTERNATE: **Revenue and Budget Manager**

Print Name: _____

SUPERVISOR: **EOC Finance/Administration Section Chief**

Print Name: _____

GENERAL DUTIES:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit.

RESPONSIBILITIES:

Maintain the Disaster Accounting System and procedures to capture and document costs relating to a disaster/emergency in coordination with other sections and departments; act as liaison with the disaster assistance agencies and coordinate the recovery of costs as allowed by law and maintain records in such a manner that will pass audit. The Cost Recovery Unit should be activated at the onset of any disaster/emergency. Accurate and timely documentation is essential to financial recovery.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION 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 departments that the Disaster Accounting System is to be used
- ❑ Coordinate cost documentation and make decisions on costs codes and items to be tracked by the Disaster Accounting System
- ❑ Act as liaison with the disaster assistance agencies and 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 the Documentation Unit of the EOC Planning/Intelligence Section
- ❑ Provide analyses, summaries, and estimates of costs for the EOC Finance/Administration Section Chief, Emergency Services Director, and the Orange County Operational Area as required
- ❑ Work with EOC sections and appropriate departments to collect all required documentation
- ❑ Receive and allocate payments
- ❑ Organize and prepare records for final audit
- ❑ Prepare recommendations as necessary

TIME KEEPING UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Fiscal Specialist**

Print Name: _____

ALTERNATE: **Accounting Technician**

Print Name: _____

SUPERVISOR: **EOC Finance/Administration Section Chief**

Print Name: _____

GENERAL DUTIES:

- Track, record and report staff time for all personnel/volunteers working at the emergency/disaster
- Establish and maintain a file for all personnel working at the emergency/disaster
- Ensure that daily personnel time recording documents are prepared and are in compliance with specific City, Cal OES, and FEMA time recording policies
- Track, record, and report equipment uses and time

RESPONSIBILITIES:

Track hours worked by paid personnel, volunteers, contract labor, mutual aid and all others and ensure that daily personnel time 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 location consistent with initial safety/damage assessment records, sites and Damage Survey Reports (DSRs).

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.

Ensure that all your Branch/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.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES—PERSONNEL TIME RECORDER:

- ❑ 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 City policy
- ❑ Ensure that all employee identification information is verified to be correct on the time report
- ❑ Ensure that time reports are signed
- ❑ Maintain separate logs for overtime hours
- ❑ Establish and maintain a file for employee time records within the first operational period for each person
- ❑ Maintain records security
- ❑ Close out time documents prior to personnel leaving emergency assignment
- ❑ Keep records on each shift. Operational Period work schedules are determined according to the time it may take to achieve the objectives outlined in the EOC Action Plan
- ❑ Coordinate with the Supply (Personnel) Unit of the Logistics Section

OPERATIONAL DUTIES—EQUIPMENT TIME RECORDER:

- ❑ Assist sections and branches/groups/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 records security

SUPPLY/PROCUREMENT UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Procurement/Contracts Administrator**

Print Name: _____

ALTERNATE: **Buyer**

Print Name: _____

SUPERVISOR: **EOC Finance/Administration Section Chief**

Print Name: _____

GENERAL DUTIES:

- Identify sources for equipment, expendable materials and resources
- Manage all equipment rental agreements
- Initiate vendor contracts associated with EOC activities within purchase authority limits established by City Council or Emergency Services Director
- Process all administrative paperwork associated with equipment rental and supply contracts

RESPONSIBILITIES:

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, including incoming and outgoing mutual aid resources. Ensure that all records identify scope of work and site specific work location.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Contact appropriate branch/group/unit leaders on needs and any special procedures
- ❑ Review/prepare EOC purchasing procedures
- ❑ Prepare and sign contracts as needed within established contracting authority
- ❑ Establish contracts and agreements with supply vendors
- ❑ Ensure that all records identify scope of work and site specific locations
- ❑ Ensure that a system is in place that meets City's property management requirements
- ❑ Ensure proper accounting for all new property
- ❑ Interpret contracts/agreements and resolve claims or disputes within delegated authority
- ❑ Coordinate with Compensations/Claims Unit on procedures for handling claims
- ❑ Finalize all agreements and contracts
- ❑ Complete final processing and send documents for payment
- ❑ Verify cost data in established vendor contracts with Cost Analysis Unit

COMPENSATION/CLAIMS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Senior Human Resources Analyst**

Print Name: _____

ALTERNATE: **Human Resources Analyst**

Print Name: _____

SUPERVISOR: **EOC Finance/Administration Section Chief**

Print Name: _____

GENERAL DUTIES:

- Accept as agent for the City of Brea claims resulting from an emergency/disaster
- Collects information for all forms required by Workers Compensation and local agencies
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries
- Manage and direct all compensation for injury specialists and claims specialists assigned to the emergency/disaster
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Brea.

RESPONSIBILITIES:

Manage the investigation and compensation of physical injuries and property damage claims involving the City of Brea arising out of an emergency/disaster, including completing all forms required by worker's compensations programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, providing investigative support of claims, and issuing checks upon settlement of claims.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ Coordinate with the Safety Officer, Liaison Officer, Agency Representatives, Supply (Personnel) Unit of the Logistics Section, and ICS Field Level Compensation/Claims Unit Leader
- ❑ 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 City property and notify and file the claims with insurers
- ❑ Process claims for travel requests, forms, and expense claims
- ❑ Determine if there is a need for Injury and Claims Specialists and order personnel as needed
- ❑ Ensure that all Injury and Claims logs and forms are complete and routed to the appropriate department for post EOC processing
- ❑ Ensure the investigation of all accidents, if possible
- ❑ Ensure that the Supply (Personnel) Unit of the EOC Logistics Section completes claims for any injured personnel or volunteers working at the emergency
- ❑ Provide report of injuries and coordinate with the Safety Officer for mitigation of hazards
- ❑ Obtain all witness statements pertaining to claims and review for completeness

COST ANALYSIS UNIT

Date: _____ Start Time: _____ End Time: _____

PRIMARY: **Management Analyst**

Print Name: _____

ALTERNATE: **Accounting Technician**

Print Name: _____

SUPERVISOR: **EOC Finance/Administration Section Chief**

Print Name: _____

GENERAL DUTIES:

- Provide all cost analysis activity associated with EOC operation
- Obtain and record all cost data for the emergency/disaster
- Ensure the proper identification of all equipment and personnel requiring payment
- Analyze and prepare estimates of EOC costs
- Maintain accurate record of EOC costs

RESPONSIBILITIES:

Provide cost analysis data for the incident to help the planning and recovery efforts. Ensure that all pieces of equipment and personnel that require payment are properly identified; obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

The Cost Analysis Unit will be increasingly tasked to support the planning function in terms of cost estimates of resources used. The Unit must maintain accurate information on the actual costs for the use of all assigned resources.

READ ALL RESPONDER CHECKLIST AT ACTIVATION, BEGINNING AND END OF EACH SHIFT

CHECKLIST ACTIONS

POSITION OPERATIONAL DUTIES:

- ❑ 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 Finance/Administration Section Chief and the Emergency Services Director
- ❑ Maintain cumulative emergency/disaster cost records
- ❑ Ensure that all financial obligation documents are accurately prepared
- ❑ Prepare use of resources 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 supporting records and documentation to support claims
- ❑ Make recommendations for cost savings to the Finance/Administration Section Chief

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