

MANAGEMENT ANNEX

Priority at all times: *Maintain liaison with EOC Sections and Branches and other OA jurisdictions as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Management Section of the Emergency Operations Center (EOC) to direct the Kern County and Operational Area Emergency Management Organization (EMO) and the Emergency Operations Center (EOC) due to an actual or potential emergency or disaster.

If a disaster occurs in the unincorporated area of the County, the EOC Director (Fire Chief) will manage the EOC to support the emergency response. The EOC Director would also manage the EOC support response if requested by an impacted city/district, if two or more local governments activate their EOCs or proclaim a Local Emergency, if a request is made for the Governor to proclaim a State of Emergency, or if the Governor proclaims a State of Emergency.

PURPOSE

The Management Section Annex is an essential element of the Kern County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the Kern OA EOC functional responsibilities in response to an emergency event. The Section's positions as described in this Annex are responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities.

This document:

- Provides a basis for centralized coordination and information sharing of emergency operations and response efforts.
- Describes the Kern OA EOC functional responsibilities under the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), both based on the Incident Command System (ICS). Refer to the Basic Plan for further detail on NIMS, SEMS, and ICS.

The attachment to this Annex provides a checklist of specific activities that support these functional responsibilities, as taken from the California Office of Emergency Services (CalOES) Crosswalk and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.

- Supports the EOP's all hazards approach to emergency operations and the provision of services and assistance in the event of any emergency or disaster, regardless of the triggering event.

SCOPE

The Management Section Annex provides guidance and includes appropriate actions to respond to the County's most likely and demanding emergency conditions. It does not supersede the established protocols for dealing with day-to-day emergencies but places emphasis on the

unusual and unique emergency conditions that will require response beyond the ability of any one or set of organizations to respond.

WHOLE COMMUNITY APPROACH

The County of Kern is committed to achieving and fostering a whole community emergency management system that is fully inclusive of people with disabilities and others with access and functional needs. Further details on the County's Whole Community approach to emergency management, which includes the integration of inclusive emergency management practices, can be found in the Basic Plan.

GOALS AND OBJECTIVES

In all emergencies, the top priority of the County and emergency response personnel is to save lives, minimize injury to persons and damage to property, and to protect the environment.

The Management Section:

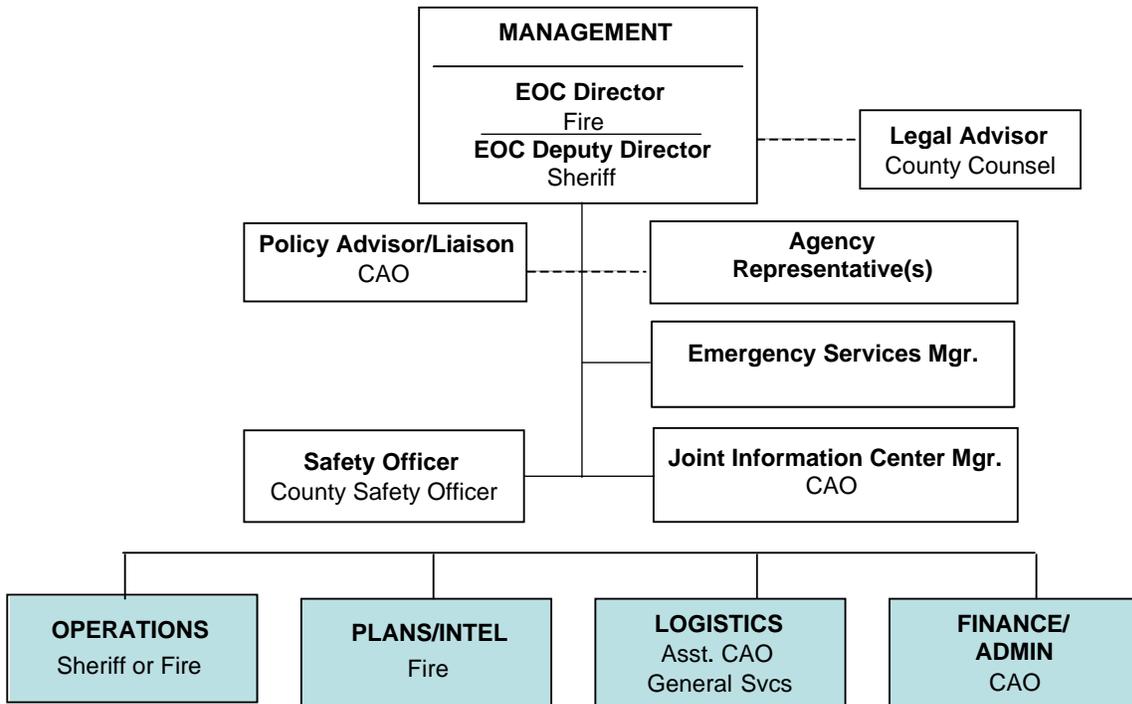
- Establishes operational priorities.
- Ensures development and implementation of strategies to meet the needs of the emergency.
- Coordinates response with representatives from the OA jurisdictions and external agencies.
- Collects, processes and exchanges disaster intelligence and resource status information from and with members of the OA organization.
- Serves as the communications and coordination link between the CalOES Regional EOC (REOC) and all members of the Kern County Operational Area.

STAFFING

When the EOC is fully activated, the Management Section may include the following functions:

- Director of Emergency Services (EOC Director) – Fire Chief
- EOC Deputy Director – Sheriff
- Legal Advisor – County Counsel
- Joint Information Center (JIC) Manager – County Administrative Office
- Policy Advisor – CAO
- Safety Officer – County Safety Officer
- Emergency Services Manager
- Agency Representative(s)

EOC MANAGEMENT SECTION ORGANIZATION



DUTIES

EOC Director

The EOC Director is responsible for directing the emergency management activities of the EOC staff, approving the ordering and release of specialized resources, and interfacing with elected and senior officials from city, special district, county, state and federal governments. In general, the EOC Director is responsible to:

- Assess the situation and determine the level of EOC activation required
- Review the availability of resources
- Create an initial EOC Action Plan (if the Plans/Intel Section is not activated)
- Oversee response action of the EOC
- Review and approve requests to send/receive mutual aid resources
- Confer with the Legal Advisor and/or CAO on legal and policy issues, as necessary
- Coordinate emergency response activities within the OA jurisdictions, Inland Region EOC (REOC) and State and Federal agencies, as indicated.
- Brief the Emergency Services Director on the situation
- Conduct regular briefings with the General Staff

EOC Deputy Director

The role of the EOC Deputy Director is to support the EOC Director in performing his duties, to serve as the EOC Director in the absence of the primary designee, and to perform specific activities assigned by the Director.

Legal Advisor

In general, the Legal Advisor is responsible to:

- Advise the EOC Director on emergency powers, authorities, and responsibilities, as necessary.
- Provide the EOC Director and EOC staff with legal guidance on emergency response actions and policy decisions as indicated.
- Be familiar with the emergency powers, authorities, and duties of the Board of Supervisors (BOS), County Administrative Officer (CAO), EOC Director, and Emergency Services Manager.

Policy Advisor/Liaison Officer

In general, the Policy Advisor/Liaison Officer is responsible to:

- Advise the EOC Director on matters of County policy.
- Make internal and external notifications as indicated by the situation, and/or as directed by the EOC Director.
- Establish and maintain communications and coordination links with all involved OA jurisdictions and external agencies.
- Compile information and resource requests from external agencies and jurisdictions and refer to the appropriate EOC function.
- Confer with Joint Information Center (JIC) Manager on major notifications and/or any special instructions required.
- Maintain a log of all internal and external contacts made or attempted.
- Coordinate involvement of incoming Agency Representatives.

Joint Information Center (JIC) Manager

In general, the JIC Manager is responsible to:

- Consult with the EOC Director to identify any limits on dissemination of certain information
- Activate the EOC JIC organization to the extent deemed necessary to address the presenting situation.
- Brief JIC staff and assign to specific functions as indicated:
 - News Desk
 - Media Liaison
 - Research and Writing
 - Administrative Support

- Provide the public with timely and accurate emergency information and instructions, as indicated and/or as directed by the EOC Director.
- Maintain a log of all communications, decisions, key actions.
- Establish a Media Information Center (MIC), if indicated, and establish a schedule for regular briefings to provide updated event information.
- Monitor external reports and conditions via broadcasts on commercial TV and radio, and social media, and advise the EOC Director.
- Act as an information resource and contact for elected officials.
- Represent the County/OA in any Joint Information Center (JIC) that may be activated.

Safety Officer(s)

In general, the Safety Officer(s) is responsible to:

- Ensure safety operations at the EOC
- Support field level operations under the direct control of the EOC.
- Ensure safety briefing for deployed Damage Assessment Teams (DATs).
- Ensure that emergency operations are conducted with the safety of emergency response personnel in mind, especially those working with shelters and Local Assistance Centers.

Emergency Services Manager

In general, the Emergency Services Manager is responsible to:

- Facilitate the overall functioning of the EOC.
- Assist as an advisor to the EOC Director and EOC Management staff as needed, providing information and guidance related to the internal functions of the EOC, and ensuring compliance with emergency plans and procedures.
- Maintain communication with CalOES and stakeholder organizations within the OA.
- Issue notification of EOC activation as appropriate to key management staff.
- As requested by the EOC Director, prepare Proclamation of Emergency.

Agency Representative

In general, the Agency Representative is responsible to:

- Ensure that EOC staff are aware of Agency resources.
- Provide input on use of Agency resources.
- Advise Agency EOC when County EOC is deactivated.
- Advise County Liaison of any special Agency needs or requirements.
- Ensure all Agency personnel and equipment is accounted for at release and prior to departure.

EOC FUNCTIONAL RESPONSIBILITIES

Operations Section

This Section, managed by the Operations Section Chief, coordinates with discipline-specific County Department Operation Centers (DOCs) and other local jurisdiction and external Agency EOCs in support of the field emergency response. The Operations Section monitors the situation and resource status of all Kern County Cities and Special Districts involved in responding to the incident.

The Operations Section includes the following Branches, each of which is managed by a Branch Coordinator:

- *Law Enforcement & Coroner Branch*
 - Coordinates the deployment of law enforcement, crowd control, traffic management in and other resources around disaster area(s) on a countywide basis.
 - Coordinates the evacuation of inmates.
 - Coordinates and/or assists with search and rescue operations.
 - Alerts and directs the movement of people from hazardous or threatened area(s) to lower risk reception area(s).
 - Supports Animal Services in evacuation of pets and livestock.
 - Assists in search and rescue operations.

- *Fire, Rescue & HazMat Branch*
 - Conducts fire fighting operations.
 - Coordinates and/or assists with search and rescue operations.
 - Responds to hazardous materials incidents.
 - Coordinates operations associated with the safe removal of endangered, trapped, injured and/or isolated persons.
 - Provides immediate medical aid.
 - Assists with evacuations.

- *Health & Medical Branch*
 - Assesses the actual and potential impacts of the emergency incident on health and medical facilities, personnel and care.
 - Deploys, allocates and coordinates personnel and resources for medical and behavioral health disaster response within Kern County, including all cities and special districts as well as unincorporated areas.
 - Coordinates the on-scene response, clean-up and disposition related to hazardous materials incidents.
 - Supports Environmental Health Services in identifying and mitigating unhealthy sanitary conditions.
 - Activates response from Behavioral Health and Recovery Services for psychological support for disaster victims and emergency responders, upon request.
 - Identifies and implements public health measures to prevent, contain and control communicable diseases, including mass prophylaxis and treatment, if indicated.
 - Determines the need to declare a Public Health emergency.

- *Care & Shelter Branch*
 - Coordinates the activities of County, American Red Cross (ARC) and other voluntary organizations to establish and maintain mass care shelters, including the provision of food and clothing.
 - Activates Animal Services to provide animal care services, including food, shelter, inquiry and reunification with owners/guardians.
 - Coordinates with other Operations Section Branches to provide social service, nursing, chaplaincy, and behavioral health support and security at shelter sites, if necessary.

- *Construction & Engineering Branch*
 - Coordinates the countywide allocation and deployment of Public Works Department construction and engineering resources (personnel, equipment, materials, and supplies) and private contractors in response to the incidents.
 - Coordinates countywide assessment of critical infrastructure and key resources and develops strategies and priorities for emergency repair and restoration.
 - Develops strategies and priorities for clearance and disposition of debris.
 - Communicates with utilities to identify restoration schedules and to coordinate restoration activities if necessary.

- *Access & Functional Needs Branch*
 - Acts as an advisor to the EOC Director, Management Staff and all EOC positions on equal access and functional needs issues and available resources
 - Ensures people with disabilities and others with access and functional needs are properly considered in EOC operations and in all aspects of the incident response and recovery.
 - Ensures that those with Access and Functional Needs have the same services available to them as do all other County residents.
 - Ensures that response and recovery actions are in compliance with the Americans with Disabilities Act (ADA) and other legal requirements.

- *Volunteer Organizations Active in Disasters (VOAD)*
 - Acts as the point of contact with numerous other local community and faith-based organizations and provides assistance as required by the Donations Management Unit and/or the Personnel/Volunteer Management Unit of the Logistics Section.

Plans/Intel Section

This Section, managed by the Planning Section Chief, collects, evaluates, posts, analyzes and disseminates disaster intelligence; compiles resource damage assessment information; convenes EOC Action Planning meetings and prepares EOC Action Plans; establishes and maintains a central repository for all incident-related documentation; oversees demobilization of EOC staff; conducts the hotwash, and arranges for technical specialists when necessary.

The Plans/Intel Section includes the following Units, each of which is managed by a Unit Leader:

- *Situation Status Unit*
 - Compiles and analyzes status and damage reports forwarded by the Operations Section from Incident Commanders (ICs), County DOCs, cities, special districts, external agency partners and other County EOC staff.

- Inputs data into WebEOC and compiles required output reports to the Inland REOC for review and approval by Planning Section Chief.
 - Posts pertinent incident information on Status Boards.
 - Assists Planning Section Chief in preparing and submitting required reports and disseminating Situation Reports.
 - Assists Planning and Operations Sections with preparing EOC Action Plans.
- *Resource Status Unit*
 - Maintains status of all resources assigned to the emergency response, with input from the DOCs
 - Checks in/out all EOC staff.
 - Maintains a master list of all assigned resources.
- *Documentation Unit*
 - Establishes and maintains a central repository for all incident-related documentation, including all reports submitted to and disseminated from the EOC
 - Provides duplication services to EOC staff.
 - Assists Planning and Operations Section Chiefs with preparing After Action Report and Corrective Action Plan.
- *Damage Assessment Unit*
 - Compiles, reviews and posts damage information from the Operations Section.
 - Obtains GIS information from Technical Specialists and confers with Damage Assessments Teams to determine damage cost estimates for public and private property.
 - Provides Finance/Administration Section with damage cost estimates.
 - Establishes and maintains status boards and files for damage information, including all documentation (e.g., photographs, video, field notes, etc.) and damage cost estimates.
- *Demobilization Unit*
 - Assists Planning Section Chief and EOC Director in planning for demobilization of EOC.
 - Consults with EOC Section Chiefs regarding demobilization strategy and plan; and prepares a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment, and monitors its implementation.
- *Technical Specialists*
 - Provides the EOC staff with subject matter information related to area of expertise.
 - Reviews available damage and situation reports and identifies subject-specific issues or problems that may need to be addressed.
 - Provides written report of findings and any recommendations.
 - Provides input to the EOC Action Plan as indicated.

Logistics Section

This Section, managed by the Logistics Section Chief, provides services and supplies, including personnel, equipment, facilities, materials, communications, transportation and meals for emergency response and mutual aid personnel, in support of the emergency response and recovery.

The Logistics Section includes the following Units, each of which is managed by a Unit Leader:

- *Communications & IT Unit*
 - Assists with set-up of EOC as needed.
 - Coordinates procurement and allocation of communications equipment, including cellular telephones, computers and radios, to support emergency operations.
 - Troubleshoots EOC computer and communications equipment as necessary.

- *Ordering/Supply Unit*
 - Coordinates the procurement and allocation of essential supplies.
 - Negotiates contracts with suppliers, restaurants, rental agencies, and other sources.
 - Coordinates the provision of food, fuel, health and medical supplies, and utility needs as required to support emergency operations.

- *Facilities Unit*
 - Ensures the rapid inspection and restoration of facilities critical to emergency operations and continuity of essential County operations.
 - Provides emergency backup power for the EOC and other emergency facilities.
 - Identifies alternate facilities for emergency operations and to conduct essential County services, such as Shelters, Disaster Recovery Centers, Local Assistance Centers, Staging Areas, etc.
 - Coordinates food, water, sleeping and sanitation facilities for emergency response and mutual aid personnel, as necessary.

- *Transportation Unit*
 - Coordinates with the Operations Section to identify central transportation pick-up points.
 - Identifies and allocates transportation resources to move personnel, the injured, potable water, essential supplies and equipment.
 - Acquires additional vehicles to support emergency transportation needs as indicated.
 - Establishes and implements a mechanism for tracking and maintaining status of transport vehicles.
 - Maintains documentation, including agreements and invoices for potential disaster assistance applications.

- *Personnel & Volunteers Unit*
 - Receives and processes requests for non-operations personnel and volunteers.
 - Maintains status boards and logs.
 - Identifies potential sources for available volunteers and non-operations personnel and registers all as Disaster Service Workers.
 - Classifies available personnel and volunteers by skills, physical fitness or other appropriate characteristics.
 - Establishes a Volunteer Coordination Center if indicated, orients, trains, assigns and briefs personnel and volunteers as necessary.
 - Maintains documentation for disaster assistance applications, if warranted.

- *Donations Unit*
 - Coordinates the receiving, storing and distribution of donated goods with the Community Based Organizations, voluntary agencies and other private/non-profit organizations.
 - Coordinates cash donations with the Finance & Administrative Section.

Finance/Admin Section

This Section, managed by the Finance/Administration Section Chief, provides financial and administrative support to the County/Operational Area (OA) Emergency Operations Center (EOC). The Finance/Administration Section is responsible for:

- *Cost & Time Unit*
 - Advises all EOC and County staff to implement emergency timekeeping procedure to capture and document emergency response-related labor costs.
 - Ensures that daily personnel time records for volunteers and contract and mutual aid personnel are prepared consistent with emergency procedures.
 - Compiles and summarizes daily cost estimates for damages, expenses and extraordinary labor associated with the emergency response.
- *Compensation & Claims Unit*
 - Manages investigation and compensation of any emergency-related physical injury and property damage claims involving the County.
 - Records and maintains documents related to injuries and illnesses required by local agencies and state worker's compensation programs.
 - Issues checks upon settlement of claims.

CONCEPT OF OPERATIONS – EOC DIRECTOR

The EOC Director will activate the EOC, EOC management staff, and/or EOC functions as appropriate for the emergency. The EOC Director leads the Management Section and is responsible for overall management of the EOC operations, and for briefing the County Administrative Office and the Board of Supervisors on the situation. The following section summarizes the responsibilities of the Section in an emergency event.

- *Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery. (See Basic Plan Appendix 12.1 for hard copy)*

Preparedness

- Review the EOP, applicable Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.
- Participate in regular meetings of the EOC staff to maintain familiarity with roles and responsibilities of the assigned EOC function, and to discuss emergency management issues.
- Develop any additional information needed to perform the assigned function and forward to the County Emergency Services Manager.

- Participate in training, exercise, and post-exercise critiques conducted by County OES and other allied agencies.

Initial Response

- Confer with the Emergency Services Manager regarding the situation and if activation of the EOC is warranted.
- Make internal and external notifications as indicated.
- Coordinate with the Joint Information Manager to approve emergency public information and instructions for dissemination, as appropriate.
- Coordinate with the Operations Section Chief and the Plans/Intel Section Chief to develop the EOC Incident Action Plan to establish countywide strategic response objectives and priorities.
- Ensure all Section staff maintain required records including ICS Form 214 as well as all other documentation to support disaster assistance cost recovery.

Extended Duration

- Coordinate activities with Management Section staff and other EOC Section staff as needed.
- Establish response and restoration priorities and strategies.
- Coordinate response with local cities and special districts as indicated.
- Participate in regular EOC briefings; develop and disseminate an EOC Incident Action Plan for each operational period consistent with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
- Ensure the safety of emergency responders is considered when developing the EOC Action Plan.
- Approve situation report to be submitted to the Inland REOC.
- Determine when the EOC can be deactivated.

EOC Deactivation

- Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- Ensure all open response issues are resolved.
- Resume normal activities.
- Complete and submit all required logs, forms and documentation.
- Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Continue support for Local Assistance Center and/or Disaster Recovery Center for long term recovery, as applicable.
- Direct that emergency plans and procedures are updated to reflect lessons learned from the emergency.

ORGANIZATIONAL ROLES AND ASSIGNMENT OF RESPONSIBILITIES

Five emergency response levels defined by SEMS are activated as needed. SEMS is required to be used to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies, and for eligibility of State reimbursement for response related personnel costs.

At each response level the same five major ICS functions are employed to facilitate interagency communication and coordination: Command (in the field)/Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration. Refer to the Basic Plan for greater detail on ICS and its integration with SEMS.

Field Level

Emergency response personnel and resources carry out tactical decisions and activities in direct response to the incident.

Local Level

The County manages the allocation and deployment of resources (personnel, equipment, materials, services) in response to incidents in the unincorporated areas of the county and in cities which have contracted for support for specified services. If the emergency event occurs in another jurisdiction (e.g., city or special district) the affected jurisdiction has primary responsibility and will activate its own emergency management response as feasible.

Operational Area Level

Kern County and its political subdivisions constitute the Kern Operational Area (OA) for emergency response purposes during multi-agency disaster events, or as needed to support another jurisdiction within the OA. Kern County, as a jurisdiction and an organization, is charged with taking the lead communication and coordination role within the OA and with being the primary point of contact between the local government level and the regional level.

The Logistics Section Chief submits resource requests for support not available within the county to the EOC Director for approval and subsequent submittal to CalOES through Kern OES.

The Section may also be asked to assist Operational Area jurisdictions to establish, staff and operate a Local Assistance Center (LAC) - a central location for individuals and businesses to obtain information on available disaster assistance programs.

Regional Level

Kern County is within the CalOES Inland Administrative Region and Mutual Aid Region V. During

incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the Inland Region may activate the Regional EOC (REOC) to provide support to local government including assistance with mutual aid resources under the Emergency Managers Mutual Aid (EMMA) Plan.

State and Federal Levels

Under certain conditions, state and/or federal agencies may deploy field response units to incidents in Kern County. Reporting and coordination with the Kern OA EOC follows the usual Field Level response.

Depending on the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, CalOES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the Kern OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

This Section may be asked to assist the County's Disaster Recovery Coordinator in working with CalOES and FEMA to establish a local Disaster Recovery Center for individuals and businesses to register for disaster assistance and to receive information and resource materials. This Section may also assist other departments in the conduct of on-site visits by CalOES and FEMA officials to observe damage areas.

Additional Resources

- Private contractors and firms support specific government operations on a daily basis. During disasters, their support is essential to an effective emergency response.
- Volunteer agencies play an important role in responding to disasters of all types and levels. These agencies respond on a countywide basis and will liaison with the Kern OA EOC to provide direct communications and coordination:
 - *Adventist Community Services (ACS)* is a humanitarian agency of the Seventh-Day Adventist Church that assists in managing non-cash donations in a multi-agency warehouse. In a disaster, the effort would be overseen by the Donations Management Branch directed by the Kern County Treasurer-Tax Collector.
 - *American Red Cross (ARC)* supports the Care and Shelter Branch by providing mass care sheltering for displaced persons in a disaster event. The ARC works under the direction of the County and its representative has an assigned seat at the EOC.
 - *Community Emergency Response Team (CERT)* program empowers citizens to help themselves and to safely help others after a disaster until first responders can arrive.
 - *Civil Air Patrol* is a congressionally chartered, federally supported non-profit that serves as the official civilian auxiliary of the United States Air Force and whose mission includes emergency services and disaster relief operations.
 - *Goodwill Industries* is a workforce development agency that may assist the County

with the collection, processing, and distribution of clothes and household effects when/if donated in response to an emergency event. In a disaster, the effort would be overseen by the Donations Management Branch directed by the Kern County Treasurer-Tax Collector.

- *Kern Medical Reserve Corps* consists of medical and non-medical volunteers who assist public health efforts by supplementing existing response capabilities in times of emergency.
- *Salvation Army (SA)* is an international charitable organization affiliated with the Protestant Christian church, which coordinates feeding services in designated shelter site(s).
- *United Way of Kern County (UW)* is a nonprofit organization representing a coalition of charitable organizations, that assists the County by receiving monetary donations for use in emergency response and recovery for Kern County residents. In a disaster, the effort would be overseen by the Donations Management Unit of the Logistics Branch, as directed by the Kern County Treasurer-Tax Collector.
- *Volunteer Center of Kern County* would be mobilized by the Volunteer Management Unit as directed by Human Resources to assist in activating and operating a Volunteer Reception Center as needed.
- *Voluntary Organizations Active in Disaster (Kern County Chapter of VOAD)* serves as the point of contact with numerous other local community and faith-based organizations and provides assistance as requested by the Personnel/Volunteer Management Unit in the Logistics Section. The VOAD chair and/or designee is a designated position in the EOC.
- *Western Kern County Radio Amateur Civil Emergency Services (RACES/ARES)* are licensed amateur radio operators enrolled with the County to provide supplemental communications during emergencies where normal communications systems have sustained damage.

INFORMATION COLLECTION AND DISSEMINATION

Kern County uses WebEOC (an Internet-based collaborative communications system) as the County's communication and documentation platform for sharing elements of the emergency incident. This allows the County to maintain a common operating picture, situational awareness and information coordination throughout the OA during an emergency. Individuals staffing positions in the EOC are required to submit Situation Reports and updates through WebEOC on a schedule to be determined at the time of the incident.

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

ANNEX DEVELOPMENT AND MAINTENANCE

This document is an Annex to the Kern County Operational Area Emergency Operations Plan. As such, the policies, procedures, and practices outlined in the Kern County EOP govern this Annex. Kern OES coordinates the maintenance and update of this Annex as needed. The Record of Changes, Approval, and Dissemination of the Kern County EOP also apply to this Annex.

FUNCTIONAL CHECKLISTS

The following section provides a checklist of tactical actions for the EOC Director and Management Staff, to assist those who report to the EOC in the event of an emergency.

The attached checklists support the Emergency Operations Plan (EOP) and are consistent with the activities prescribed in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.2.

EMERGENCY OPERATIONS CENTER DIRECTOR

EMERGENCY ACTION CHECKLIST

Upon Receipt of Warning

- Confer with Emergency Services Manager on the appropriate actions to be taken.
- Notify County Administrative Officer (CAO) and Board of Supervisors of the situation.
- Authorize the Emergency Services Manager to issue notification of the situation to key EOC management staff and others as needed.
- Assess situation:
 - Analyze available information and data to determine potential scope of event.
 - Determine threat to:
 - Residential areas
 - Access and functional needs populations
 - Specialized populations
 - Hospitals (Acute and Convalescent Care Facilities)
 - Custody facilities
 - Businesses
 - Schools
 - Environment
 - Determine evacuee reception and care requirements, if indicated.
- Consider activation of the EOC or placing EOC staff on standby.
- Continue to monitor the situation.

Initial Response (To Most Emergencies)

- Obtain a briefing from Incident Commander (or relevant DOC), including:
 - Location, magnitude and scope of the event
 - Areas of the County involved
 - Actions taken
 - EOCs activated
 - Support needed for field units
 - Support needed for local population
- Activate the EOC:
 - Determine at what level the EOC should be activated to support the response, and advise the EOC Liaison of the notifications to be made.
 - Advise the CAO of EOC activation.
 - Establish and maintain contact with other involved jurisdictional chief executives and elected officials as appropriate.

- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken. (See *Basic Plan Appendix 12.1 for hard copy*). Record the following:
 - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the EOC Director position, directions given, and actions taken.
 - Information to be shared with other EOC functions during the next briefing.
 - Issues that require follow-up.
 - Information that will be needed during recovery operations or for the After-Action Report.
 - Issues involving potential liability.
- Confer with the Liaison on additional notifications to be made.
- Assign available staff to essential emergency functions.
- Oversee all aspects of the response and ensure emergency needs are being addressed:
 - Ensure the CAO and the Board of Supervisors is informed as to the status of the emergency.
 - Consider the need to proclaim a Local Emergency.
 - With the Emergency Services Manager, review Emergency Proclamation Procedure, and request preparation of the appropriate proclamation form as indicated.
 - Consider the need to enact emergency ordinances and/or to implement alternate work schedules.
- Consult with JIC Manager on any public notifications required.
- Confer with Operations and Plans/Intel Section Chiefs on emergency response strategy and development of an EOC Action Plan.
- Establish response and restoration priorities.
- Identify any potential problems. Direct Liaison to contact the involved response agencies, as indicated.
- Provide regular Situation Reports to the CalOES Inland Region or REOC.

Extended Duration

- Obtain regular updated status reports from Operations Section Chief.
- Respond to requests from EOC staff for inter-organizational contacts.
- Monitor emergency operations to identify current or potential inter-agency problems.
- Provide CAO and Board of Supervisors with periodic briefings.
- Conduct regular EOC briefings with Management Section members and Section Chiefs consistent with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
- Review and approve EOC Action Plan for distribution by Plans/Intel Section.

- ❑ Determine information needs and inform Management Section staff and Section Chiefs of needs.
- ❑ Activate Finance/Admin, if necessary and request activation of procedures for emergency procurements, contracting, and expenditure tracking, as indicated.
- ❑ Establish priorities for restoration of county services, if necessary.
- ❑ Authorize release of information to news media and approve Emergency Public Information Plan.
- ❑ Determine when EOC can be deactivated and implement Deactivation Procedure when indicated.

EOC Deactivation

- ❑ Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- ❑ When deemed appropriate, advise the CAO and the Board of Supervisors when the Emergency Proclamation may be terminated and request Legal Advisor to prepare the appropriate resolution.
- ❑ Conduct post-emergency debriefing and hotwash with all EOC staff. Consider conducting a debriefing with OA jurisdictions, if indicated.
- ❑ Complete required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration.
- ❑ Conduct After-Action Report meeting and direct Emergency Services Manager to prepare After-Action Report and Corrective Action Plan.

Recovery

- ❑ Continue to support Local Assistance Center and/or Disaster Recovery Center, as needed.
- ❑ Authorize distribution of the AAR and CAP to CalOES, all EOC staff, County Department Managers, and OA jurisdictions.
- ❑ Direct the Emergency Services Manager to revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

EMERGENCY OPERATIONS CENTER DEPUTY DIRECTOR
EMERGENCY ACTION CHECKLIST

Upon Receipt of Warning

- Confer with EOC Director on the appropriate actions to be taken.
- Be prepared to serve as EOC Director.
- Perform activities assigned by EOC Director.

Initial Response (To Most Emergencies)

- Obtain a briefing from Incident Commander (or relevant DOC).
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken. *(See Basic Plan Appendix 12.1 for hard copy)*
- Consult with EOC Director and/or other staff as indicated.
- Identify any potential problems and discuss with EOC Director.
- Provide regular status reports.

Extended Duration

- Monitor emergency operations to identify current or potential inter-agency problems and advise the EOC Director.
- Provide EOC Director with periodic briefings, as indicated.
- Provide input to EOC Action Plan as warranted.

EOC Deactivation

- Participate in post-emergency debriefing and hotwash for all EOC staff.
- Submit log and other emergency-related documentation to Documentation Unit of Planning/Intelligence Section.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration.
- Participate in After Action Report meeting and provide input as indicated.

POLICY ADVISOR/LIAISON
EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC (or other designated reporting location), check-in and obtain briefing from EOC Director.
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken. *(See Basic Plan Appendix 12.1 for hard copy)*
- Ensure completeness and accuracy of emergency contact list.
- Make notifications as directed by the EOC Director.
- Ensure the following agencies/representatives have been notified of EOC activation:
 - Local cities, special districts and key Voluntary Agency partners
 - State Inland Region Office of Emergency Services or Emergency Operations Center (REOC)
- If liaison is required with external agencies, such as local cities, special districts, schools, private sector and and/or voluntary organizations, ensure notification of EOC activation has been made.
- Identify Agency Representatives from involved agencies, including communications links and locations and brief, as necessary.
- Provide a point-of-contact for assisting and cooperating Agency Representatives.
 - Assisting Agency - directly contributing support or service resources to another agency.
 - Cooperating Agency - supplying assistance other than direct support or service functions to incident control efforts.

Extended Duration

- Provide policy direction to EOC Director and Section Chiefs, as indicated.
- Participate in regular briefings conducted by EOC Director.
- Forward requests from local jurisdictions and external agencies to appropriate EOC staff.
- Monitor incident operations to identify current or potential inter-organizational problems and advise EOC Director.
- Assist the JIC Manager with arrangements for visiting dignitaries, as available.

EOC Deactivation

- Upon EOC deactivation, make notifications in accordance with Deactivation Procedure or as directed by EOC Director.
- Participate in post-emergency debriefing and hotwash for all EOC staff.
- Submit log and other incident-related documentation to Plans/Intel Section Documentation Unit.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration.

Recovery

- Participate in After Action Report and Corrective Action Plan meetings.

JOINT INFORMATION CENTER MANAGER

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC, check-in and receive briefing from the EOC Director, including:
 - Magnitude and scope of event
 - Current situation and statistics (number and type of casualties, displaced, etc.)
 - Areas of county impacted
 - Incident objectives and priorities
 - Actions taken
 - EOCs activated
 - Limits on information to be released
 - Existing or anticipated problems/issues
 - Immediate emergency information or instructions to be disseminated
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. *(See Basic Plan Appendix 12.1 for hard copy)*
- Determine the need for JIC support and activate JIC Team as indicated.
- Prepare the following guidelines for JIC Team:
 - Nature of information to be released
 - Personnel authorized to give interviews
- Establish a Media Information Center, as appropriate, in the vicinity of, but separate from, the EOC.
- Develop a plan to disseminate emergency information immediately using radio, TV and social media, with secondary priority key print media on deadline.
- Coordinate with Access and Functional Needs Coordinator to develop targeted messaging for people with disabilities and others with access and functional needs

Extended Duration

- Request JIC Team members at the EOC to assist with proactive call down of all appropriate media.
- Brief all media on the emergency, including response actions underway and planned. **Do not** release names or identities of casualties.
- Request media to relay life safety information, such as evacuations and shelter locations, shelter-in-place instructions, etc.
- Establish a regular media briefing schedule:

- Clear ALL information prior to release with the EOC Director.
- Document media questions and present to EOC Director for response.
- ❑ Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate the release of emergency information through the County/OA PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- ❑ Provide rumor control, as necessary to immediately correct any misinformation presented by the media.
- ❑ Establish a Public Information Hotline and Information Center, activate a phone bank, and ask media to publish the number if there are large numbers of inquiries from the public anticipated.
- ❑ Arrange for interviews with key County personnel **IF** this does not interfere with response operations.
- ❑ Confer with the EOC Director and the PIO at the Incident Command Post (ICP) to identify areas where the media may safely view the incident:
 - Arrange media tours as needed for more hazardous areas, with strict access control for safety.
 - Authorities (usually a law enforcement agency) may deny the media access to the incident if:
 - The area has been declared a crime scene.
 - The area has been declared a National Defense Area by military authorities.
 - The media is obstructing or interfering with emergency operations.
 - Establish a media pool to visit the incident site.
- ❑ Document information released and contacts made in Activity log.
- ❑ Submit copies of all press releases and other written records to the Planning/Intelligence Section Documentation Unit.
- ❑ Provide periodic status reports to EOC Director.
- ❑ Participate in regular briefings with EOC Director.
- ❑ Ensure that translators and American Sign Language interpreters are available for public information.
- ❑ Provide input to the EOC Action Plan.
- ❑ Establish special briefings at a central location in the morning and evening to inform employees of daily activities.
- ❑ Prepare and distribute media briefing packet.

EOC Deactivation

- Distribute 24-hour number for further public information.
- Advise departments to provide information to JIC Team regarding progress of department recovery operations.
- Participate in post-emergency debriefing and hotwash.
- Submit log and other emergency-related documentation to Documentation Unit in the Planning/Intelligence Section.
- Submit Expenditure Tracking and Timekeeping forms to Finance/ Administration Section.
- Participate in After Action Report and Corrective Action Plan meeting.

SAFETY OFFICER(S)
EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC (or other designated reporting location), check-in and obtain briefing from EOC Director:
 - Location, magnitude and scope of event
 - Areas of County impacted
 - Actions taken
 - Local city/special district EOCs activated
 - Existing or anticipated problems/issues
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. (*See Basic Plan Appendix 12.1 for hard copy*)
- Evaluate conditions and advise EOC Director of any conditions and actions which might create hazardous conditions for staff or the public.
- Coordinate with the Logistics Personnel Unit to ensure training for field personnel under the direction of the EOC.
- Monitor Operations Section and Planning/Intelligence Section Situation Status Boards to identify current or potential safety problems.
- Ensure the safety of operations at the EOC.

Extended Duration

- Participate in regular EOC Briefings.
- Work through normal lines of authority to stop any unsafe practices.
- Provide safety message for inclusion in EOC Action Plan as appropriate.
- Work with responding staff on facilities under the direction of the EOC to ensure that sites have been checked for safety.
- Investigate accidents.
- Forward all safety-related reports to the EOC Director.

EOC Deactivation

- Identify staff to assist in safety assessments at the Local Assistance Center, as needed.
- Participate in post-emergency debriefing and hotwash.

- ❑ Submit log and other incident-related documentation to Documentation Unit of Plans/Intel Section.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in After-Action Report and Corrective Action Plan meeting.

**AGENCY REPRESENTATIVE
EMERGENCY ACTION CHECKLIST**

Initial Response (To Most Emergencies)

- Obtain briefing from EOC Director.
 - Ensure EOC staff is aware of available agency resources.
 - Be prepared to participate in regular briefings.
 - Establish and maintain communication and coordination link with assigned agency EOC.
- Establish working location. Establish schedule for regular situation updates with assigned jurisdiction or agency EOC.

Extended Duration

- Attend EOC briefings as scheduled.
- Provide input on use of agency resources.
- Advise Liaison Officer of any special agency needs or requirements.
- Report to jurisdiction/agency dispatch or EOC on prearranged schedule.

EOC Deactivation

- Advise agency EOC when County EOC is deactivated.
- Ensure that all agency personnel and/or equipment are properly accounted for and released prior to departure.
- Ensure that all required agency forms, reports and documents are completed prior to departure from the EOC. Submit copies to the County Planning/Intelligence Section Documentation Unit.
- Participate in EOC post-event debriefing and hotwash.
- Participate in After Action Report and Corrective Action Plan meeting.
- Provide input to the After-Action Report and Corrective Action Plan, as indicated.

LEGAL ADVISOR

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC (or other designated reporting location) and obtain briefing from EOC Director:
 - Magnitude and scope of event
 - Areas of county impacted
 - Actions taken
 - Local city EOCs activated
 - Existing or anticipated problems/issues
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. (See *Basic Plan Appendix 12.1 for hard copy*)

Extended Duration

- Coordinate with Emergency Services Manager on proclamations to be adopted and/or resolutions to be submitted to the BOS.
- Monitor response status and advise EOC Director of legal considerations.
- Identify areas of legal responsibility and/or potential liability and advise EOC Director, as appropriate.
- Attend EOC briefings as required.
- Consult and collaborate with Section Chiefs as indicated.

EOC Deactivation

- Coordinate with Emergency Services Manager on resolution to terminate the emergency proclamation.
- Prepare required proclamations/resolutions.
- Review claims and advise the EOC Director and/or Board of Supervisors (BOS) of actions to be taken, if recommended processes are different from the normal.
- Participate in post-emergency debriefing and hotwash.
- Submit log and other emergency-related documentation to Plans/Intel Section Documentation Staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.

EMERGENCY SERVICES MANAGER

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Brief the Emergency Services Director (EOC Director) on the incident and determine the level to which the EOC should be activated.
- Issue notification of EOC activation as appropriate to key management staff.
- If necessary, notify RACES to activate its Communications Center.
- As requested by the EOC Director, prepare Proclamation of Emergency.
- Notify CalOES Warning Center and brief the CalOES Inland Region Duty Officer on the situation and the event name.
- Establish communications links with affected cities, special districts and key external agencies with the OA; ascertain if they are activating the EOCs and to what level. Brief them on what the Operational Area EOC is doing.
- Advise all activated DOCs and local cities and special districts' EOCs of the event name and the need to provide periodic updates.
- Direct Planning Section Situation Status Unit to activate WebEOC:
 - Prepare an Initial Event/Incident Report.
 - Prepare an Initial Damage Estimate (IDE) Report
- Advise the EOC Director and EOC Management staff as needed, providing information and guidance related to the internal functions of the EOC, and ensuring compliance with emergency plans and procedures.

Extended Duration

- Coordinate with Legal Advisor on proclamations to be adopted and/or resolutions to be submitted to the BOS.
- Monitor response status and keep EOC Director apprised.
- Participate in regular Section briefings and provide input as requested consistent with the "Planning P" planning cycle.
- Consult and collaborate with Section Chiefs as indicated.
- Ensure unresolved items are addressed or forwarded to another function as appropriate.

EOC Deactivation

- Coordinate with Legal Advisor and EOC Director on resolution to terminate the emergency proclamation.
- Participate in post-emergency debriefing and hotwash.
- Submit log and other emergency-related documentation to Plans/Intel Section Documentation Staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- Participate in EOC post-event debriefing and hotwash.
- Participate in After Action Report and Corrective Action Plan meeting.
- Prepare the After-Action Report and Corrective Action Plan, as indicated.

Recovery

- Ensure EOC is refreshed and returned to ready state as needed.
- Advise BOS and County Administrative Officer (CAO) on reconstruction policies.