

PLANNING/INTELLIGENCE SECTION ANNEX

Priority at all times: *Maintain liaison and update other EOC Sections, Branches and Units as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Planning/Intelligence (Plans/Intel) Section of the Emergency Operations Center (EOC) to maintain, compile and disseminate situational intelligence concerning the incident.

The Plans/Intel Section Chief is a member of the Kern EOC Management team and reports to the Kern EOC Director.

The Plans/Intel Section of the Kern EOC consists of the following Functions and Units, each of which is managed by a Unit Leader:

- Situation Status
 - Technical Specialist
- Resources Status
- Documentation
- Damage Assessment
- Demobilization

County entities which support this function:

- *Fire Department:* Pending direction from the Emergency Council, the Fire Department currently staffs the Section Chief in addition to the following Units:
 - Situation Status
 - Resources Status
 - Documentation
 - Demobilization
- *Public Works Department:* Staffs the Damage Assessment Unit.
- *Multiple Departments:* Staff the GIS Specialist Working Group which provides mapping and analysis in support of EOC operations.

PURPOSE

The Plans/Intel 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 Plans/Intel Section and Units 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 excerpted 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 Plans/Intel 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 our 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 EOC Plans/Intel Section:

- Compiles, reviews, analyzes, posts, and disseminates intelligence and damage information concerning the incident and its impact on County facilities and operations and on other local jurisdictions' operations to EOC staff, County DOCs, activated cities' and special districts' EOCs, and other key external partners.
- Conducts Action Planning meetings and prepares and distributes EOC Incident Action Plans for each operational period.

- Prepares and submits comprehensive and timely situation reports to the Inland Region EOC (REOC).
- Establishes and maintains complete and accurate incident information, including a central incident repository to preserve all incident-related records for future use and for state and Federal disaster assistance applications.
- Arranges for technical specialists as necessary.
- Prepares and disseminates the EOC demobilization plan and identifies short-term recovery issues.
- Prepares the After-Action Report and Corrective Action Plan.

CONCEPT OF OPERATIONS

The Plans/Intel Section Chief will activate the Section's Units as needed and as the disaster dictates. The following summarizes the responsibilities of the Section Chief and its Units:

- *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 (applies to Section Chief and all Units)

- Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.
- Participate in training, exercise, and post-exercise critiques conducted by County OES and other allied agencies.

Initial Response

- Plans/Intel Section Chief
 - Activate Units as appropriate and brief subordinates.
 - Coordinate with Operations Section Chief to develop the EOC Incident Action Plan to establish countywide strategic response objectives and priorities.
 - Supervise activities of the activated Units to ensure implementation of the EOC Incident Action Plan.
 - Monitor Operations Section and Plan/Intel Section Status Boards to identify current or potential inter-agency problems.
 - Compile, review, analyze and process status and situation reports, and safety and damage assessment information.

- Ensure all Section staff maintain required records including ICS Form 214 as well as all other documentation to support disaster assistance cost recovery.
- Routinely communicate with EOC Director regarding response activities and issues that require prompt attention.
- Situation Status Unit
 - Report to the Plans/Intel Section Chief; provide all situational awareness and intel to the Chief for dissemination as needed.
 - Contact Technical Specialist(s) for GIS support as indicated.
 - Establish and maintain status boards in WebEOC; monitor status and damage reports, and post pertinent information.
 - Begin collection, input and analysis of data as soon as possible.
 - Collect from all sources (Field ICs, activated County DOCs, involved cities and special districts).
- Situation Status Unit – Technical Specialist Working Group
 - Report to Situation Status Unit Leader; confer to determine current situation and identify technical needs.
 - Provide technical consultation and support to EOC staff as necessary.
- Resources Status Unit
 - Report to the Plans/Intel Section Chief; establish and implements an EOC check-in/out procedure.
 - Input and maintain Resources Status boards in WebEOC to reflect current status and location of EOC resources, including personnel and equipment.
- Documentation Unit
 - Report to Plans/Intel Section Chief; establish and maintain a central repository for all incident-related documentation, including all reports submitted to and disseminated from the EOC.
 - Maintain organized, complete and accurate electronic and hardcopy files of the emergency or disaster situation.
- Damage Assessment Unit
 - Report to Plans/Intel Section Chief; get login/inspector information EOC GIS to access the initial field level damage assessment as gathered by first responders (windshield surveys).
- Demobilization Unit (this Unit does not activate until the Extended Duration phase)

Extended Duration

- Plans/Intel Section Chief:
 - Maintain situational awareness and adjust Section objectives as appropriate.
 - Ensure that the Section's Branch Coordinators are meeting the objectives as defined in the Action Plan.
 - Facilitate 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*)
 - Conduct briefings for Section staff as indicated.
 - Plan for functional relief and staffing schedule.
 - Track and document all activities, costs and decisions for disaster claims and assistance applications.
- All Section Units:
 - Participate in regular Section briefings and assist in developing an EOC Incident Action Plan for each operational period, consistent with the "**Planning P**" planning cycle. (See *Basic Plan, Section 5.3*)
- Situation Status Unit
 - Prepare event predictions periodically or as requested.
 - Prepare situation summaries for reports to the OA for each operational period and as requested.
 - Maintain situation status boards in WebEOC.
 - Arrange for functional relief and staffing schedule, as indicated.
- Situation Status Unit – *Technical Specialist Working Group*
 - Continue to update maps and other technical resources as needed to support the response effort; disseminate as indicated to EOC staff.
 - Arrange for functional relief and staffing schedule, as indicated.
- Resources Status Unit
 - Prepare and post Resources Status Report in WebEOC as required.
 - Prepare EOC resources summaries for reports to the OA for each operational period and as requested.

- Documentation Unit
 - Respond to requests for document duplication as needed.
 - Prepare emergency response documentation for Plans/Intel Section Chief when requested.
 - Arrange for functional relief and staffing schedule, as indicated.
- Damage Assessment Unit
 - Using information from EOC GIS initial field level damage assessment map, identify areas to conduct detailed damage assessment. Update EOC GIS map to record confirmed degree of damage for affected parcels/property per FEMA categories: Affected, Minor, Major, Destroyed.
 - Advise Plans/Intel Section Chief and OES staff when assessment is complete and property value data on affected parcels/property may be accessed (or transmit data via email or link).
 - Arrange for functional relief and staffing schedule, as indicated.
- Demobilization Unit
 - Monitor progress of field activities through Situation Status Unit and determine when the emergency response phase is winding down.
 - Confer with EOC Section Chiefs on demobilization considerations and needs.
 - Prepare a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.
 - Provide demobilization consult to EOC staff as necessary.

EOC Deactivation

- Plans/Intel Section Chief:
 - Authorize deactivation of the Section's organizational elements when no longer required.
 - Ensure that any open actions are completed or transferred to other EOC staff as appropriate.
 - Submit documentation of all costs incurred by the Plans/Intel Section and its Units to the Finance/Admin Section.
 - Ensure all Branches completed required forms, reports and logs and submit to the Plans/Intel Section Documentation Unit.

- Provide support if needed to Local Assistance Center/Disaster Recovery Center if activated.
- Provide input to the After-Action Report and Corrective Action Plan.
- All Section Units:
 - Ensure that any open actions are completed or transferred to other EOC staff as appropriate.
 - Resume normal activities.
 - Complete and submit all required logs, forms and documentation.
 - Provide input to the After-Action Report and Corrective Action Plan.
- Documentation Unit:
 - Assist Plans/Intel and Operations Section Chiefs in preparing After-Action Report and Corrective Action Plan.

Recovery

- Section Chief and all Units
 - Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
 - Implement any assigned corrective actions.

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.

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 OES 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 upon 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.

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.
- Voluntary 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.
- Other Governmental Agencies – a list of additional State and Federal resources is found in the Annex for each Branch where applicable.

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 the Annex as needed. 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 Plans/Intel Section Chief and each Unit Leader as a resource for those who report to the EOC in the event of an emergency.

It is expected that the departments that support each Unit have developed Standard Operating Procedures which detail how the applicable tactical actions will be accomplished.

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.

PLANNING/INTELLIGENCE SECTION CHIEF
EMERGENCY ACTION CHECKLIST

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

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential Action Plan for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response (To Most Emergencies)

- Report to EOC, check in and obtain briefing from the EOC Director:
 - Location, magnitude and scope of event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Existing or anticipated problems/issues
- Identify available internal and external communications capabilities.
- Determine the extent to which Section functions should be activated and initiate staff notification procedure:
 - Situation Status
 - Situation Status – Technical Specialists
 - Resources Status
 - Documentation
 - Damage Assessment
 - Demobilization
- Ensure incident is created in WebEOC.

- ❑ 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*)
- ❑ Assign and brief incoming staff.
- ❑ Establish the planning process and develop the EOC Incident Action Plan.
- ❑ Monitor event status to identify current or potential inter-agency problems.
- ❑ Routinely communicate with EOC Director regarding response activities and issues that require prompt attention.
- ❑ Oversee preparation of required data and submittal to Inland Region OES or REOC, as indicated.

Extended Duration

- ❑ Develop short-term prediction on potential scope and impact of emergency:
 - Obtain the latest incident prediction information and EOC Incident Action Plan from the Incident Commanders (ICs).
 - Obtain the current situation status report from the Situation Status function.
 - Identify risks and possible hazards.
 - Estimate work accomplishment for the prediction period.
 - Present predictions at the EOC Incident Action Planning meeting and display information on WebEOC Status Boards.
 - If the prediction indicates a significant change in the course of the incident, immediately notify the EOC Director and the Operations Section Chief.
- ❑ Assemble information on alternative strategies for mitigating emergency.
 - Review the current situation status, resource status, weather, and prediction reports for the current incident status.
 - Develop alternative strategies conferring with technical specialists and operations personnel, as appropriate.
 - Identify resources required to implement the alternative operational objectives.
 - Document alternatives for presentation to the EOC Director, General and Management staff.
- ❑ Participate in regular EOC briefings.
- ❑ Conduct briefings for Section staff as indicated.
- ❑ Establish information requirements and reporting schedules for all EOC organizational elements for use in preparing the EOC Incident Action Plan:
 - Present general goals and objectives, including alternatives.
 - Participate in a discussion of specific operations being considered, and obtain detailed information concerning:
 - Resource availability
 - Situation status

- Situation predictions
 - Weather
 - Communication capabilities
 - Environmental impact
 - Participate in selection of operational objectives for the next operational period.
 - Assemble appropriate material for inclusion in the EOC Incident Action Plan.
 - Ensure that all operations support and service needs are coordinated with the Logistics Section prior to release of the EOC Incident Action Plan.
- Conduct EOC Incident Action Planning meeting with General Staff:
- Brief on situation and resource status.
 - With the EOC Director, set goals and objectives.
 - Ensure the Operations Section Chief develops specific measurable tactics.
 - Work with Operations Section Chief to identify needed resources.
 - Plot event facilities and events on map.
 - With Logistics Section Chief, consider Communications Plan requirements.
 - With the EOC Director and all Section Chiefs, finalize, approve and implement the EOC Incident Action Plan.
- Determine the need for any specialized resources to support the event.
- As part of the planning function, identify the need for technical specialists.
 - Request personnel with the required special knowledge/experience to be assigned to the Planning Section.
 - Some specialists may be assigned temporarily or for a short duration.
 - Environmental
 - Flood Control
 - Weather:
 - National Weather Service
 - Internet weather products
 - Monitor broadcast media or the Weather Channel and local news media
- Facilitate preparation of EOC Incident Action Plan consistent with the “**Planning P**” planning process (see *Basic Plan, Section 5.3*), containing at a minimum:
- Operational period covered by plan
 - Organization
 - Incident objectives and priorities
 - Response strategies
 - Actions to be taken
 - Kind and number of resources assigned to each action
 - Communications plan
 - Safety messages
 - Summary of current actions
 - Technical data as appropriate
 - Supporting documents (e.g., map of impacted area, weather forecast, etc.).

- ❑ Document and distribute the EOC Incident Action Plan to all EOC staff, County DOCs, OA jurisdictions, Inland Region OES or REOC, and appropriate external agencies involved in the response.
- ❑ Receive notification of EOC Incident Action Plan changes from the Operations Section Chief and distribute as indicated.
- ❑ Ensure that status and situation reports, and safety and damage assessment information is compiled and processed as required.
- ❑ Advise EOC staff of any significant changes in emergency situation status.

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.
- ❑ Provide Logistics Section Supply Staff with list of supplies to be replenished.
- ❑ Submit log and other emergency-related documentation to Documentation Unit.
- ❑ Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- ❑ Participate in post-emergency debriefing and critique session.
- ❑ Conduct After Action Reporting (AAR) and Corrective Action Plan meeting, develop and distribute AAR reports.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

SITUATION STATUS UNIT

EMERGENCY ACTION CHECKLIST

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

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential Action Plan for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response (To Most Emergencies)

- Report to EOC, check in and obtain briefing from the Plans/Intel Section Chief.
 - Location, magnitude and scope of event
 - Areas of county impacted
 - Current situation and priorities
 - Actions taken
 - 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)*
- Make contact with local government EOCs in the OA and establish a schedule for obtaining situation reports.
- Ensure adequate staffing to meet function objectives. Contact Technical Specialist(s) for GIS support as indicated.
- Activate WebEOC; establish status boards for incident.
- Begin collection, input and analysis of incident data as soon as possible. Ensure data is collected from all sources (Field ICs, activated County DOCs, involved cities and special districts).

Extended Duration

- Compile and analyze data as necessary for mapping purposes. Notify the Situation Status Leader (or Plans/Intel Section Chief, as appropriate) when the maps and any other final products are ready to share with the appropriate parties.
- Participate in regular Section briefings and assist in developing an EOC Incident Action Plan for each operational period, consistent with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
- Assist Plans/Intel Section Chief in preparing and submitting required data/reports to the REOC and disseminating Situation reports to EOC staff, County DOCs, cities and special districts, and key external agencies.
- Monitor event WebEOC status boards to identify current or potential inter-agency problems.

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.
- Forward all hardcopy documentation and files to Documentation Unit.
- Provide Logistics Section Procurement/Supply Unit with a list of supplies to be replenished.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.

SITUATION STATUS UNIT – TECHNICAL SPECIALIST WORKING GROUP

EMERGENCY ACTION CHECKLIST

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

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential Action Plan for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response (To Most Emergencies)

- Report to EOC, check in and obtain briefing from the Plans/Intel Section Chief:
 - Location, magnitude and scope of event
 - Areas of county impacted
 - Current situation and priorities
 - Actions taken
 - 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)*
- Ensure adequate staffing to meet function objectives.
- Coordinate with Plans/Intel Section Chief, EOC Director, or Emergency Services Manager (depending on the incident) to determine GIS support required for the response effort.
- Begin collection, input, and analysis of incident data as soon as possible. Ensure data is collected from all sources (Field ICs, activated County DOCs, involved cities and special districts).

Extended Duration

- ❑ Compile and analyze status and/or damage reports forwarded by the Operations Section from Incident Commanders (ICs), County DOCs, cities and special districts, key external agency partners and/or other County EOC staff as needed.
- ❑ Participate in regular Section briefings and assist in developing an EOC Incident Action Plan for each operational period, consistent with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
- ❑ Assist Plans/Intel Section Chief in preparing of required data/reports to the REOC and disseminating Situation reports to EOC staff, County DOCs, cities and special districts, and key external agencies.
- ❑ Monitor event WebEOC status boards to identify current or potential inter-agency problems.

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.
- ❑ Forward all hardcopy documentation and files to Documentation Unit.
- ❑ Provide Logistics Section Procurement/Supply Unit with a list of supplies to be replenished.
- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- ❑ Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

RESOURCES STATUS UNIT

EMERGENCY ACTION CHECKLIST

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

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a a potential Action Plan for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response (To Most Emergencies)

- Report to EOC, check in and obtain briefing from the Plans/Intel Section Chief.
 - Location, magnitude and scope of event
 - Areas of county impacted
 - Current situation and priorities
 - Actions taken
 - 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)*
- Establish and maintain an EOC check-in/out procedure.
- Ensure adequate Unit staffing to meet function objectives.
- Begin collection, input and analysis of resources data as soon as possible.
 - Ensure data is collected from all appropriate EOC Sections.
 - Maintain summary status for EOC resources.

Extended Duration

- Participate in regular Section briefings and provide input to the EOC Incident Action Plan.

- ❑ Participate in EOC Incident Action Planning meetings, as required.
- ❑ Prepare EOC resources summaries for reports to the OA for each operational period and as requested.
- ❑ Prepare, post, and disseminate Resource Status Report as required.

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.
- ❑ Forward all hardcopy documentation and files to Documentation Unit.
- ❑ Provide Logistics Section Procurement/Supply Unit with a list of supplies to be replenished.
- ❑ Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- ❑ Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.

DOCUMENTATION UNIT
EMERGENCY ACTION CHECKLIST

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

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential Action Plan for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response (To Most Emergencies)

- Report to EOC, check in and obtain briefing from the Plans/Intel Section Chief.
- 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)*
- Ensure adequate Unit staffing to meet function objectives.
- Establish, organize and maintain central incident document repository, which may include these categories:
 - Weather reports
 - Safety/Damage Assessment information
 - DPW/Road Reports
 - EOC Notes (separate by EOC function)
 - Other Agency Notes (to EOC) (separate by Agency)
 - JIC press releases (sent)
 - OA press releases (received)
 - Outside Agency press releases (received)
 - County situation reports
 - OA situation reports
 - CalOES situation reports
 - Emergency/Official Actions (Proclamation/Resolutions/Orders)
 - EOC Incident Action Plans
 - Hardcopy graphics (not in GIS)
 - Other as needed
- Accept, log and file reports, EOC message forms, and other documents submitted by EOC staff.

Extended Duration

- Respond to requests for document duplication.
- Check the accuracy and completeness of records submitted for files; correct errors or omissions by contacting the appropriate EOC staff.
- Prepare emergency response documentation for the Plans/Intel Section Chief as requested.
- Maintain, retain, and store files to document the emergency response.

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.
- Forward all hardcopy documentation and files to Documentation Unit.
- Provide Logistics Section Procurement/Supply Unit with a list of supplies to be replenished.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions

DAMAGE ASSESSMENT UNIT
EMERGENCY ACTION CHECKLIST

Priority at all times: *Maintain liaison with DOC(s) and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential Action Plan for your function, based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response (To Most Emergencies)

- Report to EOC, check in and obtain briefing from the Plans/Intel Section Chief.
- 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)
- Ensure adequate staffing to meet function objectives:
 - Contact Technical Specialist(s) for GIS support as indicated to assist with compiling and processing safety and damage assessment information.
 - Through Logistics Section, request support personnel from Assessor's Office, as needed.
- Access EOC GIS map to access initial damage assessment information input by first responders. (Obtain login/inspector access from GIS as needed.)
- Dispatch Damage Assessment Teams to the field to utilize EOC GIS map data to perform detailed damage assessments, including determination of FEMA degree of damage: Affected, Minor, Major, Destroyed. Update EOC GIS map in the field to reflect FEMA state per each parcel/property. Provide notes and upload photos as appropriate.
- As appropriate, input summary data into WebEOC status board(s).
- Coordinate with OES staff to advise when detailed confirmed damage assessment data is available for access.

Note: Loss estimates are only intended to give state and federal disaster assistance officials a "snapshot" of the scope of damage.

Extended Duration

- Arrange for functional relief and staffing schedule, as indicated.

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.
- Forward all hardcopy documentation and files to Documentation Unit.
- Provide Logistics Section Procurement/Supply Unit with a list of supplies to be replenished.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions

DEMOBILIZATION UNIT

EMERGENCY ACTION CHECKLIST

Priority at all times: Maintain liaison with EOC Sections, Branches and Units as needed.

Increased Readiness

- Upon notification of a potential emergency or disaster, adopt an increased readiness posture.
- Document preparedness activities, monitor the situation, and maintain readiness posture:
 - Notify other key management and alternates of situation.
 - Develop a potential Action Plan based on the impending emergency.
- Consider alerting/recalling off-duty personnel as needed:
 - Coordinate resource assignments.
 - Establish an emergency work schedule.

Initial Response to the EOC (this position will likely not be activated until the EOC is in Deactivation Phase)

- Report to EOC, check in and obtain briefing from the Plans/Intel Section Chief.
- 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)*
- Coordinate with Situation Status Unit to determine when emergency response phase will wind down.
- Confer with EOC Section Chiefs on demobilization considerations and needs.
- Prepare and disseminate a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment.
- Implement the Demobilization Plan and monitor its progress.
- Provide demobilization consult to EOC staff as necessary.
- Forward all hardcopy documentation and files to Documentation Unit.
- Provide Logistics Section Procurement/Supply Unit with a list of supplies to be replenished.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.

- Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Implement any assigned corrective actions.