City of Pittsburg

Emergency Operations Plan

December 2018

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Emergency Operations Center Activation QuickStart Guide

The City of Pittsburg (City) Emergency Operations Center (EOC) serves as support to the command and control by the on-scene incident response. When an incident occurs, there is often insufficient information to determine if the EOC should be activated or how long an activation may last. If this condition occurs, a virtual or partial EOC activation may be initiated. More detailed information on emergency activations levels is contained in **Section 4.2.3**. Once an EOC activation is commenced, the first arriving staff should use the QuickStart Guide to efficiently setup and operate the EOC. When activated, the EOC responds to the impacts that any incident has on employees, facilities, critical and other infrastructure, and business functions. The EOC carries out this function through:

- Information Collection and Evaluation
- Operational Planning
- Resource Management
- Priority Setting
- **Overall Priorities**
  - **Life/Safety**
  - **Incident Stabilization**
  - **Property Preservation**

EOC ACTIVATION CHECKLIST	
COMPLETED Date/Time	**TASK**
	Activate the City EOC by assuming the role of EOC Director.
	Follow building inspection instructions. Consider which EOC should be activated based on damage and inspections.
	Establish the level of activation with the City Manager's Office.
	Use Everbridge to send an EOC Activation notification to staff.
	The EOC Supply Cabinets are in various areas and contain appropriately titled boxes for each EOC Section. Place the appropriate material at each of the identified workstation locations.
	Ensure there is an Emergency Operations Plan (EOP) with the checklists, along with paper, pen and message forms at each of the workstations. Office supplies are located in the Emergency Supply Cabinets.
	The Volunteer Unit in Logistics will circulate ICS 211 forms for sign-in purposes. These will be provided to the Finance Section Time Unit.
	Begin collecting and posting incident information using the Information Collection Plan in **Appendix B**. Fill in the whiteboards and the poster-size paper with as much information as possible.
	Post the EOC staffing chart. Use ICS Form 203, Organization Assignment List.

Forward

To: Officials, Employees, and Contract Staff of the City of Pittsburg

The preservation of life, property, and the environment is an inherent responsibility of local, state, and Federal governments. The City of Pittsburg (City) has prepared this Emergency Operations Plan (EOP) to ensure the most effective and economical allocation of resources for protection of people and property in time of an emergency or disaster. The objective of this Plan is to incorporate and coordinate all the facilities and personnel of the City into an efficient organization capable of responding effectively to any emergency.

Enclosed is the EOP. This Plan is designed as a reference and guidance document and is the foundation for disaster response and recovery operations for the City. It establishes the emergency organization, concept of operations, as well as specifies policies, general procedures and processes for coordination of the City's responsibilities as a member of the Contra Costa Operational Area with other Operational Area organizations. This plan builds upon previous efforts to enhance the City's emergency and disaster preparedness, response, and recovery capabilities and includes the critical elements of the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), the National Response Framework and the Incident Command System.

The City Manager's office will annually coordinate review of this Plan and collaborate with other staff to ensure that emergency processes are responsive to all needs. All City staff will become familiar with this plan and their role in the event of an activation where they will be called upon to assist and support the emergency operations.

The City Council gives its full support to this plan and urges all officials, employees, and residents, individually and collectively, to do their share in the total emergency preparedness, response, and recovery efforts of City of Pittsburg.

This EOP becomes effective upon approval and resolution of the City Council. This letter promulgates the City's EOP and constitutes the City's adoption of the EOP and the SEMS.

Sincerely,

Pete "Dwaine" Longmire
Mayor of the City of Pittsburg

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Plan Concurrence

As a designated official or principal in the City's emergency management effort, and having reviewed EOP, I hereby sign this concurrence page to show my approval of the plan and its contents.

Position	Signature	Date
City Manager		12/11/18
Assistant City Manager		12/10/18
Chief of Police		12/12/2018
City Attorney		12/11/18
City Clerk	Alice E. Evenson	12/7/18
Director of Community Development	Jia Hecht	12/10/18
Director of Community Services		12/10/18
Director of Finance		12/11/18
Director Human Resources		12/11/18
Director of Public Works	Fritz McKinley	12/10/18

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Distribution List

The distribution list designates the departments and agencies that received copies of the City of Pittsburg Emergency Operations Plan (EOP). All EOC staff shall have access to the EOP. Sufficient copies of the EOP will be maintained in the EOC for each position listed in **Appendix C.** The plan was distributed in an electronic form or printed version to:

City Departments and Partner Agencies	
Cal OES, Coastal Region	Human Resources
Mayor / City Council Members	Recreation
City Manager	Pittsburg Power Company / Island Energy
City Clerk	Police Department
City Attorney	Public Works / Water Treatment Plant
Contra Costa County Fire Protection District	Community Services
Contra Costa Operational Area	Environmental Affairs/Local Enforcement Agency
Community Development / Building, Engineering, and Planning	Pittsburg Unified School District
Finance	Mt. Diablo Unified School District
Pittsburg Marina	Los Medanos Community College
Housing Authority	

Portions of this document may contain sensitive information pertaining to the deployment, mobilization, and tactical operations of the City government in response to emergencies. Refer any request to view the plan or for a copy of this document to the Pittsburg City Manager's Office.

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Plan Maintenance and Record of Revisions

Per Section 2.44.080 of the City Municipal Code, the Pittsburg Disaster Council shall be responsible for the development of the City EOP. The EOP shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a local emergency, state of emergency or state of war emergency, and shall provide for the organization, powers and duties, services and staff of the emergency organization. The EOP will take effect upon adoption by resolution of the City Council. [Ord. 668 C.S. § 7, 1974.]

The City EOP was written with input from City departments having an official emergency responsibility in the City. The EOP was submitted to the California Governor's Office of Emergency Services (Cal OES) for review and then presented to the City Council for analysis. Upon concurrence by the City Council, the EOP was officially adopted through resolution.

Maintenance of the EOP is coordinated by the City Manager's Environmental Affairs Manager with support from the police department. Individual City Departments are responsible to update and revise their departmental procedures regularly and submit those updates to the Environmental Affairs Manager who will incorporate the updates into the EOP. These updates should include new information (e.g., update of phone numbers and revisions of relevant standard operational procedures or positions). All changes to the EOP will be documented in the record of revisions table below. Changes to the EOP will be distributed to the City departments and agencies shown on the Plan Distribution list. Major revisions to the EOP will be submitted to the City Manager for approval or for recommendation for review by City Council.

Change No.	Description	Change Date	Approved By
002	2018 Update		City Council

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Plan Approval Resolution

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BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution Approving The City of Pittsburg Emergency Operations Plan (EOP) 2018, Agreeing to Utilize the Integrated National Incident Management System and Standardize Emergency Management System, Authorize the Mayor to Execute the EOP Letter of Promulgation, and Authorize the City Manager to Oversee the EOP Implementation	)	RESOLUTION NO. 18-13571

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the State of California pioneered the development of standardized incident management systems to respond to a variety of catastrophic disasters, including fires, earthquakes, floods, and landslides; and

WHEREAS, in the early 1970s, the California fire service, in partnership with the federal government, developed the seminal emergency incident command system that has become the model for incident management nationwide; and

WHEREAS, in 1993, California was the first state to adopt a statewide Standardized Emergency Management System for use by every emergency response organization, and implemented a system to ensure the continual improvement of the Standardized Emergency Management System; and

WHEREAS, the President of the United States in Homeland Security Directive-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System, which would provide a consistent nationwide approach for federal, state, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from disasters, regardless of cause, size, or complexity; and

WHEREAS, California emergency management professionals have contributed their expertise to the development of the new National Incident Management System; and

WHEREAS, it is essential for responding to disasters that federal, state, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the California Standardized Emergency Management System substantially meets the objectives of the National Incident Management System; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System nationwide; and

WHEREAS, the Governor of the State of California has directed his Office of Emergency Services and Office of Homeland Security in cooperation with the Standardized Emergency Management System Advisory Board to develop a program to integrate the National Incident Management System, to the extent appropriate, into the state's emergency management system; and

WHEREAS, City staff, with support from Navigating Preparedness LLC, has prepared the updated Emergency Operations Plan in compliance with the California Standardized Emergency Management System and National Incident Management System requirements; and

WHEREAS, the City of Pittsburg will continue to plan and provide an integral response during events and emergencies utilizing the four phases of emergency management for residents and the region.

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. Findings and Determinations

A. The City Council hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City set forth below.

Section 2. Authorization and Direction

A. The City Council of the City of Pittsburg hereby adopts and shall utilize the California Standardized Emergency Management System when responding to emergencies and disasters with other emergency response agencies.

B. The City of Pittsburg shall utilize an emergency management system which shall be consistent with integration of the National Incident Management System and the Standardized Emergency Management System in California.

C. The City Council approves the Emergency Operations Plan and authorizes the Mayor to execute the Letter of Promulgation as well as authorizes the City Manager to oversee plan implementation, updates and execute other related documents as required.

D. The City Clerk of the City of Pittsburg is hereby authorized and directed to send a certified copy of this Resolution to the California Office of Emergency Services for filing with said Office.

Section 4. Effective Date

This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 3rd day of December 2018, by the following vote:

AYES:	Banales, Craft, Evola, Killings, Longmire
NOES:	None
ABSTAINED:	None
ABSENT:	None

Dwaine "Pete" Longmire, Mayor

ATTEST:

Alice E. Evenson, City Clerk

CLERK'S CERTIFICATE

I, Alice E. Evenson, City Clerk of the City of Pittsburg, do hereby certify as follows:

The foregoing resolution is a full, true and correct copy of a resolution duly adopted at a regular meeting of the City Council of said City duly and regularly held at the regular meeting place thereof on the 3rd day of December, 2018, of which meeting all of the members of said City Council had due notice and at which a majority thereof were present; and that at said meeting said resolution was adopted by the following vote:

AYES:	Banales, Craft, Evola Killings, Longmire
NOES:	None
ABSTAINED:	None
ABSENT:	None

An agenda of said meeting was posted at least 72 hours before said meeting at 65 Civic Avenue, Pittsburg, California 94565, a location freely accessible to members of the public, and a brief description of said resolution appeared on said agenda.

I have carefully compared the foregoing with the original minutes of said meeting on file and of record in my office, and the foregoing is a full, true and correct copy of the original resolution adopted at said meeting and entered in said minutes.

Said resolution has not been amended, modified or rescinded since the date of its adoption and the same is now in full force and effect.

Dated:

Alice E. Evenson

Alice E. Evenson,
City Clerk of the City of Pittsburg

[SEAL]

Table of Contents

Emergency Operations Center Activation Quickstart Guide iii

Forward v

Plan Concurrence vi

Distribution List viii

Plan Maintenance and Record of Revisions x

Plan Approval Resolution xii

Table of Contents xiv

1. Emergency Operations Plan Overview and Administration 1

1.1 Plan Format 1

1.2 Purpose and Scope 1

1.3 Pittsburg EOP Activation 2

1.4 Authorities 2

1.4.1 Federal 2

1.4.2 State 3

1.4.3 City 3

1.5 Relationship to Other Plans/References 4

1.6 Standard Operating Procedures/Guides (SOPs/SOGs) 4

2. Hazard Analysis 5

2.1 City Description 5

2.2 Hazard Descriptions 7

2.2.1 Flooding 8

2.2.2 Hazardous Materials Incident 9

2.2.3 Earthquake 10

2.2.4 Drought 11

2.2.5 Transportation Incident 13

2.2.6 Civil Unrest 14

2.2.7 Public Health Emergency – Epidemic and Pandemic 14

2.2.8 Severe Weather Tornados, High Winds and Excessive Heat 16

2.2.9 Wildland and Urban Fires 17

2.2.10 Terrorism 18
2.2.11 Pipeline Emergencies 19
2.2.12 Climate Change 20
3. Concept of Operations 22
3.1 Assumptions 22
3.2 Phases of Emergency Management 22
3.2.1 Mitigation 23
3.2.2 Preparedness 23
3.2.3 Response 24
3.2.4 Recovery 25
3.2.5 Prevention 25
3.3 National Incident Management System (NIMS) 26
3.4 Standardized Emergency Management System (SEMS) 26
3.5 Incident Command System (ICS) 31
3.6 California Master Mutual Aid Agreement 31
3.6.1 Mutual Aid Coordinators 33
3.6.2 Pittsburg Mutual Aid 33
3.7 Emergency Management Assistance Compact (EMAC) 33
3.8 Pittsburg Emergency Organization 34
3.8.1 Field Level Incident Command System 34
3.8.2 Field/EOC Communications and Coordination 34
3.8.3 Field/EOC Direction and Control Interface 35
3.8.4 Field/EOC Coordination with Department Operations Centers (DOCs) 35
3.9 EOC Action Plans 35
3.10 Emergency Proclamations 35
3.10.1 State of Emergency 36
3.10.2 State of War Emergency 37
3.11 Alerting and Warning 37
3.11.1 Integrated Public Alert and Warning System 37
3.11.2 Emergency Alert System (EAS) 37

3.11.3 Wireless Emergency Alert (WEA) 39
3.11.4 California State Warning Center (CSWC) 39
3.11.5 National Warning System (NAWAS) 40
3.11.6 National Weather Service (NWS) 41
3.11.7 California Public Safety Microwave Network (CAPSNET) 42
3.11.8 Operational Area Satellite Information System (OASIS) 42
3.11.9 Emergency Digital Information System (EDIS) 42
3.11.10 Pittsburg Community Alert Systems 42
3.11.10 Everbridge 42
3.11.11 Pittsburg Cable TV and Radio 43
3.11.12 Radio Amateur Civil Emergency Services (RACES) 43
3.12 Populations with Disabilities and Other Access and Functional Needs 43
3.12.1 Functional Needs Populations 44
3.12.2 Cal OES Office of Access and Functional Needs (OAFN) 45
3.13 Animal Considerations 45
4. Emergency Operations 47
4.1 Emergency Organization 47
4.2 EOC 48
4.2.1 Purpose and Functions of the EOC 48
4.2.2 EOC Locations and Layout 49
4.2.3 EOC Activation and Deactivation 50
4.2.4 EOC Organization 53
4.2.5 EOC Safety and Security 65
4.3 Information Management 65
4.3.1 Information Collection 66
4.4 Community Emergency Response Teams 66
4.5 Support to Populations with Disabilities and Other Access and Functional Needs 67
4.5.1 Schools 67
4.6 After-Action Reports (AARs) 68
5. Plan Development, Distribution and Maintenance 69

5.1 Plan Updates 69
5.2 Plan Testing, Training and Exercises 69
5.3 After Action Review 70
6. Appendices: 71
Appendix A: Glossary and Acronyms A-1
Appendix B: Information Collection and Dissemination B-1
Appendix C: EOC Operations and Detailed Position Job Aids / Checklists C-1
Appendix D: EOC Staffing Roster C-1
Appendix E: Action Planning and Situation Reporting E-1
Appendix F: After Action Report E-1
Appendix G: Recovery Operations Framework G-1
Appendix H: Continuity of Government H-9
Appendix I: Contacts I-1

1. Emergency Operations Plan Overview and Administration

The EOP is designed to assist City and other staff members who have key roles and responsibilities for responding during disasters, emergency incidents and pre-planned events. Emergency management organization staff that support emergency response, report to the EOC, Department Operations Centers (DOC) or are assigned to field response duties, should use the EOP to guide their actions in completing assigned tasks.

1.1 Plan Format

BASIC PLAN

The EOP provides an overview of the City's organization, policies, and approach to all phases of emergency preparedness. It is the foundation document for the City's emergency management program. The EOP identifies the functions and responsibilities for the emergency response organization and EOC staff and provides guidance for plan maintenance. It describes internal processes that address emergency response and coordination. The intent of the EOP is to provide supporting documentation to emergency response staff that is detailed enough for effective response yet is flexible enough to be used in any emergency response including one that requires emergency water transportation operations to support movement of first responders or evacuation of affected populations.

APPENDICES

The EOP appendices include forms, checklists, and other supplemental information to be used in preparation for, and during, an emergency. Appendices also include supporting information that may frequently change, such as personnel rosters and contact lists.

1.2 Purpose and Scope

The EOP provides guidance to City staff to promote effective response and recovery operations when any emergency affects City operations or citizens. The scope of the EOP includes the City's population, personnel, property, and facilities, and it is applicable to any incident resulting from any hazard or threat.

The EOP:

- Describes the City's organizational structure and management system for emergency response
- Sets forth lines of authority and organizational relationships, and shows how emergency response activity will be coordinated
- Identifies the actions taken to activate and operate the City EOC
- Identifies personnel, equipment, facilities, supplies, and other resources available to support EOC operations
- Provides detailed guidance for EOC staff to carry out their responsibilities
- Describes EOC processes and products such as the EOC Action Plan and Situation Status Report

The objectives of the EOP are to:

- Describe the internal processes that address emergency response and coordination including identifying the roles and responsibilities of EOC positions that may be staffed at the City EOC upon activation
- Describe the Incident Command System (ICS) which will be used in the preparation for, response to, and recovery from emergencies, and may be used to aid in the mitigation of potential threats
- Provide tools and templates such as emergency procedures and communications methods for EOC and other staff to use in supporting response to emergencies

1.3 Pittsburg EOP Activation

Activation of the EOP occurs as a result of any of the following conditions:

- By order of the City Director of Emergency Services as specified in City Municipal Code Chapter 2.44, provided that the existence or threatened existence of a Local Emergency has been proclaimed in accordance with the City Municipal Code
- When it is determined by the EOC Director that the available resources are inadequate to cope with the emergency incident
- When required to support pre-planned events
- When the Governor proclaims a State of Emergency for an area that includes the City
- Automatically on the proclamation of a State of War Emergency as defined in California Emergency Services Act (Government Code §§ 8550, et seq.)
- A Presidential declaration of a National Emergency
- Automatically on receipt of an attack warning or the observation of a nuclear detonation

1.4 Authorities

The following documents provide emergency authorities for conducting and/or supporting emergency operations:

1.4.1 Federal

- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents
- Presidential Policy Directive (PPD) 8, National Preparedness
- U.S. Department of Homeland Security, National Incident Management System (NIMS)
- U.S. Department of Homeland Security, National Response Framework (NRF)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288), as amended
- National Fire Protection Association (NFPA), Safer Act Grant; NFPA 1710, 2010
- Americans With Disabilities Act (ADA), 1990
- ADA Amendment Act (ADAAA), 2008
- Post-Katrina Emergency Reform Act, 2007

- The Pets Evacuation and Transportation Standards Act of 2006
- Public Law 84-99 (U.S. Army Corps of Engineers-Flood Control Act)
- Federal Civil Defense Act of 1950 (Public Law 920), as amended
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)
- National Environmental Policy Act of 1969, 42 U.S.C. 4321
- Flood and Coastal Storm Emergencies (33 U.S.C. § 701n)

1.4.2 State

- California Constitution
- California Emergency Services Act; Chapter 7 of Division 1 of Title 2 of the Government Code
- Standardized Emergency Management System (SEMS) Regulations; Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- California State Emergency Plan
- California Master Mutual Aid Agreement
- California Natural Disaster Assistance Act; Chapter 7.5 of Division 1 of Title 2 of the Government Code
- California State Private Nonprofit Organizations Assistance Program, 2011
- California Hazardous Materials Incident Contingency Plan
- California Oil Spill Contingency Plan (Government Code §§ 8670.1, et seq.)
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials
- Orders and Regulations which may be selectively promulgated by the Governor during a State of Emergency
- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency

1.4.3 City

- City Municipal Code §§ 2.44, et seq. Emergency Organization and Functions Ord. 668 C.S. § 7, 1974
- Resolution adopting the Master Mutual Aid Agreement, on December 14, 1950
- City of Pittsburg Disaster Council Accreditation: May, 1951
- Resolution No. 4023 authorizing the Mutual Aid Operation Plan Agreement for Law Enforcement, adopted September 6, 1966
- Resolution No. 86-7031 adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted January 6, 1986

- The current City Resolution adopting the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and the 2014 Emergency Operations Plan.

1.5 Relationship to Other Plans/References

The EOP is the primary document used by the City to describe the conduct of emergency management activities. The EOP addresses how emergency response and recovery operations will be conducted and how resource support will be requested and coordinated.

The EOP is not a stand-alone document. Its purpose is to coordinate emergency operations while supporting the emergency plans and procedures of all City departments. The EOP is designed to be flexible enough to adapt to a changing response environment while meeting the needs of supporting and requesting organizations. Other plans and guidelines the EOP may support/complement include:

- State of California Emergency Plan 2017
- State of California Emergency Management Mutual Aid Plan 2012
- California Law Enforcement Mutual Aid Plan 2016
- California Fire Service and Rescue Emergency Mutual Aid Plan 2014
- California Public Health and Medical Emergency Operations Manual 2011
- California Department of Food and Agriculture California Animal Response Emergency System (CARES) MOU
- Bay Area Earthquake Plan 2016
- Contra Costa Operational Area Emergency Operations Plan 2011
- Contra Costa County Multi-Jurisdiction Local Hazard Mitigation Plan Update 2011
- California Water and Waste Water Response Network (CalWARN)
- Building Inspector Safety Assessment Program (SAP)
- Contra Costa Operational Area Earthquake Plan 2010
- City of Pittsburg Local Hazard Mitigation Plan 2017
- Other City Department Emergency Operations Plans and Standard Operating Procedures

1.6 Standard Operating Procedures/Guides (SOPs/SOGs)

Additional organizational and/or functional Standard Operating Procedures (SOPs) or Standard Operating Guides (SOGs) are used by City Departments and other agencies and organizations that have responsibilities in this plan. **Appendix C** of this EOP serves as the SOP for the City EOC. City emergency operations staff should be acquainted with this and other relevant SOPs/SOGs and receive periodic training on the policies and procedures contained within them.

2. Hazard Analysis

The City is subject to a number of potential hazards. The 2017 Local Hazard Mitigation Plan (LHMP) contains detailed descriptions of the nature, past occurrences, location, extent and probability of future events for hazards. It also addresses the potential impacts resulting from climate change on the hazards.

2.1 City Description

The City is an industrial municipality in eastern Contra Costa County, California in the East Bay region of the San Francisco Bay Area. The City was incorporated on June 25, 1903 as a general law city. The City encompasses approximately 19.25 square miles and lies at Latitude: 38.03 North, Longitude: 121.88 West. The elevation ranges from 30 feet Mean Sea Level (MSL) in the northern portion east of Suisun Bay in the westernmost portion of the Sacramento-San Joaquin Delta. Browns Island and Winter Island are just off the shoreline of the City, along with the New York Slough and Broad Slough, to 1,900 feet MSL at the City's southernmost ridge in the hills of the Diablo Range. The City, operating as Island Energy, owns, manages, and runs the utility on Mare Island in Vallejo.

The City provides its own public services through eleven (11) departments: City Administration (City Manager, City Attorney, and City Clerk), the City Housing Authority, Successor Agency, Development Services, Finance, Marina, Human Resources, Parks and Recreation, Pittsburg Power Company, Police Department, and Public Works. The primary public safety organizations consist of the Police Department and the Public Works Department. The City contracts for fire, rescue and emergency medical services with the Contra Costa County Fire Protection District.

Gas and electric services are provided by Pacific Gas and Electric. The Pittsburg Water Department operates its own water treatment plant and associated infrastructure facilities, which primarily serve customers within city limits. The City obtains raw water from the Contra Costa Water District (CCWD) through the Central Valley Project (CVP). Treated water is distributed throughout the City via a 210-mile system of pipelines, in addition to several pump stations and seven reservoirs. The City also supplements its CCWD water supply with two wells: one well is located at City Park at Highway 4 and Bodega Court and a second at Dover Way and Frontage Road.

Sewer services in the City are provided by the City and the Delta Diablo Sanitation District (DDSD). The City maintains and owns the local sewage collection system consisting of approximately 150 miles of sewer lines, ranging in diameter from 6 to 36 inches, and one sewage lift station. The DDSD sewage treatment plant is located north of Pittsburg-Antioch Highway, just east of the City limits. Pittsburg Mt. Diablo Resource Recovery (MDRR; Pittsburg) provides solid waste pickup and disposal for the City and a small portion of neighboring Bay Point.

Transportation routes include California State Highway 4 which runs through the City and is the primary east/west travel route serving the central and eastern communities in Contra Costa County. Bay Area

Rapid Transit (BART) serves Eastern Contra Costa with the Pittsburg/Bay Point Station, which is networked with the traditional BART third rail train system, and the new extension, powered by clean diesel trains, with stations at Pittsburg Central Station and Hillcrest Station in Antioch.

Tri-Delta Transit is a bus operator serving the communities in the eastern section of the county. East Bay Para-Transit is a bus service for persons with disabilities throughout the county. Burlington Northern and Santa Fe Railroad operates one rail line in the City, two rail lines out of Richmond, and one rail line in Port Chicago (known as short lines). Union Pacific operates Amtrak; maintains stations in Richmond, Martinez, and Antioch; and utilizes Burlington Northern and Santa Fe tracks within the county. The nearest major airports are Oakland International Airport (42 miles), Stockton Metropolitan Airport (46 miles), and San Francisco International Airport (52 miles).

Medical facilities, which provide routine and preventative health care in or near the City, include the Pittsburg Health Center, Diamond Ridge Healthcare Center and Sutter Delta Medical Center. The closest hospitals to the City include Kaiser Foundation Hospital in Walnut Creek (approximately ten miles); Sutter Delta Medical Center in Antioch (approximately six miles); and John Muir Medical Center in Concord (approximately nine miles). There are several assisted living facilities in the City: American Legacy Care Home, Rose's Garden, Santa Teresa Care Home, Sheila's Crystal Care Home, Pittsburg Care Center, Tender Loving Care, and Muir Creek. There are also retirement homes and senior living facilities in the City, such as Stoneman Village, Alpine Retirement Home, Siena Court Senior Apartments and East Santa Fe Apartments, and Delta Hawaii Senior Apartments. Residents at these facilities may require additional assistance in a local emergency or disaster. These sites are identified as sites for Functional Assessment Service Team (FAST) assistance and services during a disaster.

The Pittsburg Unified School District (PUSD) has eight (8) elementary schools, three (3) junior high schools, one (1) high school, a continuation school, and an adult education center. Delta View Elementary School, located in the City, is part of the Mt. Diablo Unified School District. Light the Bay Christian Academy, a private Christian school, and St. Peter Martyr School, a private-catholic school, is in the City as is Los Medanos Community College. In addition, STS Academy operates after school programs at various City and PUSD locations.

Old Town Pittsburg and the Marina district have recently been rebuilt offering restaurants, shopping and newly constructed multi-family housing. The renovated marina is located within steps of the main Old Town shopping district and downtown living. The marina has 575 berths, a 24-hour public launch ramp, a fuel dock, café, bait shop, and the Pittsburg Yacht Club.

The City has grown from its days as primarily an industrial center for steel and commercial fishing into a community with a blend of commercial, retail, and office businesses. There are still large industrial employers such as USS-POSCO and Dow Chemical Company, a variety of smaller commercial employers, such as Ramar Foods International and Walmart, and educational employers such as Pittsburg Unified School District and Los Medanos Community College to name a few.

According to the State of California Department of Finance E-1 Population Estimates for 2014-2016, the City's estimated population in 2016 was 67,628. According to the Census Bureau, the City is the 131st most populated city in the state of California out of 482 incorporated cities. According to the 2010 Census, 8.0 percent of the City's population was under five years of age; 25.4 percent between 6 and 19 years of age; 58.3 percent was between 20 and 64 years of age; and 8.3 percent were 65 years old or older.

The 2010 Census also indicates that the City's racial composition is as follows: 43.5 percent White; 12.6 percent Asian; 23.1 percent Hispanic or Latino; 18.9 percent Black or African American; 0.7 percent American Indian and Alaska Native; 0.9 percent Native Hawaiian and other Pacific Islander; and 1.64 other races.

In addition, the Census estimates in 2013 that 32,849 the City residents, 16 years and older, were part of the labor force. Of that number, an estimated 28,766 were employed and 4,022 were unemployed, for an approximate unemployment rate of 5.9 percent. The median household income in the City in 2013 was estimated at $58,866; the 2013 per capita income was estimated at $23,972. An estimated 78.7 percent of the residents in the City graduated with a high school diploma and 17.4 percent graduated with a bachelor's degree or higher.

The total estimated number of people living in the City with a disability in a non-institutional setting is 13.6 percent or 8,782 people. Of those 8,782 people, 4.2 percent, or 701 persons, are under the age of 18; 13 percent or 5,426 persons are aged 18-64; and 45.6 percent or 2,655 are 65 years and older.

2.2 Hazard Descriptions

The 2017 LHMP lists 12 hazards that affect the City based on historical information, the presence of the hazard, and the likelihood of future occurrences of the hazard. They are contained in **Table 2-1** and further described below.

Table 2-1: 2017 LHMP Hazards

1. Flooding – Localized Storms, Seiches
2. Hazardous Materials – Chemical Storage
3. Earthquake – Seismic Hazards
4. Drought
5. Transportation – Air, Rail, Highway, and Water
6. Civil Unrest
7. Public Health – Epidemic, Pandemic
8. Severe Weather – Wind, Tornados, Heat
9. Wildland and Urban Fires
10. Terrorism – Nuclear, Cybersecurity
11. Pipeline – Oil Spills
12. Climate Change – Air Pollution, Rising Tides

2.2.1 Flooding

Rain that falls in the Central Valley of California and in most of the Sierra Nevada Mountains ultimately flows to the Pacific Ocean through the San Joaquin-Sacramento River Delta along the water's edge of the City and the shoreline of Contra Costa County. The shoreline of the City is within the 100-year flood zone, which may cause localized flooding in and around watershed areas. This threat has been mitigated in some degree by improvements in the water runoff infrastructure within the City. The City is not in the line of any flooding from dam or reservoir inundation.

Location

In the City, low lying areas are subject to flood conditions. Urban development in floodplain areas are often subject to seasonal inundation. The floodplain is a natural extension of any waterway, although infrequently used. Storm water runoff, when exceeding the capabilities of the physical channel characteristics of a stream, results in the natural flooding of a localized area, inundating vehicles and causing considerable damage to residential and industrial properties located near stream and drainage channels.

The Federal Emergency Management Agency (FEMA) is performing detailed coastal engineering analyses and mapping of the San Francisco Bay shoreline within the nine (9) San Francisco Bay Area counties. The analysis and mapping will revise and update the flood and wave data for the Contra Costa County Flood Insurance Study report and Flood Insurance Rate Map panels along the San Francisco Bay shoreline.

Extent

The potential for flooding in the City is generally in response to a series of heavy winter rainstorms, typically occurring in early November through late March. If drainage basins became flooded due to several storms within a short period of time, the floodplain management and response capability could be overwhelmed, and major roads could be blocked, preventing access for many residents and critical response functions.

Previous Occurrences

Flooding associated with severe storms has been among the most common disaster in the Bay Area during the period from 1950 to 2015, occurring on average 1.3 times a year over the past 60 years. Often heavy rainfall brings many areas of localized flooding, especially in low-lying areas of the region. Many other locally significant floods have occurred during this time.

Extensive flooding occurred in 1950, 1957, 1958, 1959, 1962, 1963, 1964, 1965, 1966, 1969, 1970, 1973, 1980, 1982, 1983, 1992, 1995, 1996, 1997, 1998, 2005, 2006, 2008, 2009, 2012, 2014 and 2017.

The City has had two resolutions declaring a local disaster. On January 22, 1997, a severe winter storm front impacted the City causing widespread flooding which impacted both public and private structures and facilities. During the storm, substantial localized flooding was experienced in many areas of the City.

On February 3, 1998, a winter storm impacted the City and led to significant and catastrophic public and private losses due to storm-related flooding.

A series of storms, high winds and flooding occurred between January and February 2017. These storms led to state and county local disaster declarations. These storms impacted the City with widespread flooding affecting mostly public infrastructure such as roadways, the marina, stormwater detention and spillway areas. In March 2017, a ruptured water main spewed water across four city blocks in Pittsburg, flooding homes and leaving residents stranded through early Thursday. The gushing water filled up the basements of four homes and two apartment complexes. Some people were trapped inside their homes because their yards were submerged under nearly two feet of water.

Probability of Future Events

The primary water courses in Contra Costa County have the potential to flood at irregular intervals, generally in response to a succession of intense winter rainstorms. Storm patterns of warm, moist air usually occur between early November and late March. A series of such weather events can cause severe flooding in the planning area. The worst-case scenario is a series of storms that flood numerous drainage basins in a short time. This could overwhelm the response and floodplain management capability within the planning area. Major roads could be blocked, preventing critical access for many residents and critical functions. High in-channel flows could cause water courses to scour, possibly washing out roads and creating more isolation problems. In the case of multi-basin flooding, the City would not be able to make repairs quickly enough to restore critical facilities and infrastructure.

2.2.2 Hazardous Materials Incident

The northern section of Contra Costa County is home to a large number of industrial sites including refineries and other chemical processing plants. Major operators of the industrial sites include:

- Air Products and Chemicals, Inc.
- Chevron Refinery
- Criterion Catalyst Company L.P.
- Dow Chemical
- NRG Energy
- Pacific Gas and Electric
- Phillips 66
- Praxair, Inc.
- Shell Martinez Catalyst Plant
- Shell Oil Products, U.S.
- Tesoro Petroleum Company
- USS POSCO Industries
- Valero Refining Co

Location

Industrial facilities are located throughout northern Contra Costa County with a concentration in the cities of Richmond and Martinez. USS POSCO Industries' steel production plant is located in the City, as is Dow's chemical plant. This plant is the largest integrated chemical manufacturing complex of its kind on the west coast. The plant has the capacity to produce several million pounds of the highly toxic pesticide, sulfuryl

fluoride. K2 Pure Solutions has a bleach production plant that is sited on approximately 15 acres of land at 950 Loveridge Road, Pittsburg, California. This plant, which in the past was associated with chlorine spills, has replaced a portion of the facility to use a process that does not require chlorine to manufacture bleach or caustic soda. However, the plant still receives large shipments of liquid chlorine.

Extent

All the facilities have the potential to produce hazardous releases. The details of the type and extent of the potential releases are maintained by the plant operators and the State Department of Toxic Substances Control (DTSC). The facilities are required to notify the County Hazardous Materials Incident Response Team when there is an incident. The County's Board of Supervisors have approved the Hazardous Materials Incident Notification Policy detailing when and how this should be done.

Previous Occurrences

There have been numerous hazardous material incidents that have impacted the City and surrounding areas. Most were associated atmospheric releases from nearby industrial facilities. Recent occurrences include events at the Chevron Richmond and other nearby refineries, and chemical processing plants.

The Contra Costa County Community Warning System (CWS) supports emergency response to hazardous releases that may impact populations. It is recognized as one of the nation's most modern and effective all-hazard public warning systems. The CWS is a partnership of the County Office of the Sheriff, Health Services Department, other government agencies, industry, news media and the non-profit Community Awareness & Emergency Response organization, all striving to deliver time-sensitive and potentially life-saving information to the people of Contra Costa County.

Probability of Future Events

While safety programs aim to prevent hazardous material releases, accidents occur due to equipment failures or human error. Additionally, a large earthquake could rupture piping and other containment systems and derange controls, causing releases, fires and public health incidents. There is a high probability of future hazardous releases from refineries and chemical plants that could affect the City.

2.2.3 Earthquake

Location

The City is located in a high seismic risk zone. This region is one of the most seismically active in the world, marked by the number of large, damaging earthquakes that have occurred in the past. Major earthquakes have occurred on the San Andreas and Hayward faults in 1836, 1838, 1868, 1906 and 1989.

Extent

The City has no known earthquake faults within its boundaries, but due to the close proximity of several faults, the entire City is equally subject to the earthquake hazard. The City could be affected in varying degrees by several earthquake faults that are close to the City. Structural damage, as well as damage to

infrastructure systems such as water, power, gas, communication, and transportation, is largely dependent upon the location of the earthquake's epicenter, the time of day, and season of the year.

Previous Occurrences

Northern California is one of the most seismically active areas in the U.S. The region has experienced at least 43 earthquakes greater than 5.0 MM since 1836.

Table 3-1: Historical Earthquakes Recorded in the Bay Area Region

Date	Magnitude	Fault Name
10-21-1868	6.8	Hayward - 30 Fatalities
4-19-1892	6.4	Vacaville - 1 Fatality
6-10-1897	6.3	Calaveras Fault
3-31-1898	6.3	Mare Island
4-18-1906	7.8	San Francisco - 3000 Fatalities
7-1-1911	6.5	Calaveras Fault
4-24-1984	6.2	Morgan Hill
10-18-1989	6.9	San Francisco (Loma Prieta) - 63 Fatalities
6-15-2005	7.2	Off the Coast of Northern California
6-17-2005	6.6	Off the Coast of Northern California
1-10-2010	6.5	Offshore Northern California
8-27-2014	6.0	Napa

Probability of Future Events

Earthquake probabilities are calculated by projecting earthquake rates based on earthquake history and fault slip rates (not simply the number of occurrences within a span of years). The result is expressed as the probability that an earthquake of a specified magnitude will occur on a fault or within an area.

There is a strong likelihood that the City will experience a significant earthquake from one of the known major faults in the next 30 years. In 2015, the Working Group on California Earthquake Probabilities (WGCEP) issued its third Uniform California Earthquake Rupture Forecast (UCERF3) which determined the likelihood for magnitude 6.7 and larger earthquakes somewhere in the region remains near certainty (greater than 99 percent).

2.2.4 Drought

Drought is an extended period of years when a region is deficient in its water supply or consistently receives below average precipitation. Drought patterns in the West are related to large-scale climate patterns in the Pacific and Atlantic Oceans, such as the El Niño–Southern Oscillation in the Pacific, and the Atlantic Multidecadal Oscillation in the Atlantic. As these large-scale ocean climate patterns vary in relation to each other, drought conditions in the U.S. shift from region to region. Drought produces a variety of impacts that span many sectors of the economy such as reduced crops, rangeland, and forest

productivity; increased fire hazard; reduced water levels; increased livestock and wildlife mortality; and rationing, among other impacts.

In the City, drought impacts are more related to social, economic, and environmental uses. The City is primarily a suburban city; water usage is typically related to municipal, tourism, commerce, and recreation, all of which require a constant, steady supply of water.

Location

When a drought is in effect, the entire City is affected by the drought.

Extent

The State recently experienced an unprecedented drought beginning in 2012. This is the longest drought in over a century. The drought at its height encompassed over 98 percent of the state of California. On January 17, 2014, Governor Edmund G. Brown, Jr., declared a drought state of emergency. Reservoirs, groundwater basins and ecosystems were at half-capacity or less and were stressed. The wildfire risk was extremely high. 2014 was the state's third driest in 119 years of record based on statewide precipitation. In late July 2015, the U.S. Drought Monitor classified 58 percent of California in “exceptional” drought, the most severe on the U.S. Drought Monitor’s five-point scale, and that percentage remained unchanged through September. More than 80 percent was in "extreme" drought. Unprecedented storms during the winter of 2016 – 2017 alleviated most drought conditions in the State. The drought state of emergency ended in April 2017 due to record setting precipitation the previous winter.

Previous Occurrences

Historical drought data for the Contra Costa County region indicate there have been four significant droughts in the last 79 years. This equates to a drought every 19.8 years on average or a 5.1 percent chance of a drought in any given year.

Probability of Future Events

An extreme multiyear drought more intense than the 2011 - 2016 drought could impact the region with little warning. Combinations of low precipitation and unusually high temperatures could occur over several consecutive years. Intensified by such conditions, extreme wildfires could break out throughout Contra Costa County, increasing the need for water. Surrounding communities, also in drought conditions, could increase their demand for water supplies relied upon by the planning partnership, causing social and political conflicts. If such conditions persisted for several years, the economy of Contra Costa County could experience setbacks, especially in water-dependent industries.

Climate Change

Climate change is likely to increase the number and severity of future droughts. The cumulative impact of climate change impacts will result in drier conditions and will alter the timing and efficiency of the Bay Area water supply. An increase in temperature and a reduction in mountain snowpack are the two most

direct effects of climate change that will result in a drier state with fewer natural water resources than historically have been available.

2.2.5 Transportation Incident

The City is vulnerable to transportation incidents involving airplanes, rail (freight and passenger), vehicles, or seafaring vessels on the Delta.

Location

The Burlington Northern Santa Fe Railroad runs through the City. These trains may carry both cargo and/or passengers. Many of these trains carry hazardous materials that, if spilled, could cause mass evacuation of surrounding neighborhoods or orders to shelter in place, depending on the chemical involved. There are schools and homes near the train tracks that would need to be evacuated if a hazardous materials spill occurred because of a train derailment. The most recent train derailments that occurred in the City include a train vs. truck accident on July 14, 2009; an 11-car derailment that occurred on November 10, 2009; and a locomotive derailment that occurred on January 29, 2010.

The Bay Area Rapid Transit (BART) rail runs through the City. A derailment of a BART train could be devastating for passengers and shut down commuter rail traffic for considerable periods of time. Alternate transportation would have to be provided while the train was cleared and tracks repaired.

The airports closest to the City are Buchanan Field Airport, Byron Airport, Oakland International Airport, Rio Vista Municipal Airport, Livermore Municipal Airport, Napa County Airport, Nut Tree Airport, and San Francisco International Airport. The county lies along the West Coast air corridor, and traffic patterns for Bay Area and Sacramento airports traverse the area. Many smaller private aircraft often fly in and out of Contra Costa County. The primary risk facing the City regarding airplane accidents would be the crashing of a light aircraft or helicopter.

Highway 4, which runs through the City, is a designated route for transporting hazardous materials. A trucking incident on a main transportation artery could result in considerable loss of life and property and hamper traffic through the county.

Extent

Both air and rail hazards encompass many threats, such as hazardous materials incident, fire, explosion, severe damage to rail lines, roadways, adjacent buildings, or vehicles, roadway closures, evacuations, and loss of life if pedestrians or those in either the adjacent buildings or vehicles are affected by the incident.

Previous Occurrences

A query of the National Transportation Safety Board Aviation Accident Database indicates there has been one aircraft accident in the City.

2.2.6 Civil Unrest

Civil unrest is defined as large-scale population disorder, a broad term used by law enforcement to describe group behavior that disrupts the typical social order. It may involve a strike, demonstration or protest, and it can be peaceful or involve violence. Riots and looting are forms of civil unrest. Incidents of civil unrest often occur after national or local events incite anger in the populace and may be triggered by various causes such as political protests, racial strife or sporting events. Civil disorders and disturbances are human-caused events with potential for endangering life and damaging property.

Location

The entire San Francisco Bay Area region is vulnerable to civil unrest. While there are no specific hazard zones that can be identified or predicted for civil unrest, dense population centers located in highly urban areas such as Oakland and San Francisco are more likely to experience this hazard.

Extent

Civil unrest may result from a wide variety of causes, ranging from local to international. All regional assets are susceptible to being at risk from civil disturbances. Local government facilities including San Francisco and Oakland City Halls as well as the San Francisco-Oakland Bay Bridge are considered most at risk since several demonstrations or rallies have originated in these locations in the past. In addition, Critical Operating Facilities, such as regional ports and ferry landings, etc., are at risk of damage or destruction and may be rendered temporarily inoperative for some period of time. Depending upon the nature of the event, however, any assets owned by local government organizations/agencies may be considered vulnerable to damage or destruction as a result of civil unrest.

Previous Occurrences

City police departments in the San Francisco Bay Area region have dealt with civil unrest on many occasions. Recent examples include the October 2014 Major League Baseball San Francisco Giants World Series victory riots; November 2014 unrest in Oakland following the Ferguson verdict; and Black Lives Matter protestors blocking traffic on the San Francisco-Oakland Bay Bridge on Martin Luther King Jr. Day 2016. Today the combination of professional protestors, anarchists, demonstrations, and counter demonstrations at many public gatherings has created the potential for civil unrest.

Probability of Future Events

While it is not possible to make long term predictions of civil unrest events, it is highly probable that such events will occur in Bay Area jurisdictions from time to time. Because of the extreme unpredictability of civil unrest events, no specific estimates can be made concerning potential losses.

2.2.7 Public Health Emergency – Epidemic and Pandemic

An influenza pandemic is a worldwide outbreak that occurs when a new influenza virus appears or “emerges” in the human population that may cause serious illness or death and spreads easily from

person to person worldwide. Pandemics may be categorized from mild to severe depending upon the number of people who become ill or die from the disease.

Pandemics are different from seasonal outbreaks of influenza that are caused by subtypes of influenza viruses that already circulate among people. Pandemic outbreaks are caused by entirely new subtypes to which the population has no immunity because the subtype has either never circulated among people or has not circulated for a long time. Seasonal influenza occurs routinely worldwide each year, causing an average of 36,000 deaths annually in the U.S.

Location

Currently, the potential exists for an influenza pandemic to cause serious illness and death to a large number of people throughout the world. Contra Costa County and the City are of no exception.

Extent

Several characteristics of an influenza pandemic differentiate it from other public health emergencies. Foremost, it has the potential to cause illness in a very large number of people, overwhelming the health care system throughout the nation. A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce. Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, and utilities could be disrupted during a pandemic. Finally, a pandemic, unlike many other emergency events, will last for months rather than days or weeks, disrupting supply chains for essential items such as food, water, and other essential provisions.

Previous Occurrences

Nearly 40 years have passed since the last influenza pandemic. During the last century, there have been three influenza pandemics. The influenza pandemic of 1918 was especially severe, killing a large number of young, otherwise healthy adults. That pandemic caused more than 500,000 deaths in the U.S. and an estimated 40 million deaths around the world. Subsequent pandemics in 1957-58 and 1968-69 caused far fewer fatalities in the U.S.: 70,000 and 34,000 deaths respectively but caused significant illness and death around the world.

Contra Costa County was part of a statewide Presidential Disaster Declaration on April 28, 2009 for a Swine Flu outbreak. Highlands Elementary School in the Pittsburg Unified School District reported the first large outbreak in the Nation.

Probability of Future Events

The Centers for Disease Control and Prevention (CDC) estimates that a severe influenza pandemic could occur in any year and infect up to 200 million people in the U.S. and cause between 100,000 and 200,000 deaths.

2.2.8 Severe Weather Tornados, High Winds and Excessive Heat

Severe weather refers to any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life. It includes thunderstorms, downbursts, tornadoes, waterspouts, snowstorms, ice storms, severe heat and dust storms. Severe weather can be categorized into two groups: those that form over wide geographic areas are classified as general severe weather; those with a more limited geographic area are classified as localized severe weather. Severe weather, technically, is not the same as extreme weather, which refers to unusual weather events which are at the extremes of the historical distribution for a given area. Several types of severe weather events typically impact Contra Costa County: thunderstorms with damaging winds, tornados, severe heat and flooding.

Location

The entire City is susceptible to tornados, high winds, and extreme heat.

Extent

The Fujita scale and the Enhanced Fujita Scale rate tornadoes by damage caused. High winds are measured on the Beaufort Scale. Excessive Heat is rated by the National Weather Service based on temperature and heat duration.

Previous Occurrences

There have been two recorded tornado/funnel cloud events within Contra Costa County since 1950. Both were F0-rated events that caused little damage.

Between 2000 and 2017, high winds occurred on 12 days in the San Francisco Bay Area East Bay Interior Valleys. No damage, injuries or deaths were reported. On one occasion, December 12, 1995, the Bay Area had substantial winds at 54 miles per hour(mph) with winds gust to 108 mph.

Between 2000 and 2017, excessive heat has occurred on 26 days in California resulting in 10 injuries or deaths.

Probability of Future Events

Based upon past occurrences, high and potentially damaging winds are likely to occur slightly less than one day a year.

The likelihood of a tornado in the City is small with a less than one in fifty probability in any year.

All of the City is susceptible to severe heat. The Bay Area has historically experienced four extreme heat days a year. Depending on low and high emission scenarios and the location within the region, in the future, the City may experience an average of anywhere from 20 to 80 extreme heat days in a year.

2.2.9 Wildland and Urban Fires

A wildfire is any uncontrolled fire occurring on undeveloped land that requires fire suppression. Wildfires can be ignited by lightning or by human activity such as smoking, campfires, equipment use, and arson. Fire hazards present a considerable risk to vegetation and wildlife habitats throughout Contra Costa County. While the primary fire threat in the Bay Area is from wildfire, urban conflagration or a large disastrous fire in an urban area is a major hazard that can occur due to many causes such as wildfires, earthquakes, gas leaks, chemical explosions, or arson.

Location

In Contra Costa County, 118,509 acres are located in wildland urban interface areas and approximately 37,721 acres are in a high, very high or extreme Fire Hazard Severity Zone. The City is not mentioned in the Contra Costa Hazard Mitigation Plan as being in the high, very high or extreme Fire Hazard Severity Zone.

Extent

The impacts of a fire are felt long after the fire is extinguished. In addition to the loss of property in fires, the loss in vegetation and changes in surface soils alters the environment. When all supporting vegetation is burned away, hillsides become destabilized and prone to erosion. The burnt surface soils are harder and absorb less water. When winter rains come, this leads to increased runoff, erosion, and landslides in hilly areas.

Previous Occurrences

While Contra Costa County has a rich fire history, none of its fires have caused sufficient damage to trigger a state or federal disaster declaration. According to the 2010 California State Hazard Mitigation Plan, Contra Costa County has received no state or federal disaster declarations since 1950.

Probability of Future Fire

Wildfire risk increases due to climate change because of higher temperatures and longer dry periods over longer fire seasons. Additionally, wildfire risk will also be influenced by potential changes in vegetation. The future fire risk model analyzes two primary variables: fuel availability and flammability of fuel. In California, the change in fire risk is a result of either a densely-forested ecosystem becoming drier or a dry climate experiencing large vegetation growth after a year of above average precipitation. In the first scenario, the suite of climate impacts (higher temperatures, less snowpack, earlier springs) result in previously wet dense fuel ecosystems becoming dry – increasing the fire risk. In the second ecosystem, dominated by grass and low-density shrubs, the risk is often unchanged or decreased because the availability of fuel is the governing variable for fire risk, which remains unchanged or decreases as a result of projected precipitation.

2.2.10 Terrorism

The definition of terrorism by the Federal Bureau of Investigation is "the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives."

The City is home to businesses and government agencies, transportation infrastructure, tourist attractions, historic sites, and cultural facilities that are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world and within the U.S. A variety of political, social, religious, cultural, and economic factors underlie terrorist activities. Terrorists typically target civilians with a goal of instilling fear to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat. Although the City is not likely to be the target of extreme terrorism, the threat of an attack such as an active shooter will continually be evaluated by the Pittsburg Police Department in collaboration with state and federal agencies to mitigate this threat to the extent possible.

Location

There is a wide range of motivations for terrorist attacks. They can be for or against almost any issue, religious belief, political position, or group of people of one national origin or another. Because of the tremendous variety of causes supported by terrorists and the wide variety of potential targets, there is no place that is truly safe from terrorism. Primary locations likely to be targets include airports, mass transit targets, government facilities, and high population density locations, although so-called "soft targets" such as schools, local entertainments facilities, etc., are also at risk.

The City is home to power plants, water utilities, refineries, rail stations, colleges, and chemical manufacturers, all of which could be a target for terrorism.

Extent

As outlined in the 2010 National Security Strategy, there is no greater danger to the Nation than a terrorist attack with a weapon of mass destruction. Terrorist acts may cause casualties, extensive property damage, fires, flooding, and other subsequent hazards. Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential. In addition to large-scale attacks, a full range of terrorism tactics must be considered, including simple bombings, chemical or biological incidents, explosions and cyber-attacks, bomb threats, and the use of radiological and nuclear materials. Use of explosive devices remains the weapon of choice for terrorist activity.

Previous Occurrences

Although the City has not had a terrorist attack, there have been many incidents within Contra Costa County.

Probability of Future Events

While terrorism is a serious concern, there is a low probability of a terrorist event in the City due to its low population density and distance from the larger cities of San Francisco and Oakland.

2.2.11 Pipeline Emergencies

Although pipelines are the safest and most reliable way to transport natural gas, crude oil, liquid petroleum products, and chemical products, there is still an inherent risk due to the nature of the hazardous materials being conveyed. Pipeline transported products present the possibility of hazardous releases that may ignite, damage the environment or pose a health threat to the community as an airborne plume or water contaminant.

Location

Pipelines owned and operated by Shell Oil, Chevron, Kinder Morgan, and Pacific Gas and Electric Company (PG&E) run beneath the City's streets. Pipelines are primarily underground which keep them away from public contact and accidental damage. Despite safety and efficiency improvements, increases in energy consumption and population growth near pipelines present the potential for a pipeline emergency incident.

Extent

Most fires, explosions, or pipeline spill incidents occurring at a refinery are isolated on the site. Pipelines running through the City are unlikely to burst or combust; jet fuel pipelines are filled with oxygen-free liquid, and without oxygen, combustion cannot occur. Pipelines are regulated by the Office of the State Fire Marshall Pipeline Safety Division. Pipelines are also monitored by a complex data web called System Control and Data Acquisition (SCADA) measuring the flow rate, temperature and pressure. The network transfers real-time data via satellite from the pipelines to a control center where the valves, pumps and motors are remotely operated. If any tampering with the pipeline occurs, an alarm sounds. The ensuing valve reaction is instantaneous, with the alarm system isolating any rupture and setting off a chain reaction that shuts down pipeline pumps and alerts pipeline operators within seconds.

Previous Occurrences

Although there have been no pipeline failure incidents that have affected communities in the City, several incidents have occurred in the region. Some of the more significant events include:

- Moraga, California – March 3, 2016, heavy rains resulted in runoff that created a sinkhole at the corner of Rheem Boulevard and Center Street near Moraga Road. The pavement collapsed swallowing a signal light and punctured a four-inch natural gas pipeline. Rapid reaction by PG&E to shut down the line prevented ignition. Over 2,000 Moraga residents were without gas for 24-36 hours.
- San Bruno, California – September 9, 2010, a 30-inch-diameter segment of an intrastate natural gas transmission pipeline known as Line 132, owned and operated by PG&E, ruptured in a residential area in San Bruno, California. The rupture produced a crater about 72 feet long by 26 feet wide. PG&E estimated that 47.6 million standard cubic feet of natural gas was released. The released natural gas ignited, resulting in a fire that destroyed 38 homes and damaged 70. Eight people were killed, many were injured, and many more were evacuated from the area.

- Walnut Creek, California – On November 10, 2004, a fireball blast, several stories high, roared out of the ground near downtown Walnut Creek, killing two construction workers, injuring six and leaving two workers missing, after two crews contracted by Mountain Cascade Inc. of Livermore, accidentally cut an underground jet fuel line as they were installing a large water main for the East Bay Municipal Utility District.
- Bay Point, California – On October 17, 2018, a vault with a 12-inch Chevron natural gas pipeline caught fire after a grass fire caused a powerline to fall on the structure. The evacuation of 1,400 homes, nearly 4,000 people, was issued as a safety precaution in the event the pipeline exploded and as Chevron purged the pipeline. No loss of life or explosion occurred.

Probability of Future Events

While there are numerous flammable fluid pipelines that run underneath the City, incidents are rare, based upon past occurrence. There is a low probability of a severe pipeline emergency.

2.2.12 Climate Change

The U.S. Environmental Protection Agency (EPA) describes climate change as "any significant change in the measures of climate lasting for an extended period of time. In other words, climate change includes major changes in temperature, precipitation, or wind patterns, among other effects, that occur over several decades or longer." Many people confuse climate change with global warming, the recent and ongoing rise in global average temperatures near Earth's surface; however, global warming represents only one aspect of climate change. The Earth's average temperature has risen by 1.4°F over the past century and is projected to rise another 2 to 11.5°F over the next hundred years. Rising global temperatures have been accompanied by changes in weather and climate. Many places have seen changes in rainfall, resulting in more floods, droughts, or intense rain, as well as more frequent and severe heat waves. The planet's oceans and glaciers have also experienced changes - oceans are warming and becoming more acidic, ice caps are melting, and sea levels are rising.

Location

Climate change is occurring around the entire world, but the effects of climate change are enhanced in cities along the coast or a waterfront, like the City of Pittsburg. As greenhouse gases trap more energy from the sun, the oceans are absorbing more heat, resulting in an increase in sea surface temperatures and rising sea level. Changes in ocean temperatures and currents brought about by climate change will lead to alterations in climate patterns around the world.

Extent

The EPA works with other organizations to observe, collect and communicate data about climate change. The indicators that are tracked correlate to long-term trends related to the causes and effects of climate change, although some indicators show trends that can be more directly linked to human-induced climate change than others. See the City's 2017 Local Hazard Mitigation Plan for a detailed discussion on climate change.

Previous Occurrence

Climate change was first observed and documented in the late 1800s. It has been an increasingly constant hazard since that time, with more significant effects during the past three decades than any other time in recorded history.

Probability

Since climate change has been constantly occurring since the late 19th century, the probability of occurrence cannot be calculated using the described standard as with the previous hazards. Climate change will continue to occur and gradually increase in severity through the year 2100 and into the next century.

3. Concept of Operations

This section identifies how the City organizes to manage, coordinate, and respond to emergencies within the context of existing emergency management and response doctrine, as well as current City legal authority, organization, and operations.

3.1 Assumptions

The EOP is based upon a number of planning assumptions:

- City staff will take immediate actions to address threats to life-safety or property damage within the constraints of their abilities and resources.
- The EOC Director will mobilize required resources and task City staff to fulfill the response/recovery objectives.
- More than one EOC position may be filled by the same person. Some or all of the EOC team may perform their duties remotely.
- City owned and contracted resources will act as one entity to conduct emergency response and recovery operations.
- The EOC will work with private industry and government agencies in the incident impact area to support provide essential services during the response and recovery periods of an emergency.

3.2 Phases of Emergency Management

In California, emergency management activities are associated with the four phases indicated below. Not every disaster will necessarily include all the phases. All City Departments have responsibilities in one or more of the emergency management phases:

- Mitigation Phase
- Preparedness Phase
- Response Phase
- Recovery Phase

3.2.1 Mitigation

Mitigation is aimed preventing disasters or taking steps to reduce the impact of unavoidable disasters. Ideally, mitigation should occur before an emergency happens. The Disaster Mitigation Act of 2000 (DMA 2000) provided guidance for implementing mitigation activities including development of local hazard mitigation plans (LHMP). The City has an approved DMA 2000 LHMP that was adopted in 2017. Mitigation activities include:

- Hazard Identification and Mapping
- Design and Construction Applications
- Land Use Planning
- Financial Incentives
- Insurance
- Structural Controls

3.2.2 Preparedness

The preparedness phase involves activities undertaken in advance of an emergency or disaster to develop operational capabilities and effective responses to a disaster. Staff develop and maintain response and

recovery plans to guide disaster operations. Preparedness activities involve planning such as developing hazard analyses, training response personnel, and improving public readiness, all aimed toward developing increased capabilities to respond to a disaster. Preparedness activities include:

- Reviewing and updating emergency plans, SOPs/SOGs, and resource listings
- Delivering pre-incident and post-incident public awareness information and education programs regarding disaster preparedness
- Inspecting and assessing the readiness of critical facilities
- Training emergency response staff
- Maintaining the readiness of response resources
- Testing warning and communications systems
- Conducting exercises and drills to evaluate emergency response plans, procedures and processes

3.2.3 Response

Activities during this phase include saving and sustaining lives and protecting property and the environment by controlling the situation and minimizing the effects of the disaster. The City conducts immediate response operations by effective deployment of local government resources.

Response operations include:

- Information collection and situation analysis
- Resource allocation and control
- Dissemination of accurate, timely emergency information and warnings to the public
- Evacuation and rescue operations
- Medical care operations
- Care and shelter operations
- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities

When local resources are overwhelmed, and additional support is required, requests for resources will be initiated through the Contra Costa Operational Area. For mutual aid within the California Master Mutual Aid Agreement, the Contra Costa County Fire Protection District and/or the Pittsburg Police Department staff in the EOC will request mutual aid directly through the Contra Costa Operational Area EOC to the regional mutual aid coordinators. The Logistics Resource Unit will track mutual aid resources and the Finance Section will provide accounting date for them.

Depending on the severity of the emergency, the City EOC may be activated. The Contra Costa Operational Area may then activate the Operational Area EOC depending on the scope and severity of the situation. The Operational Area may also request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for

assistance. Cal OES will then activate a Regional EOC (REOC) and the State Operations Center (SOC) in Sacramento to support state agencies and other entities in the affected areas and manage and coordinate the State's emergency response operations. The Cal OES Coastal REOC in Walnut Creek, 1340 Treat Blvd, Suite 270, Walnut Creek, CA 94597, will support the Contra Costa Operational Area.

If the Governor requests and receives a Presidential Declaration of an Emergency or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). The SCO and an appointed Federal Coordinating Officer (FCO) will coordinate and manage state and federal recovery efforts in supporting local operations in accordance with the National Response Framework and other directives.

Sustained Emergency Response – In addition to continuing life safety and property protection, operations, life sustainment operations such as mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated during sustained emergencies.

3.2.4 Recovery

Recovery operations involve restoring essential services, community rebuilding, and reconstitution of infrastructure. City recovery activities include developing an organization that can effectively access and implement federal and state recovery programs that provide financial and technical assistance after disasters. The National Disaster Recovery Framework (FEMA 2016) defines eight guiding principle to maximize the opportunity for achieving recovery success. They are:

1. Individual and Family Empowerment
2. Leadership and Local Primacy
3. Pre-Disaster Recovery Planning
4. Engaged Partnerships and Inclusiveness
5. Unity of Effort
6. Timeliness and Flexibility
7. Resilience and Sustainability
8. Psychological and Emotional Recovery

3.2.5 Prevention

Unlike other mission areas which are all-hazards by design, PPD-8 specifically focuses Prevention-related activities on an imminent terrorist threat. Prevention includes the intelligence, law enforcement, and homeland defense activities conducted in the event of an act of terrorism in the homeland to determine if follow-on attacks are planned and to thwart and/or apprehend the adversary. Prevention actions include:

- Anticipating and identifying emerging and/or imminent threats through the intelligence cycle.
- Sharing relevant, timely, and actionable information and analysis with Federal, state, local, private sector, and international partners and develop and disseminate appropriate classified/unclassified products

- Conducting operations to render safe and dispose of chemical, biological, radiological, nuclear and explosives (CBRNE) hazards in multiple locations and in all environments, consistent with established protocols
- Preventing terrorism financial/material support from reaching its target, consistent with established protocols
- Prevent terrorist acquisition of and the transfer of CBRNE materials, precursors, and related technology, consistent with established protocols.
- Conducting tactical counterterrorism operations in multiple locations and in all environments, consistent with established protocols.

3.3 National Incident Management System (NIMS)

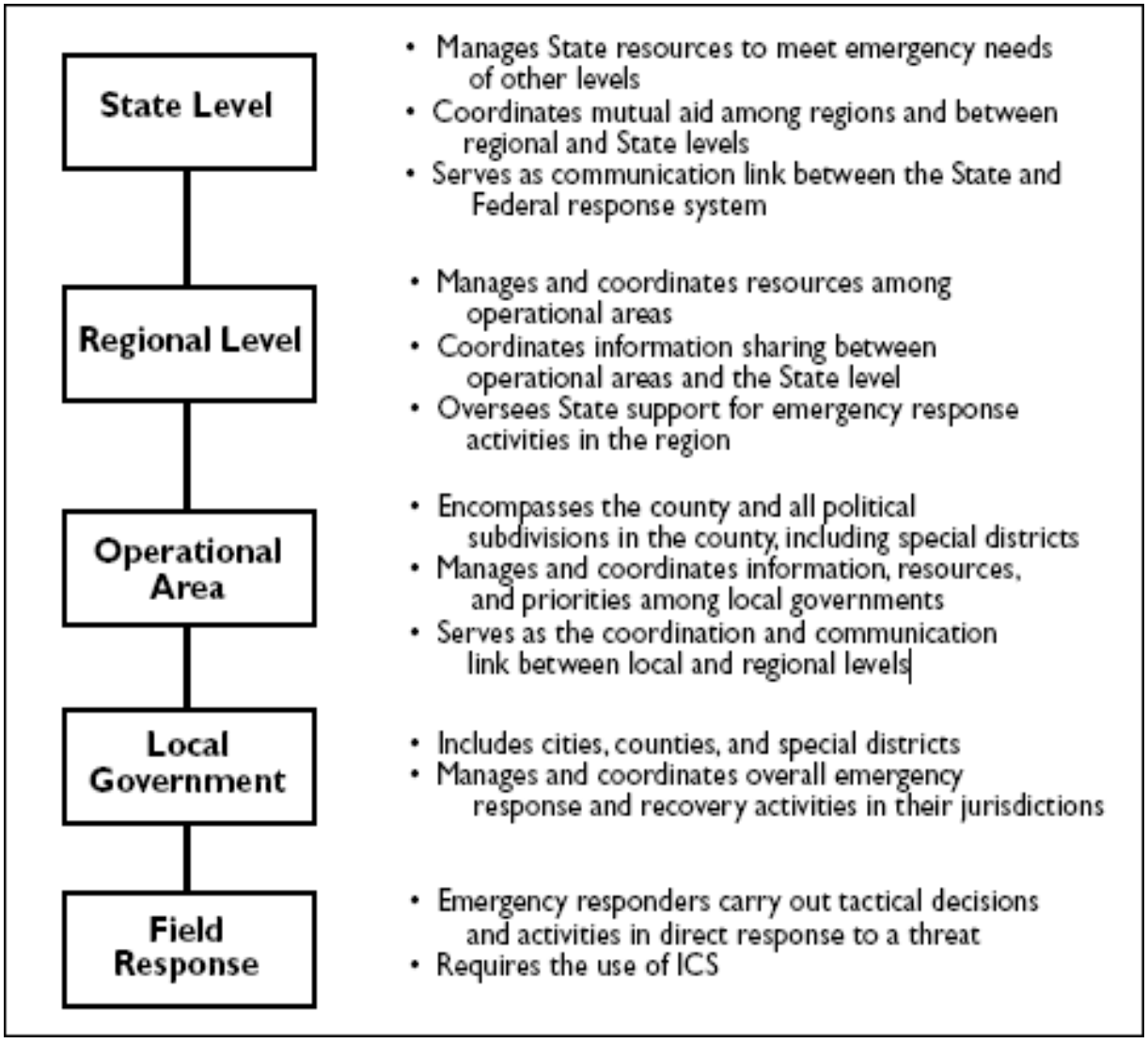
The City conforms to the requirements of SEMS and NIMS and uses the concepts of incident command, common terminology, span of control, and resource management common to both systems. In managing small incidents, the City applies standard operating processes and procedures and may not activate an incident command structure.

The NIMS provides a comprehensive approach to emergency management for all hazards. NIMS integrates existing best practices into a consistent, nationwide approach to domestic emergency management applicable to all jurisdictional levels (public and private) and across functional disciplines. NIMS incorporates Incident Command System (ICS), a standardized on-scene emergency management concept designed to provide an integrated organizational structure for single or multiple emergencies, and to facilitate emergency response across jurisdictional boundaries.

3.4 Standardized Emergency Management System (SEMS)

SEMS is required by the California Emergency Services Act (Government Code Section 8607(a)) for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of ICS, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept, and multiagency or inter-agency coordination. State agencies are required to use SEMS, and local government entities must use SEMS to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.
Under SEMS, response activities are managed at the lowest possible organizational level. SEMS consists of five levels: Field, Local, Operational Area, Region, and State, as illustrated below **Figure 3-1**. The City of Pittsburg utilizes SEMS during incidents that require a multi-agency response or when the incident involves multiple jurisdictions.

Figure 3-1: SEMS Levels



- Field Response – The Field Response level is where emergency response personnel and resources, under the command and control of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat (emergency operations that take place in the field such as evacuations, fire suppression, damage assessments or temporary construction are considered to occur at the Field level). The Pittsburg Police Department conducts law enforcement within the City. The City contracts with the Contra Costa County Fire Protection District for fire, rescue, and emergency medical services. These two agencies are the primary emergency service responders.

  The Pittsburg Police Department is located within City Hall at 65 Civic Avenue, Pittsburg, CA 94565.

The Contra Costa County Fire Protection District has the following stations located in the City:

Station 84
1903 Railroad Avenue
Pittsburg, CA 94565

Station 85
2331 Loveridge Road
Pittsburg, CA 94565

Additional departments that respond to assist the police and fire in emergency response include the Pittsburg Public Works Department, Development Services, and numerous utility companies, special districts and non-governmental organizations. SEMS regulations require the use of ICS at the field level of a multi-agency or multi-jurisdictional incident. Requests for any resources or support that cannot be filled at the field level will be requested through a Department Operations Center (DOC) or the City EOC.

Unified Command - Allows agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability. The Pittsburg Police Department and/or Contra Costa County Fire Protection District will implement or represent City field operations in a Unified Command when the situation requires a Unified Command.

- Local Government – The Local Government level includes cities, counties, and special districts, and the administrative and coordinative operations of agencies thereof. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. As a condition of state reimbursement of response-related costs, local governments are required to use SEMS when the local EOC is activated or a Local Emergency is proclaimed.

  Implementation of SEMS by the City is a cooperative effort of all departments with an emergency response role. The City Manager Department's Environmental Affairs Manager and the Police Department Captain and Lieutenant lead the City to comply with SEMS requirements. They conduct the following activities:

  - Communicates information within the City on SEMS requirements and guidelines
  - Coordinates SEMS development among departments and agencies
  - Identifies departments and agencies involved in field level response
  - Identifies departments and agencies with DOCs
  - Coordinates with other local governments, the Operational Area, and volunteer and private agencies on application of SEMS principles
  - Ensures SEMS is incorporated into the City's EOP and procedures
  - Ensures SEMS is incorporated into the City's emergency ordinances, agreements, memoranda of understanding, etc.

- Identifies local volunteer and private agencies that have an emergency response role. Contacts should be made to develop arrangements for coordination in emergencies

Multi/Inter-Agency Coordination (MAC) - is defined as the participation of agencies and disciplines working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents. The City EOC functions as a MAC.

- Operational Area – An Operational Area is the intermediate level of the State's emergency management organization. The Operational Area level encompasses a county and is responsible for coordination among all political subdivisions located therein, to include incorporated cities and special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among Local governments within the Operational Area. The Operational Area operates an EOC and serves as the coordination and communication link between the Local government and Regional levels.

  In Contra Costa County, the Administrator of Emergency Services is the County Administrator. The County Administrator as Administrator of Emergency Services is legislated by County Ordinance Code 82-55 § 5 and 72-83 as defined in County Ordinance Code 42-2.602. The Administrator of Emergency Services is responsible for implementing the Contra Costa Operational Area Emergency Operations Plan. The Administrator of Emergency Services is supported by the Contra Costa County Sheriff's Office of Emergency Services and has overall responsibility for the following:

  - Developing response and recovery plans for the Operational Area and the unincorporated areas of the county
  - Organizing and staffing the EOC, and operating as the EOC Director
  - Operating communications and warning systems
  - Providing information and guidance to the public and elected officials
  - Maintaining information on the status of resources, services, and operations
  - Directing overall operations
  - Obtaining support for the Contra Costa Operational Area and providing support to other jurisdictions as needed
  - Identifying and analyzing potential hazards and recommending appropriate counter-measures
  - Collecting, evaluating and disseminating damage assessment and other essential information

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

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

- Regional Level and Regional Emergency Operations Center (REOC) – The Regional level is administered by the State and manages and coordinates information and resources among Operational Areas and within or between one or more mutual aid regions established by Cal OES. The Regional level coordinates overall State agency support for emergency response activities within the Region. California is divided into three Cal OES administrative regions – Inland, Coastal, and Southern; six fire and rescue mutual aid regions; and seven law enforcement mutual aid regions. The Regional level operates the REOC and serves as the coordination and communication link between the Operational Area and the State level.

  There are 16 counties within the Coastal Administration Region, Region II, and 151 incorporated cities. The total population of all cities and counties in the Coastal Region is 8,090,270. Region II is located at:

  Cal OES Coastal Region
  2333 Courage Dr. Suite H
  Fairfield, CA 94533

  (925) 953-1402 Office
  (925) 953-1418 Fax

- State Level and State Operations Center (SOC) – The State level of SEMS prioritizes tasks and coordinates State resources in response to the requests from the Regional level and coordinates mutual aid among the Regions. The State level also serves as the coordination and communication link between the State and the Federal emergency response system. The State level requests assistance from other State governments through the Emergency Management Assistance

Compact (EMAC) and similar interstate compacts/agreements, and coordinates with FEMA. The Cal OES SOC is located at 3650 Schriever Avenue, Mather, California.

3.5 Incident Command System (ICS)

NIMS and SEMS require emergency response agencies to use ICS for multi-agency, multi-jurisdictional incidents. ICS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is used by all levels of government—federal, state, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is structured to facilitate activities in five major functional areas: Command/Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. All of the functional areas may or may not be used depending on the needs of the incident. The Pittsburg Police Department and/or Contra Costa County Fire Protection District utilize ICS during day-to-day responses and multi-agency response incidents.

SEMS regulations require local governments to provide for the five ICS functions as the basis for structuring the organization:

- Command/Management - Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations
- Operations - Responsible for coordinating all operations in support of the emergency response through implementation of the Incident or EOC Action Plan
- Planning/Intelligence - Responsible for collecting, evaluating, and disseminating information to promote situational awareness, developing the Action Plan and After-Action Report (AAR) and maintaining documentation
- Logistics - Responsible for providing facilities, services, personnel, equipment, and materials in support of the incident
- Finance/Administration - Responsible for financial activities and other administrative aspects

3.6 California Master Mutual Aid Agreement

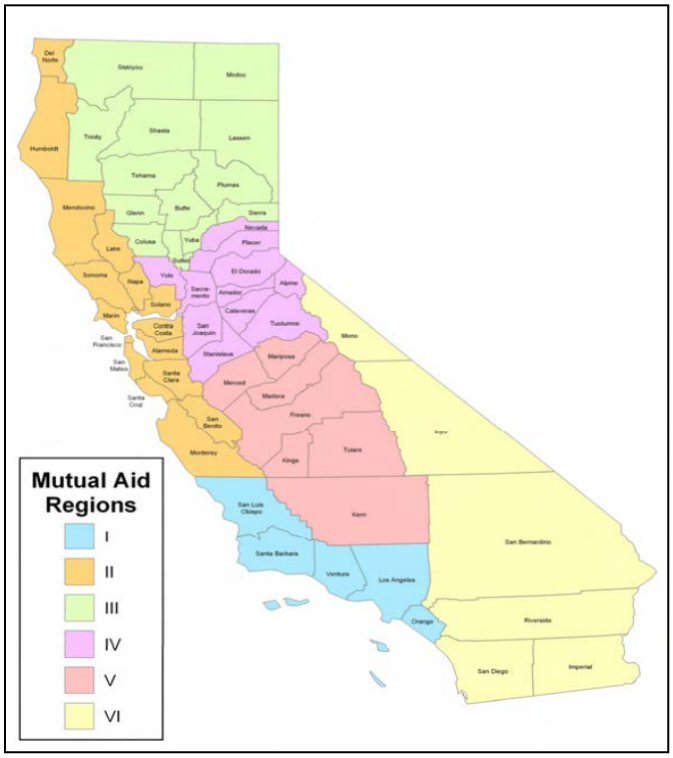
California's emergency resource management system is based on a statewide mutual aid organization designed to ensure that additional resources are provided to the State's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement*, which is entered into by local governments and the State.

The agreement facilitates implementation of Chapter 7 of Division 1 of Title 2 of the Government Code entitled "California Emergency Services Act" and includes participation by the various departments and agencies within the political subdivisions, municipal corporations, and public agencies within the State to assist each other by providing resources during an emergency.

The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and State monies may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. The Master Mutual Aid Agreement promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

The statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and the State with the intent to provide requesting agencies with adequate resources. The system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS and NIMS does not alter these existing systems but enhances the facilitation of mutual aid through the local government, operational area, regional, and State levels.

Figure 3-2: California Mutual Aid Regions



3.6.1 Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the Operational Area, regional and state levels. The role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Law Enforcement, Fire and Rescue Services, Coroners and the Medical Health Operational Coordinators work within existing state mutual aid systems for requests and assignments of mutual aid.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, Operational Area, regional, and state levels. When EOCs are activated, all discipline-specific mutual aid systems will establish coordination and communications within the respective local, Operational Area, regional, or state EOCs. Mutual aid system representatives at an EOC may be in various functional elements (sections, branches, groups, or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

3.6.2 Pittsburg Mutual Aid

The City is a signatory to the California Disaster and Civil Defense Master Mutual Aid Agreement, which gives authority to the various fire and law enforcement mutual aid plans and agreements for assistance and resources during emergencies and disasters. The Contra Costa County Fire Protection District is part of the California Fire and Rescue Mutual Aid System and operates under the California Fire Service and Rescue Emergency Mutual Aid Plan**.**

The Pittsburg Police Department is part of the California Law Enforcement Mutual Aid System, established in 1961, and operates in accordance with the California Law Enforcement Mutual Aid Plan. The basic concept provides that during an incident where mutual aid is needed, adjacent or neighboring law enforcement agencies within an operational area will assist each other. All Pittsburg Police requests for additional resources will be initiated by the Incident Commander who will request assistance through EOC Law Enforcement Branch to the Contra Costa Sheriff's Department, whose representative may be located at the Operational Area EOC, if activated.

The City is a member of the California Water/Wastewater Agency Response Network (CalWARN). The mission of the CalWARN is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water, and wastewater utilities. CalWARN expands member abilities to achieve agency, regional and state preparedness by providing tools and proven practices to enhance readiness.

3.7 Emergency Management Assistance Compact (EMAC)

California is a signatory to the interstate EMAC; an organization ratified by the U.S. Congress that provides form, structure, and procedures for rendering emergency assistance between states. Once the Governor

has declared a State of Emergency, Cal OES will assess the resource needs for the incident. California can then request resources through the EMAC network for assistance provided by other states. The use of EMAC resolves two of the key issues regarding mutual aid - liability, and reimbursement - so that a disaster impacted state can request and receive assistance from other member states quickly and efficiently.

3.8 Pittsburg Emergency Organization

The City organizes and implements emergency operations at the field and local government levels of the SEMS. The City's EOC and DOCs function to coordinate field level activities. City staff may serve as liaisons to the Operational Area level when requested.

3.8.1 Field Level Incident Command System

The concepts, principles and organizational structure of the ICS are used to manage all field operations. The size, complexity, hazard environment, and objectives of the situation will determine the ICS structure and the level of support that will be required by field activities. All incidents will be managed by developing operational objectives to be achieved that are clearly communicated to field and EOC staff through use of the action planning process.

Typically, an Incident Commander will communicate with the EOC Director as to the situation and resource status through Operations Section. Members of the Incident Commander Command and General Staff will communicate with their counterparts in the EOC.

When multiple agencies respond to the incident, the Incident Commander will establish a Unified Command or Multi-Agency Coordination System (MACS) and any other supporting organizations will provide a representative who will report to the Liaison Officer. Other agencies including those from county, state and federal levels may participate in the Unified Command/MACS by assisting in identifying objectives, setting priorities, and allocating critical resources to the incident.

3.8.2 Field/EOC Communications and Coordination

The Communications Unit Leader in the Logistics Section, working with the Operations Section and City Police and County Fire Departments, will develop a Communications Plan outlining all emergency communications capabilities including radio channels and protocols to be used during an incident. The Incident Action Plan (IAP) developed for a specific incident will include the Emergency Communications Plan (ICS 205). Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with the DOC which will, in turn, relay the information to the appropriate section/function in the EOC. It is the responsibility of Incident Commander(s) to communicate critical information to the EOC Director in a timely manner. **Appendix C** addresses EOC communications systems and processes in detail.

The Operational Area EOC will communicate situation and resource status information to the State Operating Center (SOC) via CalEOC, a WebEOC based emergency management response system.

3.8.3 Field/EOC Direction and Control Interface

The EOC Director will establish jurisdictional objectives and priorities and communicate those to all organizations through the EOC Action Plan. The EOC Action Plan does not direct or control field units but coordinates support for their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the City level by the EOC Director.

3.8.4 Field/EOC Coordination with Department Operations Centers (DOCs)

If a department within the City establishes a DOC to coordinate and support their field activities, the DOC Manager will provide the location, time of establishment and staffing information to the City EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the City EOC. DOCs act as an intermediate communications and coordination link between field units and the City EOC. The Public Works Department and Police Department will typically operate DOCs.

3.9 EOC Action Plans

EOC action plans provide designated personnel with knowledge of the incident objectives and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Documentation of the priorities and objectives, as well as the tasks and personnel assignments associated with meeting them

Appendix E provides detailed information on and direction for developing Action Plans.

3.10 Emergency Proclamations

A Local Emergency may be proclaimed by the City Council or by the City Manager, serving as the Director of Emergency Services as specified by Pittsburg Municipal Code Chapter 2.44.060. A Local Emergency proclaimed by the City Council must be ratified within seven days. The governing body must review the need to continue the proclamation at least every fourteen days until the Local Emergency is terminated. The Local Emergency may be terminated by resolution as soon as conditions warrant or terminates by expiration after fourteen days.

Proclamations are normally made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the city caused by natural or technological situations. The proclamation of a Local Emergency provides the governing body with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency

- Promulgate or suspend orders and regulations as necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful orders
- Conduct emergency operations without incurring legal liability for performance or failure of performance (see Article 17 of the Emergency Services Act for privileges/immunities)

When the City proclaims a Local Emergency, they will notify the Contra Costa Operational Area EOC. The Local Emergency Proclamation will be faxed to the Contra Costa Operational Area EOC at (925) 646-1120. Requests for Fire and Law Enforcement mutual aid will be made through existing Regional Mutual Aid Coordinators that may be present at the Operational Area EOC. Other requests for mutual aid will be made through the Operational Area EOC General Staff specific function Section Chief.

3.10.1 State of Emergency

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

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or technological incidents
- The Governor is requested to do so by local authorities
- The Governor finds that local authority is inadequate to cope with the emergency
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any city, city and county, or county for outside assistance

When a State of Emergency has been proclaimed:

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

3.10.2 State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, additionally:

- All State agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act

3.11 Alerting and Warning

Alert and warning is the process of alerting governmental forces and the public to the threat of imminent extraordinary danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government. Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local government is responsible for warning the population within their jurisdiction. Government officials accomplish this using various warning systems and processes such as the police dispatch center or the Operational Area communications center.

3.11.1 Integrated Public Alert and Warning System

The Integrated Public Alert and Warning System (IPAWS) is an architecture that unifies the U.S.'s Emergency Alert System (EAS), National Warning System, Wireless Emergency Alerts, and National Oceanic and Atmospheric Administration (NOAA) Weather Radio, under a single platform. IPAWS is designed to modernize these systems by enabling alerts to be aggregated over a network and distributed to the appropriate system for public dissemination.

3.11.2 Emergency Alert System (EAS)

The EAS is designed for the broadcast media to disseminate emergency public information. This system enables the President, and federal, state, and local governments to communicate with the general public through commercial broadcast stations. EAS is operated by the broadcast industry on a voluntary basis per established and approved EAS plans, SOPs, and the rules and regulations of the Federal Communications Commission (FCC). EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One - Presidential Messages (carried live)
- Priority Two - EAS Operational (Local) Area Programming
- Priority Three - State Programming
- Priority Four - National Programming and News

State programming originates from the California State Warning Center (CSWC) and is transmitted throughout the State using the State's California Law Enforcement Radio System (CLERS) VHF/UHF radio relay stations. CLERS is a microwave interconnected radio repeater system with statewide coverage. It is

managed by Cal OES and provides a point-to-point (fixed and temporary mobile base) or dispatch-to-dispatch communications and mobile and portable communications for interagency coordination among State and local law enforcement agencies. CLERS also serves as one delivery method of the EAS for the State and as the alternate alert system for Operational Areas.

The State message priorities are as follows:

- Priority One - Immediate and positive action without delay is required to save lives
- Priority Two - Actions required for the protection of property and instructions to the public requiring expedient dissemination
- Priority Three - Information to the public and all others

Emergency information is broadcast directly through the transmitters to all broadcasters in the City simultaneously and to special districts and businesses with more than 100 employees, who by law must monitor this frequency. Emergencies that may warrant an alert include an avalanche, child abduction emergency, civil danger or emergencies, evacuations, law enforcement or fire warning, radiological or hazardous materials warnings, flash flooding, and severe weather warnings.

The City is included in the FCC Emergency Alert System Plan for the San Francisco Bay Area California Counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma (revised September 2004). Local EAS voice and video broadcasts are accomplished at the Contra Costa Operational Area EOC.

The monitor assignments are as follows:

Station/Facility	Monitors
AM 1670	City of Pittsburg Emergency Radio Station
LP1 KCBS 740	KQED 88.5, KSJO-FM 92.3, NWS 162.400mhz, CLERS 453.875mhz and Sacramento-Sierra Local Area; 1 of the following: KFBK 1530, KSTE 650, KGBY(FM) 92.5, KEDR(FM) 88.1, KSTN(FM) 107.3, or KSTN 1420.
LP1S KSOL 98.9	KQED 88.5, KSJO-FM 92.3, NWS 162.400mhz, CLERS 453.875mhz and Sacramento-Sierra Local Area; 1 of the following: KFBK 1530, KSTE 650, KGBY (FM) 92.5, KEDR(FM) 88.1, KSTN(FM) 107.3, or KSTN 1420. (KSOL has agreed to translate all EAS messages into Spanish.)
LP2 KQED 88.5	KCBS 740, KSJO(FM) 92.3, NWS 162.400mhz, CLERS 154.710mhz and

Sacramento-Sierra Local Area; 1 of the following: KFBK 1530, KSTE 650, KGBY (FM) 92.5, KEDR(FM) 88.1, KSTN(FM) 107.3, or KSTN 1420.

LP2 KSJO (FM) 92.3 KCBS 740, KQED 88.5, NWS 162.400mhz CLERS 154.710mhz and (recommended) the Monterey Bay Counties LP1, LP2. LP2

KZST(FM) 100.1 KCBS, KQED, NWS, CLERS Sonoma County

All other LP and KCBS 740, KQED 88.5 (required) Cable TV firms NWS 162.400mhz, CLERS 154.710mhz (recommended)

3.11.3 Wireless Emergency Alert (WEA)

WEA is a public safety system that allows customers who own certain wireless phones and other enabled mobile devices to receive geographically-targeted, text-like messages alerting them of imminent threats to safety in their area. WEA enables government officials to target emergency alerts to specific geographic areas – lower Manhattan, for example.

WEA was established in 2008 pursuant to the Warning, Alert and Response Network (WARN) Act and became operational in 2012. Wireless companies volunteer to participate in WEA, which is the result of a unique public/private partnership between the FCC, FEMA and the wireless industry to enhance public safety. Authorized national, state or local government authorities may send alerts regarding public safety emergencies, such as evacuation orders or shelter-in-place orders due to severe weather, a terrorist threat or chemical spill, using WEA.

The alerts from authenticated public safety officials are sent through FEMA's IPAWS to participating wireless carriers, which then push the alerts to mobile devices in the affected area. Cell service customers do not need to sign up for this service. WEA allows government officials to send emergency alerts to all subscribers with WEA-capable devices if their wireless carrier participates in the program.

3.11.4 California State Warning Center (CSWC)

The CSWC is staffed 24 hours a day, seven days a week. The mission of the CSWC is to be the central information hub for statewide emergency communications and notifications. The CSWC is staffed with Emergency Notification Controllers, Emergency Services Coordinators and Senior Communications Coordinators. The CSWC serves as a highly reliable and accurate “one-stop” resource for emergency management, law enforcement and key decision-making personnel throughout the State. The CSWC can be reached at (916) 845-8911.

The CSWC has the responsibility to receive, coordinate, verify and disseminate information pertaining to events which occur within California or that could affect California. Information received by the CSWC is

coordinated between Cal OES and other sources to ensure that the information which is disseminated is both timely and accurate.

The following is a list of current functions and responsibilities of the CSWC:

- Facilitates multi-regional and statewide AMBER Alerts
- Carries out critical incident notifications, warnings, and tactical alerts to all involved agencies and organizations
- Conducts computer crime incident notifications
- Conducts homeland security incident notifications
- Conducts hazardous material notifications
- Monitors natural disasters and coordinates emergency response
- Monitors and maintains state and national emergency response communications
- Conducts Governor and executive staff notifications
- Facilitates toxic call-outs (drug labs)

Procedures have been established for the handling of such incidents as:

- Hazardous Materials Spill Reports
- Earthquakes
- Tsunamis
- Floods
- Major fires
- Missing or overdue aircraft
- Search and rescues
- Radiation incidents
- Nuclear Incidents
- Weather watches and warnings
- Train derailments

3.11.5 National Warning System (NAWAS)

NAWAS is a dedicated wire-line system that provides two-way voice communications between the federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours a day: The National Warning Center (North American Air Defense Command, Colorado Springs, Colorado) and the Alternate National Warning Center (Olney, Maryland).

The California Warning System (CALWAS) is the State portion of NAWAS that extends to communications and dispatch centers throughout the State. Both state and federal circuits are monitored 24 hours a day

at the National Warning Center, the alternate point, and each of the local warning points. Circuits then extend to county warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System (CLETS)).

Backup communications systems for CALWAS alerts include:

- CESFRS - California Emergency Services Fire Radio System
- CESRS - California Emergency Services Radio System
- CLEMARS - California Law Enforcement Mutual Aid Radio System
- CLERS - California Law Enforcement Radio System
- CLETS - California Law Enforcement Telecommunications System

NAWAS is an integral part of the tsunami alerting system. Reports of major earthquakes occurring at any point in the Pacific Basin, which may generate seismic sea waves, are transmitted to the Honolulu Observatory for evaluation. The Observatory staff determines action to be taken and relays it over the NAWAS circuits to inform the West Coast states. The state NAWAS circuit is used to relay the information to local Warning Points in coastal counties. This information is also transmitted to local jurisdictions over appropriate radio systems, teletype and telephone circuits to ensure maximum dissemination.

3.11.6 National Weather Service (NWS)

The CSWC works alongside the National Weather Service (NWS) to provide weather, hydrologic, and climate forecasts and warnings for California for the protection of life and property and the enhancement of the national economy. Warnings are provided for flooding, high winds and tornados, severe heat, rain and snow storms and other meteorological and hydrological events. The NWS uses the Common Alert Protocol (CAP), an XML-based information standard, to facilitate emergency information sharing and data exchange across local, state, tribal, national and non-governmental organizations of different professions that provide emergency response and management services. The NWS provides a subscriber-based registry that delivers warnings via email and SMS message.

The NWS, in conjunction with other agencies, operates the California, Nevada River Forecast Center (CNRFC). The CNRFC provides river and flood forecasts and warnings for the protection of lives and property.

The NWS Weather Radio All Hazards transmitters broadcast on one of seven VHF frequencies from 162.400 MHz to 162.550 MHz frequencies. The Weather Service can also access NAWAS to announce severe weather information. Advisories and emergency warnings for the City are issued out of the San Francisco/Monterey Bay Area Weather Forecast Office located at 21 Grace Hopper Avenue, Stop 5, Monterey, CA 93943-5505; Phone (831) 656-1725.

3.11.7 California Public Safety Microwave Network (CAPSNET)

For more than 50 years, the State's radio systems have relied on the state-owned and operated California Public Safety Microwave Network (CAPSNET) to provide critical communications links allowing law enforcement, fire and critical infrastructure support personnel to remain in constant contact with their dispatch centers, backups and chains of command during routine operations and during times of crisis and disaster. In the event of a major disaster, it is likely to be the only state communications network still operating as it is the only way to get emergency radio traffic from many remote mountaintop transmitter sites to distant dispatch centers. It is a vital backup link throughout the State for all critical emergency messages due to potential overloading and failure of commercially provided carrier networks.

3.11.8 Operational Area Satellite Information System (OASIS)

OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub that allows virtually uninterruptable communication between state, regional, and operational area level EOCs. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel and is capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

3.11.9 Emergency Digital Information System (EDIS)

The EDIS is a statewide alerting system that allows authorized emergency managers to transmit detailed information to news media outlets to include streamed audio and pictures. The system integrates seamlessly into various communication systems throughout the State. EDIS is maintained by Cal OES and provides this service without charge to local, state and federal agencies serving in California.

3.11.10 Pittsburg Community Alert Systems

The City is part of the Contra Costa County Community Warning System (CWS). The CWS is an emergency warning system that consists of alert, notification, and education. The alert and notification features are linked by a radio frequency network and are designed to function when telephone systems fail. Signals carried by radio frequency activate every part of the emergency system.

In conjunction with the siren system, is the reverse 9-1-1 Telephone Emergency Notification System (TENS). TENS has 10 designated zones which are predetermined by Contra Costa Health Services as areas most likely to be affected if a release occurs at one of the hazardous materials facilities based on location and typical weather patterns. TENS is the phone portion of the CWS – which includes voice calls to landlines in the predetermined hazard area and voice calls, text messages and emails to devices that have been pre-registered with the CWS.

3.11.10 Everbridge

The City of Pittsburg and the Pittsburg Police Department have an Everbridge account used to make notifications via text message, email or voice to citizens that have registered for the system. Resident may use Everbridge to receive critical information quickly from the City and Police Department in a variety of

situations, such as traffic issues and unexpected road closures, missing persons and evacuations of buildings or neighborhoods, severe weather issues, etc. or what to do during an emergency event in our community. To sign up, residents can access the Everbridge portal on the City's website at www.ci.pittsburg.ca.us/AlertPittsburg . Once registered, smartphone users can download the Everbridge app to monitor messages and events.

3.11.11 Pittsburg Cable TV and Radio

Emergency alerts are provided on Delta TV, which is available on Comcast Channel 24 as well as on AT&T U-verse Channel 99 in East Contra Costa County. The City operates a local radio station which broadcasts on City of Pittsburg Radio 1670 (AM) with information about safety, incidents and emergency information related to issues within the City or effecting the City. Emergency alerts are also provided on Radio Station 790, KABC AM.

3.11.12 Radio Amateur Civil Emergency Services (RACES)

Contra Costa County has a volunteer RACES group. RACES is sponsored by FEMA and operates according to Federal Communications Commission (FCC) rules (Part 97 Amateur Radio Service). It is a volunteer organization of licensed amateur radio operators who donate time, energy, skills, and use of personal equipment for public service.

In Contra Costa County, RACES is part of the Contra Costa County Sheriff's Office of Emergency Services communications unit. All RACES members must pass the standard Sheriff's Office background check and are sworn Disaster Service Workers (DSW). RACES members may provide communications support using amateur radio, cellular, and regular phones, computers, e-mail, facsimile, internet, microwave, public service radio, satellite, television and video-conferencing systems, as well as field and in-office support of personnel. RACES communications serve the Operational Areas as a back-up communications service in time of disaster.

RACES may also be assigned to support cities and special districts by agreement with the Sheriff's Office. Members that are assigned to duty stations with cities and special districts must comply with the local agency's policies and procedures while supporting their needs. These local agencies will coordinate activation of RACES members with the Sheriff's Office. RACES may also be requested as a part of the mutual aid system during a disaster, if a local agency's resources are overwhelmed or they have lost primary communications capabilities. Mutual aid requests will be forwarded to the Operational Area Logistics Section by the local agency.

3.12 Populations with Disabilities and Other Access and Functional Needs

Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, or handicap. To ensure that this goal is met, Title II of the Americans with Disabilities Act of 1990 (ADA) requires state and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and

events but also to policy changes that governmental entities must make to ensure that all people with disabilities can take part in, and benefit from, the programs and services of state and local governments. In addition, governmental entities must ensure effective communication, including the provision of necessary auxiliary aids and services, so that individuals with disabilities can participate in civic life.

ADA, signed into law on July 26, 1990, is a broad civil rights law that prohibits discrimination against people with disabilities, including but are not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers. In 2008, the Federal government updated the ADA, which is known as the ADA Amendments Act (ADAAA). The revised law broadens the scope of the definition of what it means to have a disability. These changes went into effect January 1, 2009. These amendments make it easier for people with disabilities and others with access and functional needs to seek protection under the law.

The City will make every effort to address the needs of people with disabilities and other with access and functional needs (AFN). Priorities for emergency incidents will be providing effective alerting and warning messaging, conducting lifesaving operations, ordering and executing evacuations and providing shelter while addressing the issues related to communications, mobility, and accessibility. Included in the City's planning efforts for those with disabilities and others with access and functional needs are:

- Staff trained in Functional Assessment Service Teams (FAST) and access to FAST through the State of California
- ADA-compliant access to City programs, services, and facilities and American Red Cross (ARC) shelter facilities. The City either owns or has agreements in place with facility owners to operate shelters that meet ADA guidelines:
- Assistance with animal services for evacuation of service animals and sheltering
- Identified transportation assistance for those requiring physical assistance
- Reverse telephone system for specific geographic areas
- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power

3.12.1 Functional Needs Populations

Functional needs populations are those members of the community who may have additional needs before, during, and after an incident in functional areas, including, but not limited to, maintaining independence, communication, transportation, supervision and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are older adults; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

According to a 2010 study, there are almost 11 million people who identify as having a disability in California. Lessons learned in recent disasters concerning the integration of people with disabilities into community living and the growing aging population have shown that the existing paradigm of emergency planning and implementation must change. These lessons learned show three areas that are repeatedly identified as most important to people with disabilities and older adults: communications (alert, warning, and notification), evacuation (transportation), and sheltering.

The City has created a GIS database, based on land use records and self-registration, of locations of ADA/AFN populations. This database is maintained by the Community Development Department in coordination with the Care and Shelter ADA/AFN / Animals Branch.

3.12.2 Cal OES Office of Access and Functional Needs (OAFN)

In January 2008, the Office for Access and Functional Needs (OAFN) was created within Cal OES. The purpose of OAFN is to identify the needs of individuals with disabilities and others with access and functional needs before, during and after disasters and to integrate them into the State's emergency management systems. OAFN utilizes a whole community approach by offering training and guidance to emergency managers and planners, disability advocates and other service providers responsible for planning for, responding to and helping communities recover from disasters. In short, OAFN plans for the realities of disasters by integrating access and functional needs into everything Cal OES does, including partnership development, outreach, training, guidance, and providing technical assistance.

3.13 Animal Considerations

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care, and sheltering of animals. The PETS Act amends the Stafford Act, and requires evacuation plans consider the needs of individuals with household pets and service animals, prior to, during, and after a major disaster or emergency.

The Pittsburg Police Department, in conjunction with the Contra Costa County Animal Services Department, (925) 335-8300, will lead the effort to comply with the PETS Act. In conjunction with the Police Department, Contra Costa Animal Services will provide for the coordination of evacuation and sheltering of household and service animals in the event of a disaster. There are no animal shelters in the City. The City has a Memorandum of Understanding with the Pittsburg Unified School District to utilize select schools to provide shelter for residents with pets and service animals. The closest shelters that provide rescue services in the event of animal evacuations are:

Shelters	Address and contact information
Contra Costa Animal Services	4800 Imhoff Place, Martinez, CA Phone: (925) 335-8300
Pinole Animal Shelter	910 San Pablo Avenue, Pinole, CA Phone: (510) 374-3966
Homeless Animals' Lifeline Organization (HALO)	Antioch, CA Phone: (925) 473-4642
Tony La Russa's Animal Rescue Foundation	2800 Mitchell Drive, Walnut Creek CA 94598 Phone: (925) 256-1273
Golden State Greyhound Adoption	PMB 182, 2977 Ygnacio Valley Road, Walnut Creek, CA 94598 Phone: 925-946-0426
City of Antioch Animal Services Department	300 "L" Street, Antioch, CA Phone: (925) 779-6989
California Veterinary Medical Association (CVMA) (Mutual Aid Request)	1400 River Park Drive, Suite 100, Sacramento, CA 95815 Phone: (916) 649-0599
UC Davis School of Veterinary Medicine	1 Garrod Drive, Davis, CA 95616 Phone: (530) 304-1212

The City may request assistance from the Contra Costa County Animal Response Team (CART). CART is a non-profit organization with a mission to shelter animals during a declared disaster. They have 40 volunteer members serving as disaster service volunteers. The organization is based out of the Contra Costa Animal Services Department. There is also the San Francisco Disaster Preparedness Coalition for Animals which has Disaster Animal Response Team (DART) volunteers that could assist the City with animal care in an emergency or disaster.

4. Emergency Operations

This section provides details on operating procedures and essential elements of incident management to meet the particulars of the City's emergency organization and operations, while aligning with Concept of Emergency Operations described in **Section 3**.

The City's emergency organizational structure includes field response by the Police Department, Public Works staff and other staff who may respond directly to an incident. Contra Costa Fire Protection District provides field level response for firefighting and emergency medical services. The City also supports the local government level in the SEMS by activating and staffing an EOC and DOCs.

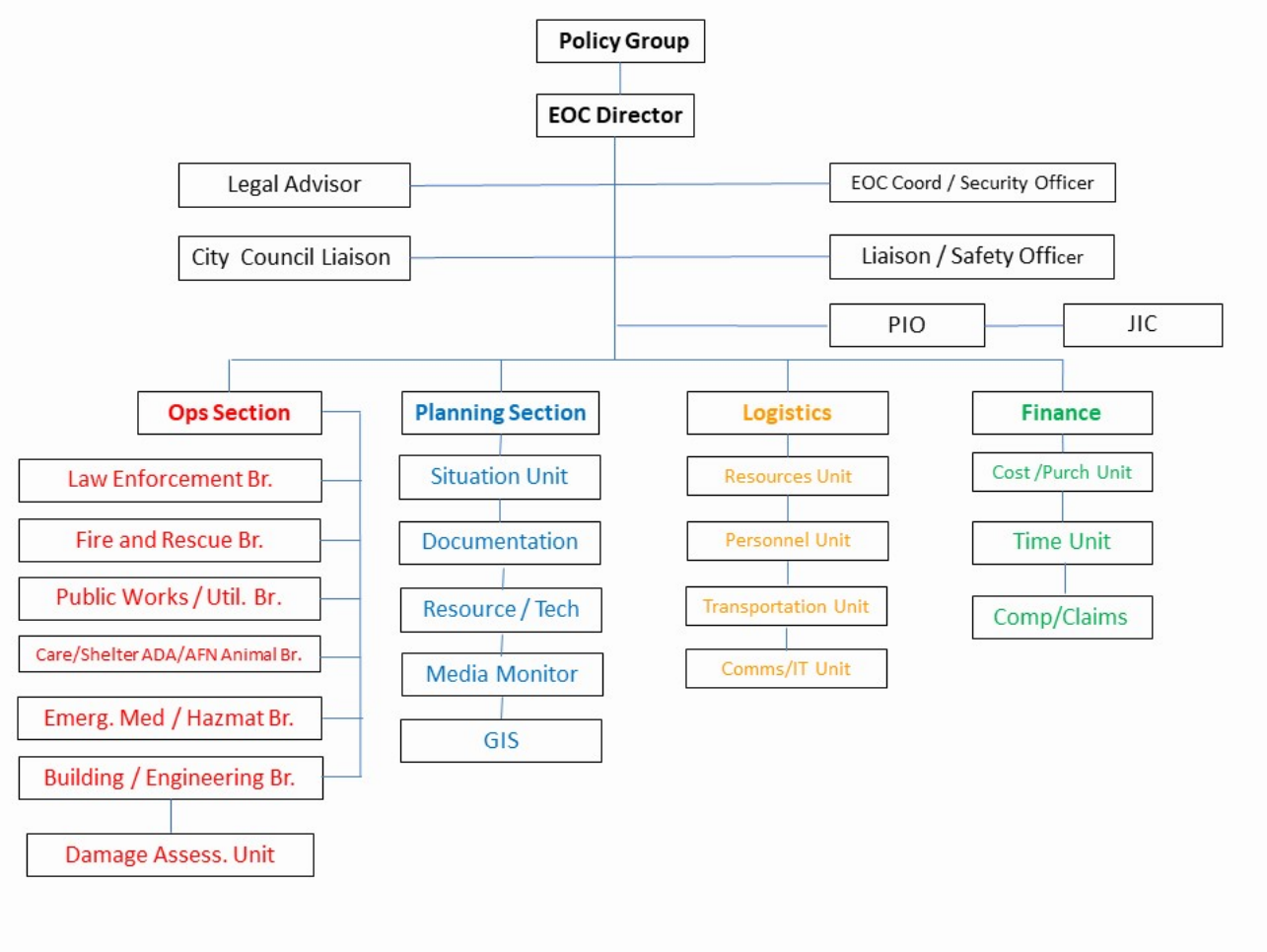
4.1 Emergency Organization

The City EOC is the focal point for managing incidents that cannot be dealt with by activity solely at the field level. The EOC then functions to support Incident Commander(s) at the field level by providing information collection, analysis and dissemination, resource prioritization and allocation, and organizing logistics support. The EOC may be supported by DOCs that manage their own response resources such as the Department of Public Works. Other departments that may activate a DOC are:

- Public Works Department
- Police Department

Figure 4-1 depicts the City's emergency response organization

Figure 4-1: City Emergency Response Organization



4.2 EOC

The City EOC is organized to manage, coordinate, and support emergencies using SEMS. ICS, which is incorporated into SEMS, provides for management of emergencies in the field based on a command and control approach. The City uses ICS for EOC operations based on a management approach.

Priorities for EOC activities are:

- **Life/Safety**
- **Incident Stabilization**
- **Property Preservation**

4.2.1 Purpose and Functions of the EOC

The purpose of the City EOC is to provide a facility from which the organization's response to an emergency can be effectively coordinated. During an emergency, the EOC will provide a single focal point for centralized activities, to include:

- Decision-making at the operational level
- Management of information by developing, maintaining, displaying, and disseminating Situational Awareness of the incident
- Resource support to identify, obtain, and manage City and other resources for emergency operations
- Providing logistics support when multiple incident commands require coordination
- Performing accounting and recordkeeping to track disaster costs
- Providing liaisons to other organizations

The EOC performs these tasks by communicating across departments, agencies and jurisdictions to relieve on-scene command of the burden of external coordination, resource allocation, and information collection, verification, and dissemination. The decisions made through the EOC are designed to be broad in scope and offer guidance on overall priorities.

The EOC is operated by City and other staff that are specially trained to perform their ICS position roles in emergency management. They provide support to incident commanders and DOCs, conduct public notification and warning, provide incident emergency and public communications, and manage resource coordination. The EOC facility has specialized equipment, information systems, and various tools that in conducting City-wide emergency response operations.

The EOC does not directly manage or command incidents. Field level emergency responders, such as the Police, Fire, and Public Works Departments are managed by on-scene incident commander(s). The role of the EOC is to collect, validate and organize incident information and to provide for the overall coordination of resources required during response and recovery operations.

Tasks performed by the EOC and processes to complete them are more fully described in **Appendix C,** EOC Operations and Detailed Position Checklists.

4.2.2 EOC Locations and Layout

The City EOCs are located at:

Primary: Pittsburg City Hall
65 Civic Avenue, Pittsburg, CA

Alternate: Old Fire Station 85
2555 Harbor Street, Pittsburg, CA

The Alternate EOC will be activated only when the primary EOC is damaged, inaccessible, and/or evacuation of EOC staff members becomes necessary. If the primary EOC is unusable before its activation, staff members will be asked to report to the alternate EOC site. The EOC Logistics Section will arrange for

relocation of EOC staff members to the alternate EOC. All field Incident Commanders will be notified of the transition to the alternate EOC.

4.2.3 EOC Activation and Deactivation

Activation of the City EOC is determined based on the nature and severity of an emergency. The EOC may be activated at the direction of the City Manager or at the request of Cal OES.

Activation

Depending on the severity of the emergency, the EOC may be activated either partially or fully. Under a partial activation, the EOC Director will determine which EOC positions are required (a list of EOC staff positions is provided in **Appendix C**). In a full activation, all EOC positions identified in **Appendix C** will be staffed. See **Section 4.3** (Emergency Communications) and **Appendix D** for specifics on EOC rosters, contact information, and notification.

Should a disaster strike during non-work hours, the EOC Team may self-activate or may begin seeking more information on the impact to the City. After assuring the safety of their own families and homes, EOC Team members who are available for service should contact the EOC Director for information on possible EOC activation if not already contacted directly by an EOC Team member.

Key to making staff notification processes effective are accurate staff contact information and early decision making on the appropriate staff to notify for an emergency. The City utilizes Everbridge for staff and stakeholder emergency notification groups and rosters. It will generate notifications on multiple media methods.

A self-evident disaster, such as a major earthquake, does not require instruction from the EOC Director to activate the EOC. Under such circumstances, and in the absence of affirmative direction, and where there is an inability to reach City leadership, members of the EOC Team are to deploy to the designated EOC facility.

<u>Activation Levels:</u>

1. Level 1: Information Level - At the information level, City operations staff track the incident for possible impacts on operations and monitor for potential escalation.

   Level I emergencies may include:
   - Any on-the-job recordable incident
   - Minor fire at a City facility or within the City limits where on-site resources are deemed sufficient to handle the event and there are no serious injuries
   - Severe weather conditions that warrant monitoring because of potential to do significant damage to infrastructure or injure residents

- Any incident where the facility's emergency response actions include the assembly and shelter-in-place of all on-site personnel as a precaution to protect their health and safety
- Any event that has a reasonable potential to escalate in scope and thereby harm the City's communities, reputation, assets or employees, and population, including an event in a neighboring jurisdiction or facility
- County Department of Public Health warning of a potentially harmful disease outbreak

2. Level II: Alert/Standby -Level - The EOC Director and potentially assigned EOC staff are notified at Level II emergencies regardless of time of day, to establish their availability, review planning, heighten preparedness, share information and establish an information network for status tracking and reporting. The EOC is not activated for a Level II emergency, although some staff may report during non-normal working hours and many staff may interrupt normal business activities to address the incident.

   Examples of Alert Level emergencies include:
   - Loss of life to a City employee or injury to five or more City staff during a single incident
   - Loss of critical infrastructure that may potentially threaten the life or health of City residents, or severely disrupt normal City services
   - Damage of more than $100,000 at a City owned facility
   - Severe weather conditions that warrant monitoring because of likelihood to do significant damage to infrastructure or injure residents
   - Contra Costa County CWS messaging that City residents may be in danger of being impacted by an emergency
   - Potential terrorist threat against City infrastructure or population
   - County Department of Public Health warning of a pending harmful disease outbreak

3. Level III: Respond Level - The EOC is normally activated when a Level III emergency has occurred. Each incident is evaluated for its severity and the need for EOC operations. The Respond Level of activation can occur immediately upon initial notification or as an event escalates from a lower activation level. Level III emergencies will likely require resources beyond the City's normal control. They may be regional in nature and require extensive interagency coordination. The EOC may be fully or partially activated. EOC staff will normally include at a minimum an EOC Director, Operations and Planning Section Chiefs and a Public Information Officer.

   Examples of Respond Level incidents include:
   - Major regional earthquake
   - Contra Costa County CWS messaging that City residents are in danger of being impacted by an emergency
   - National Weather Service warnings of severe weather conditions that are predicted to cause significant damage to infrastructure or potentially injure residents

- Disruption of critical infrastructure that threatens the life or health of City residents or severely disrupt normal City services
- Credible terrorist threat against City infrastructure or population
- County Department of Public Health warning of a harmful disease outbreak
- Any event that is judged by the Executive Director to warrant a Respond Level activation

Deactivation

The EOC will operate until a determination is made by the EOC Director to return to normal operations. EOC operations may be downgraded from a full or partial activation to a reduced level. When the EOC is deactivated or the activation level is downgraded, all internal and external contacts informed of the initial activation will be notified. Appropriate contact phone number(s) will be provided to external partners upon deactivation to ensure continuity of access, as additional support or informational needs may arise. For incidents that require recovery operations, the EOC may transition to a recovery operations center which is likely to operate during normal business hours. Additional information on recovery operations is contained in **Appendix G.**

Disaster Service Workers (DSW)

According to Chapter 8, Division 4 of Title 1, Section 3100 of the California Government Code, all public employees are hereby declared to be disaster service workers (DSW), subject to such disaster service activities as may be assigned to them by their superiors or by law. In the event of a local emergency, under Chapter 2.44, subsection 2.44.060 C. of the Pittsburg Municipal Code, the Director of Emergency Services may require the emergency services of any City officer or employee and may requisition necessary personnel or materials of any City department or agency.

During a disaster, City employees may be unable to report to work due to injury, imminent danger to themselves or family, road closures, collapsed bridges, or other structural damage. The City expects DSWs to make every reasonable effort to report as requested without jeopardizing themselves or their families. Although all City staff are DSWs, it is not advised that Pittsburg employees report to another jurisdiction to work during a disaster. Memoranda of understanding/agreements have not yet been developed that would allow for the City employees to receive compensation for working at other cities or local governments unless assigned as mutual aid.

Emergency Reporting Procedures

If a disaster occurs during the regular work day, all staff should contact their immediate supervisor for instructions or return to the office and await further instructions. The City uses the Everbridge System to provide notification to City staff of emergency activations. Before an emergency occurs, employees should be informed of when and where they should report for duty following a disaster. Employees reporting for duty from outside the City should be aware that routes through and access to disaster areas may be closed and be prepared to show proper City identification and explain the purpose for gaining entry to the area upon request by any law enforcement official.

Employees with assignments in the EOC should report to the EOC or alternate EOC, whichever is activated. Employees who are not assigned to the EOC who area recalled for duty following a disaster should report immediately to their normal department or alternate location as designated for emergency instructions.

If telephones are not operating, employees should listen to the radio for emergency information to determine the extent of damage and instructions. During working hours, employees should report to their emergency assignment location and await instructions.

The City will attempt to notify employees via Everbridge with instructions on reporting for duty after normal working hours and weekends/holidays. It is expected that the Everbridge multiple notification methods will be able to provide at least one type of message to be conveyed to inform employees about reporting or other critical information. Once notified, employees should ensure the well-being of their family and report as directed. If reports indicate extensive damage within the City, employees assigned to EOC positions should make every effort to determine the status and location of the activated EOC.

Self-Deployment Procedures

Previous emergencies have led to the recognition that there are certain conditions requiring EOC designated personnel to self-deploy to the EOC. While this is contrary to the conventional emergency management practice to not self-deploy during a disaster, in the absence of an automated notification system or functioning communications systems (landline phones, cell phones, internet, etc.), experience has shown that some emergencies warrant self-deployment to the EOC.

Self-deployment conditions would include an incident or event that renders alerting and communication methods inoperative or severely degraded. In the City area, this could include an earthquake with extended power outage, or other disaster such as a cyber-attack accompanied by regional loss of power or severely degraded communications infrastructure. In these types of circumstances, primary EOC staff should self-deploy to the EOC, unless it is known that the facility or area is inaccessible or unsafe. If the primary EOC is not operational, staff should report to the alternate EOC.

Emergency Work Provisions

The City may provide accommodations for staff required to report to the EOC following a disaster. Meals may be provided on a limited basis, and sleep areas may be designated for employees that need to rest. Special provisions required by emergency workers should be requested through supervisors in the EOC. Employees should bring their City identification card when reporting to the EOC to obtain meals and lodging or gain access to designated facilities or operations.

4.2.4 EOC Organization

City and other personnel who operate the EOC are known collectively as the EOC Team. The EOC Team includes staff with either the technical ability or decision-making authority to support life safety response activity, protect property and restore essential City services after an incident. Staffing is a function of the

scope and scale of the emergency, and requirements for effective response; therefore, not all identified EOC positions will necessarily be staffed in the event of activation. City personnel, who are not designated as members of the EOC Team, may be directed to move to other facilities or workstations, or may be advised to remain at, or return home pending further instructions.

Policy Group

The Policy Group consists of all City Council members. Their Legal Advisor is the City Attorney who will assist the EOC Director and the Policy Group as needed. The Policy Group is responsible for assisting the EOC Director in the development of policy, overall strategy, and rules, regulations, proclamations, and orders. **The Policy Group should consider strategic aspects rather than attempt to direct operational considerations or tactical application of resources.** Strategy involves understanding the big picture and looking into the future to recognize the overall effort needed to restore the whole community. Taking a hands direct approach for emergency operations may create confusion and lack of coordination within the EOC or incident command and result in loss of unity of effort. The EOC organizational structure through SEMS and NIMS supports this process.

The City Council Liaison supports the Policy Group and is responsible for documenting and recording all emergency orders and decisions of the Policy Group. The Policy Group also contains Department Directors involved in the emergency who do not fill a position in the EOC. In carrying out their responsibilities, the Policy Group should use the following guidance:

Assess the Situation

- ☐ Contact the EOC Director at the EOC to obtain an update on the incident including the extent of the emergency and status of available resources.

Questions to consider:

- What location(s) or geographical area(s) have been affected? Is this likely to change?
- How many people are threatened, affected, injured or dead?
- Are any City assets or facilities damaged?
- What response actions have already been taken?
- Has the Operational Area EOC been activated?
- Has the REOC/SOC been activated?
- What other jurisdictions, agencies and organizations are currently responding to the incident?
- What are the likely long-term impacts on City residents and on the ability of the City and other organizations to provide essential services?

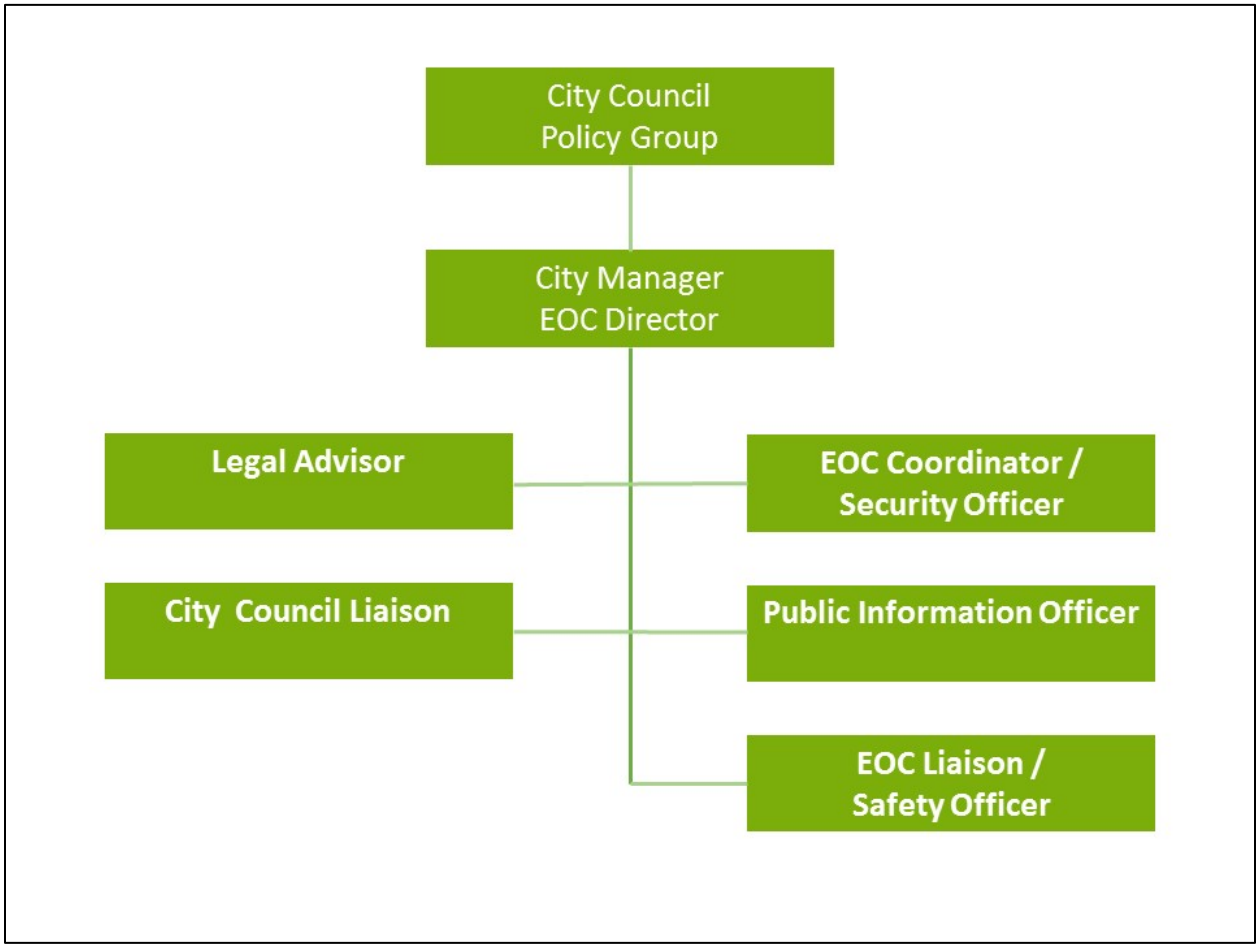
Activities:

Monitor executive issues (business and financial, media, information systems, risk management). Let the City's operational managers coordinate the response in the field and EOC

within their areas of expertise. At the executive level, watch for emerging issues related to overall continuity of operations, media issues, risk management concerns, and other enterprise-wide considerations.

- ☐ **Proclaim and/or ratify a local emergency, and end of the emergency**
- ☐ **Support the Public Information Organization to Develop and Implement External Messaging**
  Brief the PIO as needed on policy issues. The PIO will be responsible for reviewing the immediate situation and issues, developing a public information plan, and initiating external messaging.
- ☐ **Engage legal counsel as part of the emergency response effort**
  Stay apprised of legal issues as they emerge and consult with counsel as necessary and appropriate.
- ☐ **Host and accompany VIPs and government officials on tours of the emergency/disaster**

Management Section



The responsibilities of the Management Section are to effectively implement response and recovery activities and to efficiently manage resources. To meet these responsibilities, the Management Section directs the following overarching objectives:

- Provide overall management and coordination of the City's emergency response and recovery operations
- Support the Policy Group
- Coordinate with appropriate federal, state and other local government agencies, as well as private sector entities and volunteer agencies
- Establish response priorities and resolve any conflicting demands for resource support
- Prepare and disseminate emergency public information to inform, alert and warn the public
- Disseminate damage information and other essential data
- Ensure that all EOC Sections are aware of and follow documentation procedures to recover all eligible disaster response and recovery costs
- Review and approve the Action Plan

The Management Section consists of the following ICS positions. Detailed position checklists are contained in **Appendix C.**

EOC Director

The EOC Director reports to the Policy Group. The Management Staff and General Staff Section Chiefs report to the EOC Director. The EOC Director has overall responsibility of managing the emergency response in accordance with the guidance provided by the City Council. In concert with the EOC General Staff, the EOC Director sets priorities for response efforts and establishes coordination between the City and other emergency response agencies. During EOC activation, the EOC Director has authority to authorize expenditure of funds.

Legal Advisor / City Attorney

The Legal Advisor supports the Policy Group. The Legal Advisor prepares proclamations, emergency ordinances and other legal documents and provides legal services as required. They maintain legal information, records and reports relative to the emergency legal proceedings and participate as a member of the EOC Management Team.

City Council Liaison

The City Council Liaison coordinates between the City Council, Legal Advisor, and EOC Director. They coordinate with other EOC sections and branches/groups/units within the EOC to obtain information and ensure the proper flow of information. They are responsible to develop guidelines, directives, action plans, and situation updates to support the City Council in conjunction with EOC Director.

EOC Coordinator / Security Officer

The EOC Coordinator / Security Officer is responsible for EOC set up and activation. They monitor EOC internal management systems, coordinate with outside public jurisdictions and internal departments, and serve as an advisor to the EOC Director and General Staff. They provide information and guidance to the EOC Management Team and coordinate with the Contra Costa Operational Area EOC if a liaison is not assigned. They coordinate all visits to the EOC and ensure security of the EOC, EOC personnel, and adjacent parking areas. The EOC Coordinator / Security Officer may serve (temporary assignment) as a Section Chief if assigned by the EOC Director.

Public Information Officer (PIO)

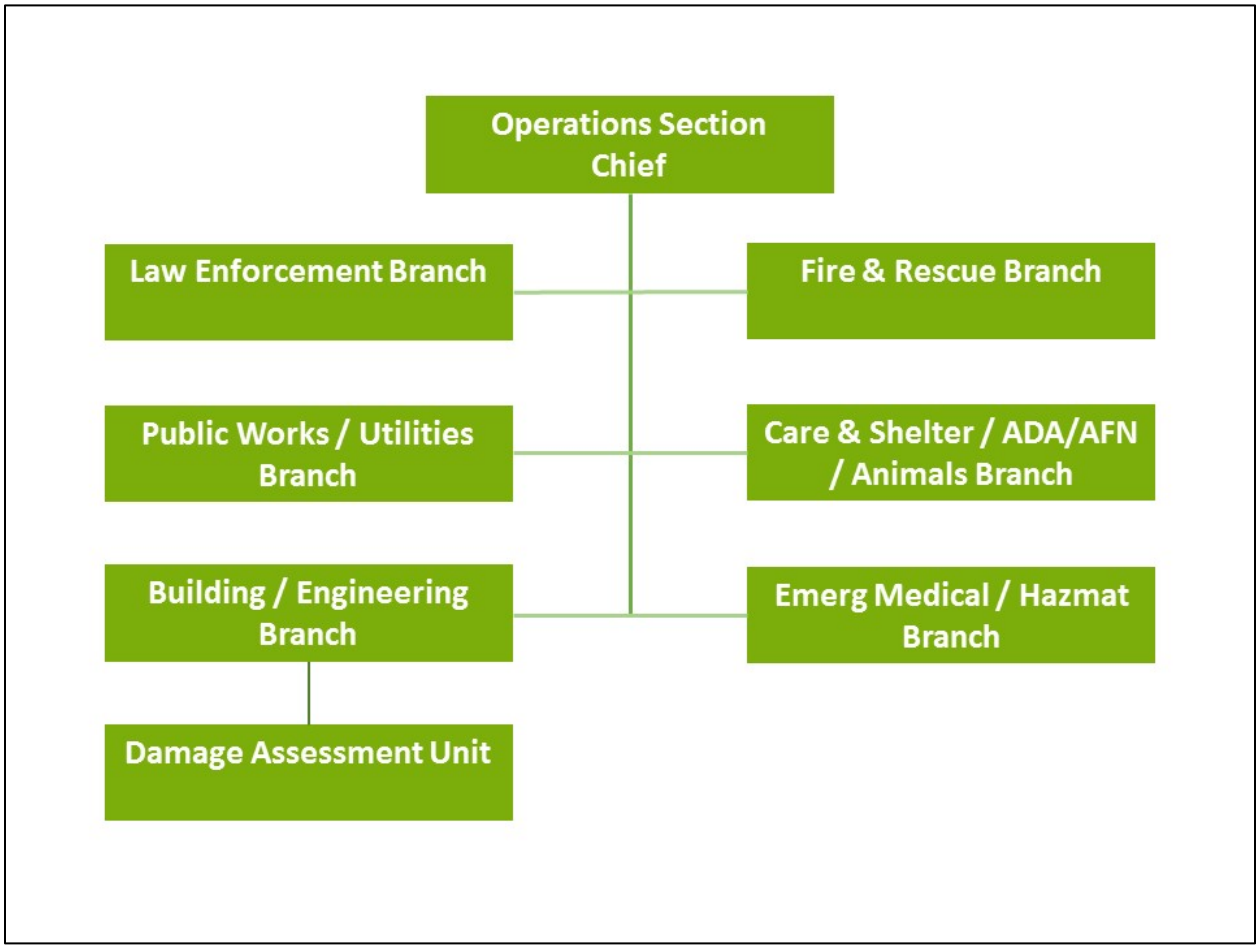
The PIO is a member of the Management Staff and reports to the EOC Director. The PIO conducts media monitoring and ensures that government officials, the media, and the public receive complete, accurate, and consistent information about the status of City emergency operations. The PIO also serves as the coordination point for all media contacts and releases.

EOC Liaison / Safety Officer

The EOC Liaison / Safety Officer is a member of the Management Staff and reports to the EOC Director. They coordinate with representatives assigned to the EOC and responds to requests from other agencies for sending liaison personnel to other EOCs. They function as a central location for other incoming agency representatives, provide workspace, and arrange for support as necessary. They provide guidance, directives, action plans, and other situation information to other agency representatives. The EOC Liaison / Safety Officer ensures that all facilities used in support of EOC operations meet safe operating conditions. They monitor response activities to oversee that operations are conducted in as safe a manner as possible.

Operations Section

The Operations Section is responsible for coordination of all response elements applied to the disaster or emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as requested. The Operations Section consists of the following ICS positions. Detailed position checklists are contained in **Appendix C**.



Operations Section Chief (OSC)

The OSC reports to the EOC Director. The OSC is responsible for executing the operational objectives identified in the EOC Action Plan. The OSC establishes the appropriate level of Branch/Division organization within the EOC Operations Section, continuously monitoring the effectiveness and modifying accordingly. They direct coordination of all field response operations and supervise operational functions assigned to the EOC, such as Fire, Law, Medical/Health, Care and Shelter, Public Works, and Building and Safety. The OSC requests and directs Contra Costa County Fire Protection District personnel who respond to the EOC to serve as Fire and Rescue Branch Director or other positions. They provide the Planning/Intelligence Section with field status reports and other incident information. The OSC determines resource requirements and provides them to the Logistics Section Chief. They conduct Operations briefings for the EOC Director and other staff as required or requested.

Law Enforcement Branch

The Law Enforcement Branch reports to the OSC. They are responsible to alert and notify the public of the pending or existing emergency and activate all public warning systems. They coordinate movement and evacuation operations, law enforcement, and traffic control operations and provide for security at incident facilities. The Law Enforcement Branch coordinates incoming law enforcement mutual aid

resources. They assume responsibility as necessary for Fatalities Management if the County Coroner is delayed in responding.

Fire & Rescue Branch / Rescue Branch

The Fire and Rescue Branch reports to the OSC. The Branch coordinates the prevention, control and suppression of fires, and response to hazardous spills. They manage execution of urban search and rescue operations.

Public Works Branch / Utilities Branch

The Public Works / Utilities Branch reports to the OSC. The Branch is responsible for City owned infrastructure and for coordinating with publicly and privately-owned utility operators. They conduct damage assessments and provide the status of infrastructure to the Situation Status Unit. The Branch conducts response operations to protect and restore damaged or deranged City infrastructure. They manage their own resources and coordinate with the Logistics Section for procurement of support supplies, transportation, materials, and equipment. The Branch determines the need for and location of general staging areas for unassigned resources. They prioritize the allocation of resources to individual incidents, monitor resource assignments and adjust assignments based on requirements. They also distribute emergency potable water supplies and coordinate with the Water Treatment Plan and the Department of Health Services on water purification notices.

Emergency Medical / Hazardous Materials Branch

The Emergency Medical Branch reports to the OSC. The Branch coordinates providing emergency medical care to field personnel. They monitor the status of local medical facilities within the affected area. They may assist the County Coroner for mass casualty operations. The Branch also supports hazardous materials response incidents. They assist in mobilizing hazardous material spill response resources and provide them with support.

Building / Engineering Branch

The Building / Engineering Branch reports to the OSC. The Branch is responsible for inspection and re-occupancy processes for key city facilities. They provide engineering support as requested for response activities such as urban search and rescue. They coordinate with the Public Works / Utilities Branch to conduct safety assessments of damage to buildings, structures and property within the City and provide safety assessment information and statistics to the Damage Assessment Unit. The Branch tags structures that are unsafe to enter or inhabit. They work with the City Attorney to condemn unsafe structures that have been abandoned by owners. They review City building code and develop recommendations for building code changes.

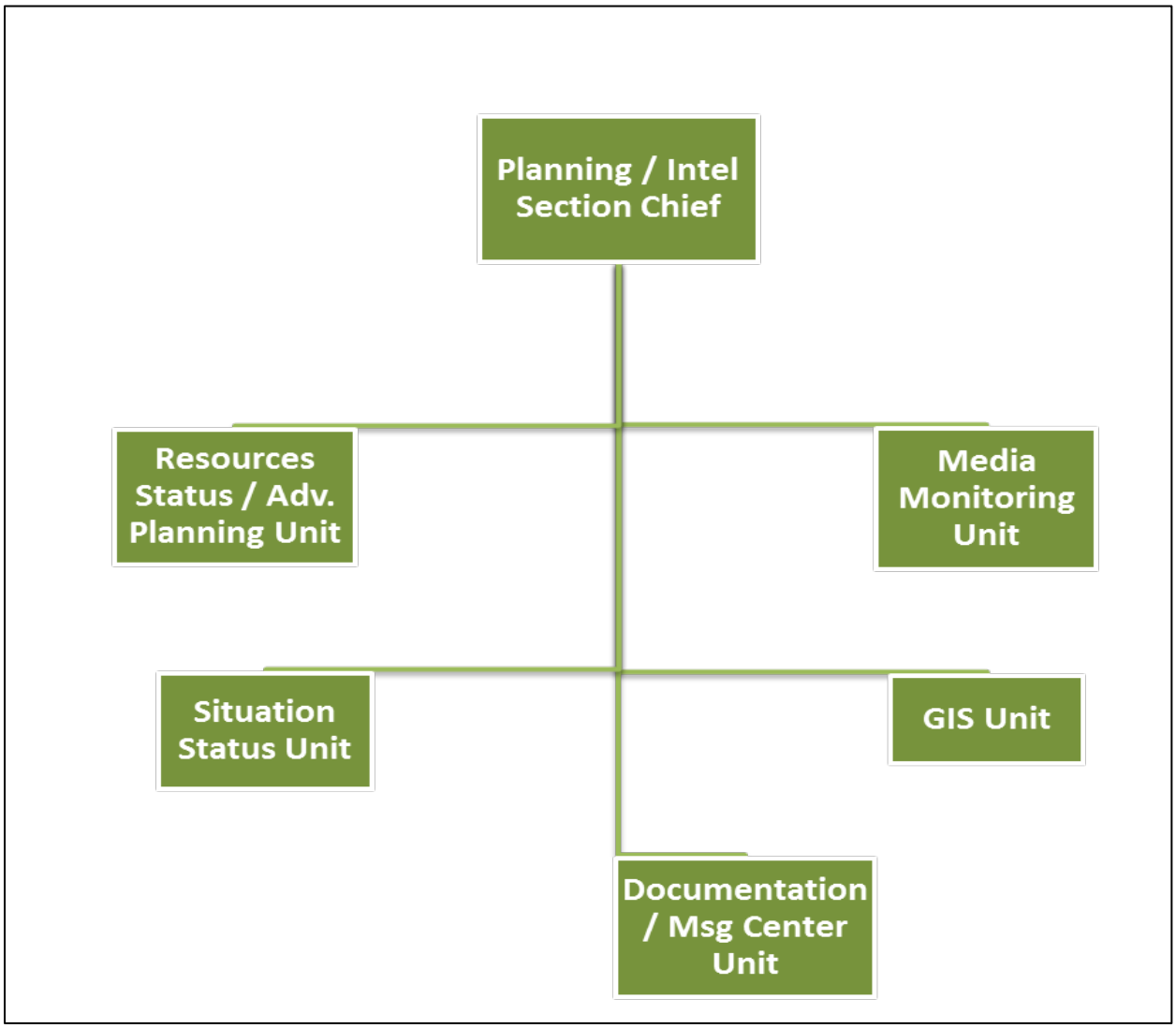
Care and Shelter (ADA/AFN)/ Animals Branch

The Care and Shelter (AFN/ADA) / Animal Branch reports to the OSC. The Branch identifies community care and shelter needs. The Branch coordinates with the ARC and other emergency welfare agencies to

identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims. They work with the ARC to establish and operate shelters. The Branch coordinates animal care, rescue operations and sheltering with Contra Costa County Animal Services. They coordinate with Law Enforcement and the Contra Costa Sheriff's Office for pet evacuations and animal control issues, such as lost and strayed pets.

Planning/ Intelligence Section

The Planning / Intelligence Section collects, evaluates, and disseminates incident situation information and intelligence for the EOC, DOCs and field response incident personnel. This Section prepares status reports, displays situation information, maintains the status of resources assigned to the incident, and prepares and documents the EOC Action Plan, based on Operations Section input and guidance from the Incident Commander/Unified Command.



The Planning / Intelligence Section consists of the following ICS positions. Detailed position checklists are contained in **Appendix C.**

Planning Section Chief (PSC)

The PSC reports to the EOC Director. The PSC directs the Section to collect, analyze, displaying and disseminate situation information, prepare situation status reports and develop the EOC Action Plan. They provide for incident documentation collection and maintenance. The PSC supports developing incident analytical tool such as GIS maps and data bases. They are responsible for advanced planning for complex, long-duration incidents. The PSC reviews and confirms information that becomes intelligence for action planning. The PSC leads the After-Action Review process.

Resource Status / Advanced Planning / Technical Unit

The Resources / Advanced Planning / Technical Unit reports to the PSC. They support tracking resources and resources status. For complex, multi-operational period incidents, the Unit supports advanced planning beyond the next operational period by anticipating developing requirements and creating long term strategies. They begin recovery planning while response operations are ongoing. The Unit provides GIS and other technical analysis support to the EOC and field activities.

Situation Status Unit

The Situation Status Unit reports to the PSC. They collect, organize, and analyze incident information from all sources. They develop and provide situational awareness based on evaluation of information. The Unit develops status reports, generates data bases, creates displays for dissemination to the EOC, and other organizations. They evaluate field status reports and incident action plans provided by the Operations Section. The Unit works to provide a common operating picture (COP) for development of the EOC Action Plan.

Documentation Unit / Message Center

The Documentation / Message Center Unit reports to the PSC. The Unit maintains an accurate and complete record of significant disaster events. They support the EOC organization by setting up and maintaining files, journals, and special reports. The Unit collects and organizes written Action Plans, forms, logs, journals, and reports at completion of operational period. They activate and operate a Message Center at the EOC which assigns appropriate internal and external message routing. The Unit provides documentation and copying services to EOC staff. They compile, copy, and distribute the EOC Action Plans and AARs.

Media Monitoring Unit

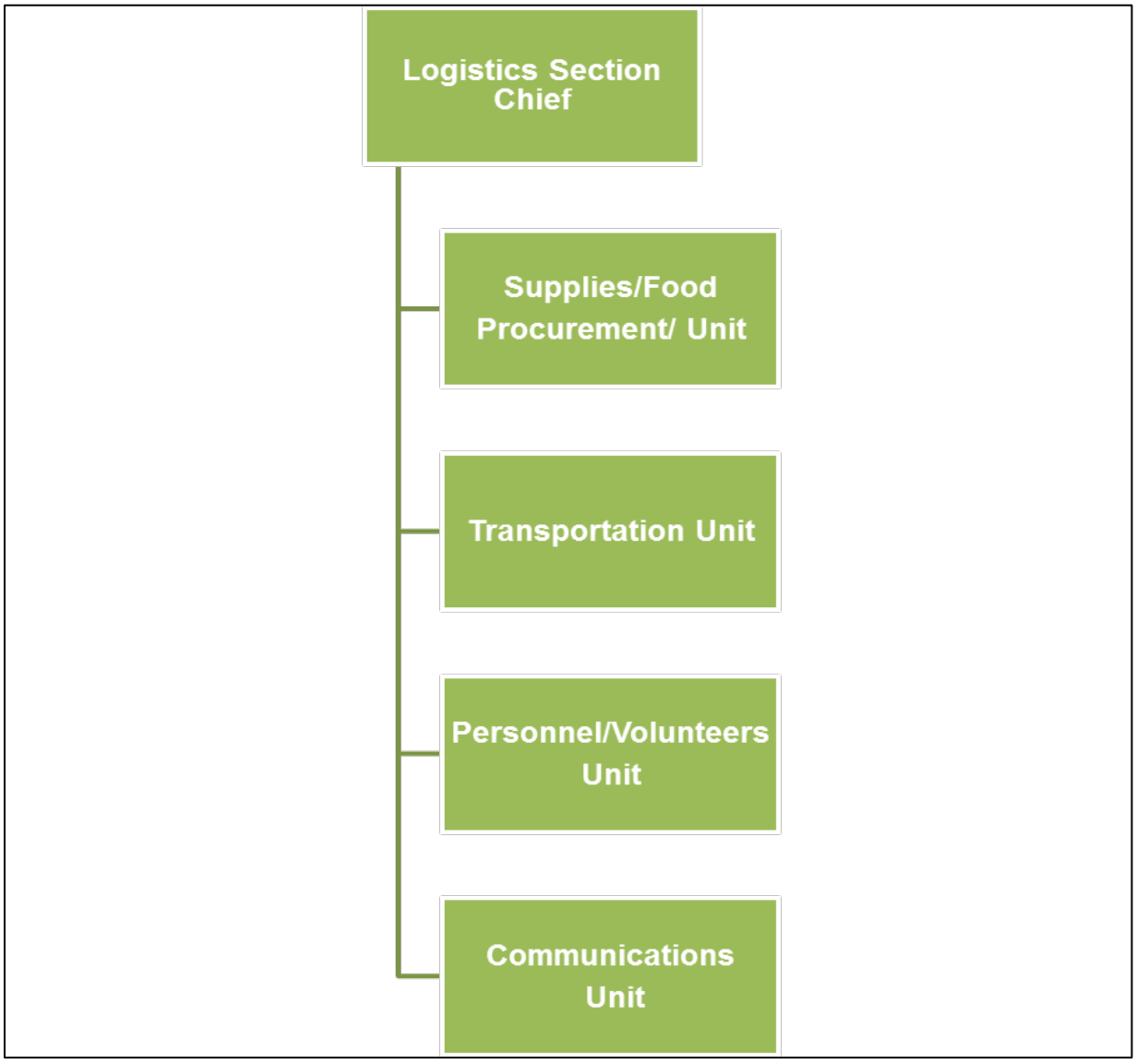
The Media Monitoring Unit examines all forms of media including social media for incident information. They use the Information Collection Template in **Appendix B** to provide guidance on information elements. They monitor and identify rumors and provide Intelligence gathering support. If assigned by the Section Chief, the Unit assists the PIO.

GIS Unit

The GIS Unit determines and establishes GIS production priorities. The Unit converts requests into Geospatial products quickly and effectively. They anticipate requirements and needs and assemble or prepare supporting referential data. The Unit locates and secures needed database information to support production goals. They operate specialized GIS production systems.

Logistics Section

The Logistics Section is responsible for all service support requirements needed to facilitate effective and efficient EOC and incident management, including ordering resources from off-incident locations. This Section provides for facilities, security, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, and emergency responder medical services, including inoculations.



Logistics Section Chief

The Logistics Section Chief (LSC) reports to the EOC Director. They supervise the Logistic Section and work closely with the OSC to determine resource requirements and act to meet them. The LSC supervises technical communications and supports development of the Emergency Communications Plan. They are responsible for resource tracking and demobilization.

Supplies / Food Procurement Unit

The Supplies / Food Procurement Unit reports to the LSC. The Unit is responsible for resource management. The Unit identifies sources and orders incident expendable materials and equipment. They prepare and sign equipment rental agreements in conjunction with the Finance Section. They maintain records of resource requests, resource assignments and manage mutual aid processes. They identify and provide support for staging areas and maintain records of work location activities and resources used.

Transportation Unit

The Transportation Unit reports to the LSC. The Unit provides all ground transportation during an incident. In conjunction with providing transportation, the Unit is also responsible for maintaining and supplying vehicles, keeping usage records, and developing incident traffic plans.

Personnel / Volunteers Unit

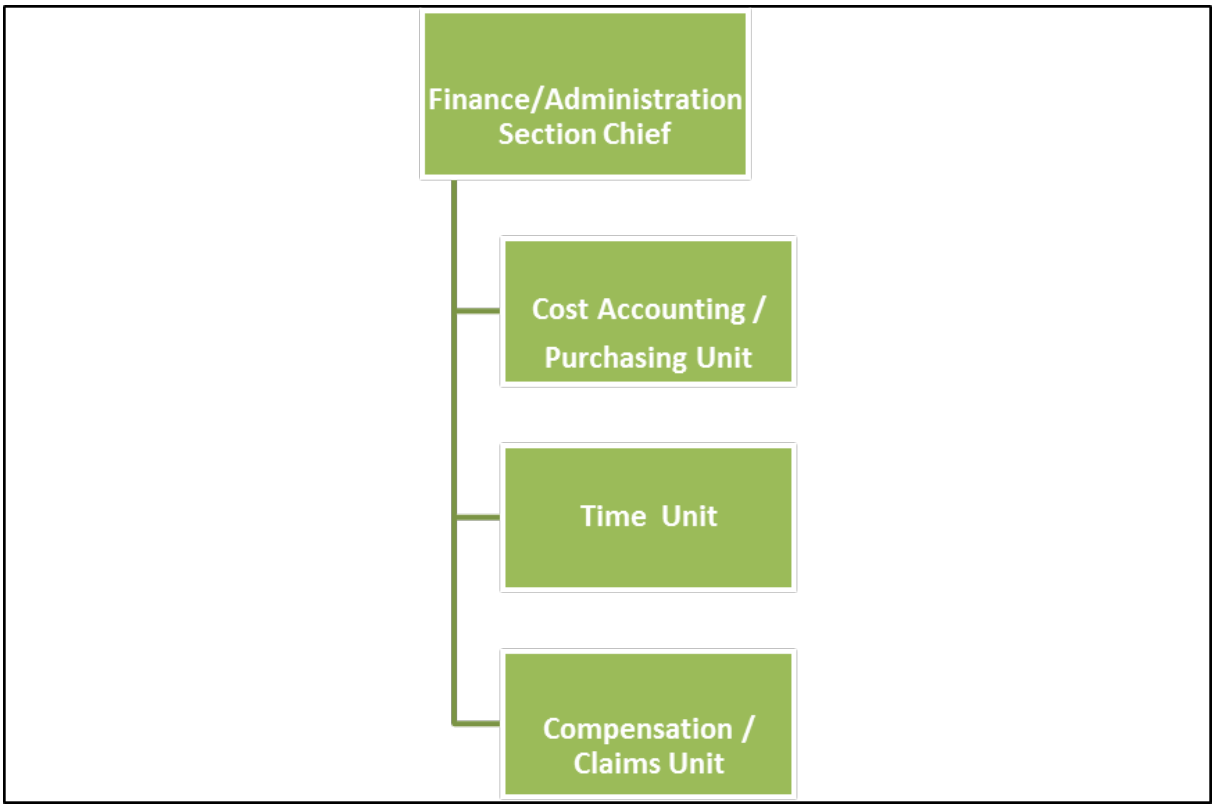
The Personnel / Volunteers Unit reports to the LSC. The Unit provides staffing resources requested in support of the EOC and Field Operations. They receive and process all incoming requests for personnel and volunteer support, identify, recruit, and register volunteers, and affirm volunteers as DSWs per the Pittsburg Municipal Code. They administer all personnel matters relating to hiring/releasing non-permanent personnel supporting incident response and recovery and manage travel requests and coordinating travel arrangements for personnel supporting operations either in the field or EOC.

Communications Unit

The Communications Unit reports to the LSC. They are responsible for effective communications planning as well as acquiring, setting up, maintaining, and accounting for internal and external communications equipment. The Unit prepares the Emergency Communications Plan.

Finance / Administration Section

The Finance / Administration Section is established when incident management activities require EOC support to specific finance and other administrative services. Functions that fall within the scope of the Section are recording personnel time, maintaining vendor contracts, compensation and claims, and conducting an overall cost analysis for the incident. Records maintained by the Finance Section are vital to process incident cost recovery action through the State and FEMA.



Finance Section Chief

The Finance Section Chief (FSC) reports to the EOC Director. The FSC is responsible for developing a comprehensive understanding of the incident / situation from a financial perspective. They establish and maintain overall finance requirements (e.g. source of funds, different agency spending authorities, documentation requirements, etc.) The FSC identifies specific finance requirements of each operational period and implements them in accordance with City fiscal policy.

Cost Accounting / Purchasing Unit

The Cost Accounting / Purchasing Unit Leader reports to the FSC. They are responsible for coordinating vendor contracts not previously addressed by existing approved vendor lists and establishing purchasing authority for the Logistics Section. The Unit collects cost information and performs cost-effectiveness analysis. They provide cost estimates and cost savings recommendations.

Time Unit

The Time Unit reports to the FSC. The Unit's primary responsibilities are ensuring that daily personnel time recording documents, including any overtime hours, are prepared and maintained and establishing equipment time recording activity at appropriate locations.

Compensation / Claims Unit

The Compensation / Claims Unit reports to the FSC. The Unit processes claims made against the City as a result of an incident. They collaborate with the Safety Officer and the Legal Officer to ensure claims are directed to the Unit. They establish a claims phone-in number and arrange with the PIO to inform the media. In complex incidents, the Unit will determine the need for engaging compensation for injury and claims specialists.

4.2.5 EOC Safety and Security

The EOC Coordinator / Security Officer and EOC Liaison / Safety Officer will ensure all necessary security and access controls are provided at the EOC and other alternate facilities. Additional building security may be required since the primary EOC, City Hall, is a publicly accessible facility. They will coordinate with the City Police Department for security to impose a higher level of security (such as prohibiting building access to all visitors) if necessary for EOC operations.

If EOC activation is due to an earthquake, the EOC Liaison / Safety Officer will ensure that all building safety inspection and reentry procedures have been followed prior to use of the facility. The City Departments of Engineering and Public Works will arrange for EOC inspection and damage assessment on a priority basis.

The EOC Liaison / Safety Officer will ensure that the evacuation plan for the EOC facility is coordinated in the event that an evacuation is ordered.

4.3 Information Management

Incident situation status, operational objective, resource tracking, and other information will be shared within the EOC by using display boards and various charts mounted on the walls of the facility. Large scale, pre-printed ICS forms are ideal for this purpose. Additionally, the EOC Director will assign the Planning Section to update an Incident Briefing (ICS Form 201) on a continual basis to provide routine briefings to EOC staff for collective situational awareness. The ICS 201 should be shared with Field Incident Command Posts and the Operational Area. The ICS 201 will contain at a minimum:

- Operational period duration
- Operational objectives and their status
- Current location and status of resources
- Requests for resources from other agencies
- Key leadership status information
- Relevant maps
- Essential information to support the public

The Situation Status/Analysis Unit must ensure that all displays are frequently and accurately updated to ensure information conflicts do not arise.

4.3.1 Information Collection

To manage information effectively, the EOC will use the Information Collection Plan in **Appendix B** to develop and maintain situational awareness and track situation status. The Situation Status Report will provide City staff and other EOCs with current information regarding the operability of City facilities and ongoing response and recovery operations.

Situational Awareness

Situational awareness refers to the ability to identify, process, and comprehend the critical elements of information about what is happening as a result of an incident, or with respect to a specifically assigned mission. More simply, situational awareness means knowing what is going on around you. Situational awareness is critical for the effectiveness of decision-making in both field operations and the EOC and is critical for ensuring the safety of responders and the public.

During an emergency, the EOC Director will convene briefings on a regular basis, at which time the EOC staff will attend and provide verbal and/or written summaries of existing problems, actions taken, priorities, and timetables and potential for new issues for incorporation into the Action Plan. The situational awareness approach will take the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.

Situation Status Reports

Status reports are essential to providing a picture of the developing emergency and response efforts. They are to be completed by the first person setting up the EOC for the initial shift and updated by the Planning Section for continuing shifts. Status reports should be included in the EOC Action Plan. The Situation Status Report template is included in **Appendix E**. This form will be used by the City to inform staff, the Operational Area, and other agencies and field units of the status of emergency operations, including EOC activation level, damages to facilities, operational capabilities, and resource status. Once the initial information is gathered and reported, the EOC will transmit a Situation Report for each operational period or when requested by the Operational Area.

An initial report should be made within the first two to four hours following an emergency, and reporting should continue as long as the EOC is activated or as circumstances warrant. Within four to eight hours, a confirmation and update of the initial Situation Report should be made, including a preliminary damage assessment and status of City response operations.

4.4 Community Emergency Response Teams

The Community Emergency Response Team (CERT) program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, which allows them to focus on more complex tasks.

Through hands-on practice and realistic exercises, CERT members:

- Learn how to safely respond to manmade and natural hazards
- Help organize basic disaster response
- Promote preparedness by hosting and participating in community events

CERTs are composed of community volunteers who train, equip and organize to provide a ready resource to support incident response operations. During incident response, CERT leaders should check in with the Logistics Section of the EOC. The Operations Section Chief will assign CERT members based upon the incident requirements. All CERT members must be sworn in as Disaster Service Workers prior to deployment. CERT members should not self-deploy. Effective assignments for CERTs are volunteer and donations management operations, points of distribution center support, and care and shelter operations.

4.5 Support to Populations with Disabilities and Other Access and Functional Needs

The City Manager's Office, in conjunction with the City's Community Development and Community Services Departments, will ensure the coordination of services for people with disabilities and others with access and functional needs, to ensure the City is in compliance with the ADA Amendments Act. The City will also coordinate with Contra Costa Health Services and the Employment & Human Services Departments to identify people with disabilities and others with access and functional needs that may need assistance in the event of a disaster. The City strives to ensure that every facility, activity, benefit, program and service operated or funded by the City is fully accessible to and useable by people with disabilities and access and functional needs in accordance with the ADA, as well as other federal, state and local codes, and disability rights laws.

4.5.1 Schools

The Pittsburg Unified School District (PUSD) serves over 10,500 students in kindergarten through twelfth grade. The District is comprised of:

- 8 Elementary Schools
- 3 Junior High Schools
- 1 Comprehensive High School
- 1 Alternative Education High School
- Adult Education
- Independent study
- Alternative learning experiences
- Early Childhood Education Services

School District Facilities:

Elementary Schools

School	Address
Foothill	1200 Jensen Drive
Heights	40 Seeno Street
Highlands	4141 Harbor Street
Los Medanos	610 Crowley Avenue
Marina Vista	50 East 8th Street
Parkside	985 W. 17th Street
Stoneman	2929 Loveridge Road
Willow Cove	1880 Hanlon Way

Junior High Schools

School	Address
Hillview	333 Yosemite Drive
Martin Luther King Jr.	2012 Carion Court
Rancho Medanos	2301 Range Road

Senior High Schools

School	Address
Black Diamond	1131 Stoneman Avenue
Pittsburg	1750 Harbor Street

4.6 After-Action Reports (AARs)

After Action Reports (AAR) should be prepared after any EOC activation or when appropriate to analyze an incident. The EOC Director, EOC Coordinator and Planning Section Chief are responsible for conducting the After-Action Reporting process. The purpose of an AAR is to analyze response efforts, identify strengths to be maintained and built upon, identify areas for further improvement, and to support the development of corrective actions. See **Appendix F** for the AAR template.

5. Plan Development, Distribution and Maintenance

Per Section 2.44.080 of the Pittsburg Municipal Code, the Pittsburg Disaster Council shall be responsible for the development of the City emergency plan. The plan shall provide for the effective mobilization of all the resources of this City, both public and private, to meet any condition constituting a local emergency, state of emergency or state of war emergency, and shall provide for the organization, powers and duties, services and staff of the emergency organization. The plan will take effect upon adoption by resolution of the City Council. [Ord. 668 C.S. § 7, 1974.]

The City EOP was written with input from City departments having an official emergency responsibility in the City. The EOP was submitted to Cal OES for review and then presented to the City Council for review. Upon concurrence by the City Council, the plan was officially adopted through resolution.

5.1 Plan Updates

The City Manager's Environmental Affairs Manager will update the EOP to reflect any applicable changes that are made. Individual departments are responsible to update and revise their departmental procedures regularly and submit those updates to the Environmental Affairs Manager, who will incorporate the updates into the EOP. These updates should include new information (e.g., update of phone numbers and revisions of relevant standard operational procedures or positions). All changes to the EOP will be documented in the record of revisions table. Changes to the EOP will be distributed to the City departments and agencies shown on the Plan Distribution list. Major revisions to the EOP will be submitted to the City Manager for approval or recommendation for review by City Council.

Evaluating the effectiveness of the EOP involves capturing information from training events, exercises, and real-world incidents to determine whether the goals, incident objectives, decisions, and timing outlined led to a successful response. This process may indicate that deficiencies exist. City staff should discuss the deficiencies and consider assigning responsibility for generating remedies. Remedial actions may involve revising planning assumptions and operational concepts, changing organizational tasks, or modifying organizational implementing instructions such as checklists or templates. Remedial actions may also involve providing refresher training for EOC personnel.

The EOP should be reviewed and updated annually by City staff and whenever the following occur:

- A major incident
- A change in operational capabilities or resources (e.g., policy, personnel, organizational structures, management processes, facilities, equipment)
- A formal update of planning guidance or standards
- A change in the acceptability of various risks

5.2 Plan Testing, Training and Exercises

Maintenance of the EOP and evaluating its effectiveness involves using training and exercises, and evaluation of actual incidents to determine whether goals, decisions, and timing outlined in the plan led

to a successful response. Short of real-world operation, exercises are the best method of evaluating the effectiveness of a plan. They also provide a valuable tool in training emergency responders and other City staff to become familiar with the procedures, equipment, and systems that they use or manage in emergency situations. Exercises must be conducted on a regular basis to maintain readiness. **Table 5-1** provides a recommended schedule of exercise for City staff.

Table 5-1: Recommended City-wide Exercise Schedule

Frequency	Type	Participants
Annually	Evacuation Drills of All City Owned Facility	All employees
Annually	Tabletop or Functional Exercise	Emergency operations staff
Every 3 years or as available	Full-Scale Exercise	Emergency operations staff

5.3 After Action Review

After every exercise or incident, an After-Action Report/Improvement Plan (AAR/IP) should be completed. The AAR/IP has two components: an AAR, which captures observations and recommendations based on incident objectives as associated with the capabilities and tasks, and an IP, which identifies specific corrective actions, assigns them to responsible parties, and establishes targets for their completion. The EOC Coordinator is responsible for the development of the AAR/IP and convenes participants to discuss action items and solicit recommendations for improvement.

6. Appendices:

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Appendix A: Glossary and Acronyms

Acronym	Definition
AAR	After-Action Report
AAR/IP	After-Action Report / Improvement Plan
ADA	Americans with Disabilities Act of 1990
ADAAA	ADA Amendment Act
ARC	American Red Cross
BART	Bay Area Rapid Transit
Cal OES	California Governor's Office of Emergency Services
CalWARN	California Water/Wastewater Agency Response Network
CALWAS	California Warning System
CAP	Common Alert Protocol
CAPSNET	California Public Safety Microwave Network
CART	Contra Costa County Animal Response Team
CCWD	Contra Costa Water District
CERT	Community Emergency Response Teams
CESFRS	California Emergency Services Fire Radio System
CESRS	California Emergency Services Radio System
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
CNRFC	California, Nevada River Forecast Center
COOP	Continuity of Operations Plan
COP	Common operating picture
CSWC	California State Warning Center
CUPA	Certified Unified Program Agency
CVP	Central Valley Project
CWS	Community Warning System
DART	Disaster Animal Response Team
DDSD	Delta Diablo Sanitation District
DMA	Disaster Mitigation Act of 2000
DOC	Department Operations Center
DSW	Disaster Service Workers
DTSC	State Department of Toxic Substances Control
EAS	Emergency Alert System
EDD	California Employment Development Department
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMMA	Emergency Management Mutual Aid System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency

FAST	Functional Assessment Service Teams
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FSC	Finance Section Chief
HHS	U.S. Department of Health and Human Services
HMGP	Hazard Mitigation Grant Program
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IAP	Incident Action Plan
ICS	Incident Command System
IFGP	Individual and Family Grant Program
IHP	Individuals and Households Program
IPAWS	Integrated Public Alert and Warning System
JFO	Joint Field Office
LAC	Local Assistance Center
LDRM	Local Disaster Recovery Manager
LHMP	Local Hazard Mitigation Plan
LSC	Logistics Section Chief
MAC	Multi/Inter-Agency Coordination
MACS	Multi-Agency Coordination System
MDRR	Mt. Diablo Resource Recovery
MSL	Mean Sea Level
NAWAS	National Warning System
NDRF	National Disaster Recovery Framework
NGO	Nongovernmental organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRF	National Response Framework
NWS	National Weather Service
OAFN	Office for Access and Functional Needs
OASIS	Operational Area Satellite Information System
OSC	Operations Section Chief
PA	Public Assistance
PDA	Preliminary Damage Assessment
PETS Act	Pets Evacuation and Transportation Standards Act of 2006
PG&E	Pacific Gas and Electric
PIO	Public Information Officer
PNP	Private Nonprofit
PPD	Presidential Policy Directive
PSC	Planning Section Chief
RACES	Radio Amateur Civil Emergency Services
REOC	Regional EOC
ROC	Recovery Operations Center
SAP	Statewide Safety Assessment Program
SBA	Small Business Administration

SCADA	System Control and Data Acquisition
SEMS	Standardized Emergency Management System
SOC	State Operations Center
SOG	Standard Operating Guide
SOP	Standard Operating Procedure
TENS	Telephone Emergency Notification System
UCERF3	third Uniform California Earthquake Rupture Forecast
VOAD	Volunteer Organizations Active in Disasters
WEA	Wireless Emergency Alert
WGCEP	Working Group on California Earthquake Probabilities

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Appendix B: Information Collection and Dissemination

This Appendix describes EOC information collection and management processes for an incident that requires EOC activation.

B.1 Incident Critical Information Collection Plan

The information collection plan is a tool that describes the types of information that may be gathered and shared for senior leaders, emergency managers, EOC staff, and Incident Commander(s) to understand the situation and make decisions regarding detailed response priorities and resource allocations. The information collection tool should be completed and updated by the Situation Unit in the Planning Section. The Operations Section should supply information from field activities such as incident boundaries and access, damage assessments and infrastructure functionality reports. The Logistic Section should provide information on resource needs and shortfall. The specifics of the information collection tool should be revised as the scope of the incident changes.

Table B-1 provides a template for an information collection plan that supports systematically developing situational awareness of the magnitude and effects of an incident. This information collection plan template can be modified for each individual incident dependent upon its level and phase of response.

Table B-1: Information Collection Plan

Critical Information	Specific Information	Methodology/Source	Responsible Entity	Product	Timeline
1. Boundaries of incident area (at risk populations, fire, flooding, HAZMAT spill)	• Geographic limits of damage • Description of the severity of damage • Estimated number of people inside incident boundaries	• On-scene reports • Social media • Media • Assessment teams • Remote sensing • Aerial/waterborne reconnaissance	• First responders	• GIS impact maps • SITSTAT Report • Incident Briefing ICS 201	Initial estimate within 2 hours of EOC activation and updated every operational period
2. Access points to incident areas	• Location of access points • Credentials needed to enter • Best routes to approach the incident area	• First responders • Aerial reconnaissance	• Incident Commander(s) • Unified Command	• GIS maps • Displays • Incident Briefing ICS 201	Initial estimate within 2 hours of EOC activation and updated every operational period
3. Jurisdictions impacted	• Counties, cities, towns, and special districts affected by the incident	• Cal OES Coastal REOC • Operational Area EOC • Other EOCs	• Cal OES • Contra Costa County • Liaisons	• SITSTAT Report • Incident Briefing ICS 201 • Media releases	As soon as possible post-incident and ongoing as required

Critical Information	Specific Information	Methodology/Source	Responsible Entity	Product	Timeline
4. Impacts to staff and population	• Casualties • Populations in life threatening situations • Number of evacuees • Numbers without critical lifeline infrastructure	• City staff • First responders • Reports from populations • News media • Social media • HAZUS	• Incident Commanders • Unified Commands • City DOCs • Operational Area	• GIS impact maps • SITSTAT Report • Incident Briefing ICS 201 • Media releases	Initial estimate within 2 hours and updated every operational period
5. Hazard-specific information toxic and radiological issues. Safety hazards	• Extent of fires • Actual or potential for release of hazardous materials • Affected locations and what they contain • Personal safety issues • Public health concerns	• Staff • First responders • Assessment teams • News media • Social media	• City Staff • First responders • Incident Commanders • Unified Commands • Private industry	• GIS products depicting actual or potential threats • SITSTAT Report • Incident Briefing ICS 201 • Media releases • Safety briefing/messages	Initial estimate within 2 hours and updated every operational period
6. Weather	• Forecast post-incident conditions and implications for impeding operations	• National Weather Service	• EOC Planning Section	• SITSTAT Report • Incident briefing ICS 201 • Safety Briefings/ messages	As soon as possible post-incident and ongoing as required
7. Status of City resources	• Operability of roadways, water systems, Public Works equipment • Availability of City staff	• City departments report • DOC action plans/ situation status reports	• Department directors • DOC Planning Sections	• SITSTAT Report • Incident briefing ICS 201	As soon as possible post-incident and ongoing as required

Critical Information	Specific Information	Methodology/Source	Responsible Entity	Product	Timeline
8. Damage assessments and initial needs	• Status of damage assessment teams • Status of landings, maintenance facilities, and navigable waterways • Description of incidents requiring immediate response (life safety)	• On-scene reports • Incident commands • Aerial reconnaissance • Media • Social media	• Incident commanders • City staff	• GIS maps • SITSTAT Report • Incident Briefing ICS 201 Form	Initial estimate within 1 hour and updated every 6 hours
9. Status of communications / IT systems	• Status of radio systems • Status of telecommunications service including internet • Reliability of cellular service • Status of notification systems • Status of City social media sites	• Internet service providers/phone company • IT • County EOC • News media/open sources • Social Media	• Logistics Section	• SITSTAT Report • Incident Briefing ICS 201 • Incident Communications Plan ICS 205	Initial estimate within 1 hour and updated every 6 hours
10. Status of transportation systems	• Status of roadways and bridges • Status of mass transportation systems • Status of airports	• On scene reports • Public Works • Caltrans • BART • MTC/511 • Aerial reconnaissance • Media	• EOC Operations and Planning Sections • City DOCs	• SITSTAT Report • Incident Briefing ICS 201 Form • Safety briefings/messages	Initial estimate within 4 hours and updated every operational period

Critical Information	Specific Information	Methodology/Source	Responsible Entity	Product	Timeline
11. Status of Emergency Operations Center	• Status of functionality • Level of activation • Level of staffing • Ability to conduct sustained operations	• EOC Coordinator	• EOC Director	• SITSTAT Report • Organization Assignment List ICS 203	Initial status within 1 hour and updated every operational period
12. Status of City and other critical infrastructure and facilities	• Functionality of City facilities • Capability to support operations • Estimate of resources needed to restore operations	• On-scene reports • Assessment teams • Remote sensing • Aerial reconnaissance • Media reports	• Public Works • City DOCs • PG&E	• SITSTAT Report • Incident Briefing ICS 201 • Safety briefings/messages	Initial estimate within 4 hours and updated every operational period
13. Status of fueling locations and available fuel	• Location and availability of fuel • Amount of fuel available for emergency operations	• Fuel suppliers • Local fuel retailers	• EOC Operations Section	• SITSTAT Report • Incident Briefing ICS 201 • GIS maps	Initial estimate within 4 hours and updated every operational period
14. Status of key staff / staff issues	• Well-being, location, and contact information of City Council and key City staff	• HR • Notification systems	• Key staff	• SITSTAT Report • Incident Briefing ICS 201 • Organization Assignment List ICS 203	Initial estimate within 2 hours and updated as necessary

B.2 Situation Summary

Situation Summary Reports provide a description of a developing emergency as it occurs and detail response efforts in progress. Situation Summary Reports are developed by the Planning Section Chief using the City Report template. When completed, the Situation Summary Report informs EOC staff and other organizations of the status of response and recovery operations.

The initial Status Report should be developed and delivered within two to four hours following an emergency and follow-on Reports may be required as often as every two hours. Below is a template for the Situation Summary Report form.

ICS-209 Modified Situation Summary Form **Incident Name:**	
Date	Time
Operational Period:	
Prepared by: Name: Position:	
Approved by: Name: Position: EOC Director Signature:	

	How to use this form:
Purpose:	▪ Summarize situational information, resource changes and problems / concerns for the entire response. This update will be distributed to all modules.
When to fill out:	▪ At the end of the operational period when all Section Situation Status Update Forms have been collected, or more frequently as directed by the EOC Director
Completed by:	▪ Situation Status Unit and approved by Planning/Intelligence Coordinator
Approved by:	▪ EOC Director
Send to:	▪ EOC Command & General Staff as a component of the Action Plan
	Form has ***multiple pages***; make sure all fields are completed!

Situation Status Overview

Overall Status of Objectives / Activities for this Operational Period

Objective	**Status (% Complete)**	**Activities**

List of Major Decisions / Policy Changes made during this operational period

Section	**Decision / Policy Changes**

Major changes in personnel and/or resource deployment since last situation status update

Resource (include name if personnel)	Section	Disposition	Current location

Major problems or concerns identified and resolution, if any:

Problem / Concern	Resolution

Other Instructions / Comments:

Appendix C: EOC Operations and Detailed Position Job Aids / Checklists

Under the EOC Organization, select City Staff are organized into functional sections under the ICS. Authority for managing EOC operations is delegated from the City Council to the City Manager as EOC Director and from the EOC Director to the Sections. **Figure C-1** provides an EOC Team Organization Chart. Upon conclusion of the emergency, normal lines of authority and reporting are restored and a transition from a response / recovery mode to normal operations will occur.

C.1 EOC Position Job Aids / Checklists

This section identifies the full complement of positions within the EOC and specifies the staff reporting hierarchy. A job aid / checklist for Common Responsibility applicable to all EOC staff is also provided. Individual Position Job Aid / Checklists for the following are detailed:

1. EOC Director
2. Public Information Officer (PIO)
3. Liaison / Safety Officer
4. EOC Coordinator / Security Officer
5. Legal Advisor
6. Operations Section Chief
7. Law Enforcement Branch
8. Fire and Rescue Branch
9. Public Works / Utilities Branch
10. Building and Engineering Branch
11. Damage Assessment Unit
12. Care and Shelter / ADA/AFN / Animals Branch
13. Emergency Medical / Hazardous Materials Branch
14. Planning/Intelligence Section Chief
15. Resource Status / Advanced Planning / Technical Unit
16. Situation Status Unit
17. Documentation Unit / Message Center
18. Media Monitoring Unit
19. GIS Unit
20. Logistics Section Chief
21. Supplies / Food Procurement Unit
22. Transportation Unit
23. Personnel / Volunteers Unit
24. Communications Unit
25. Finance / Administration Section Chief
26. Cost Accounting / Purchasing Unit
27. Time Unit

28. Compensation / Claims Unit

The checklists include responsibilities for both immediate and sustained response.

C.3.1 EOC Director

Responsible for leading the staff in the EOD and directing/coordinating with Directors in other City DOCs

ELEMENTS INCLUDE:

- Overall management and coordination of emergency response and recovery operations
- Oversee and manage all Sections in the EOC
- Coordinate and liaison with appropriate federal, state, county government, private and volunteer entities
- Establish priorities and resolve demand conflicts
- Establish appropriate EOC staffing level
- Continuously monitor organizational effectiveness and make appropriate changes
- Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction
- Alongside General Staff, set jurisdictional priorities for response
- Ensure all department / agency actions support established EOC priorities
- Ensure that inter-agency coordination is accomplished effectively
- Prepare and disseminate emergency public information, other essential information and data about impacts and damage

Reports To:
Policy Group / City Council
Operational Area EOC Director

Reports:

GENERAL STAFF	MANAGEMENT STAFF
Operations Section Chief/Coordinator	EOC Coordinator / Security Officer
Planning/Intelligence Chief/Coordinator	Public Information Officer
Logistics Section Chief/Coordinator	EOC Liaison / Safety Officer
Finance/Administration Section Chief/ Coordinator	City Council Liaison

Plans and Reports:

- EOC ACTION PLAN/ REVIEW + APPROVAL
- ADVANCE PLAN(S)/ REVIEW + APPROVAL
- DEMOBILIZATION PLAN/ REVIEW + APPROVAL
- PRESS RELEASES/ REVIEW + APPROVAL
- REPORTS/ REVIEW + APPROVAL

Forms and Guides:

- CITY EOP
- POSITION JOB AID
- ALL ICS FORMS

- PLANNING P See **Appendix E**
- RECOVERY PLAN/PROJECT MANAGEMENT PLAN

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Determine appropriate level of activation based on known situation
- ☐ Mobilize/Recall appropriate personnel to the EOC for initial activation
- ☐ Respond immediately to EOC site and determine operational status
- ☐ Obtain briefing from available sources
- ☐ Ensure that EOC is properly set up and ready for operations.
- ☐ Ensure that EOC check-in procedure is established
  - FORM ICS-211
  - FORM ICS-205
- ☐ Ensure that EOC organization and staffing chart is posted and completed (FORM ICS-207)
- ☐ Determine needed EOC sections, assign Section Chief and ensure sections are adequately staffed
  - Operations Section Chief
  - Logistics Section Chief
  - Planning / Intelligence Section Chief
  - Finance / Administration Section Chief
- ☐ Determine needed Management Staff positions and ensure they are filled as soon as possible
  - EOC Coordinator / Security Officer
  - Public Information Officer / Rumor Control Coordinator
  - Liaison / Safety Officer
  - Legal Advisor
  - City Council Liaison
- ☐ Ensure telephone and/or radio communications with other EOCs/DOCs are established and functioning
- ☐ Schedule the initial EOC Action Planning Meeting
- ☐ Alongside General Staff, determine what representation is needed at the EOC from other emergency response agencies
- ☐ Assign a liaison officer to coordinate outside agency response to the EOC, and if needed, assist in establishing an Inter-Agency Coordination Group

Response:

- ☐ Monitor General Staff activities to ensure appropriate actions are being taken

- ☐ Alongside Public Information Officer, develop public information guidance. Conduct news conferences and review media releases for final approval. Follow established procedure for public information
- ☐ Ensure Liaison Officer is providing and maintaining effective inter-agency coordination.
- ☐ Based on status reports, establish initial strategic objectives for the EOC
- ☐ Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting. (FORM ICS-202)
- ☐ Convene Initial Action Planning meeting. Ensure that all Section Chief/Coordinators, Management Staff, and key agency representatives are in attendance.
- ☐ Ensure appropriate Action Planning procedures are followed. Refer to EOP **Appendix E**. Ensure meeting is facilitated appropriately by the Planning/Intelligence Section, and consensus among EOC Coordinator, PIO, and Section Chiefs / Coordinators on objectives for forthcoming operational period.
- ☐ Assess the situation, define problems, set priorities, and establish strategic and SMART objectives for the response/recovery period.
- ☐ Determine the Operational Period time frame (i.e., 6, 8 or 12-hour shifts)
- ☐ Review and identify the need for additional staffing and/or other resources
- ☐ When Action Plan is completed by the Planning / Intelligence Section, review, approve and authorize its distribution and implementation.
  - FORM ICS-201
  - FORM ICS-202
  - FORM ICS-205
  - FORM ICS-207
  - FORM ICS-208
  - FORM ICS-213
- ☐ Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.
  - FORM ICS-209 SITUATION STATUS
- ☐ Conduct periodic briefings for elected officials or their representatives.
  - FORM ICS-209 SITUATION STATUS
- ☐ If appropriate, inform the Policy Group and issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM ICS-214
- ☐ Ensure next shifts staff are accounted for. Ensure the safety and well-being of staff being dismissed for the operational period

- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out.
  - FORM ICS-211

Demobilization and Termination:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required informally or via a plan.
  - PLAN - DEMOBILIZATION PLAN
- ☐ Notify higher level EOCs and other appropriate organizations of planned demobilization, as appropriate
- ☐ Ensure that open actions not completed will be handled after demobilization
- ☐ Ensure that all required forms or reports are completed prior to demobilization
- ☐ Prepare to provide input to the after-action report
- ☐ Proclaim termination of the emergency response and proceed with recovery operations
- ☐ Alongside Public Information Officer, make emergency termination notifications to City Council, Response Partners, Community and Operational Area
- ☐ Provide a final emergency briefing of the event to EOC personnel to include:
  - Date / time of termination
  - Request all documentation developed during the event response
  - Instructions for support of recovery operations or assembly of the final report
  - Time and date of formal debrief to identify issues, lessons learned, and corrective actions
  - Instructions for resumption of normal operations
- ☐ Determine if a formal Recovery Plan is required based on a review of the technical criteria by:
  - Length and resources required for investigating and fact-finding activities
  - Assessment of property damage efforts that require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations
  - Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information
- ☐ Supervise the transition of the EOC from response to recovery operations, as necessary
- ☐ Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan
- ☐ Proclaim EOC deactivated
- ☐ Approve deactivation of other emergency facilities that were opened because of the emergency
- ☐ Assist with recovery objectives, as requested for Recovery Plan
- ☐ Turn over command to Recovery Manager
- ☐ Schedule Incident Debriefing
- ☐ Assist with the development of a final AAR
- ☐ Approve final AAR
  - REPORT - AFTER ACTION REPORT See **Appendix F**

- ☐ Turn in completed job aids, forms, and notes to Documentation Unit

C.3.2 Public Information Officer

Responsible for providing news and information on the emergency / disaster to the media, the public, all departments and required agencies

ELEMENTS INCLUDE:

- Serve as the central coordination point for the agency or jurisdiction for all media releases
- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information
- Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies
- Develop the format for press conferences, in conjunction with the EOC Director
- Maintain a positive relationship with the media representatives
- Supervise the Public Information Branch

Reports To:
EOC Director

Reports:
Public information staff if assigned

Plans and Reports:

- Action Plan – Provides input

Forms and Guides:

- POSITION JOB AID
- ICS-205 EMERGENCY COMMUNICATIONS
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- DISASTER ASSISTANCE DIRECTORY
- PRESS AND MEDIA RELEASES
- MEDIA BRIEFING SCHEDULE

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211

- FORM ICS-205

☐ Assist with EOC Set-up (if not already fully set-up)

☐ Check work station to ensure readiness

☐ Wear identification vest and read over Job Aid

☐ Receive situation, section and position briefings from available and appropriate personnel

☐ Maintain concise records of position activities

- FORM ICS-214

☐ Determine staffing requirements and make required personnel assignments for the Public Information function to the Personnel Unit in Logistics

Response:

☐ Obtain policy guidance from the EOC Director regarding media releases

☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments

☐ Recommend procedures or measures to improve media relations

☐ Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed

☐ Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.

- FORM – MEDIA BRIEFING SCHEDULE

☐ Implement and maintain an overall information release program

☐ Establish a Media or Joint Information Center, as required, providing necessary space, materials, telephones, and electrical power

☐ Maintain up-to-date status boards and other references at the Media or Joint Information Center.

☐ Provide adequate staff to answer questions from members of the media

☐ Interact with other EOC PIOs and obtain information relative to public information operations

☐ Develop content for state Emergency Alert System (EAS) releases if available

☐ Monitor EAS releases as necessary

☐ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public

☐ At the request of the EOC Director, prepare media briefings and press releases for members of the agencies or City Policy Group

☐ Provide other assistance as necessary to facilitate their participation in media briefings and press conferences

- FORM - PRESS RELEASE

☐ Ensure that a rumor control function is established to correct false or erroneous information

- ☐ Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.)
- ☐ Monitor broadcast media, using information to develop follow-up press releases and rumor control
- ☐ Ensure that file copies are maintained of all information released
- ☐ Provide copies of all press releases to the EOC Director for approval
  - FORM - PRESS RELEASE
- ☐ Prepare final press releases and advise media representatives of points-of-contact for follow-up stories

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions / plan
- ☐ Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the after-action report
- ☐ Alongside EOC Director and Liaison Officer, make emergency termination notifications to City Council, Response Partners, Community and Operational Area

C.3.3 EOC Coordinator / Security Officer

Responsible for supporting the EOC Director and providing services for the overall effective functioning of the EOC. Establishes and enforces security protocols for the EOC and other emergency related facilities to manage access control and protect staff and information.

ELEMENTS INCLUDE:

- Assist and serve as an advisor to the EOC Director and General Staff
- Provide information and guidance related to the internal functions of the EOC
- Ensure compliance with operational area emergency plans and procedures
- Develop lead, and complete AAR

Reports To:
EOC Director

Plans and Reports:

- ALL PLANS
- ALL REPORTS

Forms and Guides:

- ALL FORMS
- POSITION JOB AIDS
- ALL GUIDES

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST
- RADIO

Activation:
<u>EOC Coordinator</u>

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Brief incoming EOC Section personnel prior to their assuming their duties. Briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and/or geographical assignment
  - Availability of communications

- Location of work area
- Identification of eating and sleeping arrangements as appropriate
- Procedural instructions for obtaining additional supplies, services and personnel
- Identification of operational period work shifts

☐ Receive situation, section and position briefing from available and appropriate personnel

☐ Activate Department Emergency Voicemail

☐ Ensure readiness to maintain concise records of position activities
- FORM ICS-214

☐ Assist the EOC Director in determining appropriate staffing for the EOC
- FORM ICS-207

☐ Provide assistance and information regarding section staffing to all general staff

Security Officer

☐ Determine necessary procedures and staffing to provide a secure work environment for EOC staff

☐ Provide policy for credentialing to gain access to the EOC

Response:

EOC Coordinator

☐ Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the EOC Action Plan
- FORM ICS-202
- PLANNING P See **Appendix E**

☐ Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements
- FORM PROCLAMATION RESOLUTION
- Guide LEGAL AUTHORITIES

☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan
- PLAN - EOC ACTION PLAN
- PLANNING P See **Appendix E**

☐ Provide overall procedural guidance to General Staff

☐ Provide general advice and guidance to the EOC Director

☐ Ensure that all appropriate notifications are made to same and one level higher EOCs (Contra Costa Operational Area)

☐ Ensure that all communications with appropriate emergency response agencies are established and maintained

☐ Assist the EOC Director in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media, and the public
- REPORT - ICS-209 or REPORT SITUATION STATUS
- FORM - PRESS RELEASE

☐ Ensure that EOC personnel are properly maintaining all documentation

- ☐ Facilitate and attend periodic briefing sessions conducted by the EOC Director
- ☐ Monitor performance of EOC personnel for signs of stress or under-performance; advise EOC Director of conditions
- ☐ Assist the Liaison Officer with coordination of all EOC visits
- ☐ Aid with shift change activity

Security Officer

- ☐ Coordinate with law enforcement for the security of the EOC, the personnel working in the EOC, and the adjacent parking areas
- ☐ Keep the EOC Director advised of security issues and potential solutions

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Lead the development of the AAR

C.3.4 Liaison / Safety Officer

Responsible for supporting other Agency Representatives assigned to the EOC and handling requests from other agencies for sending City liaison personnel to other EOCs. Ensures that all facilities used in support of EOC operations have safe operating conditions and EOC activities are conducted in a safe manner.

ELEMENTS INCLUDE:

- Coordinate with Agency Representatives assigned to the EOC and handle requests from other agencies for sending liaison personnel to other EOCs
- Function as a central location for incoming Agency Representatives, provide workspace, and arrange for support as necessary
- Interact with other sections and branches / groups / units within the EOC to obtain information, assist in coordination, and ensure the proper flow of information
- Ensure that all developed guidelines, directives, action plans, and appropriate situation information is disseminated to Agency Representatives
- Ensure that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)
- Responsible for identifying and mitigating safety hazards and situations of potential City / Agency liability during EOC operations (coordinate with Comp/Claims Unit)
- Stop or modify all unsafe operations in the EOC

Reports To:
EOC Director

Plans and Reports:

- CITY EOP (FOR LIAISONS)
- CURRENT EOC ACTION PLAN (FOR LIAISONS)

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATIONS LIST
- ICS-208 SAFETY MESSAGE
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- ICS-215A SAFETY ANALYSIS

Technology:

- LAPTOP
- PHONE

Tools:

- WORKSTATION
- POSITION BINDER

- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available / appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities

Liaison Officer:

- ☐ Arrange for VIP tours and coordinate with the PIO and Field Incident Commanders
- ☐ Contact all on-site Agency Representatives. Make sure:
  - They have signed into the EOC
  - They understand their assigned function
  - They know their work location
  - They understand the EOC organization and floor plan (provide both)
- ☐ Determine if outside liaison is required with other agencies such as:
  - Local / county / state / federal agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented
- ☐ Determine status and resource needs and availability of other agencies
- ☐ Brief Agency Representatives on current situation, priorities and EOC Action Plan
- ☐ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC
- ☐ Notify and coordinate with adjacent jurisdictions on facilities and / or dangerous releases that may impose risk across boundaries
- ☐ Respond to requests for liaison personnel from other agencies
- ☐ Act as liaison with state or federal emergency response officials and appropriate city personnel
- ☐ Determine if there are communication problems in contacting outside agencies. Provide information to the Communications Unit of the EOC Logistics Section
- ☐ Know the working location for any Agency Representative assigned directly to a branch / unit
- ☐ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all Section and Branches / Groups / Units
- ☐ Respond to requests from Sections, Branches and Units for Agency information. Direct requests to appropriate Agency Representatives
- ☐ Provide periodic update briefings to Agency Representatives as necessary

Safety Officer:

- ☐ Tour the entire EOC facility and evaluate conditions
- ☐ Advise the EOC Director of any conditions and actions that might result in liability (unsafe layout or equipment set-up, etc.)
- ☐ Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits
  - FORM ICS-215A
- ☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary
- ☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
  - FORM ICS-208
- ☐ If the event that caused activation was an earthquake, provide guidance regarding entry and use of the EOC facility and actions to be taken in preparation for aftershocks
- ☐ Ensure that the EOC facility is free from any environmental threats (e.g., radiation exposure, air purity, water quality, etc.)
- ☐ Keep the EOC Director advised of unsafe conditions; take action when necessary
- ☐ Coordinate with the Finance / Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Shift Change:

- ☐ Provide turnover briefing to position replacement. Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.
  - FORM POSITION JOB AID
  - FORM CURRENT FORM ICS-214
- ☐ Provide list of other Agency Representatives assigned to the EOC and City liaisons assigned to other agencies
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached.
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Release agency representatives that are no longer required in the EOC when authorized by the EOC Director
- ☐ Collect any documentation from agency representatives that would be relevant for the after-action report
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to departure
- ☐ Clean up work area before you leave

- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the after-action report

C.3.5 Legal Advisor

Responsible for advising the Policy Group, EOC Director, and the Management and General Staff on the legality and/or legal implications of contemplated emergency actions and policies (reference the California Emergency Services Act, Stafford Act, etc.). Prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions. Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.

ELEMENTS INCLUDE:

- Provide legal counsel to the Emergency Services Director / EOC Director and all City / Agency Staff in legal matters pertaining to emergency response and recovery
- Assist in the preparation of proclamations, ordinances, and other legal documents; and maintains the City's / Agency's legal records and reports

Reports To:
EOC Director

Plans and Reports:

- EOC Action Plan - Shares with relevant stakeholders. Not responsible for development

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATIONS LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- PROCLAMATION RESOLUTION
- GUIDES – CITY ORDNANCES, COUNTY AND STATE CODE, 42 U.S.C. 5121 (STAFFORD ACT AS AMENDED)

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness

- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available/appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214
- ☐ Obtain assistance for position through the Personnel Unit in Logistics, as required

Response:

- Assist as necessary with Emergency Proclamation Resolution Process and Forms
  - FORM - PROCLAMATION RESOLUTION
- Provide technical knowledge of jurisdictional authorities
  - GUIDE - LEGAL AUTHORITIES
- Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.6 Operations Section Chief

Responsible for supervising the Operations Section and directing the management and coordination of all EOC related operational functions

ELEMENTS INCLUDE:

- Ensure that the Operations Function is carried out including coordination of activities for all operational functions assigned to the EOC
- Direct accomplishment of operational objectives and assignments identified in the EOC Action Plan
- Establish the appropriate level of branch and unit organizations within the Operations Section
- Ensure Contra Costa County Fire Protection District personnel respond to the EOC to serve as Fire and Rescue Branch Director and other positions as needed
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section
    - FORM ICS-215
- Ensure that the Planning / Intelligence Section is provided with Status Reports and Major Incident Reports
- Conduct periodic Operations briefings for the EOC Director as required or requested

Reports To:
EOC Director

Reports:

- Law Enforcement Branch
- Fire and Rescue Branch
- Public Works / Utilities Branch
- Building and Engineering Branch
- Damage Assessment Unit
- Care and Shelter / ADA/AFN/ Animals Branch
- Emergency Medical / Hazardous Materials Branch

Plans and Reports:

- EOC Action Plan – Supports development

Reports:

- FIREFIGHTING STATUS
- HAZMAT STATUS
- MASS CARE STATUS
- PUBLIC WORKS STATUS
- UTILITY STATUS

Forms and Guides:

- POSITION JOB AID
- RESOURCE REQUEST
- ICS-205A COMMUNICATION LIST
- ICS-209 INCIDENT STATUS SUMMARY
- ICS-211 CHECK-IN LIST
- ICS-213 RESOURCE REQUEST
- ICS-214 ACTIVITY LOG
- ICS-215 OPERATIONAL PLANNING WORKSHEET

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards
- ☐ Activate organizational elements within your EOC Section as needed and designate leaders for each element or combination of elements:
  - Fire / Rescue Branch
  - Medical / Hazardous Materials Branch
  - Law Enforcement / Coroner Branch
  - Public Works Branch
  - Care and Shelter /ADA/AFN / Animals Branch
  - Building and Safety Branch
- ☐ Request additional personnel for the EOC Section to maintain a 24-hour operation as required
- ☐ Inform the EOC Director and General Staff when your Section is fully operational
- ☐ Review responsibilities of Branches/Groups/Units in your Section. Develop plans for carrying out all responsibilities

- ☐ Prepare work objectives for EOC Section staff and make staff assignments
- ☐ Meet with Planning / Intelligence Section Chief and obtain a preliminary situation briefing
- ☐ Determine 24-hour staffing requirements and request additional support as required. Request additional personnel for the Section as necessary for 24-hour operation.
- ☐ Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required
- ☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics
- ☐ Ensure that there is adequate equipment and radio frequencies available as necessary for the section
- ☐ Determine estimated times of arrival of Section staff from the Personnel Branch in Logistics
- ☐ Confer with the EOC Director to ensure that the Planning / Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section
- ☐ Coordinate with the Planning/Intelligence Section Chief to determine the need for any Technical Specialists
- ☐ Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) and the Operational Area as directed, and coordinate accordingly
- ☐ Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary
- ☐ Based on the situation known or forecasted, determine likely future needs of the Operations Section
- ☐ Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur

Response:

- ☐ Ensure Operations Section position logs and other necessary files are maintained
- ☐ Ensure that situation and resources information is provided to the Planning / Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports. FORM ICS-209, Reports:
  - REPORT - COMMUNICATION STATUS
  - REPORT - ENERGY STATUS
  - REPORT - FIREFIGHTING STATUS
  - REPORT - HAZMAT STATUS
  - REPORT - MASS CARE STATUS
  - REPORT - PUBLIC SAFETY STATUS
  - REPORT - PUBLIC WORKS STATUS
  - REPORT - SEARCH & RESCUE STATUS

- REPORT - TRANSPORTATION STATUS
- REPORT - UTILITY STATUS

☐ Ensure that all media contacts are referred to the Public Information Officer

☐ Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods

- FORM ICS-215

☐ Attend and participate in EOC Director's Action Planning meetings

☐ Provide the Planning / Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting

☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed

☐ Ensure that the branches coordinate all resource needs through the Logistics Section

- FORM ICS-213 RESOURCE REQUEST

☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/ Intelligence Section in a timely manner

☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of emergency expenditures and daily time sheets)

☐ Inform the EOC Director on all major incidents

☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/ Intelligence Section

☐ Brief Branch Coordinators periodically on any updated information you may have received. Share status information with other sections as appropriate

Shift Change:

☐ Provide turnover briefing to position replacement

☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.

- FORM POSITION JOB AID
- FORM CURRENT ICS-214

☐ Provide all completed documentation to the Documentation Unit

☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached

- FORM ICS-211
- FORM ICS-205

Demobilization and Termination:

☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan

- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.7 Law Enforcement Branch

Responsible for alerting and notifying the public of the pending or existing emergency and activating public warning systems. They coordinate movement and evacuation operations, law enforcement, and traffic control operations, and provide for security at incident facilities. coordinates incoming law enforcement mutual aid resources and assume responsibility as necessary for Fatalities Management, if the County Coroner is delayed in responding

ELEMENTS INCLUDE:

- Supervise the Law Enforcement Branch
- Coordinate movement and evacuation operations during an emergency
- Alert and notify the public of the impending or existing emergency
- Coordinate law enforcement, search and rescue, and traffic control operations during the emergency
- Coordinate site security at incidents
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC

Reports To:
Operations Section Chief

Plans and Reports:
EOC Action Plan – Aids development

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- PUBLIC SAFETY STATUS

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid

- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Notify Watch Commander of status
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214
- ☐ Based on the situation, activate the necessary Units within the Law Enforcement Branch
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting

Response:

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained
- ☐ Maintain status on Law Enforcement missions being conducted
- ☐ Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EOC Operations Branch
- ☐ Ensure that field units begin safety / damage assessment survey of critical facilities and report status information to the EOC Planning / Intelligence Section through the EOC Operations Section
- ☐ Provide the Operations Section Chief and the Planning / Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period
  - REPORT - PUBLIC SAFETY STATUS
- ☐ On a regular basis, complete and maintain the Law Enforcement Status Report
- ☐ Refer all contacts with the media to the Public Information Branch
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance / Administration Section (notification of any emergency expenditures and daily time sheets)
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting
- ☐ Provide your relief with a briefing at shift change, informing him / her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information

<u>Evacuation:</u>

- ☐ In coordination with Fire and Rescue Branch designate area to be warned and/or evacuated
- ☐ Establish emergency traffic routes in coordination with the Public Works Branch
- ☐ Coordinate with the EOC Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation
- ☐ Ensure that evacuation routes do not pass through hazard zones

- ☐ Identify alternate traffic routes where necessary; determine traffic and direction control points
- ☐ Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas
- ☐ Establish evacuation assembly points
- ☐ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies
- ☐ Coordinate with Care and Shelter / ADA/AFN / Animals Branch to open evacuation centers
- ☐ Coordinate with the Public Works Branch for access control and to obtain necessary barricades and signs
- ☐ Place towing services on stand-by to assist disabled vehicles on evacuation routes
- ☐ Through field unit requests, identify persons / facilities that have special evacuation requirements; i.e. disabled, hospitalized, elderly, institutionalized, incarcerated, etc. Check status and evacuate
- ☐ Coordinate with the Transportation Unit of the EOC Logistics Section for transportation
- ☐ Develop the warning / evacuation message to be delivered. At a minimum the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Location of shelters / evacuee assistance centers
  - Radio stations carrying instructions and details
- ☐ Coordinate emergency warning and messages with the EOC Director and the PIO. Consider the following dissemination methods:
  - Use the Emergency Alert System (EAS) for local radio and television delivery of warnings. The Police Chief and designated Police Department staff have the authority to request an EAS warning via the Contra Costa Sheriff's Office
  - Notify police units to use loudspeakers and sirens to announce warning messages
  - Determine if helicopters are available and / or appropriate for announcing warnings
  - Use cable TV, local radio stations or local low-power radio stations to deliver warning or emergency messages upon approval of the EOC Director
  - Use volunteers, reserves and other city personnel as necessary to help with warnings. Request through the EOC Logistics Section
  - Ensure that Dispatch notifies special facilities requiring warning and / or notification (i.e. hospitals, schools, government facilities, special industries, etc.)
- ☐ Ensure provision of emergency alerts (IPAWS) for people with disabilities and others with access and functional needs

- ☐ Warn all people with disabilities and others with access and functional needs such as non-English speaking, and hearing and sight impaired persons of the emergency situation/hazard by:
  - Using bilingual employees whenever possible
  - Translating all warnings, written and spoken, into appropriate languages
  - Contacting media outlets (radio/television) that serve the languages you need
  - Utilizing TTY machines and 9-1-1 translation services to contact the deaf
  - Using pre-identified lists of disabled and hearing and sight impaired persons for individual contact
- ☐ Coordinate the evacuation of all prisoners from the jail as necessary; provide transportation of prisoners to an alternate facility.
- ☐ Check vacated areas to ensure that all people have received warnings
- ☐ Implement the evacuation portion of the EOC Action Plan
- ☐ Consider use of city vehicles if threat is imminent. Coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the EOC Logistics Section. Encourage the use of private vehicles if possible
- ☐ Monitor status of warning and evacuation processes

<u>Security:</u>

- ☐ Coordinate security in the affected areas to protect public and private property
- ☐ Coordinate security for critical facilities and resources
- ☐ Coordinate law enforcement and crowd control services at mass care and evacuation centers of local residents and or from residents from outside the City's jurisdiction
- ☐ Coordinate with the Public Works Branch for street closures and board up of buildings
- ☐ Enforce curfew and other emergency orders, as identified in the EOC Action Plan
- ☐ Request mutual aid assistance through the Law Enforcement Mutual Aid Coordinator
- ☐ Provide access control to damaged areas
- ☐ Provide information to the PIO on matters relative to public safety
- ☐ Ensure that detained inmates are protected from potential hazards. Ensure adequate evacuation, security, relocation, transportation and confinement as necessary
- ☐ Provide vehicle security and parking issues at incident facilities and coordinate security if necessary
- ☐ In coordination with the Fire & Rescue Branch, develop procedures for safe re-entry into evacuated areas
- ☐ Ensure post incident investigation is conducted and documented

Fatalities Management:

- ☐ Coordinate the need for Coroner duties and fatalities management as needed
- ☐ Ensure that Coroner notification has been made to the Contra Costa Operational Area. Determine the expected time of arrival
- ☐ Coordinate the removal and disposition of the dead
- ☐ Continually attempt to contact the County Coroner to advise the condition and needs. Return control of function as soon as possible to that office
- ☐ Establish temporary morgue facilities
- ☐ Coordinate with local morticians for assistance
- ☐ Coordinate with the Supply and Transportation Units of the EOC Logistics Section to arrange for cold storage locations and transportation for temporary body storage
- ☐ Coordinate with the Supply Unit of the EOC Logistics Section for procurement of body bags, tags, gloves, masks, stretchers and other support items
- ☐ Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures
- ☐ Advise all personnel involved in remains recovery operations of the specific documentation requirements
- ☐ Ensure that assigned personnel and volunteers are monitored for stress, morale, or psychological problems related to body recovery operations
- ☐ Consider changing shifts at six hours if involved in remains recovery
- ☐ Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Supply (Personnel) Unit of the EOC Logistics Section
- ☐ Maintain list of known dead. Maintain a log of remains recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency
- ☐ Provide assistance to the Coroner in the identification of remains if requested
- ☐ Notify next of kin as advised by the Coroner
- ☐ Provide data on casualty counts to the EOC
- ☐ In a hazardous materials incident, determine if special remains handling procedures will be required to avoid contamination
- ☐ Be prepared to relocate morgue facilities if they are in a potentially hazardous environment areas
- ☐ Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries

Animal Care:

- ☐ Provide for rescue, care, shelter, and essential needs to individuals with household pets and service animals; and to the pets and animals themselves

- ☐ Coordinate with animal care agencies and the EOC Care and Shelter / ADA/AFN / Animals Branch for establishing potential shelters for animals per the PETS Act (Public Law 109-308).
- ☐ Take required animal control measures as necessary

Additional Actions for Response to Hazardous Material Release Incidents:

- ☐ Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change
- ☐ Notify appropriate local, state, and federal hazard response agencies
- ☐ Support the Unified Command Post as requested
- ☐ Assist in efforts to identify released substances, including locating shipping papers and placards, and contacting as required: County Health, Cal OES, shipper, manufacturer, etc.
- ☐ Consider the need for evacuations of communities potentially affected by the release

Additional Actions in Response to an Air Crash:

- ☐ Notify the Federal Aviation Agency or appropriate military command
- ☐ Request temporary flight restrictions
- ☐ Follow procedures in the fatalities management checklist

Additional Actions in Response to Localized Flooding and Landslides:

- ☐ Notify all units of areas of localized flooding or landslides
- ☐ Set up traffic control and detours around flooded areas or landslides
- ☐ Direct mobile units to warn public of localized flooding and traffic dangers due to flooding. Continue warning as long as needed

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.8 Fire & Rescue Branch

Responsible for coordinating personnel, equipment and resources committed to fire and search and rescue elements of the incident

ELEMENTS INCLUDE:

- Coordinate the Fire & Rescue Branch activities with the Operational Area
- Coordinate fire and urban search and rescue operations
- Assist Fire and Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary
- Coordinate the mobilization and transportation of all resources through the Logistics Section
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire and rescue resources
- Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch

Reports To:
Operations Section Chief

Plans and Reports:

- FIREFIGHTING STATUS
- SEARCH & RESCUE STATUS

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-209 INCIDENT STATUS SUMMARY
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- FIRE DEPLOYED RESOURCES

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM - ICS-211
  - FORM - ICS-205

- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214
- ☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch
- ☐ If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator
  - FORM - FIRE DEPLOYED RESOURCES

Response:

- ☐ Obtain and maintain current status on Fire & Rescue missions being conducted in the City
- ☐ Provide the Operations Section Chief and the Planning / Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period
  - FORM ICS-209 or
  - FIREFIGHTING STATUS REPORT
  - SEARCH & RESCUE STATUS
- ☐ Report to the Operational Area Fire and Rescue Coordinator on major problems, actions taken, and mutual aid resources available or needed
- ☐ Request mutual aid resources through proper channels and notify the EOC Operations Section Chief
- ☐ Provide emergency medical care and transportation of injured to care facilities
- ☐ Assist in dissemination of warning to the public
- ☐ Provide fire protection and safety assessment of shelters
- ☐ Ensure that the Windshield Survey assessments are being carried out by field units
- ☐ Implement personnel, equipment, and resources to urban search and rescue operations
- ☐ On a regular basis, complete and maintain the Fire & Rescue Status Report
- ☐ Refer all contacts with the media to the Public Information Branch
- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period

- FORM POSITION JOB AID
- FORM CURRENT ICS-214

☐ Provide all completed documentation to the Documentation Unit Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached

- FORM ICS-211
- FORM ICS-205

Demobilization and Termination:

☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan

☐ Complete all required forms, reports, and other documentation

☐ Provide all completed documentation to the Documentation Unit, prior to your departure

☐ Turn over financial information to Finance / Administration Section Chief

☐ Clean up your work area before you leave

☐ Provide a forwarding phone number where you can be reached

☐ Be prepared to provide input to the AAR

C.3.9 Public Works / Utilities Branch

Responsible for evaluating and assessing the safety and condition of roadways, bridges, and other public works infrastructure

ELEMENTS INCLUDE:

- Supervise the Public Works and Utility Units
- Assist other Operation Section Branches by providing construction equipment and operators as necessary
- Provide heavy equipment assistance to the Damage / Safety Assessment Unit as required
- Provide emergency construction and repair to damaged roadways
- Provide flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance

Reports To:
Operations Section Chief

Plans and Reports:

- Public Works Status Report

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel.
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

Public Works:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section
- ☐ Ensure that engineering staff are available to assist the Damage / Safety Assessment Unit in inspecting damaged structures and facilities
- ☐ Assure that all emergency equipment has been moved from unsafe areas
- ☐ As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures
- ☐ Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards
- ☐ Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities
- ☐ In coordination with the Law Enforcement Branch, determine status of the Disaster Routes and other transportation routes into and within the affected area
- ☐ Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event
- ☐ Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis
- ☐ Coordinate with the Supply Unit of the EOC Logistics Section for sanitation service during an emergency. Work closely with the Logistics Section to provide other support and material
- ☐ Receive and process all requests for Public Works resources
- ☐ Maintain back-up power in the EOC
- ☐ Keep the Construction / Engineering Branch Coordinator informed of unit status
  - REPORT - PUBLIC WORKS STATUS
- ☐ Refer all contacts with the media to the Public Information Officer

Water / Utility:

- ☐ Determine the need to staff a task group based on the need for water / power services and secure resources through the Logistics Section
- ☐ Contact the Contra Costa Department of Public Health, local water, electric and gas utility companies, Public Works, Fire Departments, Police Department and other sources to compile situation information including:
  - Estimated duration of systems / outage
  - Geographical area affected
  - Population affected

- Actions taken to restore system
- Resources needed to reactivate system

Water:

- ☐ Determine the cause and extent of water system damage for both potable and fire hydrant systems
- ☐ Determine the emergency potable water needs (quantity and prioritized areas)
- ☐ Notify the Operations Section Chief of the situation and need for mutual aid, and participate in conference calls as requested
- ☐ Contact County Department of Health Services and request situation reports for affected areas (including information on boil water order areas)
- ☐ Evaluate and prioritize potable water needs (quantity / location / duration—minimum two gallons per person per day)
- ☐ In coordination with the EOC Logistics Section, identify and obtain potable water resources. If necessary, recommend the EOC Director request mutual aid to identify and/or obtain water resources.
- ☐ Identify and secure locations for water distribution points (e.g., parks, city facilities, shelters, etc.)
- ☐ In coordination with the EOC Logistics Section, identify and secure staff resources needed to operate water distribution points (if necessary, recommend that the EOC Director request mutual aid to obtain required staff resources)
- ☐ Consult with County Department of Health Services, water utilities and PIO for appropriate public information announcements and media interface
- ☐ Transmit to Finance / Administration Section data on costs incurred in efforts to purchase and distribute potable water

Utility:

- ☐ Determine emergency power needs for critical facilities (outside resources for power generation)
- ☐ Coordinate with local electric and gas utilities for information affecting the City. Gather emergency contact information from each utility that provides service
- ☐ Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. to take proper precautions and emergency actions during a major power failure
- ☐ Determine the availability of emergency generators. Request mutual aid emergency generators via the Operational Area
- ☐ Coordinate with local planning boards and inspection departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure
- ☐ Conduct safety assessments of critical facilities and the impact of a major power failure these facilities

- ☐ Coordinate with the PIO and local broadcast media to ensure timely and accurate Emergency Alert System (EAS) activation
- ☐ Procure or produce information pamphlets for distribution to the public with assistance from utilities, e.g., "What To Do When the Lights Go Out"
- ☐ Coordinate with the Care and Shelter / ADA/AFN / Animals Branch to activate the American Red Cross, public and private agencies and other non-governmental organizations to implement shelter operations, as appropriate

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.10 Building, Engineering Branch

Responsible for providing engineering services to inspect and assess city and privately-owned buildings, structures and property for safety of occupancy. Reviews City building code after incidents resulting in structural damage to determine performance

ELEMENTS INCLUDE:

- Inspect for re-occupancy of key City facilities by departments responsible for emergency response and recovery
- Provide the engineering support as requested for other EOC Operations Section Branches, i.e., Urban Search and Rescue teams
- Coordinate safety assessments of damage to buildings, structures and property within the City
- Provide safety assessment information and statistics to the Damage Assessment Unit of the EOC Planning / Intelligence Section
- Implement emergency building regulations as determined from performance of structures
- Coordinate investigation of building code performance
- Determine the extent of damage to buildings and structures and developing recommendations for building code changes

Reports To:
Operations Section Chief

Plans and Reports:

- Building Occupancy Status Report

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Ascertain that key Building and Safety Department personnel are in the EOC or have been notified

- ☐ Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures
- ☐ Ensure that all Building and Safety personnel have completed status checks on equipment, facilities and operational capabilities

Response:

- ☐ Coordinate with City Public Works Building and Safety Department regarding local jurisdictional needs
- ☐ Activate the Damage / Safety Assessment Unit as needed
- ☐ Survey all local facilities, assessing the damage to such facilities, and coordinating the repair of damage
- ☐ Survey other infrastructure systems, such as local roads, bridges, sewer and water systems within the City
- ☐ Activate the Pittsburg Safety / Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities:
  - EOC/DOCs
  - Police stations
  - Fire stations
  - Hospitals*
  - Congregate care facilities (including private schools, convalescent care facilities, board and care facilities, day care centers, etc.)
  - Public schools*
  - Public Works facilities
  - Potential Hazardous Materials facilities, including gas stations
  - Designated shelters
  - Unreinforced masonry buildings
  - Concrete tilt-up buildings
  - Multi-story structures—commercial, industrial and residential
  - Mobile homes/modular structures*
  - Single-family dwellings

*Note: Certain facilities may fall under the jurisdiction of State or County inspectors. These agencies may exercise their jurisdictional authority to inspect these facilities. As a practical matter, there are very few State inspectors available, and they may not be able to respond in a timely manner during the initial stages of the emergency/disaster.

Use a Three Phased Approach to Inspection Based Upon Existing Disaster Intelligence:

- General Area Survey of Structures

- Applied Technology Council-20 (ATC-20[1]) Rapid Inspection (ATC Safety Assessment)
- ATC-20 Detailed Inspection

- ☐ Be prepared to start over due to aftershocks if the hazard was an earthquake
- ☐ Alert and stage safety assessment teams as needed
- ☐ Arrange for necessary communications equipment from the Communications Unit of the EOC Logistics Section and distribute to all field personnel (e.g., radios, cellular phones, etc.)
- ☐ Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)
- ☐ After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance. Request mutual assistance through the Operations Section Chief
- ☐ Implement procedures for posting of building occupancy safety status using ATC-20 placard guidelines
- ☐ Implement a data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning / Intelligence Section
- ☐ Brief all personnel on Departmental emergency operating procedures and assignments
- ☐ Assess the need to require potentially unsafe structures to be vacated
- ☐ Provide structural evaluation of mass care and shelter facilities reports to the Care and Shelter / ADA/AFN / Animals Branch. Provide public school inspection reports to the State Architect
- ☐ Consider establishing an area field site to direct and coordinate safety assessment and inspection teams
- ☐ Provide policy recommendations to appropriate city officials for:
  - Emergency building and safety ordinances
  - Expediting plan checking and permit issuance on damaged buildings
- ☐ Coordinate with the PIO to establish public information and assistance hotlines
- ☐ Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections
- ☐ Direct field personnel to advise property owners and tenants that multiple inspections of damage property will be required by various assisting agencies, including American Red Cross; FEMA; Cal OES; local Building and Safety; insurance carriers and other local, state and federal agencies. If needed, request police escort of safety assessment and inspection personnel

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period

[1] ATC-20: Procedures for Postearthquake Safety Evaluation of Buildings

- FORM POSITION JOB AID
- FORM CURRENT ICS-214

☐ Provide all completed documentation to the Documentation Unit

☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached

- FORM ICS-211
- FORM ICS-205

Demobilization and Termination:

☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan

☐ Complete all required forms, reports, and other documentation

☐ Provide all completed documentation to the Documentation Unit, prior to your departure

☐ Turn over financial information to Finance / Administration Section Chief

☐ Clean up your work area before you leave

☐ Provide a forwarding phone number where you can be reached

☐ Be prepared to provide input to the after-action report

C.3.11 Damage Assessment Unit

Responsible for conducting building, structure and property inspections using approved procedures

ELEMENTS INCLUDE:

- Inspect the City's infrastructure
- Collate data to provide an assessment of the impact of the event

Reports To:

Building and Engineering Branch Director

Plans and Reports:

- Building Occupancy Status Report

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Obtain a briefing on the extent of the emergency from the Planning / Intelligence Section Chief
- ☐ Alert and activate structural inspection personnel
- ☐ Recall Building Inspectors as required

Response:

- ☐ Provide City damage information to the Operational Area EOC as directed by the Operations Section Chief
- ☐ Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, signaled traffic-controlled intersections, and facilities
- ☐ Pay particular attention to special use/hazard areas such as government facilities, schools, utilities and other special facilities

- ☐ Initiate request for mutual aid building inspectors and structural engineers through the Logistics Section Chief
- ☐ Prepare a plan for using Building Inspectors to ensure proper deployment as well as a comprehensive coverage of the damaged area. (Additional Inspectors may be obtained under mutual aid)
- ☐ Prepare the initial damage estimate for the city
- ☐ Collect, record, and calculate the type and estimated value of damage
- ☐ Request volunteer Structural Engineers to assist in the inspection of structures. Provide personnel to act as guides for the engineers
- ☐ Provide, as required, damage assessment teams to survey potential shelter sites after the emergency
- ☐ Provide as required, damage assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by state and federal agencies as a basis for federal assistance money
- ☐ Coordinate with utilities, the American Red Cross, and the County on damage assessment
- ☐ Coordinate with all departments for possible information on damage to structures
- ☐ Coordinate with the following groups for field information and Damage Assessment reports:
  - Amateur Radio
  - Caltrans
  - School District
  - PG&E
  - Media Sources

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan

- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.12 Care and Shelter / ADA/AFN / Animals Branch

Responsible for opening and operating evacuation centers and mass care facilities in the City until, and if, the American Red Cross assumes responsibility; coordinating efforts with the American Red Cross and other volunteer agencies; and supporting the Personnel Unit in the care and sheltering of employees and their families. Ensures coordination of mass care services to provide for the safety and well-being of household pets and service animals during evacuations and sheltering.

ELEMENTS INCLUDE:

- Identify the care and shelter needs of the community
- Work with the American Red Cross (ARC) to establish shelters as required
- Coordinate with the ARC and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for survivors
- Via the media, encourage residents to go to the shelter nearest their residence
- Coordinate animal care, rescue operations and sheltering
- Coordinate pet evacuations with Law Enforcement for people that will not evacuate if they have to leave their pets

Reports To:
Operations Section Chief

Plans and Reports:

- Mass Care Status Report

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness

- ☐ Wear identification vest and read over Job Aid. Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ascertain that key Care and Shelter / ADA/AFN / Animals Branch personnel are in the EOC or have been notified
- ☐ Ensure that all Care and Shelter / ADA/AFN / Animals Branch personnel have completed status check on equipment, facilities and operational capabilities
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ If the EOC is activated, contact the ARC and request a liaison for City EOC
- ☐ In coordination with the other Operations Branches, identify the Care and Shelter / ADA/AFN / Animals Branch needs of the community
- ☐ Determine the need for opening evacuation centers or mass care shelters
- ☐ Identify and prioritize which pre-identified shelter sites will be used and determine their availability
- ☐ Following an earthquake and after each significant aftershock, ensure that a Building Inspector has inspected each shelter site prior to occupancy
- ☐ In conjunction with the ARC, ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards
- ☐ Assist the ARC to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through the ARC or the Food Unit of the EOC Logistics Section if requested by ARC
- ☐ In conjunction with the ARC, open evacuation centers in low risk areas and inform public of locations as required
- ☐ In conjunction with the ARC, manage Care and Shelter / ADA/AFN / Animals Branch activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)
- ☐ Coordinate with the Supply (Personnel) Unit of the EOC Logistics Section to contact volunteer agencies and recall City staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs
- ☐ Coordinate with the Pittsburg Care and Shelter / ADA/AFN / Animals Branch for sheltering of residential care and people with disabilities and, others with access and functional needs populations
- ☐ Coordinate with the ARC and other volunteer agencies for emergency mass feeding operations
- ☐ Provide and maintain feeding areas within the shelter that are free from contamination and meet all health, safety, and ADA standards

- ☐ Coordinate with the Operational Area Care and Shelter / ADA/AFN / Animals Branch, the ARC, other volunteer organizations, and private sector if mass feeding or other support is required at spontaneous shelter sites (e.g. in parks, schools, etc.)
- ☐ Coordinate with the Communications Unit of the EOC Logistic Sections to provide communications where needed to link mass care facilities, the EOC, and other key facilities
- ☐ Coordinate with the EOC Logistics Section for the care of pets of the evacuated or sheltered people
- ☐ Coordinate with the Transportation Unit of the EOC Logistics Section for the transportation of evacuated people to the shelter(s)
- ☐ Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, any City expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section
- ☐ Coordinate with animal care agencies and the EOC Logistics Section for evacuation of and potential shelters for animals per the PETS Act. Take required animal control measures as necessary
- ☐ Coordinate with the EOC Logistics Section in the evacuation and relocation or shelter-in-place of any mass care facilities, which may be threatened by any hazardous condition
- ☐ Coordinate with the ARC in relocating and closing of shelter operations. Coordinate with adjacent communities if needed
- ☐ In coordination with the ARC, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- ☐ Assist the ARC with the transition from operating shelters for displaced persons to separate family/individual housing
- ☐ Complete and maintain the Care and Shelter / ADA/AFN / Animals Branch Status Report Form
  - REPORT MASS CARE STATUS
- ☐ Refer all contacts with the media to the Public Information Officer

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.13 Emergency Medical / Hazardous Materials Branch

Responsible for providing oversight and management for the Medical Health Branch and supporting health response aspects of hazardous material activities

ELEMENTS INCLUDE:

- Coordinate the provision of emergency medical care
- Activate Mass Casualty operations
- Determine the status of medical facilities within the affected area
- Coordinate hazardous materials operations with the Operational Area
- Implement that portion of the EOC Action Plan appropriate to the Emergency Medical/Hazardous Materials Branch
- Determine the scope of hazardous materials incidents throughout the City and in the Operational Area
- Assist in mobilizing hazardous materials teams at the request of DOCs or Incident Commander(s)
- Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives
- Ensure that deployed teams are provided with adequate support

Reports To:
Operations Section Chief

Plans and Reports:

- HAZARDOUS MATERIAL REPORT

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)

- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Obtain initial briefings from incident command post(s) or DOC
- ☐ Maintain contact with established DOCs and work/control/dispatch centers to coordinate resources and response personnel
- ☐ Direct field units to report pertinent information (mass casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch

Response:

- ☐ Manage and supervise the Emergency Medical/Hazardous Materials Branch
- ☐ Continuously monitor the organizational effectiveness and modifies as necessary
- ☐ Ensure coordination of hospitals, health units, continuing care, mental health, and environmental health within the City
- ☐ Ensure all Medical / Hazardous Materials Branch resources are tracked and accounted for in cooperation with the Planning Section Resource Unit, as well as resources ordered through mutual aid
- ☐ Ensure the Medical / Hazardous Materials Branch function is carried out
- ☐ Meet regularly with Medical / Health Branch staff and works to reach consensus on Operations Section objectives for forthcoming operational periods and ensures they are carried out effectively as per the EOC Action Plan
- ☐ Estimate need for fire medical and hazardous materials mutual aid
- ☐ Deploy personnel, equipment, and resources for emergency medical and/or hazardous materials operations
- ☐ Coordinate with the Contra Costa County Department of Public Health on all public health matters, emergencies and incidents
- ☐ Implement Point of Dispensing operations when directed by the Contra Costa County Department of Public Health
- ☐ Request mutual aid resources through proper channels and notify the EOC Operations Section Chief:
  - Order all fire medical or hazardous materials resources through the Fire & Rescue Mutual Aid Coordinator located at the Contra Costa Operational Area EOC
  - Order all other resources through the Logistics Section
- ☐ Assist in dissemination of public health warning to the public
- ☐ Provide emergency medical care for people in shelters
- ☐ Determine if current and forecasted weather conditions will complicate hazardous material releases, major medical incidents, and/or other potential problems

- ☐ Review and approve accident and medical reports originating within the Fire Branch

Additional Actions in Response to Hazardous Material Incidents:

- ☐ Alert emergency responders to the dangers associated with hazardous materials and fire (Reference Contra Costa County Hazardous Materials Area Plan)
- ☐ Support hazardous materials response operations
- ☐ Coordinate with the Fire Department, the Certified Unified Program Agency (CUPA) for the City, for hazardous materials requirements
- ☐ Provide support for radiation monitoring and decontamination operations (Reference Contra Costa County Hazardous Materials Area Plan)
- ☐ If requested by Incident Commander, contact private vendors/contractors, who are responsible for emergency response plans under the federal Transportation of Dangerous Goods Act, Section 7

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.14 Planning/Intelligence Section Chief

Responsible for the performance of the Planning / Intelligence Section including collecting, analyzing and displaying situation information, preparing situation reports, Initiating and documenting the EOC Action Plan and AAR, and planning for long term response and advanced planning

ELEMENTS INCLUDE:

- Lead and direct the Planning / Intelligence Section
- Collect, analyze, and display situation information
- Prepare periodic Situation Report
- Prepare and distribute the EOC Action Plan and facilitate the Action Planning meeting
- Conduct Advance Planning activities and reporting
- Provide technical support services to the various EOC sections and branches, and document and maintaining files on all EOC activities
- In coordination with the other Section Chiefs, ensure that Status Reports are completed and utilized as a basis for and the EOC Action Plan.
- Keep the EOC Director informed of significant issues affecting the Planning / Intelligence Section

Reports To:
EOC Director

Reports:

- RESOURCE STATUS UNIT
- SITUATION UNIT
- DOCUMENTATION UNIT
- MEDIA MONITORING UNIT
- GIS UNIT

Plans and Reports:

- EOC ACTION PLAN/ OVERSEE DEVELOPMENT AND OVERSIGHT
- ADVANCE PLANS/ OVERSEE DEVELOPMENT
- OPERATION SECTION REPORTS/ OVERSEES COMPLITATION & DISTRIBUTION
- CITY AFTER ACTION REPORT/ SUPPORTS DEVELOPMENT

Forms and Guides:

- POSITION JOB AID
- FORM ICS-201
- FORM ICS-202
- FORM ICS-205
- FORM ICS-207
- FORM ICS-208

- FORM ICS-211
- FORM ICS-213
- FORM ICS-215
- FORM ICS-215A
- FORM ICS-230

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214
- ☐ Ensure that the Planning / Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards
- ☐ Request additional personnel for the Section as necessary to maintain a 24-hour operation
- ☐ Establish contact with the Operational Area EOC when activated. Coordinate Situation Analysis Reports with their Planning / Intelligence Section
  - FORM ICS-209
  - REPORT - SITUATION STATUS
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports. Review responsibilities of units in the section; develop plans for carrying out all responsibilities
- ☐ Make a list of key issues to be addressed by Planning / Intelligence; in consultation with section staff
- ☐ Identify objectives to be accomplished during the initial Operational Period
  - FORM ICS 209
- ☐ Keep the EOC Director informed of significant events
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

Response:

- ☐ Ensure that Planning / Intelligence Section position logs and other necessary files are maintained
- ☐ Ensure that the Situation Analysis Unit is maintaining current information for the Situation Summary Report
- ☐ Ensure that major incident reports and status reports are completed by the Operations Section and are accessible by the Planning / Intelligence Section
- ☐ Ensure that a situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period
  - FORM ICS-209
  - REPORT - SITUATION STATUS
- ☐ Ensure that all status boards and other displays are kept current and that posted information is neat and legible
- ☐ Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays
- ☐ Conduct periodic briefings with Section staff and work to reach consensus among staff on Section objectives for forthcoming operational periods
  - FORM ICS-201
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period
  - FORM ICS-230
- ☐ Ensure that objectives for each Section are completed, collected and posted in preparation for the next Action Planning meeting
- ☐ Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period (See Appendix E)
  - FORM ICS-201
  - FORM ICS-202
  - FORM ICS-205A
  - FORM ICS-207
  - FORM ICS-208
  - FORM ICS-211
  - FORM ICS-213
  - FORM ICS-215
  - FORM ICS-215A
  - FORM ICS-230
  - PLAN EOC ACTION PLAN
- ☐ Work closely with each Unit within the Planning / Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan, are being addressed

- ☐ Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC
  - PLAN - ADVANCE PLAN
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required
- ☐ Provide technical specialists to all EOC sections as required

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - ICS-211
  - ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.15 Resource Status / Advanced Planning / Technical Unit

Responsible for tracking and maintaining the status and location of all incident resources including personnel, teams, equipment and transportation. Leads planning processes for complex incidents spanning multiple operational periods and/or requiring recovery operations.

ELEMENTS INCLUDE:

- Track and documenting resources including personnel, critical resources, transportation and support equipment.
- Coordinate closely with all units in the Logistics Section, particularly Supply / Procurement Unit, Personnel Unit, and Transportation Unit
- Conduct planning processes beyond the current operational period

Reports To:
Planning Section Chief

Plans and Reports:

- REPORT EOC ACTION PLAN
- REPORT RESOURCE TRACKING FORM

Forms and Guides:

- POSITION JOB AID
- ICS-205A COMMUNICATION LIST
- ICS-207 ORGANIZATION CHART
- ICS-211 CHECK-IN LIST
- ICS-213 RESOURCE REQUEST
- ICS-214 ACTIVITY LOG
- ICS-215 OPERATIONAL PLANNING WORKSHEET

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM – ICS-211
  - FORM – ICS-205
- ☐ Assist with EOC Set-up (f not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid

- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM – ICS-214

Response:

- ☐ Attend the Tactics/Strategy meeting (led by the Operations Section Chief) to complete the Operational Planning Worksheet
  - FORM ICS-215
- ☐ Complete resource request for personnel, supplies, services, and equipment – as determined from the Operational Planning Worksheet developed during the Tactics/Strategy meeting
  - FORM ICS-213
- ☐ Verify proper check-in and check-out of personnel in the EOC using a Recorder
  - FORM ICS-211
- ☐ Provides resource information to the Situation Analysis Unit, Demobilization Unit, and Logistics Section
  - FORM ICS-209
- ☐ Assist in preparation of Organization Charts and post in the EOC
- ☐ Establish contact with the command post, DOCs, Operational Area EOC Resource Tracking Units, and other outside agencies as required, to coordinate information sharing procedures to include:
  - New purchases / rentals
  - New volunteers / personnel
  - New donations
  - New supplies / equipment / facilities
  - Location of in route resources and estimated time of arrival
  - Current status of deployed resources
- ☐ Confirm resource status boards are established. Coordinate resource status / location boards and update information sharing procedures
- ☐ Update GIS products to indicate locations and status of EOC resources as required
- ☐ Maintain a master list that captures date and time resources were acquired, type and category of acquired resources per NIMS typing guidelines, quantity, status / condition, destination and estimated time of arrival
- ☐ Archive all Resource Status / Location reports for use in developing AARs
- ☐ Provide final reports to the Documentation Unit, Recovery and Reconstruction Unit Leader, and Cost Unit detailing total assets deployed and post-emergency status

<u>Advanced Planning Duties:</u>

- ☐ Identify issues to be prioritized by the EOC Director on restoration of City essential services

- ☐ Be alert for opportunities to implement actions to alleviate/remedy previous zoning practices that have caused incompatible land uses
- ☐ Maintain contact with Contra Costa Operational Area, Cal OES, and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs
- ☐ In coordination with the Building and Engineering Branch of the EOC Operations Section:
  - Establish criteria for temporary entry of posted buildings so owners/occupants may retrieve business or personal property
  - Establish criteria for re-occupancy of posted buildings. Posting includes, as a minimum, the categories of inspected, restricted access and unsafe buildings
  - Establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures
  - Ensure that buildings considered for demolition that come under "Historical Building" classification follow the special review process
- ☐ Develop an EOC Demobilization Plan detailing specific responsibilities and release priorities and procedures; submit for approval Coordinate demobilization with EOC personnel
- ☐ Monitor ongoing resource needs, consult with EOC personnel to identify surplus resources and track probable release time
- ☐ Evaluate logistics and transportation capabilities to support demobilization
- ☐ Distribute approved EOC Demobilization Plan
- ☐ With Section Chiefs, develop a plan for initial Recovery Operations
- ☐ Develop the EOC organization for transition to Recovery Operations

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached.
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan

- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.16 Situation Status Unit

Responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports

ELEMENTS INCLUDE:

- Collect, organize, and analyze situation information related to the emergency
- Ensure that information collected from all sources is validated prior to posting on status boards
- Ensure that situation analysis reports are developed for dissemination to EOC staff and to other EOCs as required
- Ensure that an EOC Action Plan is developed for each operational period
- Ensure that all maps, status boards and other displays contain current and accurate information
- Supervise the Situation Analysis Unit

Reports To:
Planning Section Chief

Plans and Reports:

- EOC ACTION PLAN - SUPPORT DEVELOPMENT AND DISTRIBUTION
- OPERATION SECTION REPORTS - SUPPORTS COMPLITATION & DISTRIBUTION

Forms and Guides:

- POSITION JOB AID
- FORM ICS-202 INCIDENT OBJECTIVES
- FORM ICS-205 COMMUNICATION LIST
- FORM ICS-209 INCIDENT STATUS SUMMARY
- FORM ICS-211 CHECK-IN LIST
- FORM ICS-214 ACTIVITY
- GUIDE - PLANNING P **APPENDIX E**
- GUIDE - INFORMATION COLLECTION PLAN **APPENDIX B**

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid

- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM - ICS-214
- ☐ Contact the Operational Area and local government EOCs in the operational area and establish a schedule for obtaining situation reports
- ☐ Ensure there are adequate staff available to collect and analyze incoming information.
- ☐ Maintain the Situation Analysis Report and facilitate the Action Planning process
  - FORM ICS-209
  - REPORT - SITUATION STATUS
  - GUIDE – PLANNING P **APPENDIX E**
  - GUIDE - INFORMATION COLLECTION PLAN **APPENDIX B**
- ☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting
  - FORM ICS-202

Response:

- ☐ Oversee the collection and analysis of all emergency related information
- ☐ Oversee the preparation and distribution of the Situation Report
- ☐ Coordinate with the Documentation Unit for manual distribution and reproduction as required
  - FORM ICS-209
  - REPORT SITUATION STATUS
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with Status Reports on a regular basis
- ☐ Develop sources of information and assist the Planning / Intelligence Section Chief in collecting, organizing and analyzing data to provide situational awareness
  - GUIDE - INFORMATION COLLECTION PLAN **APPENDIX B**
- ☐ Prepare required Operational Area reports. Obtain approval from the Planning / Intelligence Section Chief and transmit to the Operational Area
- ☐ Coordinate with the GIS Unit to develop displays of incident geographic information and data
- ☐ Meet with the Public Information Officer to determine the best method for ensuring access to current media information.
- ☐ Prepare a situation summary for the EOC Action Planning meeting
  - FORM ICS-209
  - REPORT – SITUATION STATUS
- ☐ Ensure each Section provides their objectives at least 30 minutes prior to each Action Planning meeting
- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on charts

- ☐ Ensure the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.).
- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period
- ☐ Ensure that adequate staff are assigned to maintain all maps, status boards and other displays

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.17 Documentation Unit / Message Center

Responsible for maintaining complete documentation of the emergency. This includes damage assessment reports, EOC action reports, after action and corrective action reports, Unit Logs and meeting agendas and notes.

ELEMENTS INCLUDE:

- Supervise the Documentation Unit
- Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period
- Provide document reproduction services to EOC staff
- Distribute the EOC situation analysis reports, EOC Action Plan, and other documents, as required
- Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency
- Assist the EOC Coordinator in the preparation and distribution of the AAR

Reports To:
Planning Section Chief

Plans and Reports:

- EOC ACTION PLAN/ SUPPORT DEVELOPMENT AND DISTRIBUTION
- OPERATION SECTION REPORTS/ SUPPORTS COMPILATION AND DISTRIBUTION

Forms and Guides:

- POSITION JOB AID
- FORM ICS-201
- FORM ICS-202
- FORM ICS-205
- FORM ICS-207
- FORM ICS-208
- FORM ICS-211
- FORM ICS-213
- FORM ICS-215
- FORM ICS-215A
- FORM ICS-230

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Meet with the Planning / Intelligence Section Chief to determine what EOC materials should be maintained as official records
- ☐ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes
- ☐ Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to this position at the end of each shift
  - FORM ICS-207
  - FORM ICS-205
- ☐ Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC
  - FORM ICS-209
  - REPORT - SITUATION STATUS
  - FORM ICS-201
  - FORM ICS-202
  - FORM ICS-205A
  - FORM ICS-207
  - FORM ICS-208
  - FORM ICS-211
  - FORM ICS-213
  - FORM ICS-215
  - FORM ICS-215A
  - FORM ICS-230
  - PLAN – EOC ACTION PLAN
- ☐ Keep extra copies of reports and plans available for special distribution as required
- ☐ Set up and maintain document reproduction services for the EOC

- ☐ Ensure distribution and use of message center forms to capture a written record of actions requiring application of resources, requests for resources or other directions/information requiring use of the message center form
- ☐ Ensure the development of a filing system to collect, log and compile copies of message center forms according to procedures approved by the Planning / Intelligence Section Chief
- ☐ Identify and establish a "runner" support system for collecting, duplicating journals, logs and message center forms throughout the EOC
- ☐ Operate the EOC Message Center
- ☐ Deliver messages throughout the EOC and retain copies for documentation
- ☐ Ensure all messages are composed on a hard copy message form

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM POSITION JOB AID
  - FORM CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.18 Media Monitoring Unit

Responsible for a diverse group of tasks, including gathering photos/videos, monitoring print, electronic and social media and conducting rumor control functions. Provides intelligence from all media sources.

ELEMENTS INCLUDE:

- Monitor media and social media
- Identify and manage rumors
- Gather intelligence

Reports To:

Planning Section Chief

Plans and Reports:

- EOC ACTION PLAN

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ Monitor all media sources for incident information
- ☐ Identify and manage rumors
- ☐ Gather and share intelligence from media platforms

- ☐ Take pictures and videos
- ☐ If approved by Section Chief, assist PIO with information dissemination

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.19 GIS Unit

Responsible for managing and displaying geo-spatial data to provide incident situational awareness. develops mapping products. creates, acquires, uses and maintains relational data bases to support EOC operations.

ELEMENTS INCLUDE:

- Determine and establish GIS production priorities in conjunction with the Planning Section Chief and Situation Unit
- Convert spatial data requests into GIS products quickly and effectively
- Anticipate requirements and needs, and assemble or prepare supporting referential data
- Locate and secure needed database information to support production goals
- Operate specialized GIS production systems

Reports to:
Planning Section Chief

Plans and Reports:

- EOC ACTION PLAN
- INFORMATION COLLECTION PLAN **APPENDIX B**

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Technology:

- LAPTOP
- ARCGIS, GOOGLE EARTH
- GEOSPATIAL DATA BASES

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Check work station to ensure readiness

- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ Develop a system to post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.
- ☐ Develop sources of information and assist the Planning / Intelligence Section Chief in collecting, organizing and analyzing data from the other EOC sections
- ☐ Provide for an authentication process in case of conflicting status reports
- ☐ Meet with the Planning / Intelligence Section Chief and the EOC Director (Director of Emergency Services) to determine needs for planning meetings and briefings
- ☐ Determine if there are any special information needs
  - PLAN - INFORMATION COLLECTION PLAN **APPENDIX B**
- ☐ Work with the Situation Analysis Unit to create maps, displays, and reports
- ☐ Map specific zones or areas that detail damage surveys in conjunction with state and federal agencies
- ☐ Prepare, set up, and maintain EOC displays
- ☐ Keep data current concerning: availability of personnel, equipment, and supplies; equipment or personnel out of service
- ☐ Continually obtain information from Logistics, other Planning / Intelligence functions, the EOC Manager, Operations and the Finance/Administration Section
- ☐ Submit verbal and written reports to Planning / Intelligence Section Chief as appropriate or as directed
- ☐ Participate in Planning / Intelligence Section meetings and participates in EOC Action Plan development
- ☐ Provide information to be included in the Situation Report (i.e., mapping)
- ☐ Obtain data on all impacts to include:
  - Utilities and infrastructure (i.e., roads, bridges, electric lines, pipelines, buildings, etc.)
  - Numbers of homes destroyed or damaged
  - Public facilities destroyed or damaged
  - Critical facilities damaged or destroyed and locations (hospital, power stations, industry or manufacturers, water facilities, etc.)
  - Financial impacts and costs expended by the City; coordinate with Cost Unit Leader in Finance / Administration Section

- ☐ Ensure that necessary maps and data pertinent to the operations are obtained
- ☐ Map areas that may have to be rezoned, destroyed, reconstructed and/or modified because of the disaster. (Consultation with the Planning Section)

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.20 Logistics Section Chief

Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources

ELEMENTS INCLUDE:

- Supervise the Logistics Section
- Ensure the Logistics function is carried out in support of the EOC
- Provide communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required
- Management of donations
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required
- Ensure Section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the affected area
- Keep the EOC Director informed of all significant issues relating to the Logistics Section

Reports to:
EOC Director

Reports:

- Supply / Procurement Unit / Food Unit
- Transportation Unit
- Personnel Unit / Volunteers Coordination Unit
- Communications / IT Unit

Plans and Reports:

- EOC Action Plan

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-213 RESOURCE REQUEST
- ICS-214 ACTIVITY LOG
- FORM RESOURCE TRACKING

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)

- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214
- ☐ Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories
- ☐ Based on the situation, activate Branches / Units within the Section as needed and designate Unit Leaders for each element:
  - Supply / Procurement / Food Unit
  - Transportation Unit
  - Personnel / Volunteers Coordination Unit
  - Communications / IT Branch
- ☐ Mobilize sufficient section staffing for 24-hour operations
- ☐ Establish communications with the Logistics Section at the Operational Area EOC if activated. Advise Branches and Units within the Section to coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from DOCs or Command Posts in the field. This should be done prior to acting on the request
- ☐ Meet with the EOC Director and General Staff and identify immediate resource needs
- ☐ Meet with the Finance / Administration Section Chief and determine level of purchasing authority for the Logistics Section
- ☐ Assist Unit Leaders in developing objectives for the Section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan
- ☐ Provide periodic Section Status Reports to the EOC Director
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

Response:

- ☐ Ensure that Logistic Section position logs and other necessary files are maintained

- ☐ Meet regularly with Section staff and work to reach consensus on section objectives for forthcoming operational periods
- ☐ Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting
- ☐ Attend and participate in EOC Action Planning meetings
- ☐ Ensure that the Supply / Procurement Unit coordinates closely with the Purchasing Unit in the Finance / Administration Section, and that all required documents and procedures are completed and followed
- ☐ Ensure that transportation requirements, in support of response operations, are met
- ☐ Ensure that all requests for facilities and facility support are addressed
- ☐ Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid
  - FORM ICS-213
  - FORM - RESOURCE REQUEST
  - FORM - RESOURCE TRACKING
- ☐ Provide section staff with information updates as required

Shift Change:

- ☐ Provide turnover briefing to position replacement.
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate appropriate Section Positions when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Identify staff to support on-going Recovery Operations and Recovery Plan. Advise identified staff on their continual support role
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief

- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.21 Supplies / Food Procurement Unit

Responsible for obtaining and delivering all non-fire and non-law-enforcement mutual aid materials, equipment and supplies to support emergency operations

ELEMENTS INCLUDE:

- Supervise the Supply/Food Procurement Unit
- Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels
- Coordinate procurement actions with the Finance / Administration Section Coordinate delivery of supplies and materiel as required
- Coordinate procurement and delivery of food to field activities, shelters and operations centers

Reports to:
Logistics Section Chief

Plans and Reports:

- EOC ACTION PLAN

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

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

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit

- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.22 Transportation Unit

Responsible for coordinating the allocation of transportation resources required to move people, equipment, and essential supplies during emergency response and recovery operations.

ELEMENTS INCLUDE:

- Supervise the Transportation Unit
- In coordination with the Building/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations
- Arrange for the acquisition or use of required transportation resources

Reports to:
Logistics Section Chief

Plans and Reports:

- EOC Action Plan
- Transportation Plan

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- RESOURCE TRACKING REPORT
- TRANSPORTATION STATUS

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities

- FORM ICS-214

Response:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area
  - REPORT - SITUATION STATUS
- ☐ Routinely coordinate with the Construction / Engineering Branch Coordinator to determine progress of route recovery operations
- ☐ Review Transportation Plan (Planning/Intel) which identifies routes of ingress and egress within the City; identify routes of ingress and egress when facilitating the movement of response personnel, the affected population, and shipment of resources and material at site locations
- ☐ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed
  - FORM - RESOURCE TRACKING
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.23 Personnel / Volunteers Unit

Responsible for obtaining, coordinating, and allocating all non-fire and non-law-enforcement mutual aid personnel support requests; registering and coordinating volunteers as Disaster Services Workers (DSWs); feeding and caring for all emergency workers; and the overall coordination and care of all City / Agency staff, both paid and volunteer.

ELEMENTS INCLUDE:

- Supervise the Personnel Unit
- Provide personnel resources as requested in support of the EOC and Field Operations
- Identify, recruit and register volunteers as required
- Develop an EOC organization chart
  - FORM ICS-207
- Work with the Operations / Planning Section Staff to identify volunteer needs
- Develop a plan to distribute these volunteers to necessary places including CERT
- Coordinate with the Resources Unit to track all volunteer resources

Report to:
Logistics Section Chief

Reports:

- Volunteer Organizations Coordinators

Plans and Reports:

- EOC Action Plan supports development

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-207 ORGANIZATION CHART
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- RESOURCE REQUEST
- RESOURCE TRACKING
- Disaster Service Worker Volunteer (DSWV) REGISTRATION

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ Establish and maintain a position log and other necessary files
- ☐ Manage check-in
  - FORM ICS-211
  - FORM ICS-205
- ☐ In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position
- ☐ Upon check in, indicate the name of the person occupying each position on the chart
- ☐ The chart should be posted in a conspicuous place, accessible to all EOC personnel
  - FORM ICS-207
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in
  - FORM ICS-208
- ☐ Establish communications with volunteer agencies and other organizations that can provide personnel resources. Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required
- ☐ Process all incoming requests for personnel support
- ☐ Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival
- ☐ Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly
  - FORM - RESOURCE REQUEST
  - FORM - RESOURCE TRACKING
- ☐ Maintain a status board or other reference to keep track of incoming personnel resources.
- ☐ Update EOC organization chart for each operational period

- ☐ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC
- ☐ Assist the Fire & Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required. To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request
- ☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed
- ☐ Arrange for child care services for EOC personnel as required
- ☐ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards (Coordinate with City Council Liaison for oath if required)
  - FORM - DSWV REGISTRATION
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit

<u>Volunteer Coordinator</u>

- ☐ Staffs Volunteer Team in the EOC and supports the Operations Section, and the Planning Section Resource Unit and the Logistics Section Supply Unit
- ☐ Establishes one or more assembly and staging sites for volunteers to report for credential screening and potential assignment (Volunteer Reception Centers)
- ☐ Checks in CERT volunteers and provides information to the Operations Section for CERT deployment
- ☐ Manages the Volunteer DSWV process including document management
  - FORM - DSWV REGISTRATION

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan

- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.24 Communications Unit

Responsible for managing all computing needs including desktop/laptop computers, network and communications (internet/wireless, telephones, mobile phones, radios, GETS cards, etc.), printing, audio/visual, and other technology needs for the EOC.

ELEMENTS INCLUDE

- Coordinate with all sections and branches/groups/units on operating procedures for computing, network, and communications systems.
- Provide support for all EOC Information Systems and ensures automated information links with partner EOCs/DOCs are maintained including, if applicable, audio, visual, and teleconferencing equipment

Reports to:
Logistics Section Chief

Plans and Reports:

- EOC Action Plan supports development
- REPORT - COMMUNICATION STATUS

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-207 ORGANIZATION CHART
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel

- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ Develop Communication Plan for all communication modes within the EOC and field Incident Command Posts when needed
  - FORM ICS-205
- ☐ Determine what communications equipment is necessary
- ☐ Provide technical information as required
- ☐ Manage data and telephone services for the EOC. Receive any priorities or special requests
- ☐ Provide communications briefings and technology status reports as requested at action planning meetings
  - REPORT - COMMUNICATION STATUS

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM – CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.25 Finance / Administration Section Chief

Responsible for the financial support, response, and recovery for the incident.

ELEMENTS INCLUDE

- Supervise the Finance / Administration Section
- Ensure that all financial records are maintained throughout the emergency
- Ensure that all on-duty time is recorded for all emergency response personnel
- Ensure that all on-duty time sheets are collected from EOC staff; Departments are collecting these from DOC staff, and Field Supervisors / Incident Commander(s) are for their staff
- Ensure there is a continuum of the payroll process for all employees responding to the emergency
- Determine/remind individuals of purchase order limits for the procurement function in Logistics
- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time
- Ensure that all travel and expense claims are processed within a reasonable time
- Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or Cal OES

Reports to:
EOC Director

Reports:

- Cost/Accounting Unit
- Time Unit
- Compensation/Claims Unit

Plans and Reports:

- EOC Action Plan

Forms and Guides:

- POSITION JOBAID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- PA DAMAGE CATEGORIES – FEMA: FP 104-009-2 PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE (PAPPG) V3.0
- FEMA PA WEBSITE - HTTPS://WWW.FEMA.GOV/PUBLIC-ASSISTANCE-POLICY-AND-GUIDANCE

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214
- ☐ Ensure that the Finance / Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place
- ☐ Based on the situation, activate units within section as needed and designate Unit Coordinators for each element:
  - Time Keeping Unit
  - Cost Accounting Unit
  - Compensation & Claims Unit
- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures
- ☐ Determine the level of purchasing authority to be delegated to Logistics Section
- ☐ Meet with all Unit Leaders and ensure that responsibilities are clearly understood
- ☐ In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period
- ☐ Notify the EOC Director when the Finance / Administration Section is operational
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur

Response:

- ☐ Ensure that Finance / Administration Section position logs and other necessary files are maintained
- ☐ Ensure that displays associated with the Finance / Administrative Section are current, and that information is posted in a legible and concise manner
- ☐ Participate in all Action Planning meetings
- ☐ Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan

- ☐ Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis
- ☐ Ensure that the Cost / Accounting Unit maintains all financial records throughout the emergency
- ☐ Ensure that the Time Keeping Unit tracks and records all agency staff time
- ☐ In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner
- ☐ Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable time-frame, given the nature of the situation
- ☐ Ensure that the Time Keeping Unit processes all time-sheets and travel expense claims promptly
- ☐ Ensure that the Finance / Administration Section provides administrative support to other EOC Sections as required.
- ☐ Ensure that all recovery documentation is accurately maintained by the Cost/Accounting Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or Cal OES

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate appropriate Section Positions when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.
- ☐ Identify staff to support on-going Recovery Operations and Recovery Plan. Advise identified staff on their continual support role
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.26 Cost Accounting / Purchasing Unit

Responsible for collecting and maintaining documentation for the incident to help the planning and recovery efforts.

ELEMENTS INCLUDE:

- Collect cost information and performing cost-effectiveness analysis
- Provide cost estimates and cost savings recommendations
- Address financial matters involving vendor contracts

Reports to:

Finance/Administration Section Chief

Plans and Reports:

- EOC ACTION PLAN

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- PA DAMAGE CATEGORIES – FEMA: FP 104-009-2 PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE (PAPPG) V3.0
- FEMA PA WEBSITE - HTTPS://WWW.FEMA.GOV/PUBLIC-ASSISTANCE-POLICY-AND-GUIDANCE

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

Cost Accounting

- ☐ Establish and maintain a position log and other necessary files
- ☐ Establish (or implement) an accounting system and special cost codes associated with this emergency
- ☐ Monitor all emergency expenditures and resource status change costs
  - FORM ICS-210
- ☐ Ensure that all sections and units are documenting cost related information.
- ☐ Collect, and compile cost information at the end of each shift
- ☐ Obtain and record all cost data to cover:
  - Personnel
  - Equipment
  - Rental/Contract Equipment
  - Supplies from outside vendors
  - Contracts for special or emergency services
- ☐ Coordinate with the Documentation Unit on content and format of cost related files to be transferred
- ☐ Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings, if required
- ☐ Compile cumulative cost records on a daily basis
- ☐ Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes
- ☐ Ensure that estimate costs are replaced with actual costs where known
- ☐ Provide verbal or written reports to the Finance / Administration Section Coordinator upon request
- ☐ Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency
- ☐ Organize and prepare records for audits as necessary
- ☐ Act as the liaison for the EOC with County and other disaster assistance agencies to coordinate the cost recovery process
- ☐ Prepare all required state and federal documentation as necessary to recover allowable costs

Procurement

- ☐ Establish and maintain a purchasing system. Review the emergency purchasing procedures. Prepare and sign contracts as needed, be sure to obtain concurrence from the Finance / Administration Section Coordinator
- ☐ Ensure that all contracts identify the scope of work and specific site locations

- ☐ Negotiate rental rates not already established or purchase prices with vendors as required
- ☐ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies
- ☐ Finalize all agreements and contracts, as required. Complete final processing and send documents to Budget and Payroll for payment
- ☐ Verify cost data in the pre-established vendor contracts and/or agreements. In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner
- ☐ Keep the Finance / Administration Section Coordinator informed of all significant issues involving the Purchasing Unit

Shift Change:

- ☐ Provide turnover briefing to position replacement
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM – POSITION JOB AID
  - FORM – CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Coordinator
- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.27 Time Unit

Responsible for working with all Department Liaisons and Sections to ensure field units track hours worked by personnel and volunteers and preparing daily personnel time recording documents.

ELEMENTS INCLUDE:

- Track, record, and report all on-duty time for personnel working during the emergency
- Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office
- Supervise the Time Keeping Unit

Reports to:
Finance/Admin Section Chief

Plans and Reports:

- EOC ACTION PLAN

Forms and Guides:

- POSITION JOB AID
- ICS-205 COMMUNICATION LIST
- ICS-210 RESOURCE STATUS CHANGE
- ICS-211 CHECK-IN LIST
- ICS-214 ACTIVITY LOG
- FORM RESOURCE TRACKING

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness
- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ Establish and maintain a time keeping system
  - FORM ICS-211
  - FORM - RESOURCE TRACKING
  - FORM ICS-210
- ☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift
- ☐ Ensure that time records are accurate and prepared in compliance with policy
- ☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to the field level
- ☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them
- ☐ Establish a file for each employee or volunteer within the first operational period. Maintain a fiscal record for as long as the employee is assigned to the response.
- ☐ Keep the Finance / Administration Section Chief informed of significant issues affecting the Time-Keeping Unit.

Shift Change:

- ☐ Provide turnover briefing to position replacement.
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief
- ☐ Clean up your work area before you leave

- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

C.3.28 Compensation / Claims Unit

Responsible for investigating and processing physical-injury and property-damage claims arising from emergency/disaster incident

ELEMENTS INCLUDE:

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

Reports to:

Finance Section Chief

Plans and Reports:

- EOC Action Plan

Forms and Guides:

- POSITION JOBAID
- ICS-205 COMMUNICATION LIST
- ICS-208 SAFETY MESSAGE
- ICS-211 CHECK-IN LIST
- ICS-215A SAFETY ANALYSIS
- ICS-214 ACTIVITY LOG
- ICS-227 CLAIMS LOG
- PA DAMAGE CATEGORIES – FEMA: FP 104-009-2 PUBLIC ASSISTANCE PROGRAM AND POLICY GUIDE (PAPPG) V3.0
- FEMA PA WEBSITE - HTTPS://WWW.FEMA.GOV/PUBLIC-ASSISTANCE-POLICY-AND-GUIDANCE

Tools:

- WORKSTATION
- POSITION BINDER (CAN BE VIRTUAL)
- VEST

Activation:

- ☐ Check in at the EOC
  - FORM ICS-211
  - FORM ICS-205
- ☐ Assist with EOC Set-up (if not already fully set-up)
- ☐ Check work station to ensure readiness

- ☐ Wear identification vest and read over Job Aid
- ☐ Receive situation, section and position briefing from available and appropriate personnel
- ☐ Ensure readiness to maintain concise records of position activities
  - FORM ICS-214

Response:

- ☐ Establish and maintain a compensation and claims system.
- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency
  - FORM ICS-227
- ☐ Investigate all injury and damage claims as soon as possible
- ☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workers' Compensation within the required time frame consistent with City policy and procedures
- ☐ Coordinate with the Safety Officer regarding the mitigation of hazards
  - FORM ICS-208
  - FORM ICS-215A
- ☐ Keep the Finance / Administration Chief informed of significant issues affecting the Compensation and Claims Unit

Shift Change:

- ☐ Provide turnover briefing to position replacement.
- ☐ Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period
  - FORM - POSITION JOB AID
  - FORM - CURRENT ICS-214
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow EOC check out procedures, including signing out, work station clean-up and forwarding phone number where you can be reached
  - FORM ICS-211
  - FORM ICS-205

Demobilization and Termination:

- ☐ Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan
- ☐ Complete all required forms, reports, and other documentation
- ☐ Provide all completed documentation to the Documentation Unit, prior to your departure
- ☐ Turn over financial information to Finance / Administration Section Chief

- ☐ Clean up your work area before you leave
- ☐ Provide a forwarding phone number where you can be reached
- ☐ Be prepared to provide input to the AAR

Appendix D: EOC Staffing Roster

It is important to maintain a roster of personnel who are available to staff the City EOC in the event of an activation. The purpose of this section is to provide a procedure for maintaining a current roster of City employees available to staff the specific EOC positions identified in the Base Plan. A form is provided below for this purpose. In addition, the procedure for maintaining current phone numbers for these personnel is described below.

The following procedures should be performed quarterly or as needed by the City Manager's Office. The tables below should be updated to reflect qualified EOC staff (for further information regarding each position, refer to **Section 4.2.4** in the Base Plan). This quarterly update should ensure there are a sufficient number of personnel who are available, given the leave, transfer, or separation of staff that may occur. For each EOC staff position, the names of primary and secondary personnel should be listed. In addition, primary and secondary phone numbers for all qualified EOC Team staff should be updated monthly in the Everbridge system. To finalize the quarterly update, the Environmental Affairs Manager should email the roster to all qualified EOC Team personnel for verification of availability, and send the updated phone contact information to these personnel via the Everbridge system for verification purposes.

Vest colors: Management - Yellow; Operations - Red; Plan & Intel - Blue; Logistics - Orange; Finance - Green; Observers - White; Elected - Tan

PITTSBURG EOC-MANAGEMENT

POSITION	PRIMARY			SECONDARY		
Title	**Name**		**Email**	**Name**		**Email**
EOC Director						
Public Information Officer						
EOC Assistant						
EOC Liaison / Safety						
City Council Liaison						
Legal Advisor / City Attorney						
Scribe						

Runners ~ Assign 2 staff members as runners for primary and secondary to serve as runners for all EOC sections - may not need after WebEOC

PITTSBURG EOC-OPERATIONS						
POSITION	**PRIMARY**			**SECONDARY**		
Title	**Name**		**Email**	**Name**		**Email**
Operations Chief						
Law Enforcement						
Public Works / Utilities						
Building / Engineering						
Care, Shelter & Animals, Functional Assessment						
Damage Assessment						
Fire & Rescue Operations						
EMS & Hazardous Materials						

PITTSBURG EOC- PLANNING AND INTELLIGENCE						
POSITION	**PRIMARY**			**SECONDARY**		
Title	**Name**		**Email**	**Name**		**Email**
Planning Chief						
Situation Status / Analysis						
Situation Status / Analysis						
Technical - GIS						
Social Media						
Documentation / Message Center						
Advanced Planning / Recovery	To be assigned later to Situation Status as required/needed as event unfolds					
** Message Center may not be needed after WebEOC. TBD.						

PITTSBURG EOC-LOGISTICS						
POSITION	**PRIMARY**			**SECONDARY**		
Title	**Name**		**Email**	**Name**		**Email**
Logistics Chief						
Supply/Food/Procurement						
Transportation Resources						
Communications Liaison / IT						
Personnel / Volunteers						

PITTSBURG EOC-FINANCE

POSITION	**PRIMARY**			**SECONDARY**		
Title	**Name**		**Email**	**Name**		**Email**
Finance Chief						
Cost Accounting						
Time						
Comp & Claims						

Appendix E: Action Planning and Situation Reporting

E.1 Action Planning

The EOC Action Plan is required during activation and an important document to CalOES and FEMA demonstrating processes and procedures followed during an event. The Action Plan is a key document submitted for Disaster Recovery and CalOES / FEMA may request to review this document if visiting the agency during an event.

E.1.1 Development of the Action Plan

The ICS emphasizes orderly and systematic planning. The Action Plan is the central tool for planning during a response to an emergency. The Action Plan is prepared by the Planning Section Chief with input from the appropriate Sections and Units of the EOC. It should be written at the outset and revised continually throughout the response.

Incidents vary in their type, complexity, size, and requirements for detailed and written plans. An initial response for an incident that is readily controlled may not require a written Action Plan. However, larger, more complex incidents will require an Action Plan to coordinate activities. The level of detail required in an Action Plan will vary according to the complexity of the response. The Action Plan process ensures timely and coordinated development of situational awareness, objectives, tactics, planning, execution, and assessment of and for emergency response.

The following outlines the process required to develop an Action Plan. Following the steps below will allow effective development of an Action Plan, while minimizing the time required to do so.

E.1.2 General Responsibilities of the Planning Section

The Planning Section Chief should review with the EOC Director and General Staff the following responsibilities associated with the development of the Action Plan prior to the planning meeting.

EOC Director

- Provide general incident objectives and strategy
- Provide direction or overall management and strategy
- Approve the completed Action Plan by signature

Planning Section Chief

- Conduct the planning meeting and operation shift briefing
- Coordinate preparation of the Action Plan

Operations Section Chief

- Determine resource requirements
- Determine tactics
- Determine work assignments for operations personnel

Logistics Section Chief

- Establish the procedure for resource ordering
- Ensure that the Logistics Section can support the Action Plan

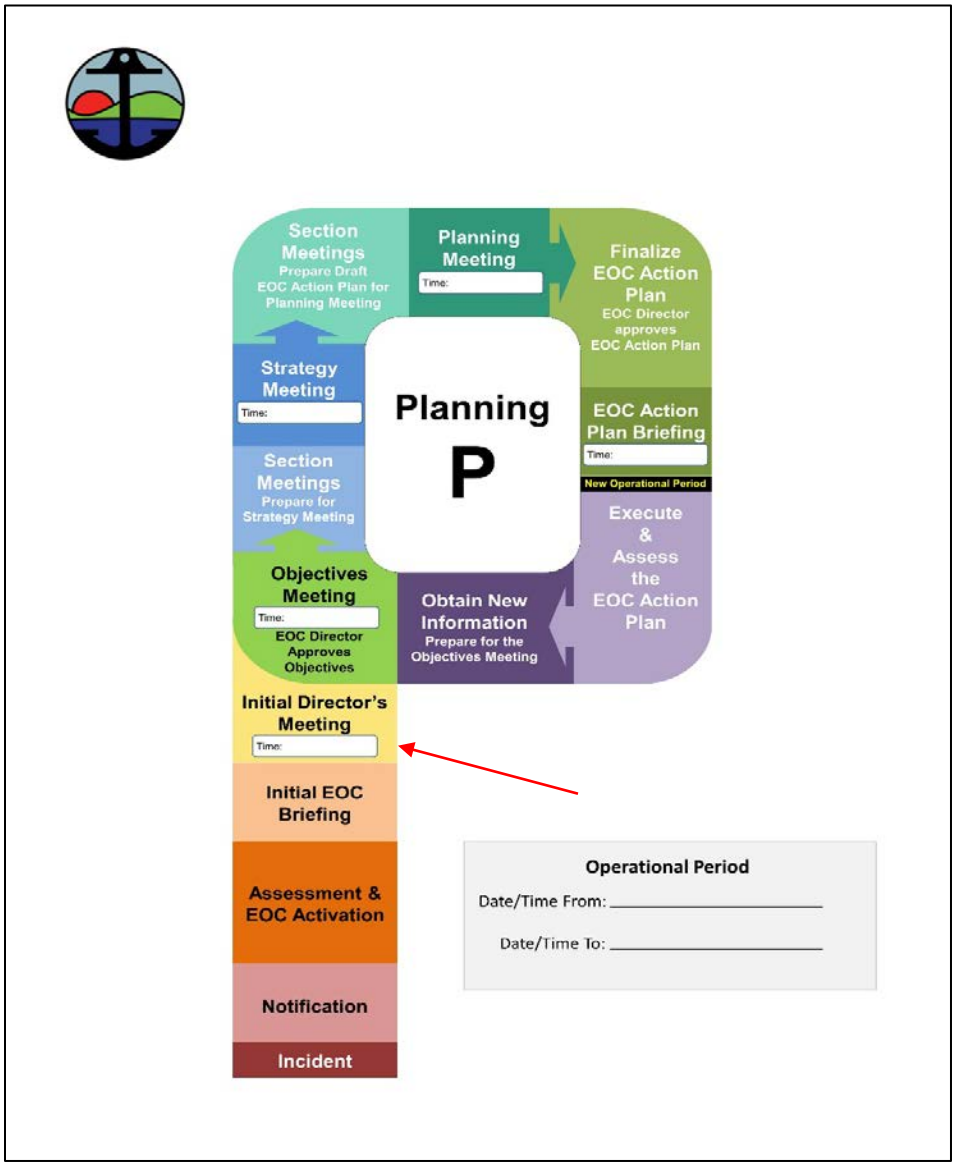
Finance / Administration Section Chief

- Provide cost implications of incident objectives as required
- Ensure that the Action Plan remains within the financial limits established by the EOC Director

E.1.3 The Planning Cycle

Action Plan development involves nine steps. Once the initial response is complete, an eight-step process is repeated for each operational period.

1. Initial Response



The planning cycle should begin immediately after the event. The initial response to the event, at the EOC level, will be to activate the EOC. Based on the initial assessment of the emergency, the EOC Director or Planning Section Chief will provide an Incident Briefing using an ICS Form 201. A template for conducting the Initial Meeting is provided in **Figure E-1**.

The ICS Form 201 should include information on potential operational objectives, the current state of situational awareness, resources employed and deployed, and significant actions.

Figure E-1: Initial Meeting Template (One time only)

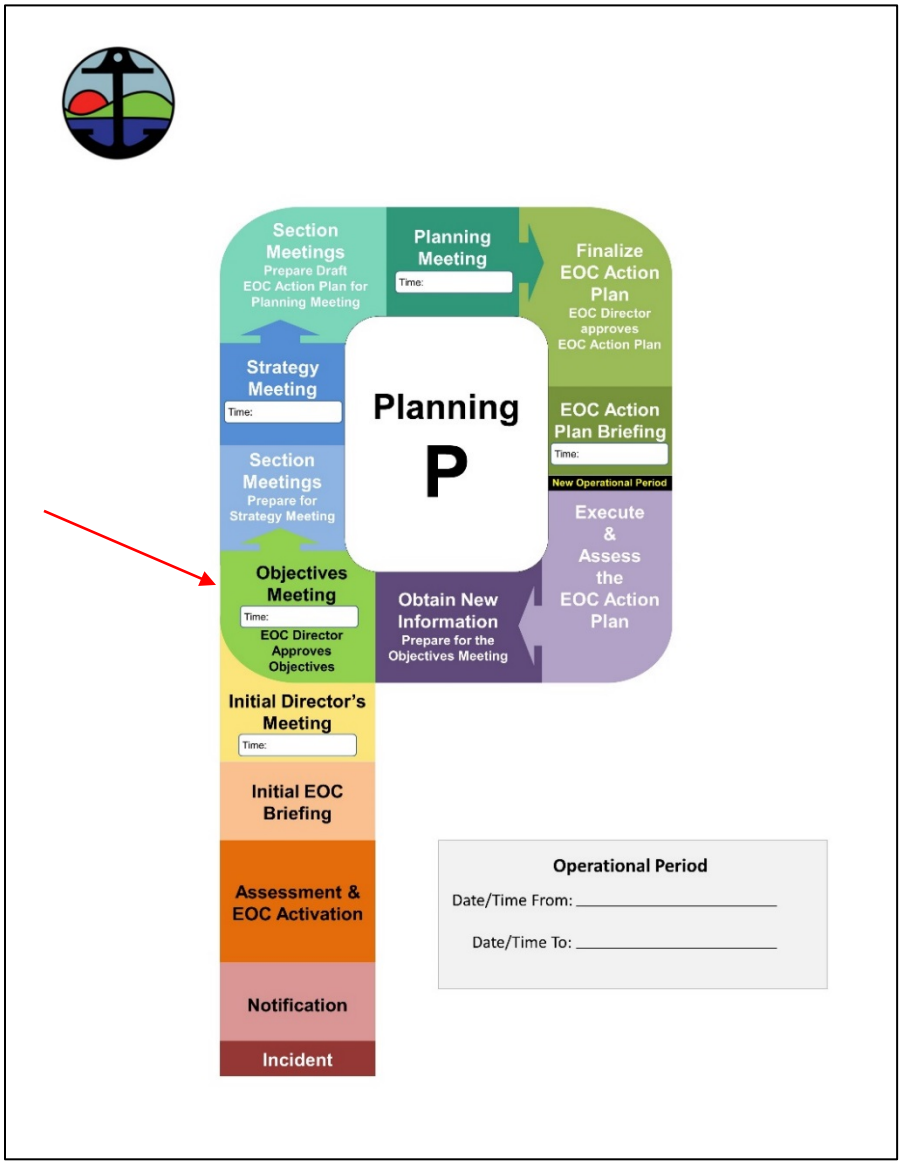
Facilitator:	EOC Director or Planning / Intelligence Section Chief	
Purpose:	• Review and/or Update EOC Objectives and Action Plan • Establish Operational Periods • Identify Conditions, Action, and Needs (CAN)	
Attendees:	Management and General Staff (Sections Chief / Coordinators and above) (Add members as required)	
1.	Introductions (EOC Management, General Staff and others) (Plans)	❑
2.	Discuss situation as obtained from field and other EOCs/DOCs (Plans)	❑
3.	Review and/or Update Objectives and/or stock Action Plan (Plans)	❑
4.	CAN Reports (Conditions, Actions, Needs) • Management (Director) • Operations (Operations Chief/Coord) • Logistics (Logistics Chief/Coord) • Finance (Finance Chief/Coord) • Planning / Intelligence (Planning/Intelligence Chief/Coord)	❑
5.	Establish Operational Periods (Director)	❑
6.	Review and/or establish timing of coordination meetings (e.g., Objectives Meeting, Strategy Meeting, Planning Meeting)	❑
7.	Roundtable and Closing Comments (All)	❑
8.	Adjourn (Plans)	❑

Outcome(s): Set the pace for the Action Planning process

Next Step(s):

- Prepare for the Objectives Meeting
- Objectives Meeting time: _____

2. Set Incident Objectives/Objectives Meeting



Before finalizing the Incident Objectives, the EOC Director will provide a draft copy to the Operations Section Chief. The Operations Section Chief should ensure that the Incident Objectives are understood and that they are realistic.

After discussion, the Incident Objectives are written on ICS Form 202 and delivered to the Operations Section Chief, Planning Section Chief, PIO, and Liaison Officer to inform them of the strategy for the next shift. The Planning Section Chief then prepares for the Tactics Meeting.

Guidelines for the EOC Director on Setting Goals and Objectives

Setting or reaffirming goals and objectives at the beginning of each shift is the duty of, and must be a top priority for, the EOC Director.

Three important guidelines:

1. Goals and objectives must be clearly stated, understood, and measurable so that the EOC Team may determine the extent to which goals and objectives are accomplished during the current operations shift.
2. Goals and objectives must be attainable given the people, equipment, and supplies available during that operations shift.
3. Goals and objectives must be broad and flexible enough for the Operations Section Chief to achieve them the best way possible.

Figure E-2: Objectives Meeting Template

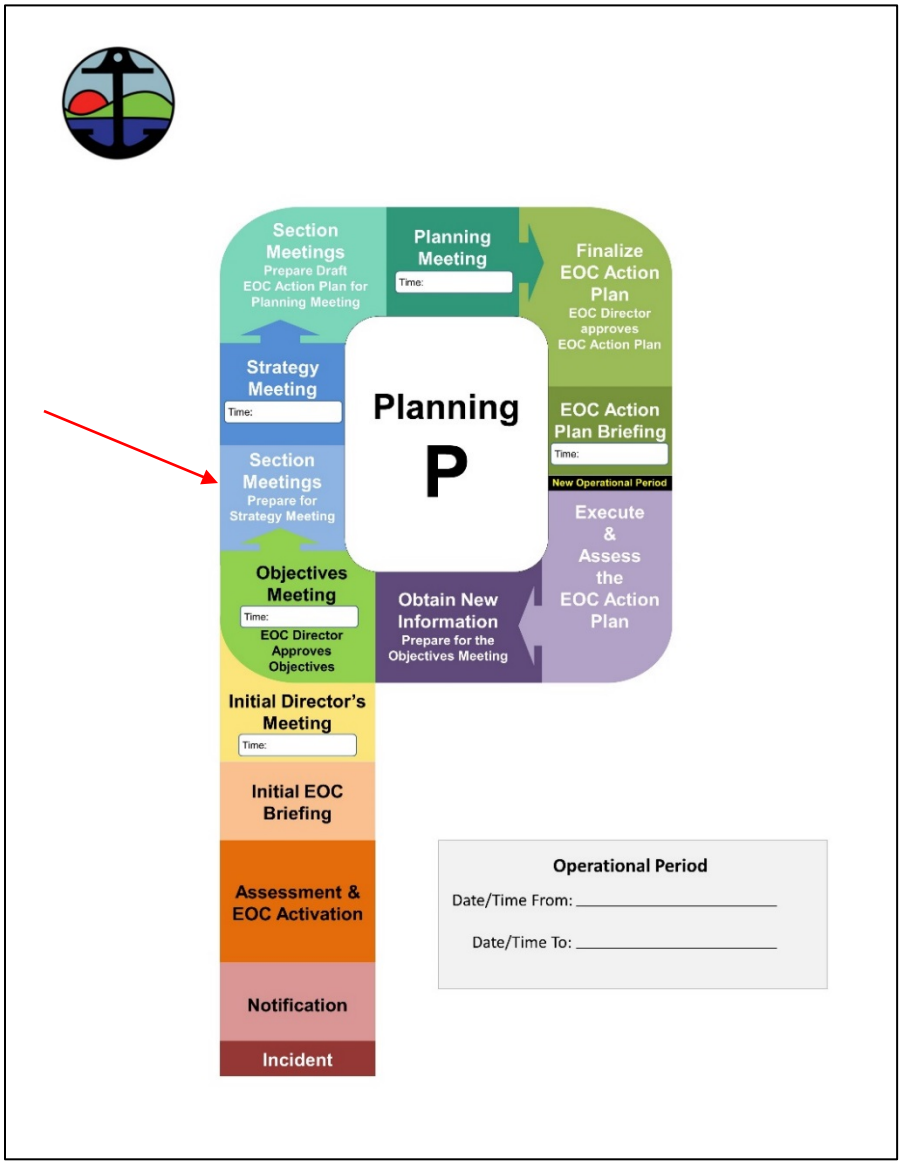
Facilitator:	Planning / Intelligence Section Chief	
Purpose:	• Assess previous objectives to determine carry-over items • Identify and prioritize EOC Objectives for the NEXT OPERATIONAL PERIOD • Discuss and resolve limitations in supporting EOC Objectives	
Attendees:	Operations, Logistics, Finance, Plans, Safety Officer, EOC Coordinator (Add members as required)	
1.	Introductions (EOC Management, General Staff and others)	❑
2.	Discuss current situation and assess previous objectives to determine carry-over items	❑
3.	Establish and prioritize EOC Objectives for the NEXT OPERATIONAL PERIOD • Management (EOC Coordinator) • Operations (Operations Chief/Coord) • Logistics (Logistics Chief/Coord) • Finance (Finance Chief/Coord) • Planning / Intelligence (Planning / Intelligence Chief/Coord)	❑
4.	Discuss needs for additional plans (e.g., Evacuation Plan, Traffic Plan, etc.)	❑
5.	Roundtable and Closing Comments (All)	❑
6.	Adjourn (Plans)	❑

Outcome(s): A set of EOC Objectives for the NEXT OPERATIONAL PERIOD

Next Step(s):

- EOC Director approves EOC Objectives
- Section Meetings to Prepare for the Strategy Meeting
- Strategy Meeting time: _____

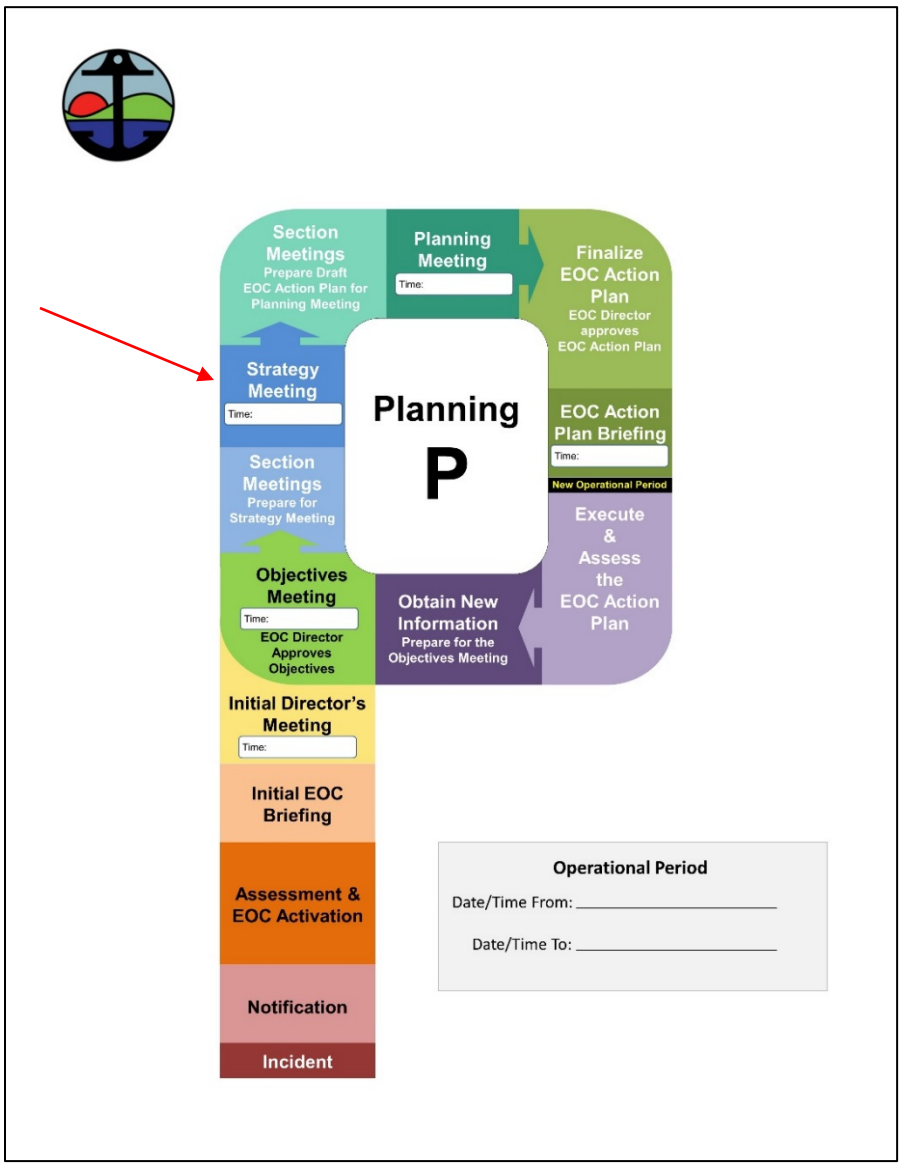
3. Command and General Staff Section Meetings/Preparing for the Strategy Meeting



ICS Form 201, Incident Briefing Form, and/or ICS Form 209, Incident Status Summary Form, are reviewed by Section Chiefs with their staff and other appropriate EOC Team members. The EOC Director will update the initial objectives if warranted. Upon review, the Planning Section Chief will provide the necessary alternatives and strategies before the Strategy Meeting begins.

4. Strategy Meeting

The Operations Section Chief, Safety Officer, Logistics Section Chief, and Logistics Section Unit Leaders attend the Strategy Meeting. The Operations Section Chief leads the Strategy Meeting.



Resource availability and prioritization are reviewed. Resource assignments to support field elements will consist of the kind, type, and number of resources available and required to achieve the objectives for the Operational Period. If the required resources will not be available, then an adjustment should be made to the strategy being planned. It is critical that, to the extent possible, resource availability and the availability of other required support be determined in advance of determining strategies for tactical operations.

The ICS Forms 215, Operational Planning Worksheet, and 215A, Incident Safety Analysis, are used to document the Tactics Meeting. These forms should be completed at least one hour prior to the Planning Meeting. **Figure E-3** provides a template for the Strategy Meeting.

Figure E-3: Strategy Meeting

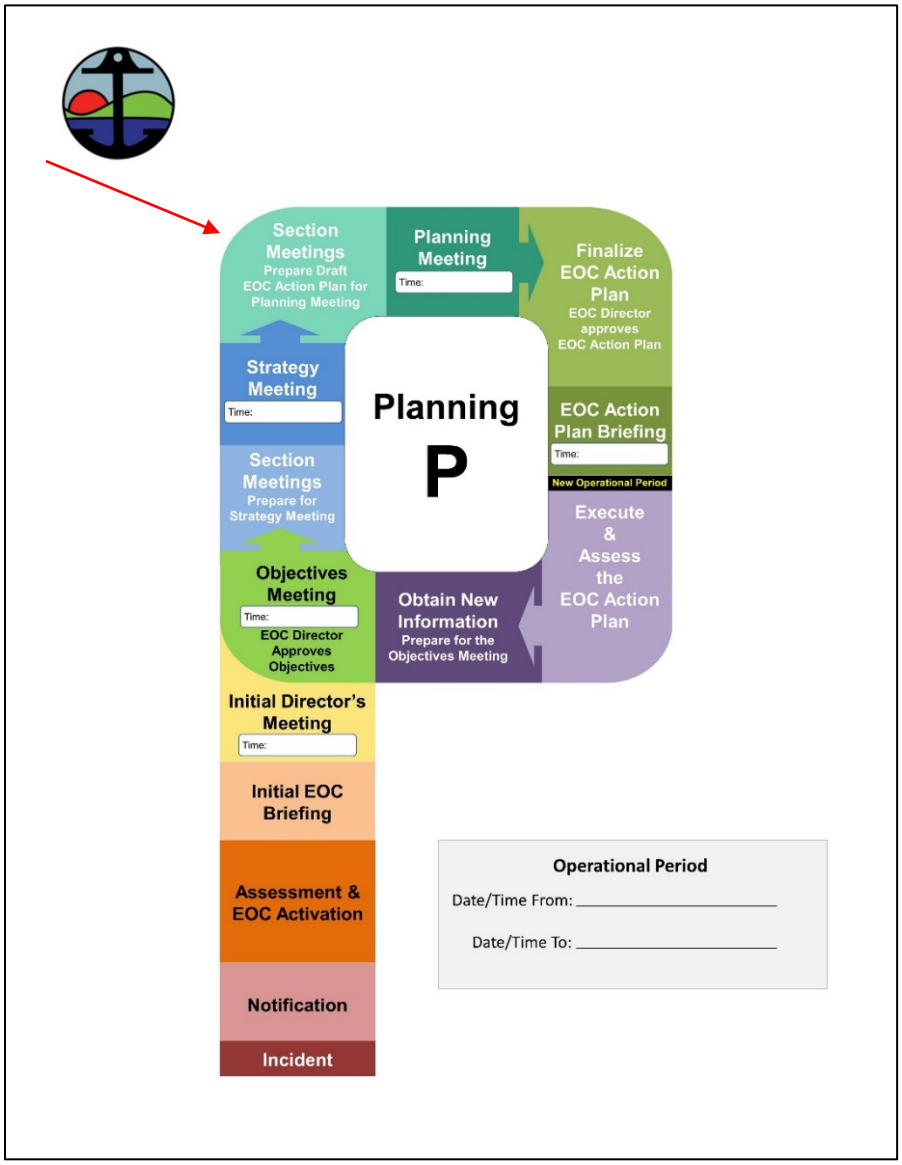
Facilitator:	Operations Section Chief	
Purpose:	• Ensure the EOC Action Plan supports the EOC Objectives • Address and resolve coordination or support issues • Identify resources to address limitations • Finalize strategies and responsibilities for the NEXT OPERATIONAL PERIOD	
Attendees:	Operations, Logistics, Logistics Units, Planning, Safety Officer, EOC Coordinator (Add members as required)	
1.	Bring meeting to order, conduct roll call and cover ground rules (Planning)	❑
2.	Review current and projected situation (Planning)	❑
3.	Review Approved EOC Objectives (Planning)	❑
4.	Review Draft Strategies (consider resource needs and staffing levels) • Management (EOC Coordinator) • Operations (Operations Chief) • Logistics (Logistics Chief)	❑
5.	Identify logistical capabilities, limitations and support needs (e.g., Communications, IT, vendor issues, etc.) (Logistics)	❑
6.	Identify, discuss, mitigate safety issues, and requirements (Safety Officer)	❑
7.	Roundtable and Closing Comments (All)	❑
8.	Adjourn (Plans)	❑

Outcome(s): Completed EOC Strategies to support the EOC Objectives

Next Step(s):

- Prepare Draft EOC Action Plan for the Planning Meeting
- Planning Meeting time: _____

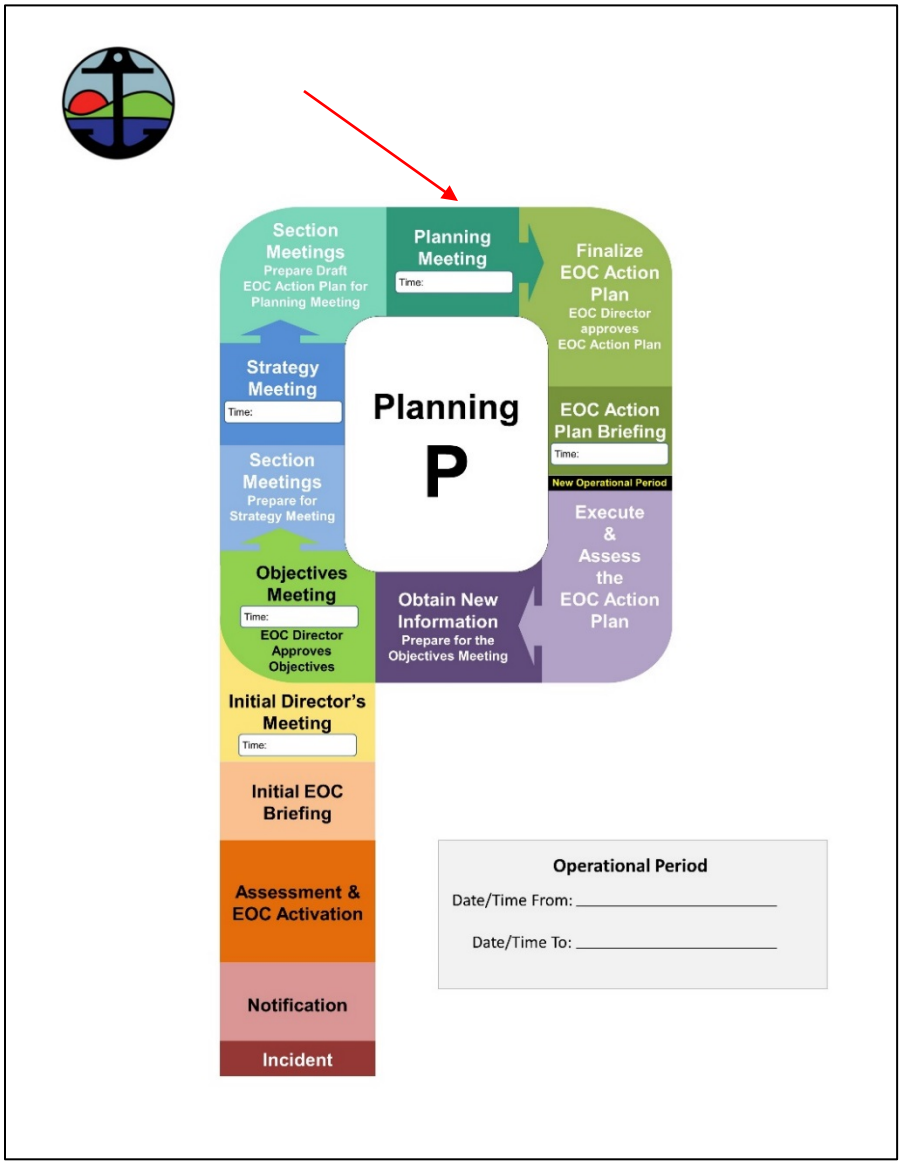
5. Section Meetings/Preparing for the Planning Meeting



Following the Strategy Meeting, the Section Chiefs review the results with their staffs. Preparations are made for the Planning Meeting, including the following actions coordinated by the Planning Section:

- Review the ICS Form 215 developed in the Strategy Meeting
- Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215
- Assess current operations effectiveness and resource efficiency
- Gather information to support incident management decisions

6. Planning Meeting



The Planning Meeting provides the opportunity for the Management and General Staff to review and validate the operational plan as proposed by the Operations Section Chief. Attendance is required for all Management and General Staff. Additional EOC personnel may attend at the request of the Planning Section Chief or the EOC Director. The Planning Section Chief conducts the Planning Meeting following the agenda template in **Figure E-4**.

The Operations Section Chief delineates the amount and type of resources field units will need to accomplish the plan.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.

Figure E-4: Planning Meeting Template

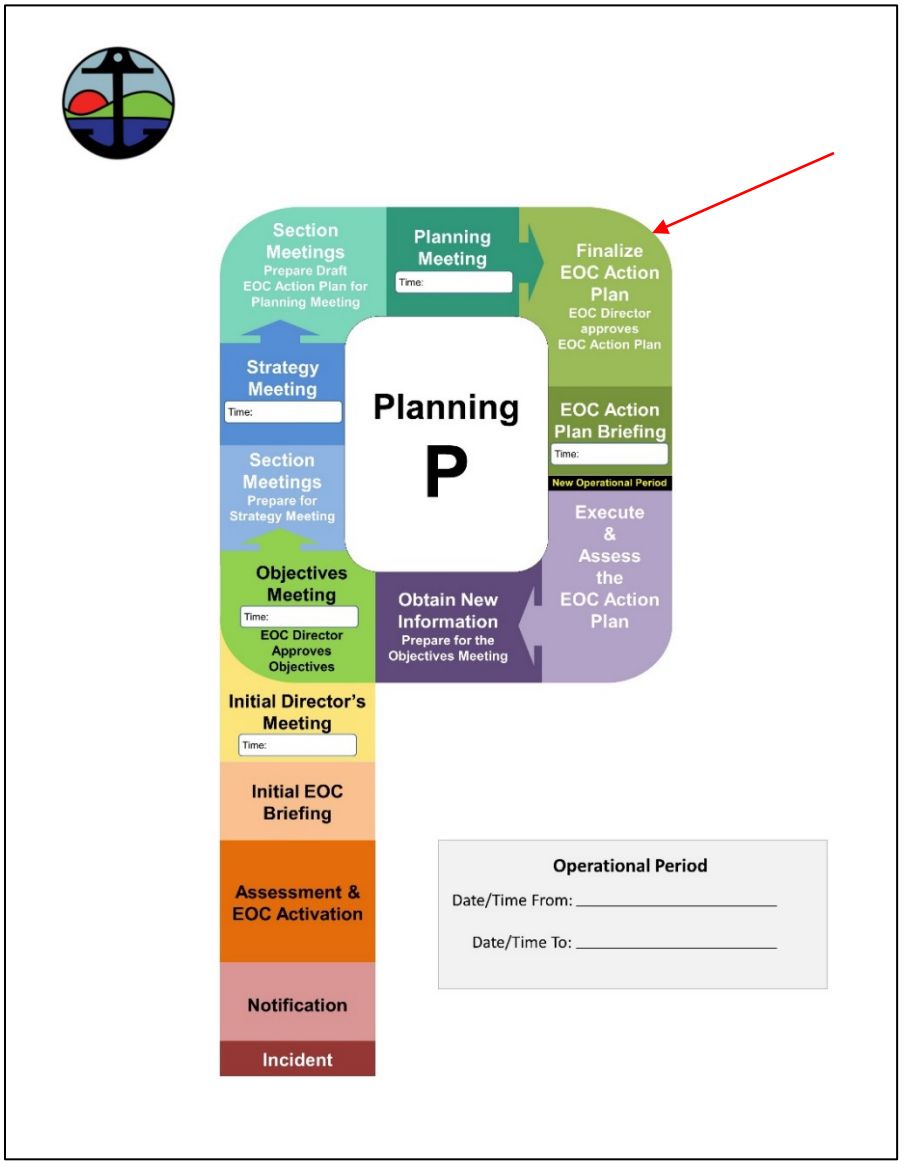
Facilitator:	Planning / Intelligence Section Chief	
Purpose:	• Review the Draft EOC Action Plan, adjust as needed • Discuss and resolve issues prior to approving EOC Action Plan • Obtain buy-in / support of EOC Action Plan from Management and General Staff • Obtain EOC Director's VERBAL APPROVAL of EOC Action Plan	
Attendees:	Operations, Logistics, Finance, Planning, Safety Officer, EOC Coordinator (Add members as required)	
1.	Situation Update (Planning / Intelligence Chief)	❑
2.	Review EOC Objectives and Strategy for the NEXT OPERATIONAL PERIOD	❑
3.	Review all other parts of the Draft EOC Action Plan • Management (EOC Coordinator) • Operations (Operations Chief) • Logistics (Logistics Chief) • Finance (Finance Chief) • Planning (Planning / Intelligence Chief)	❑
4.	Obtain feedback and commitment from Management and General Staff to support the EOC Action Plan	❑
5.	Obtain EOC Director's VERBAL APPROVAL of the EOC Action Plan	❑
6.	Roundtable and Closing Comments (All)	❑
7.	Adjourn (Plans)	❑

Outcome(s): A review and verbal approval of the EOC Action Plan

Next Step(s):

- Finalize EOC Action Plan and obtain signed approval from EOC Director
- Prepare for the Action Plan Briefing with all EOC Staff
- Action Plan Briefing time: _____

7. Final Action Plan Preparation and Approval



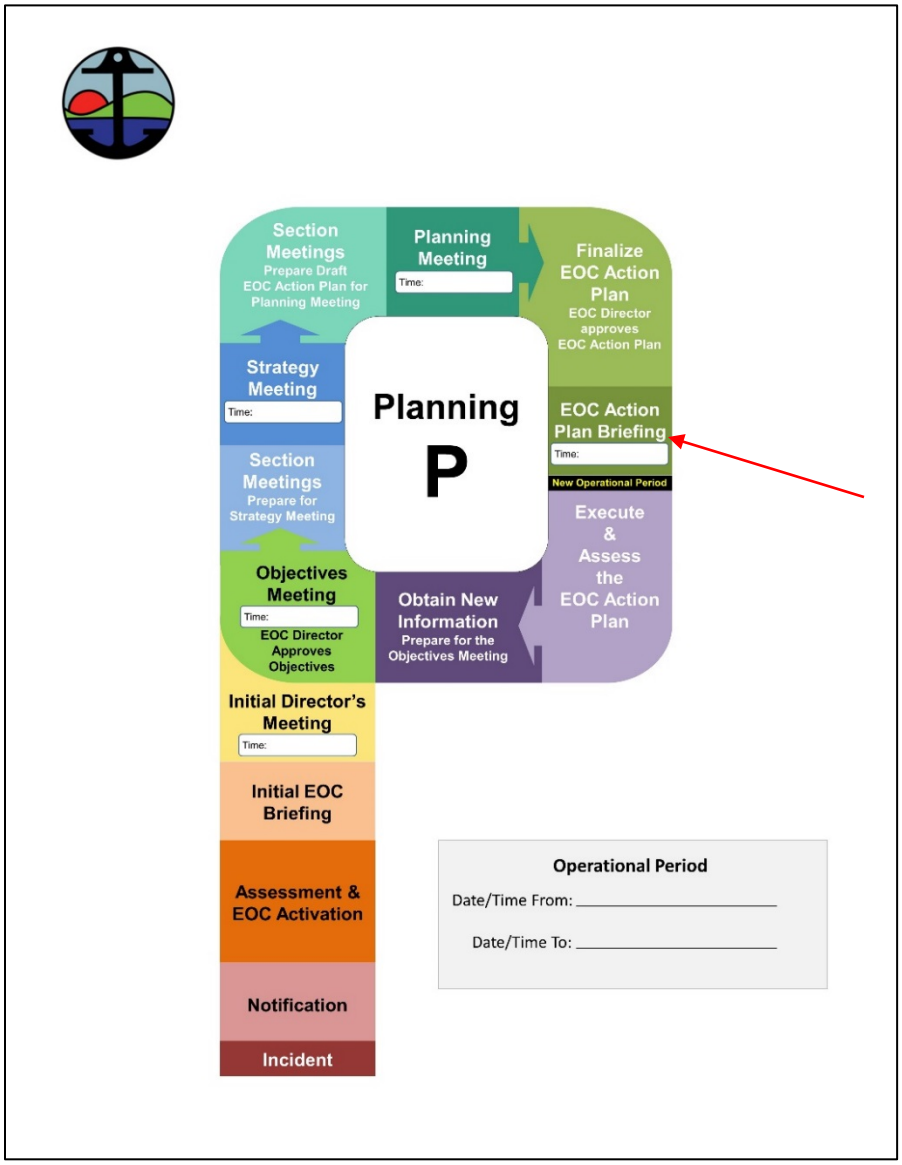
The next step in the Action Plan Process is final plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents, developed during this process that convey the EOC Director's intent and the Operations Section's direction in accomplishing the plan for that Operational Period.

For simple incidents of short duration, an Action Plan will be developed by the EOC Director and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process as highlighted above.

Certain conditions result in the need for the EOC Director to engage a more formal process. A written Action Plan should be considered under the following conditions:

- Two or more jurisdictions are involved in the response
- The incident continues into the next Operational Period
- A number of ICS organizational elements are activated (e.g., when General Staff Sections are staffed)
- It is required to support recovery processes
- An evacuation or community hazardous materials incident is involved, in which case, a written Action Plan is required

8. Action Plan Briefing



The Action Plan Briefing may also be referred to as the Shift Briefing. This briefing is conducted at the beginning of each Operational Period and presents the Action Plan to the next shift. Following the Action Plan Briefing, Sections Chiefs will meet with their assigned staff for a detailed review of their respective assignments. **Figure E-5** provides a template for the Action Plan Briefing.

Figure E-5: Action Plan Briefing Template

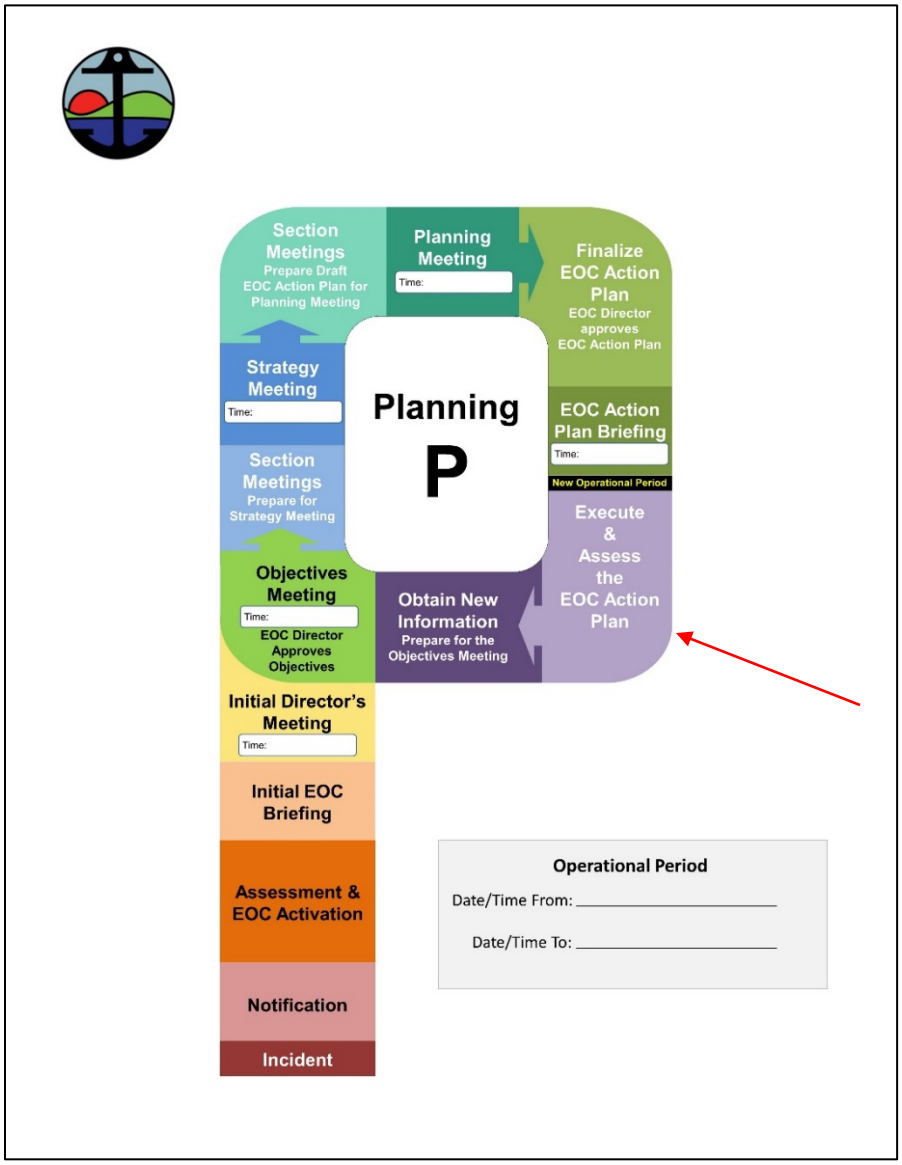
Facilitator:	Planning / Intelligence Section Chief	
Purpose:	• Distribute approved EOC Action Plan • A "stand-up" briefing conducted at the end / beginning of each Operational Period to brief the EOC Action Plan to oncoming EOC Staff	
Attendees:	All EOC Staff - ***Distribute the approved EOC Action Plan to all EOC Staff before the briefing begins***	
1.	Current Situation Review (Planning /Intelligence Chief or Sit Stat Lead)	❑
2.	Weather Conditions (Planning / Intelligence Chief or Sit Stat Lead)	❑
3.	Review Objectives from EOC Action Plan (Planning)	❑
4.	Brief out status & strategies Management (Director) Operations (Operations Chief) Logistics (Logistics Chief) Finance (Finance Chief) Planning (Planning / Intelligence Chief)	❑
5.	Provide Logistics Guidance (i.e., forms, process) (Logistics)	❑
6.	Provide Finance/Administration Guidance (i.e., forms, process) (Finance)	❑
7.	Provide other guidance as needed	❑
8.	Provide Safety Guidance (Safety Officer)	❑
9.	Closing Comments (Director)	❑

Outcome(s): A completed EOC Action Planning process

Next Step(s):

- Execute and assess the plan
- Prepare for the next Objectives Meeting
- Objectives Meeting time: _____

9. Execute Plan and Assess Progress



The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section (e.g., Operations Section Chief, Branch Directors, Division or Group) are responsible for implementation of the plan for the specific Operational Period. The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make appropriate adjustments during the Operational Period to ensure that the objectives are effectively met.

Appendix F: After Action Report

City of Pittsburg After Action Report	
Emergency Name: _____	**Date of Emergency: _____**
Date: _____	**Page ____ of _____**
Summary of the Emergency:	
Response Actions Taken:	
EOC Positions Staffed:	
Key Response Actions Taken:	
Key Recovery Activities:	
What Went Right:	
What Went Wrong:	
Improvements and/or Recommendations:	

Prepared by: _____ Reviewed and Approved by: _____

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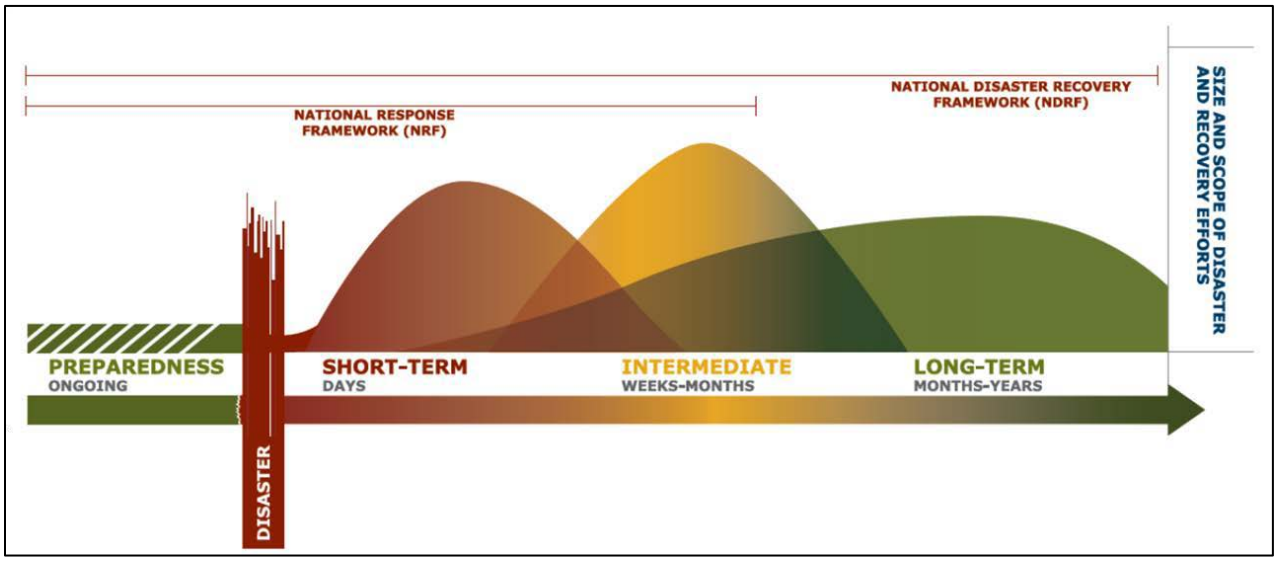
Appendix G: Recovery Operations Framework

This Framework defines how the whole community, including emergency managers, community development professionals, recovery practitioners, City departments, private sector, nongovernmental organization (NGO) leaders, and the public, will collaborate and coordinate to more effectively utilize existing resources to promote resilience and support the recovery of those affected by an incident. The framework advances the concept that recovery extends beyond simply repairing damaged structures. It also includes the continuation or restoration of services critical to supporting the physical, emotional, and financial well-being of impacted community members.

Recovery includes the restoration and strengthening of key systems and resource assets that are critical to the economic stability, vitality, and long-term sustainability of the communities themselves. These include health (including behavioral health) and human services capabilities and networks, public and private disability support and service systems, educational systems, community social networks, natural and cultural resources, affordable and accessible housing, infrastructure systems, and local economic drivers. Together, these elements of recovery contribute to rebuilding resilient communities equipped with the physical, social, cultural, economic, and natural infrastructure required to meet future needs.

The recovery process is best described as a sequence of interdependent and often concurrent activities that progressively advance a community toward its planned recovery outcomes. Decisions made and priorities set by a community pre-disaster and early in the response process have a cascading effect on the nature, speed, and inclusiveness of recovery. **Figure G-1** depicts the interconnectedness of recovery activities from pre-incident through the long term.

Figure G-1: Recovery Continuum



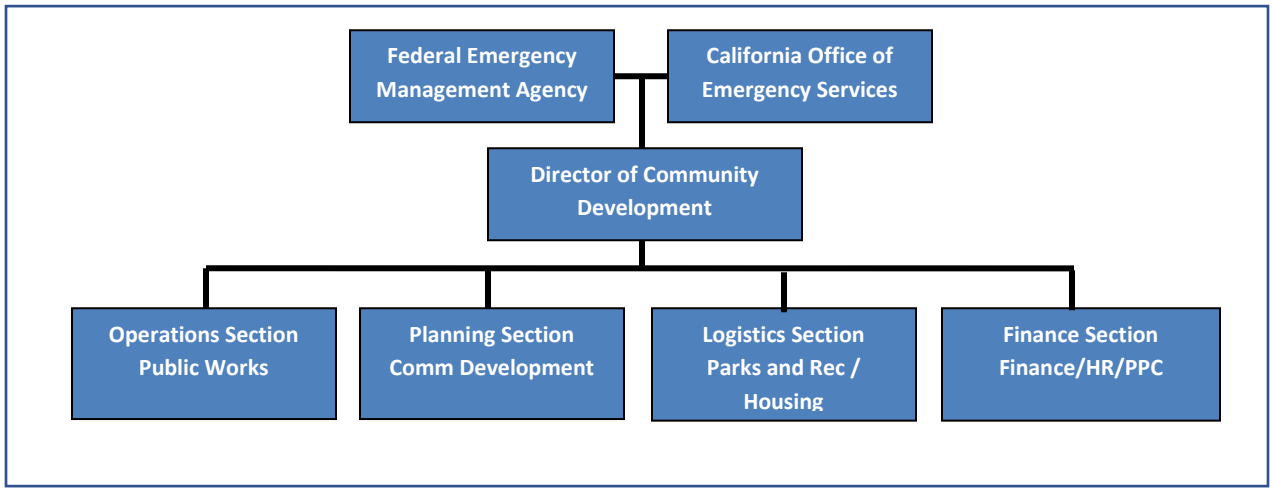
SEMS Disaster Recovery Organization

The National Disaster Recovery Framework (NDRF) strongly recommends that local government leaders appoint a Local Disaster Recovery Manager (LDRM) to serve as the central manager for recovery coordination activities for the jurisdiction. The role of the LDRM is to organize, coordinate, and advance the recovery at the City level. The LDRM will serve as the jurisdiction's primary point of contact with the state agencies. The City has selected the Director of Community Development to fill this position.

The City has established a Disaster Council under Pittsburg Municipal Code Chapter 2.44. The Disaster Council may convene to review a recovery plan, make recommendations on priorities, objectives, and issues to be addressed in the recovery plan. The Mayor serves as the Chair of the Disaster Council; the City Manager serves as the Vice-Chair.

To support the LDRM, the City uses an ICS structure that complements and augments the EOC. **Figure G-2** depicts the City's disaster recovery organization called a Recovery Operations Center (ROC).

Figure G-2: City Recovery Organization



All City Departments will support the ROC with staff and resources. They will also coordinate providing additional contract staff and services as required.

G.1 Damage Assessments and Incident Impacts

After a disaster, the City will seek to rebuild and revitalize all sectors of the community, including local critical infrastructure and essential services. City Departments also must focus on business retention and the redevelopment of housing units that are damaged or destroyed. The process of repairing and rebuilding presents an opportunity for the local government to promote and integrate mitigation measures into recovery rebuilding strategies and plans.

The City EOC will compile damage assessments that are provided by City in responding to the disaster. Additional information must be collected from privately owned critical infrastructure providers and

commercial entities located in the City. Detailed damage assessments of City facilities must be completed by:

- Community Development
- Pittsburg Marina
- Parks and Recreation
- Pittsburg Power Company
- Police Department
- Public Works for water treatment plant and water distribution systems, sewers, storm drains, streets, sidewalks, streetlights, street trees, and buildings

Additional damage assessments must be collected from other organizations including:

- Caltrans
- Cellular service providers such as AT&T, Verizon and others
- Pacific Gas and Electric
- Pittsburg Unified School District
- Pittsburg Chamber of Commerce
- Local hospitals and medical clinics
- Long term care and skilled nursing facilities
- Churches and other NGOs

Damage Assessments should include the following information at a minimum:

- Location such as street address or description of location (e.g.1200 feet of 12" watermain located under Harbor Street from California Avenue to East 14th Street)
- Potential hazards
- Detailed description of facility (number of buildings, dimensions, size, use, contents, occupancy)
- Detailed description of damage by construction systems (foundations, walls, roofing, HVAC, electrical, plumbing, IT, fixtures, pavement and parking)
- Estimated cost associated with damage
- Insurance coverage and limits

Not all the information may be available initially and acquiring it may require professional engineering services. Cal OES operates the Statewide Safety Assessment Program (SAP) for post-earthquake damage assessments. The SAP provides certified engineers and scientist to support jurisdictions after a disaster. More information is available at
http://www.caloes.ca.gov/RecoverySite/Documents/SAP%20Guidelines.pdf

The ROC Planning Section is responsible for compiling damage assessments and providing information and displays to the LDRM to support resource requests and prioritization. Damage assessment information should also be provided to Cal OES and FEMA to support their preliminary damage assessments (PDA) for Stafford Act assistance programs such as Individual and Public Assistance.

G.2 Recovery Reporting and Documentation

Keeping accurate, complete records of recovery efforts is essential for reimbursement and promotes efficient use of limited resources and funds. The ROC Finance Section is responsible for maintaining documentation for the post disaster recovery process. Documentation is required for the following disaster related activities:

- Staff overtime
- Emergency protective measures
- Mutual aid support from other jurisdictions
- Contracted emergency services and equipment
- Disaster debris removal (the City is developing a Disaster Debris Plan)
- Inspections, repairs and reconstruction of City facilities

Documentation goes beyond a description of the extent and nature of the damage to facilities. It should also include detailed assessments of the overall community impacts. Key indicators are:

- Percent of housing stock affected
- Percent of community without essential services including fuel, groceries, and prescription medication access
- Status of public and private schools
- Businesses that have shut down or reduced operations
- Available funds for recovery financing
- Number of people in long term shelters
- Percent of population displaced
- Impacts on neighboring jurisdictions and the region

Monitoring these indicators provides City leaders with information essential to guide recovery planning efforts, request resources, and determine priorities.

G.3 Disaster Assistance Programs

There are numerous disaster assistance programs. They are administrated by federal, state and local government, NGOs, and private organizations.

Federal programs include:

- Stafford Act Programs – These are discussed in detail in **Sections G.4** and **G.5**.
- Disaster Housing Assistance Program – This is a federal program administered by FEMA that provides temporary housing to disaster victims during presidentially declared disasters.
- Disaster Mortgage and Rental Assistance Program – This program provides grants for home related mortgage or rent payments to disaster victims, who, as a result of a disaster, have lost their job or business and face foreclosure or eviction from their homes. It is a federal program available under a presidentially declared disaster.

- Housing and Urban Development (HUD) Program – This program is offered to families that meet certain income guidelines and may provide a percentage of the rental cost for a limited period to disaster victims. It is also available under a presidentially declared disaster.
- Small Business Administration (SBA) – This program is automatically implemented following a presidential disaster declaration for Individual Assistance or may be implemented at the request of the governor. It provides low interest loans to businesses and individuals who have suffered disaster losses.
- Individual and Family Grant Program (IFGP) – This is authorized only by a federal disaster declaration. It provides grants to disaster victims who are not eligible for SBA loans.
- Cora Brown Fund - This is authorized only by a federal disaster declaration. The fund provides disaster victims with assistance provided they are not eligible for any other disaster assistance award from the government or other organizations
- U.S. Department of Health and Human Services (HHS) – HHS provides programs such as community health services including the Emergency Prescription Assistance Program and the Strategic National Stockpile of medicines.

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

State programs include:

- Unemployment and job services – The California Employment Development Department (EDD) provides a variety of services to individuals and businesses impacted by disasters in California. These range from assistance for those who may have lost a job due to the disaster to employers who are forced to shut down operations.
- State Public Assistance Program – The California Public Assistance Program provides funding to cities, counties, special districts, school districts, community colleges, and certain private nonprofit organizations in the event of a state disaster.
- Local Assistance Center (LAC) activation and staffing – The LAC is normally staffed and supported by local, state and federal agencies, as well as non-profit and voluntary organizations. The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services.

Volunteer programs include:

- American Red Cross exists to provide compassionate care to those in need. The network of donors, volunteers and employees share a mission of preventing and relieving suffering through disaster relief efforts.
- The Volunteer Center of the East Bay enhances Contra Costa County by expanding volunteerism to meet the needs of local nonprofit organizations and public agencies.
- Volunteer Organizations Active in Disasters (VOAD) improve outcomes for people affected by disasters by facilitating cooperation, communication, coordination, and collaboration among

nonprofit organizations, community-based groups, government agencies, and for-profit companies.

- Community Emergency Response Teams (CERT) – This program educates people about disaster preparedness for hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT members can assist others in their neighborhood or workplace following an event when professional responders are not immediately available to help. CERT members also are encouraged to support emergency response agencies by taking a more active role in emergency preparedness projects in their community.
- The Salvation Army and St. Vincent dePaul are ministries with a mission to meet human needs without discrimination.

The Volunteer and Donations Management Unit is part of Logistics Section of the City's EOC staff. It supports and coordinates the efforts of trained volunteer groups and NGOs that provide critical services in a disaster.

G.4 Stafford Act Programs

Stafford Act programs include individual and public assistance. These programs are available after a presidential disaster declaration. They are administered through joint State / federal organization located in a Joint Field Office (JFO). The JFO is organized along ICS principles and follows NIMS / SEMS processes for both response and recovery operations. Eligible applicants for Stafford Act assistance include the following:

- Individuals
- State agencies
- Counties
- Cities
- Special districts
- Schools K-12
- Colleges and institutions of higher education
- Private non-profit organizations organized under §501(c)3 of the Internal Revenue Code

Individual Assistance

The Individuals and Households Program (IHP) provides financial help or direct services to those who have necessary expenses and serious needs if they are unable to meet these needs through other means. Program support includes:

Housing Assistance

- Temporary Housing: Money to rent a different place to live or a temporary housing unit (when rental properties are not available).
- Repair: Money for homeowners to repair damage from the disaster that is not covered by insurance. The goal is to repair the home to a safe and sanitary living or functioning condition.

FEMA may provide some for home repair; then the homeowner may apply for a Small Business Administration disaster loan for additional repair assistance. FEMA will not pay to return a home to its condition before the disaster. Flood insurance may be required if the home is in a Special Flood Hazard Area.

- Replacement: Money to replace a disaster-damaged home, under rare conditions, if this can be done with limited funds.

Other Needs Assistance

- The Other Needs Assistance provision of the Individuals and Households Program provides grants for uninsured, disaster-related necessary expenses and serious needs. Assistance includes:
  - Medical and dental expenses
  - Funeral and burial costs
  - Repair, cleaning, or replacement of:
    - Clothing
    - Household items (room furnishings, appliances)
    - Specialized tools or protective clothing and equipment required for your job
    - Necessary educational materials (computers, school books, supplies)
  - Clean-up items (wet/dry vacuum, air purifier, and dehumidifier)
  - Fuel (fuel, chain saw, firewood)
  - Repairing or replacing vehicles damaged by the disaster, or providing for public transportation or other transportation costs
  - Moving and storage expenses related to the disaster (including evacuation, storage, or the return of property to a home)
  - Other necessary expenses or serious needs (for example, towing, or setup or connecting essential utilities for a housing unit not provided by FEMA)

Public Assistance

The Public Assistance (PA) grant program provides federal assistance to government organizations and certain private nonprofit (PNP) organizations following a presidential disaster declaration. PA provides grants to state, tribal, territorial, and local governments, and certain types of PNP organizations so that communities can quickly respond to and recover from major disasters or emergencies.

The PA program provides supplemental federal disaster grant assistance for debris removal, life-saving emergency protective measures, and the repair, replacement, or restoration of disaster-damaged publicly-owned facilities, and the facilities of certain PNP organizations. The PA program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.

Public Assistance categories are:

- Category A: Debris Clearance – Clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair.
- Category B: Emergency Protective Measures – Measures to eliminate or lessen immediate threats to life, public health, and safety.
- Category C: Roads and Bridges – All non-emergency work and any that may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules.
- Category D: Water Control Facilities – Includes flood control, drainage, levees, dams, dikes, irrigation works, and bulkheads.
- Category E: Public Buildings and Equipment – Buildings, vehicles or other equipment, transportation systems, fire stations, supplies or inventory, higher education facilities, libraries, and schools.
- Category F: Utilities – Water supply systems, sanitary sewerage treatment plants, storm drainage, and light/power.
- Category G: Other – Park facilities, public and private non-profit facilities, recreational facilities, and playground equipment.

PA programs provide at least 75 percent of costs associated with presidentially declared disasters if program projects meet stringent requirements for documentation, regulatory compliance, and administration. Detailed guidance is provided at: https://www.fema.gov/public-assistance-local-state-tribal-and-non-profit

G.5 Hazard Mitigation Grant Programs

The Hazard Mitigation Grant Program (HMGP) provides grants to implement long-term hazard mitigation measures after declaration of a major disaster. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. To qualify for HMGP funding, projects must provide a long-term solution to a problem, and the project's potential savings must exceed the cost of implementing the project.

HMGP Funds may be used to protect either public or private property or to purchase property that has been subjected to, or is in danger of, repetitive damage. The amount of funding available for the HMGP under a particular disaster declaration is limited. Under the program, the federal government may provide a state or tribe with up to 20 percent of the total disaster grants awarded by FEMA under Stafford Act programs and may provide up to 75 percent of the cost of any projects approved under the program. In California, these funds are administered by the Cal OES Hazard Mitigation Grant Program Unit. Additional information on HMGP is available in the City's 2017 **Local Hazard Mitigation Plan**.

Appendix H: Continuity of Government

A major disaster or national security emergency could result in the death or injury of key government officials, or the partial or complete destruction of established seats of government and public and private records essential to continued operations of government. Government at all levels is responsible for providing continuity of effective leadership, authority, and adequate direction of emergency and recovery operations. The California Government Code Section 8643(b) and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

A continuity of operations plan, or COOP, outlines the steps a municipality will take to continue their essential functions and maintain government operations within their jurisdiction. The City has not yet developed a detailed, separate Continuity of Operations Plan.

H.1 Alternate Seat of Government

Section 23600 of the California Government Code provides alternate seats of government:

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

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

First Alternate	**Senior Center; 300 Presidio Lane, Pittsburg**
Second Alternate	Library; 80 Power Avenue, Pittsburg
Third Alternate	Environmental Center; 2581 Harbor Street, Pittsburg

H.2 Lines of Succession

The initial step in assuring continuity of government is to designate personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster.

The City Manager is designated as the Director of Emergency Services and also serves as the EOC Director. The successors to the position of Director of Emergency Services are appointed by the Director. Should the Director be unavailable or unable to serve, the positions listed below, in order, shall act as the City's Director of Emergency Services. The individual who serves as acting director shall have the authority and

powers of the Director and will serve until the Director is again able to serve, or until a successor has been appointed by the City Council.

First Alternate	**Assistant City Manager**
Second Alternate	Police Chief
Third Alternate	Police Captain

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

Article 15, Section 8638 of the Emergency Services Act also establishes a method for the governing body to provide for the continuance of the legislative and executive departments of the political subdivision during a State of War Emergency or a State of Emergency or a local emergency. The governing body shall have the power to appoint the following standby officers as follows:

- Three for each member of the governing body
- Three for the chief executive, if s/he is not a member of the governing body. In case a standby officer becomes vacant because of removal, death, resignation, or other cause, the governing body shall have the power to appoint another person to fill said office. Standby officers shall be designated Nos. 1, 2, and 3 as the case may be.

Article 15, Section 8644 of the Emergency Services Act Section 8644 allows for reconstitution of the governing body if all members of the governing body, including all standby members, are unavailable. Temporary officers may be appointed to serve until a regular member or a standby member becomes available or until an election or appointment of a new regular or standby member. Temporary officers shall be appointed as follows:

(a) By the chairman of the Board of Supervisors of the county in which the political subdivision is located, and if he is unavailable,
(b) By the chairman of the Board of Supervisors of any other county within 150 miles of the political subdivision, beginning with the nearest and most populated county and going to the farthest and least populated, and if he is unavailable,
(c) By the mayor of any city within 150 miles of the political subdivision, beginning with the nearest and most populated city, and going to the farthest and least populated.

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

- Ascertain the damage to the political subdivision, and its population and property. For this purpose, it shall have the power to issue subpoenas to compel the attendance of witnesses and the production of records
- Proceed to reconstitute itself by filling vacancies until there are sufficient officers to form the largest quorum required by the law applicable to that political subdivision. If only one member of the governing body or only one standby officer is available, that one shall have power to reconstitute the governing body
- Proceed to reconstitute the political subdivision by appointment of qualified persons to fill vacancies
- Proceed to perform its functions in the preservation of law and order, and in the furnishing of local services

H.3 Departmental Lines of Succession

The City Manager, or a designee, will ensure staffing is assigned to leadership positions. The successor positions for departmental continuity will be assigned at the time of an incident determined by the type of incident, affected City facilities and staff, and eligible staff to fill the positions. **Table H-1** shows the departments and supporting agencies primary and supporting roles during response to a major emergency or disaster.

Table H-1: Primary and Support for Emergency Functions

Functional Responsibilities of Departments/Assisting Agencies
■ = Primary Responsibility ■ = Support Role

DEPARTMENTS and AGENCIES	PITTSBURG EMERGENCY FUNCTIONS																								
	Management	Emergency Services	Safety / Security	Legal	Public Information	Liaison	Law / Coroner	Fire/Rescue	Emergency Medical	Maintenance / Utilities	Public Health	Hazardous Materials	Animal Care/ Control	Care and Shelter / ADA/AFN /	Situation Analysis	Damage Assessment	Recovery	Resource Status	Documentation	Personnel / Volunteers	Communications / Data	Supply	Facilities	Transportation	Finance
City Council	■	■		■	■												■								■
City Manager / EOC Director	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
City Attorney				■																					
City Clerk				■													■		■						
Contra Costa County Fire Protection District	■	■	■		■			■	■		■	■	■		■			■							
Development Services	■				■					■					■	■	■	■	■						■
Finance Department	■																■	■	■						■
Pittsburg Marina			■		■							■			■	■								■	
Human Resources		■			■		■	■						■						■					
Water Department					■					■	■				■	■	■								
Police Department	■	■	■		■		■						■		■			■	■		■				
Public Works Department	■				■					■					■	■	■	■	■			■	■	■	
Recreation and Parks	■												■	■								■	■		
Partner Agencies																									
County Office of Emergency Management	■	■		■	■	■									■			■							
County Department of Public Health									■		■	■		■											
County Sheriff's Department			■				■						■												
County Animal Services							■	■					■	■											
Pittsburg Unified School Dist.														■									■		
Pacific Gas & Electric										■															
American Red Cross							■	■						■								■			
The Salvation Army /St. Vincent dePaul							■	■						■								■			

H.4 Vital Records Retention

The preservation of vital records is critical to the City's recovery from a catastrophic event. In addition to the information retrieval requirements of response, each response function has a record-keeping component. Although the principal focus of vital records preservation is to support recovery through reimbursement of disaster-related costs, vital records also have a broader and arguably more important function. Vital records become vital because they help to describe a reasonably complete compilation of damage, death, physical or mental trauma, and allocation of public and private resources, making it possible to learn from the disaster experience. In the City, the City Clerk is responsible for the preservation of vital records. The City Clerk's Office stores hardcopy minutes, resolutions, deeds, and contracts in the vault located in the City Clerk's Office at City Hall.

Offsite Records Storage

The City's offsite storage vendor, Iron Mountain, retains most departments' inactive records. Iron Mountain is located at 8150 Signal Court, Sacramento, CA. The phone number is (888) 365-4766.

Appendix I: Contacts