

Emergency Operations Plan

Part II: Initial Response Operations



CONCEPT OF OPERATIONS

Introduction

City Departments, Stanislaus Operational Area Member Jurisdictions, Volunteer agencies, and segments of the Private Sector will accomplish initial response operations. During initial response operations, City of Modesto field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations. The disaster/event may be controlled solely by City emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the City of Modesto Emergency Operations Center be activated to support the field operations.

Alerting And Warning

Alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public. City of Modesto utilizes an Emergency Alert List to alert and activate its emergency response personnel.

The Emergency Alert List is centered on the five SEMS functions. The list includes personnel who are part of each SEMS function in the City Emergency Operations Center, as well as other technical employees of the City.

The Fire and Police Departments have the primary responsibility in alerting and warning the public, with assistance from the Public Information Officer and Team, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System, special broadcasts, or simply driving up and down the streets using the public address system.

Emergency Alert List

The Emergency Alert List is to be activated and implemented when an emergency or disaster affects the City of Modesto and poses a major threat to life, property, and/or the environment. The list will only be implemented when directed by a City employee who has been given authority to activate the Emergency Alert List.

Activation Authority

The City of Modesto Director of Emergency Services, the Deputy Directors of Emergency Services, or the Incident Commander may activate the Emergency Alert List when a disaster occurs or threatens to occur in the City of Modesto.

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Implementation

Once activation is requested and properly authorized, the Stanislaus Regional 911 Center personnel will implement the Emergency Alert List. Notifications and alerts begin with the Director of Emergency Services. If the Director cannot be reached, his/her successor(s) will be contacted until someone is reached to assume the Director of Emergency Services' role.

The dispatcher will provide the Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the Director of Emergency Services will determine what parts of the Emergency Alert List will be implemented, including what sections of the City of Modesto Emergency Operations Center will be alerted and requested to respond.

Additionally, the dispatchers will confirm whether or not the Director of Emergency Services will personally contact and inform the City of Modesto Council of the situation in the City. The Director may request that the dispatchers notify the City Council.

Additionally, the City of Modesto Office of Emergency Services must maintain and keep current the Emergency Alert List. The City Office of Emergency Services must also ensure that the Stanislaus Regional 911 Center, the Emergency Services Director, and the Deputy Directors have current copies of the Emergency Alert List.

INCIDENT COMMAND SYSTEM (ICS)

Introduction

The Incident Command System (ICS) is used to manage an emergency incident. It can be used for both small and large incidents. The system has considerable internal flexibility. ICS can expand or contract to meet different needs of the incident.

For some incidents, and in some applications, only a few of the organizational functional elements may be required. Conversely, if there is a need to expand the organization, additional positions exist within the ICS framework to meet virtually any need. This makes it a very cost-effective and efficient management system.

ICS establishes lines of supervisory authorities and formal reporting relationships. There is complete unity of command as each position and person within the system has a designated supervisor. Direction and supervision follows established organizational lines at all times.

Every incident or event has certain major management activities or actions that must be performed. Even if the incident is very small and only one or two people are involved, these activities will still apply to some degree.

The organization of ICS is based on five major management functions:

- Command
- Operations
- Planning/Intelligence
- Logistics
- Finance/Administration

These five management functions are the foundation upon which the ICS organization develops. They apply to handling a routine emergency, organizing for a major incident, or managing a major response to a disaster.

On small incidents, these activities may all be managed by one person, the Incident Commander (IC). Large incidents usually require that these activities be set up as separate "sections" within the organization. Each of these sections may be further divided into branches, units and groups, as needed.

Command staff consists of the Incident Commander, Deputy Incident Commander, Public Information Officer, Safety Officer, and the Liaison Officer. General Staff includes the Section Chiefs from Planning/Intelligence, Logistics, Operations, and Finance/Administration.

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Modular Organization of ICS

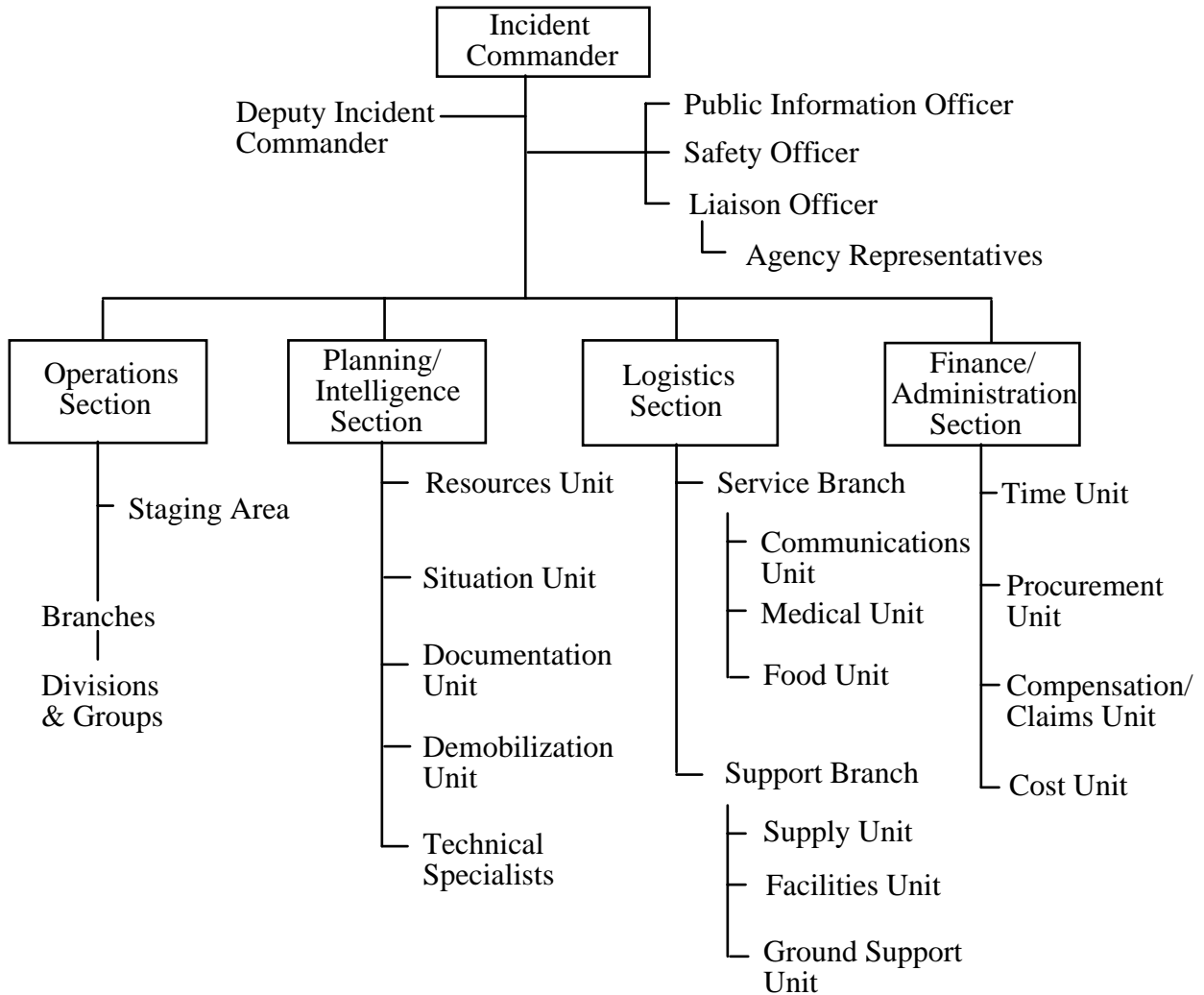
The modularity and flexibility for application of ICS at the Field Response Level allows it to rapidly adjust and build the organization for the function it is to perform. Aside from the Incident Commander, there is no required structure or order in which positions are filled. The ICS organization can be as small as one person, or large enough to handle thousands of emergency responders.

Incidents usually start with a few resources and expand the organization from the top down, as necessary. It is not necessary to implement levels of the ICS organization unless they are required.

An important aspect of the modularity in ICS at the Field Response Level is that there is nothing to prohibit the Incident Commander from activating one or more Units in various Sections without first activating the Section organizational element. However, it is important to maintain the ICS principle of span-of-control, one supervisor to five staff members. A typical ICS organization for the Field Response Level is depicted on the next page.

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**Typical
Incident Command System
Organizational Chart**



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Unified Command

The Unified Command concept will be used at all multi-agency incidents within the City of Modesto. Unified Command is a procedure which allows all agencies with geographical or functional responsibility to establish together a common set of incident objectives and strategies, and a single Incident Action Plan. In some specific instances such as oil spills, military aircraft incidents and large regional floods, the Incident Commander may be from a state or federal agency. With those possible exceptions, state and federal agencies with a field response function would be represented in the Unified Command.

Under Unified Command, a single Operations Chief will have the responsibility for implementing and managing the operations portion of the Incident Action Plan.

Coordinated Multi-Agency Response

The use of Unified Command ensures a coordinated multi-agency response. Unified Command procedures assure that agencies retain individual responsibility, authority, and accountability. Unified Command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the Unified Command structure and personnel assignments can change to meet the need. The primary features of a Unified Command incident organization include:

- a single integrated incident organization;
- co-located and shared facilities;
- a single planning process and Incident Action Plan;
- shared planning, logistical, and finance/administration operations; and
- a coordinated process for resource ordering.

Advantage

Additionally, there are several advantages to using Unified Command during multi-agency or multi-jurisdictional incidents. These advantages include:

- a single set of objectives are developed for the entire incident period;
- a collective approach is made in developing strategies to achieve incident objectives and goals;
- information flow and coordination is improved between all jurisdictions and agencies involved in the incident;
- no agency's authority or legal requirements will be compromised or neglected;

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- each agency is fully aware of the plans, actions, and constraints of all other agencies; and
- the combined efforts of all agencies are optimized as they perform their respective assignments under a single Incident Action Plan.

Incident Action Plans

The Incident Action Plan is the plan developed at the field response level which contains objectives reflecting the overall incident strategy, specific tactical actions, and supporting information for the next operational period.

It is important that all incidents have some form of an Incident Action Plan. The plan is developed around a specified duration of time called an operational period, and will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives.

The plan may be oral or written. Small incidents with only a few assigned resources may have a very simple plan which may not be written. Small incidents do not require elaborate Incident Action Plans. Most simple, short-term, and single agency incidents do not require written Incident Action Plans. As incidents become larger, or require multi-agency involvement, the action plan should be written.

Incident Action Plans will vary in content and form depending upon the kind and size of the incident. ICS provides for the use of a systematic planning process, and provides forms and formats for developing the Incident Action Plan. The general guideline for use of a written versus a verbal action plan is when:

- two or more jurisdictions are involved;
- a number of organizational elements have been activated;
- the incident continues into another planning or operational period; and
- it is required by agency policy.

For multi-agency incidents being run under a Unified Command, the Incident Action Plans should be written. This provides all agencies with a clear set of objectives, actions, and assignments. It also provides the

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organizational structure and the communications plan required to manage the incident effectively under Unified Command.

There is no single format which will fit all situations. Several ICS forms are appropriate for use in Incident Action Plans. Incident Action Plans have four main elements that should be included:

- **Statement of Objectives** - Statement of what is expected to be achieved. Objectives must be measurable.
- **Organization** - Describes what elements of the ICS organization will be in place for the next Operational Period.
- **Tactics and Assignments** - Describes tactics and control operations, including what resources will be assigned. Resource assignments are often done by Division or Group.
- **Supporting Material** - Examples could include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

Position Descriptions And Responsibilities Command

Incident Commander

The Incident Commander (IC) is the individual on-scene who is in charge of the incident, providing the overall management of the incident. In some instances such as a flood, or military aircraft accident, or oil spill, the IC may not be a local agency, but a state or federal agency. The IC may have a Deputy IC, who may be from the same agency or from an assisting agency.

Initially, assigning tactical resources and overseeing operations will be under the direct supervision of the IC. As incidents expand, the IC may delegate authority for the performance of certain activities to others as required. The Incident Commander is charged with the following responsibilities:

- establishing an Incident Command Post;
- assessing the situation;
- determining incident objectives, strategies, and immediate priorities;
- establishing an appropriate ICS organization;
- approving and authorizing the implementation of the Incident Action Plan;
- ensuring that adequate safety measures are in place;
- coordinating activities for all Command and General Staff;

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- communicating and coordinating response efforts with the City of Modesto EOC, when activated;
- approving requests for additional resources or for the release of resources;
- authorizing the release of public information originating from the Incident Command Post; and
- ordering the demobilization of the incident when appropriate.

Public Information Officer

The Public Information Officer (PIO) will be the point of contact for the media and other organizations seeking information directly from the incident location. Only one PIO will be assigned for each incident, including multi-agency or multi-jurisdictional incidents. The PIO may have assistants or aides to help with the fulfillment of their responsibilities, as necessary. The responsibilities of the Public Information Officer include:

- determining if IC has placed any limitations on releasing information;
- obtaining validated and current information summaries and/or graphics of the incident;
- obtaining the Incident Commander's approval for all information releases;
- developing materials for use in media briefings;
- providing media with time and location of briefings;
- conducting media briefings;
- arranging for interviews and tours that may be required or requested;
- obtaining media information that may be useful to incident planning; and
- maintaining a PIO log.

Safety Officer

The Safety Officer's function is to monitor incident operations and to develop protective measures for assuring personnel safety. The Safety Officer assesses and anticipates hazardous and unsafe conditions. The Safety Officer has the authority to stop and prevent unsafe incident activities. Only one Safety Officer will be assigned for each incident. Safety assistants may help the Safety Officer, as necessary. Other responsibilities of the Safety Officer include:

- identifying of hazardous situations associated with the incident;
- reviewing the Incident Action Plan for safety implications;
- investigating accidents that have occurred within the incident area;

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- assigning assistants or aides as necessary;
- reviewing and approving the medical plan; and
- maintaining a Safety Officer log.

Liaison Officer

Incidents that have a multi-agency or multi-jurisdictional response may require the establishment of a Liaison Officer. The Liaison Officer ensures any agency representatives are informed and involved in the incident response. These are personnel other than those on direct tactical assignments or those involved in a Unified Command. The responsibilities and duties of the Liaison Officer include:

- acting as the primary contact point for Agency Representatives;
- maintaining a list of assisting agencies and representatives;
- assisting in establishing and coordinating inter-agency contacts;
- ensuring that all agency or jurisdictional resources are checked-in at the incident;
- keeping all agencies informed on the incident status;
- monitoring incident operations to identify current or potential inter-organizational problems; and
- maintaining log of all Liaison Officer activities.

Agency Representatives

In many multi-agency or multi-jurisdictional incidents, an agency or jurisdiction will send a representative to assist in coordination efforts. An Agency Representative is an individual assigned to an incident who has the authority to make decisions on matters affecting that agency's or jurisdiction's participation at the incident. Agency Representatives report directly to the Liaison Officer or the Incident Commander in the absence of a Liaison Officer. Responsibilities and duties of the Agency Representative include:

- obtaining briefing from Liaison Officer or Incident Commander;
- ensuring that all agency resources are properly checked-in at the incident;
- informing agency personnel on-scene that the Agency Representative position for the agency has been filled;
- cooperating fully with the Command Staff regarding agency involvement at the incident;
- ensuring the well-being of agency personnel and resources assigned to the incident;
- advising the Liaison Officer of any special agency needs or requirements;
- on a continuous basis, reporting to home agency dispatch or EOC;

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- ensuring that all agency personnel and equipment are properly accounted for and officially released prior to their departure; and
- ensuring that all required agency forms, reports, and documents are completed prior to departure.

Operations Section

Operations Section Chief The Operations Section Chief is part of the General Staff and has overall management responsibility of all activities within the Operations Section. The Operations Section Chief will develop the Section to accomplish the incident objectives. Responsibilities and duties of the Operations Section Chief include:

- managing tactical operations at the incident;
- assisting in the development of the Operations portion of the Incident Action Plan;
- supervising the execution of the operational portion of the Incident Action Plan;
- maintaining close contact with subordinate operations positions;
- ensuring safe tactical operations;
- requesting additional resources to support tactical operations;
- approving the release of resources from assigned status;
- making or approving expedient changes to the Incident Action Plan during the operational period, as necessary;
- maintaining close communication with the Incident Commander; and
- ensuring that a Section log is maintained.

Operations Branch Director

Branch Directors supervise the activities of their respective branches. Branches may be functional or geographic. There are generally three reasons to use Branches in an incident: span-of-control, need for a functional branch structure, and for multi-jurisdictional incidents. If the number of Divisions or Groups exceeds the recommended span of control, then a Branch is necessary.

Some incidents have multiple disciplines involved, e.g., police, fire, medical, and public works, that may create the need to set up incident operations around a functional branch structure. In some incidents, it may be better to organize the incident around jurisdictional lines, organizing operations into separate Branches for each agency involved. Responsibilities and duties of the Operations Branch Directors include:

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- interacting with the Operations Section Chief and other Branch Directors to develop tactics to implement the Incident Action Plan;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting the status to Operations Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- maintaining a Branch log.

Division/Group Supervisors

Division/Group Supervisors supervise the activities of their respective Division or Group. Divisions describe some geographical area related to incident operations. Groups are established to describe functional areas of operations. Divisions and Groups can be used together on an incident and are at the same level in the ICS organization. Division and Group Supervisors report to a Branch Director or the Incident Commander if Branches are not utilized. The responsibilities and duties of a Division/Group Supervisor include:

- assigning specific tasks to Division/Group personnel;
- providing resource status changes of assigned Division/Group resources to the Planning/Intelligence Section;
- coordinating Division/Group activities with other Divisions/Groups;
- monitoring and inspecting Division/Group tasks, making any necessary changes;
- keeping Branch Director or IC informed of the situation and resource status;
- resolving tactical assignment and logistical problems within the Division/Group;
- informing Branch Director or IC of hazardous situations and significant events;
- ensuring that assigned personnel and equipment get to and from their assignments in a timely and orderly manner; and
- maintaining a Division/Group log.

Staging Area Supervisor

The Staging Area Supervisor manages operations at the designated incident staging area. The Staging Area Supervisor reports to the Operations Section Chief or Incident Commander if the Operations Section Chief position has not been filled. The responsibilities and duties of the Staging Area Supervisor include:

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- establishing layout of staging area;
- posting areas for identification and traffic control;
- providing check-in for incoming resources;
- determining required resource reserve levels from the Operations Section Chief;
- advise the Operations Section Chief or Incident Commander when reserve levels reach established minimums;
- maintaining and providing status of all resources in staging area to Planning/Intelligence Section;
- responding to requests for resources;
- requesting logistical support for personnel and/or equipment;
- demobilizing or moving staging area as required; and
- maintaining a staging area log.

Planning / Intelligence Section

*Planning/Intelligence
Section Chief*

The Planning/Intelligence Section collects, evaluates, processes, and disseminates information for use at the incident. The Section is managed by the Planning/Intelligence Section Chief. The responsibilities and duties of the Planning/Intelligence Section Chief include:

- collecting and processing incident information;
- supervising the preparation of the Incident Action Plan;
- supervising and directing Unit leaders;
- reassigning out-of-service personnel already on-site to appropriate ICS positions;
- establishing information requirements and reporting schedules for Planning/Intelligence Section units;
- determining need for any specialized resources in support of the incident;
- establishing special information collection activities as necessary or requested;
- assembling information on alternative strategies;
- providing periodic predictions on incident potential or future growth;
- reporting any significant changes in incident status;
- compiling and displaying incident status information;
- overseeing preparation and implementation of incident demobilization plan; and
- ensuring that a Planning/Intelligence Section log is maintained.

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Resources Unit

This unit is responsible for maintaining the status of all assigned resources at the incident by overseeing the check-in of all resources, maintaining a status-keeping system that indicates current location and status of all resources, and maintaining a master list of all resources. The Resources Unit is supervised by a Unit Leader. The responsibilities and duties of the Resources Unit Leader include:

- coordinating check-in function with Staging Area Supervisor;
- preparing and maintaining a display that includes resource availability and assignment;
- confirming dispatch and estimated time of arrival of incoming resources;
- supervising and assigning specific duties to personnel assigned to the Resources Unit;
- maintaining a master roster of all resources checked-in at the incident; and
- maintaining a Resources Unit log.

Situation Unit

The collection, processing, and organizing of all incident information takes place within the Situation Unit. The Situation Unit prepares incident maps, incident intelligence, and future projections of incident growth, as required. The Situation Unit is supervised by a Unit Leader. Responsibilities and duties of the Situation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Situation Unit;
- collecting and analyzing incident information;
- preparing, posting, and disseminating situation status information;
- preparing periodic predictions or as requested;
- preparing the Incident Status Summary Form (ICS Form 209);
- providing photographic services and maps as required; and
- maintaining a Situation Unit log.

Documentation Unit

The Documentation Unit is responsible for the maintenance of accurate and up-to-date incident files. All incident files will be stored for legal, analytical, and historical purposes. A duplication service will also be provided by the Documentation Unit. The Documentation Unit is supervised by a Unit Leader. The responsibilities and duties of the Documentation Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Documentation Unit;

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- organizing and maintaining accurate incident files;
- establishing and providing duplication services as necessary;
- filing of all official forms and reports;
- reviewing records for accuracy and completeness;
- providing incident documentation as requested;
- storing files for post-incident use; and
- maintaining a Documentation Unit log.

Demobilization Unit

The Demobilization Unit is responsible for developing the Incident Demobilization Plan. The Demobilization Unit is supervised by a Unit Leader. The responsibilities and duties of the Demobilization Unit Leader include:

- supervising and assigning specific duties to personnel assigned to the Demobilization Unit;
- reviewing incident resource records to determine the likely size and extent of the demobilization effort;
- coordinating demobilization with Agency Representatives;
- developing a incident check-out process for all units;
- evaluating logistics and transportation capabilities to support demobilization;
- developing an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures;
- preparing appropriate materials for inclusion in the demobilization plan;
- distributing the Incident Demobilization Plan;
- ensuring that all Sections understand their specific demobilization responsibilities;
- supervising execution of the Incident Demobilization Plan;
- briefing the Planning/Intelligence Section Chief on the demobilization progress; and
- maintaining a Demobilization Unit log.

Technical Specialists

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge or expertise. Technical Specialists may function within the Planning/Intelligence Section or be assigned wherever their services are required. In the Planning/Intelligence Section, Technical Specialists may report to the Planning/Intelligence Section Chief or a designated Unit Leader.

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Logistics Section

Logistics Section Chief

All incident support needs are provided by the Logistics Section, with the exception of air support. Based on the size, complexity of support, and the expected duration of the incident, the Logistics Section is divided into two distinct Branches: Service and Support. The Logistics Section is managed by the Logistics Section Chief. The responsibilities and duties of the Logistics Section Chief include:

- managing all incident logistical needs;
- establishing the Logistics Section organization, based on the needs of the incident;
- supervising and directing Unit leaders;
- providing logistical input to the IC in preparing the Incident Action Plan;
- identifying anticipated and known incident service and support requirements;
- requesting additional resources as needed;
- authorizing and supervising requests for additional resources; and
- ensuring that a Logistics Section log is maintained.

Service Branch Director

The Service Branch Director supervises the activities of the Logistics Service Branch. The Service Branch includes three Units: Communications, Medical, and Food. The responsibilities and duties of the Service Branch Director include:

- interacting with the Logistics Section Chief to provide service in support of the incident;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Service Branch log is maintained.

Communications Unit

The Communications Unit is responsible for developing plans for the use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center, and the distribution and maintenance of communications equipment. The Communications Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

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- providing information on communications capabilities and limitations;
- preparing and implementing the Incident Radio Communications Plan (ICS Form 205);
- establishing and supervising the Incident Communications Center and Message Center;
- establishing telephone, computer links, and public address systems;
- establishing communications equipment distribution and maintenance locations;
- installing and testing all communications equipment;
- overseeing distribution, maintenance, and recovery of communications equipment;
- developing and activating an equipment accountability system;
- providing technical advice on system adequacy and potential equipment problems; and
- maintaining a Communications Unit log.

Medical Unit

The Medical Unit will develop an Incident Medical Plan and procedures for managing medical emergencies. The Unit will provide medical aid for emergency responders and assist the Finance/Administration Section with processing injury-related claims. The Medical Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the level of emergency medical activities;
- acquiring and managing medical support personnel;
- preparing the Incident Medical Plan (ICS Form 206);
- establishing procedures for handling injuries sustained by emergency responders;
- responding to requests for medical aid, medical transportation, and medical supplies;
- assisting the Finance/Administration Section with the processing of forms related to injuries or deaths of incident personnel; and
- maintaining a Medical Unit log.

Food Unit

The Food Unit is responsible for supplying the food needs for the entire incident, including all remote locations. The Food Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining food and water requirements;

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- determining method of feeding to best fit each facility or situation;
- establishing cooking and feeding facilities;
- obtaining necessary equipment and supplies for cooking facilities;
- ensuring that well-balanced meals are provided;
- ordering sufficient food and potable water from the Supply Unit;
- maintaining an inventory of food and water;
- maintaining food service areas, ensuring that all appropriate health and safety measures are being followed;
- supervising caterers, cooks, and other Food Unit personnel; and
- maintaining a Food Unit log.

Support Branch Director The Support Branch Director supervises the activities of the Logistics Support Branch. The Support Branch includes three Units: Supply, Facilities, and Ground Support. Responsibilities and duties of the Support Branch Director include:

- interacting with the Logistics Section Chief to provide support to the incident;
- assigning specific work tasks to Branch personnel;
- reviewing Branch assignments and reporting status to Logistics Section Chief;
- monitoring and inspecting progress on assigned tasks and making changes as necessary;
- resolving logistical problems reported by Branch personnel; and
- ensuring that the Support Branch log is maintained.

Supply Unit

The Supply Unit is responsible for ordering, receiving, processing, and storing all incident-related resources. All off-incident resources will be ordered through the Supply Unit, including tactical resources, support resources, and all expendable and non-expendable support supplies. The Support Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing supplies to each of the Sections;
- determining the type and amount of supplies in route;
- ordering, receiving, distributing, and storing supplies and equipment;
- responding to requests for personnel, equipment, and supplies;
- maintaining an inventory of supplies and equipment;
- servicing reusable equipment, as needed; and

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- maintaining a Supply Unit log.

Facilities Unit

The Facilities Unit is responsible for set up, maintenance, and demobilization of all incident facilities, except the Staging Area. The Facilities Unit will also provide security services to the incident as needed. The Facilities Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- determining the need and requirements for incident facilities;
- preparing layouts of facilities;
- activating incident facilities;
- obtaining and supervising personnel to operate facilities;
- providing security services as needed;
- providing facility maintenance services, e.g., sanitation, lighting, etc.;
- demobilizing incident facilities; and
- maintaining a Facilities Unit log.

Ground Support Unit

The Ground Support Unit is responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, except aviation resources. The Ground Support Unit also has the responsibilities for the ground transportation of personnel, supplies, equipment, and the development of the Incident Traffic Plan. The Ground Support Unit is managed by a Unit Leader. The responsibilities and duties of the Unit Leader include:

- providing support services (fueling, maintenance, and repair) for all mobile equipment and vehicles;
- ordering maintenance and repair supplies (fuel, oil, and spare parts);
- providing support for out-of-service equipment;
- developing the Incident Traffic Plan;
- maintaining an inventory of support and transportation vehicles;
- recording time use for all incident-assigned ground equipment;
- updating the Resources Unit with the location and capability of transportation vehicles;
- maintaining a transportation pool, as necessary;
- maintaining incident roadways, as necessary; and
- maintaining a Ground Support Unit log.

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Finance / Administration Section

*Finance/Administration
Section Chief*

The Finance/Administration Section is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. Finance/Administration services used at incident may include the monitoring of costs, procuring specialized equipment, contracting with a vendor, or for making cost estimates of alternative strategies. The Finance/Administration Section is managed by the Finance/Administration Section Chief. The responsibilities and duties of the Finance/Administration Chief include:

- managing all financial aspects of an incident;
- providing financial and cost analysis information as requested;
- gathering pertinent information from responsible agencies;
- determining the need to establish and operate an incident commissary;
- ensuring that all personnel time records are accurately completed;
- ensuring that all obligation documents initiated at the incident are properly prepared and completed;
- briefing agency administrative personnel on all incident-related financial issues requiring attention or follow-up; and
- ensuring that a Finance/Administration Section log is maintained.

Time Unit

The Time Unit is responsible for ensuring the accurate recording of daily personnel time, compliance with specific agency(ies) time recording policies, and managing established commissary operations. Personnel time records will be collected and processed for each operational period. The Time Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- determining incident requirements for time recording function;
- ensuring that daily personnel time recording documents are prepared and in compliance with agency(ies) policy;
- maintaining separate logs for overtime hours;
- establishing commissary operations as needed;
- submitting cost estimate data forms to Cost Units as required;
- ensuring that all records are current and complete prior to demobilization;

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- releasing time reports from assisting agency personnel to their respective Agency Representatives or senior officer prior to demobilization; and
- maintaining a Time Unit log.

Procurement Unit

All financial matters pertaining to vendor contracts, leases, and fiscal agreements are managed by the Procurement Unit. The Unit is also responsible for maintaining equipment time records. The Procurement Unit identifies local sources for equipment and supplies, manages all equipment and rental agreements, and processes all rental and supply fiscal document billing invoices. The Procurement Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

- reviewing incident needs and developing any special procedures for procuring resources;
- preparing and authorizing contracts and land use agreements;
- drafting required memoranda of understanding;
- identifying sources that can provide necessary resources;
- establishing contracts and agreements with supply vendors;
- providing coordination between the Ordering Manager, agency dispatch, and all other procurement organizations supporting the incident;
- ensuring that a system is in place which meets agency property management requirements;
- interpreting contracts and agreements;
- coordinating with the Compensation/Claims Unit for processing claims;
- coordinating the use of impress funds, as required;
- completing final processing of contracts and sending documents for payment;
- coordinating cost data in contracts with the Cost Unit Leader; and
- maintaining a Procurement Unit log.

Compensation/Claims Unit

The Compensation/Claims Unit handles any compensation-for-injury claims related to the incident. This Unit oversees the completion of all forms required by workers' compensation. A file of injuries and illnesses associated with the incident will be maintained and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential. Additionally, the Compensation/Claims Unit investigates all claims involving property associated with or involved in the incident. The Compensation/Claims Unit is managed by a Unit leader. The responsibilities and duties of the Unit leader include:

INCIDENT COMMAND SYSTEM (ICS)

- establishing communications with the incident Safety Officer, Liaison Officer, and Medical Unit Leader;
- reviewing Incident Medical Plan;
- reviewing procedures for handling claims with the Procurement Unit Leader;
- ensuring that all Unit forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization; and
- maintaining a Compensation/Claims Unit log.

Cost Unit

The Cost Unit provides all incident cost analysis. The Unit ensures proper identification of all equipment and personnel requiring payment, the recording of all cost data, analyzes and prepares estimates of incident costs, and maintains accurate records of incident costs. The Cost Unit is managed by a Unit leader. Responsibilities and duties of the Unit leader include:

- establishing cost reporting procedures;
- collecting and recording all cost data;
- developing incident cost summaries;
- preparing resources-use cost estimates for the Planning/Intelligence Section;
- making cost-saving recommendations to Finance/Administration Section Chief; and
- maintaining a Cost Unit log.

CITY OF MODESTO EMERGENCY OPERATIONS PLAN

FIELD RESPONSE

Introduction

Within the City of Modesto, the Incident Command System will be used on all incidents. When the City of Modesto has jurisdiction over a multiple-agency incident, City emergency responders will organize the field response using the Incident Command System (ICS). Additionally, the principles of ICS will be used even for those incidents that begin as a single discipline response (i.e., all fire or all law enforcement). Often the single discipline incident expands to a multi-discipline incident, which demands the use of ICS. During multi-agency incidents in City of Modesto, field responders will use the principles of Unified Command to the extent possible.

In order for ICS to be used at all incidents, the first emergency responder on scene who has single discipline management responsibility will always take the following basic actions:

- establish the Incident Command Post (ICP)
- size up the incident
- determine the ICS organizational elements required
- request additional resources necessary to mitigate the incident
- delegate authority within the ICS organizational structure
- develop the Incident Action Plan, incorporating the incident objectives and strategies

By taking these basic actions, the change from a one-person response to a 25-250 person response involves no change in the management system. The built-in capability for modular development helps to shape the organization based on the functional needs of the incident.

Coordination with Special Districts, Private, and Volunteer Agencies in Initial Response Operations

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a City of Modesto Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Pacific Bell, Pacific Gas and Electric (PG&E), Modesto Irrigation District, Turlock Irrigation District,

FIELD RESPONSE

American Red Cross, the Salvation Army, and other private and volunteer agencies are cooperating agencies depending on the type of incident.

Coordination with City of Modesto EOC

The Modesto field response organization has a direct communications and reporting relationship with the City of Modesto Emergency Operations Center (EOC). When the EOC is activated, the Incident Commander will coordinate directly with the EOC's Operations Section Chief, if the position has been established, or the EOC Director.

The Stanislaus Regional 911 Center will function in an intermediate role between the Incident Commander and the EOC's Operations Section Chief. Stanislaus Regional 911 will have no command authority over field operations. It is a communications conduit. The City of Modesto EOC may give policy direction directly to the Incident Commander.

During disaster situations with multiple incidents occurring simultaneously within the City of Modesto, the City EOC will be activated. Incident Commanders and the appropriate ICS structure will be established for each incident. Each Incident Commander will communicate and report to the Operations Section Chief throughout the incident.

This section of the City of Modesto Emergency Operations Plan is designed for field responders' initial response to emergencies, bridging the gap between a routine emergency and a disaster. Experience has shown that the outcome of many emergencies can be greatly affected by effective initial response actions.

The following checklists are guidelines for field responders and are not intended to substitute for an individual Incident Commander's judgment based upon training, experience, the incident and circumstances.

About Field Response Checklists

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.
- The checklists for each agency are designed to flow from increased readiness actions to general response actions for all incidents.

CITY OF MODESTO EMERGENCY OPERATIONS PLAN

FIELD RESPONSE

- Finally, to actions taken in direct response to the specific hazards facing the City of Modesto.
- For each City of Modesto department, the hazard-specific checklists only include those specific hazards for which that department has a field response responsibility.

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster, adopt an increased readiness posture:
 - Establish and maintain an incident log.
 - Review the appropriate emergency operations plans, guidelines, and checklists.
- Establish contact with Command Center Supervisor, City Emergency Services Coordinator, and the City PIO.
- Consider alerting/recalling off-duty dispatch personnel.
- Establish an emergency work schedule for the Stanislaus Regional 911 Center.
- Log availability and condition of personnel and resources as reports are received from the City Departments.
- Coordinate requests for emergency public information from the public and media with the City Director of Emergency Services (DES) and the City Public Information Officer (PIO).

REGIONAL 911 CENTER

GENERAL RESPONSE CHECKLIST

- Dispatch emergency responders and maintain status on their disposition.
- Obtain status reports promptly.
- Establish a clear line of communications with the Incident Commander.
- Obtain location of Incident Facilities (Command Post(s), Staging Areas, etc.) from the Incident Commander (IC).
- Coordinate the assignment of tactical frequencies with Incident Commander.
- Contact appropriate personnel on Emergency Alert List as directed by the Incident Commander, and key personnel/agencies as directed by the Command Center Supervisor or City Emergency Services. Provide situation status and/or request their presence on scene or in City EOC.
- Recall off-duty City departmental personnel, as requested.
- Establish communications with dispatch centers from the Operational Area Member Jurisdictions and determine effects of the event throughout the Operational Area.
- Relay evacuation instructions, as directed by the Incident Commander.
- Coordinate warning and emergency public information with the Incident Commander, City DES, and the City PIO.
- Determine, with County Health Services Agency, the need for Critical Incident Stress Management for the Stanislaus Regional 911 Center staff.
- Notify Fire, Rescue and Law Enforcement Operational Area Coordinators, if activated.
- Maintain a log of all incident activities.

REGIONAL 911 CENTER

HAZARDOUS MATERIALS CHECKLIST

- Implement "General Response Checklist."
- Obtain following information from Incident Commander:
 - Exact location of Incident
 - Hazardous materials involved
 - Quantity of materials
 - Potential area(s) threatened
 - Areas evacuated and/or Shelter-in-Place operations
 - Directions to Command Post
 - Property Owner/Responsible Party
- Provide responding emergency response agencies with directions to Incident Command Post (ICP) and other incident facilities.
- As directed by the Incident Commander, make the appropriate spill notifications:
 - State OES Warning Center
 - National Response Center

REGIONAL 911 CENTER

EARTHQUAKES CHECKLIST

- Check for injured personnel in Command Center and provide first aid.
- Internal status (damage assessment and availability of resources):
 - Facility
 - Communications Equipment
 - Other equipment
- Establish specific functional positions:
 - Communications/Dispatch
 - Rumor control
 - Situation Status
- Implement "General Response Checklist."
- Draft on-duty personnel to assist in Command Center.
- Poll Field Units and determine status and availability.
- Establish communications with Operational Area member jurisdictions' dispatch centers.
- Monitor and document situation status:
 - Damage assessments
 - Utility system status
 - Resource availability
- Coordinate warning and emergency public information with City DES and the City PIO.
- Utilize the Emergency Alert List to notify key personnel and activate the City EOC, as directed by the Incident Commander or Emergency Services Director.
- When City EOC is activated, provide complete and up-to-date situation status.
- Contact communications personnel for maintenance and service of communications equipment.
- Contact maintenance personnel to maintain and service the emergency generator.

REGIONAL 911 CENTER

INCREASED READINESS CHECKLIST

- Upon notification of potential emergency/disaster, adopt an increased readiness posture by reviewing appropriate plans, guidelines, checklists, and mutual aid agreements.
- Consider alerting/recalling off-duty personnel.
- Assess the availability and condition of resources.
- Determine the number of properly staffed vehicles and apparatus available for dispatch in the affected areas.
- Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re-supply needs, etc.).
- Anticipate specialized equipment needs (i.e., medical supplies, rescue equipment, fire fighting materials, and equipment, etc.).
- Provide status report to City Emergency Services and Stanislaus Regional 911Center.
- Stage equipment in strategic locations, as deemed necessary.
- Coordinate emergency public information with County OES and the City Public Information Officer.
- Notify Stanislaus Operational Area OES Fire/Rescue Coordinator.

FIRE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST

All Transportation Emergencies

- Assume Incident Command* Establish a Unified Command for all multi-agency responses.
** Except during vehicle accidents when the law enforcement agency with jurisdiction assumes the Incident Commander function. However, the law enforcement agency may hand over the Incident Command function to the City Fire Department if the emergency response to the accident involves actions usually handled by fire services.*
- Relay initial assessment of incident to Stanislaus Stanislaus Regional 911 Center (ECC). The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Ensure the safety of all personnel involved with the incident.
- Coordinate with Law Enforcement having jurisdiction to isolate and deny entry to accident site.
- Provide periodic status reports to Stanislaus Stanislaus Regional 911 Center and the City EOC, if activated, regarding response activities, injuries, and sustained damage.
- If the City's EOC is activated, provide City of Modesto Emergency Services with copies of documentation.

Train Accident

- Through the Stanislaus Regional 911 Center make the following notifications and/or request response to incident:
 - City Public Information Officer
 - Burlington Northern Santa Fe Railroad
 - Modesto and Empire Traction Company Railroad
 - Union Pacific Railroad

FIRE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

- Locate any relevant paperwork relating to car placement and cargo (i.e., manifests, bill of lading, consist, shipping papers, etc.).
- Request Stanislaus Stanislaus Regional 911 Center to recall off-duty fire department personnel, if needed.
- Coordinate emergency public information with City OES, the City Public Information Officer, and representatives from the Modesto and Empire Traction Company, Southern Pacific and Burlington Northern Santa Fe Railroad, if on site.

Major Vehicle Accident

- Through the Stanislaus Regional 911 Center, make the following notifications and/or request response to incident:
 - Modesto Police Department (MPD)
 - City Public Information Officer
 - California Highway Patrol (CHP), if on a highway
 - Trucking Company, if known and applicable
- Participate in the Unified Command, under the authority of the MPD, CHP or other law enforcement agencies with Incident Command authority for highway incidents.
- Assist the law enforcement agencies in locating any relevant paperwork relating to cargo (manifest, shipping papers, etc.).
- Coordinate emergency public information with City Emergency Services, the City Public Information Officer and the California Highway Patrol, if designated as the Incident Commander.

FIRE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

Aircraft Accident - Civilian

- Through the Stanislaus Regional 911 Center, make the following notifications and/or request response to incident:
 - Airport Manager
 - National Transportation Safety Board
 - City Public Information Officer
 - Doctors Medical Center, and Memorial Medical Center
 - Involved Airline Carrier
 - Ambulance Companies
 - Federal Aviation Administration
- Coordinate emergency public information with City Emergency Services, the City Public Information Officer, National Transportation Safety Board and the Federal Aviation Administration, FBI (if accident appears to be sabotage).
- Assist the Police Department with evacuating affected areas and coordinate safe evacuation routes to be used with CHP.
- Assist the Parks, Recreation and Neighborhoods Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and Parks, Recreation and Neighborhoods Department regarding the activation of shelter(s).)
- Ensure that rescue operations are established, including triage operations.
- Assist the County Sheriff's Department with establishing a temporary morgue site and reception area for County Mental Health.
- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

Aircraft Accident - Military

- Due to the unknown cargo, establish a 2000-foot safety zone around the aircraft.

FIRE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST

(continued)

- Provide Stanislaus Regional 911 Center with the following information regarding the military aircraft:
 - Time of accident
 - Exact location of accident
 - Whether or not parachutes were sighted
 - Whether or not aircraft was on fire
 - Damage to private property, if known
 - Extent of civilian injuries/deaths
 - Identification number on tail of military aircraft
 - Incident Command Post location

- Through the Stanislaus Regional 911 Center, make the following notifications and/or request response to incident:
 - Modesto Police Department
 - City Public Information Officer
 - Doctors Medical Center and Memorial Medical Center
 - Ambulance Companies
 - Appropriate military agency
 - Airport Manager when airport is the accident site.

- Unless the Military determines the site to be a National Security situation, City of Modesto Fire Department personnel will represent the City under a Unified Command structure. The Modesto Fire Department will assist with the mitigation of the incident.

- If the aircraft is on fire, all actions should be taken with extreme caution.

- Search crash site for survivors (outside 2000-foot safety zone).

- Ensure the safeguard of all aircraft wreckage, restricting movement of wreckage for life/safety purposes only.

FIRE DEPARTMENT

DAM FAILURE CHECKLIST

- Assume Incident Command. (Establish a Unified Command if a multi-agency response is required)
- Relay initial assessment of the incident to responding units and Stanislaus Regional 911 Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Areas, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Stanislaus Regional 911 Center who to notify and inform of the incident.
- Ensure the safety of all personnel.
- Coordinate with Police Department to isolate and deny entry to dam inundation area.
- Assist the Police Department with evacuating areas within the dam inundation area and assist CHP in the identification of safe evacuation routes outside the City limits.
- Assist the Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and Parks, Recreation and Neighborhoods Department regarding the activation of shelters.)
- Provide periodic status reports to Stanislaus Regional 911 Center and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Ensure that the Sheriff's Department is notified of any water rescues.
- Assist the Public Works Department, in any way possible, with diverting floodwaters or pumping out critical facilities that have become flooded.
- Coordinate emergency public information with City Emergency Services and the City PIO.
- Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

FIRE DEPARTMENT

HAZARDOUS MATERIALS CHECKLIST

(Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!)

- Assume Incident Command until agency with legal jurisdictional authority arrives at scene and assumes command. (Establish a Unified Command if a multi-agency response is required.)
- Follow procedures set forth in the City of Modesto Hazardous Materials SOPs.
- Relay initial assessment of incident to responding units and Stanislaus Regional 911 Center (information should include, but not be limited to, the complexity of incident, number of casualties, safe access routes, life/safety issues, etc.).
- Establish an outer perimeter. (Isolate and deny entry)
- Request Stanislaus County's Hazardous Materials Response Team. (HMRT)
- Establish an Incident Command Post (ICP). **(PROVIDE SAFE ACCESS DIRECTIONS FOR INCOMING UNITS.)**
- Ensure the safety of all personnel involved with the incident, including the proper selection of personal protective clothing.
- Coordinate with Law Enforcement to isolate and deny entry to incident.
- Identify the hazardous material(s) involved, from a safe distance.
- Provide medical care to injured persons, if safe to do so, and notify ambulance and hospitals. (Ensure that proper decontamination is performed prior to transport.)
- Authorize the activation of the Emergency Alert List, specifically indicating to the Stanislaus Regional 911 Center who to notify and inform of the incident.
- Ensure that the following individuals are notified and responding to incident:
 - Hazardous Materials Response Team
 - Environmental Health
- Request additional resources and establish Staging Area, as required.

FIRE DEPARTMENT

HAZARDOUS MATERIALS CHECKLIST

(continued)

(Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!)

- Determine need for evacuation or in-place shelter operations. If evacuation is required, assist the Police Department with evacuating affected areas and assist CHP in the identification of safe evacuation routes to be used.
- Assist the Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding the activation of a shelter.)
- Coordinate emergency public information with the City DES and the City Public Information Officer.
- Provide periodic status reports to Stanislaus Regional 911 Center and the City Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.

FIRE DEPARTMENT

EARTHQUAKE CHECKLIST

- After the initial shaking subsides, move all vehicles out of apparatus bays.

- Conduct an internal damage assessment:
 - Check safety of fire personnel, providing first aid as necessary
 - Check structural integrity of fire station
 - Check utility systems
 - Test communications (radios, telephones, etc.)
 - Check availability of fuel

- Establish communications with Stanislaus Regional 911 Center and provide initial status report:
 - Personnel available
 - Apparatus, equipment, and fuel availability

- Establish communications and coordinate efforts with other City Departments, County and Operational Area emergency response agencies, utilizing SEMS/ICS.

- Conduct a windshield survey of assigned critical facilities, including but not limited to the following:
 - Essential service buildings (government and utility facilities)
 - School District facilities
 - Hospitals
 - Utility facilities throughout City

FIRE DEPARTMENT

EARTHQUAKES CHECKLIST

(continued)

Consider the following when conducting your "Windshield Survey"

- *Stay in your vehicle – This is an information gathering task only!**
- *Two persons per vehicle – If possible (driver and note taker).**
- *Utilize the predetermined lists of critical facilities.**
- *Gathering this information will determine the big picture, prioritization of response, and incidents requiring greatest allocation of resources.**
- *The faster this is accomplished, the sooner resources can be allocated!!**

- Provide "Windshield Survey" report to Regional 911Center.
- In coordination with other emergency response agencies, initiate responses to the most severe incidents, which may include but are not limited to:
 - Law Enforcement operations
 - Fire suppression operations
 - Medical Aid (triage) operations
 - Hazardous Materials operations
 - Rescue operations
- Once activated, coordinate all response actions and resource requests through the Emergency Operations Center.
- Establish Staging Area(s) to receive incoming resources.
- Coordinate all emergency public information through the Emergency Operations Center (if activated).
- In coordination with the City EOC, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
- On a periodic basis, provide status reports on all incident activities to the Emergency Operations Center (if activated).

FIRE DEPARTMENT

FLOODS CHECKLIST

- Assume Incident Command. (Establish a Unified Command if a multi-agency response is required.)
- Relay initial assessment of incident to responding units and Stanislaus Regional 911 Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area(s), as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Stanislaus Regional 911 Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with the incident.
- In coordination with the City Public Works Department, determine the flood stage and related flood inundation area.
- Assist the Police Department with evacuating areas within the flood inundation zone and assist CHP/Sheriff's Office in the identification of safe evacuation routes to be used.
- Coordinate with the Law Enforcement to isolate and deny entry to flood inundation area.
- Assist the Police Department with identifying adequate evacuation reception areas. (If long-term evacuation of an area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding the activation of shelter(s).)
- Provide periodic status reports to Stanislaus Regional 911 Center and the City Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Ensure that the Modesto Police Department is notified on any water rescues.

FIRE DEPARTMENT

FLOODS CHECKLIST

(continued)

- Assist the City Public Works Department in any way possible, including diverting and/or diking flood waters, pumping out flooded critical facilities, clearing drains, and sandbagging operations.
- Coordinate emergency public information with City DES and the City Public Information Officer.
- Forward all incident documentation, including reports, to City DES for the preparation of the after-action report.
- Notify Fire and Rescue Operational Area Coordinator.

FIRE DEPARTMENT

EXTREME WEATHER CHECKLIST

- Assume Incident Command. (Establish a Unified Command if a multi-agency response is required)
- Relay initial assessment of incident to responding units and Stanislaus Regional 911 Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Assign Weather Technical Specialists to the Command Staff and request that the Specialists coordinate with Stanislaus Regional 911 Center to monitor weather conditions, including current and forecasted conditions.
- In coordination with other emergency response agencies responding to the incident, determine the extent of damage from the extreme weather conditions.
- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- Ensure the safety of all personnel involved with incident.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Stanislaus Regional 911 Center who to notify and inform of the incident.
- Provide periodic status reports to the Stanislaus Regional 911 Center and the City Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, sustained damage, and predicted movement of extreme weather conditions.
- Coordinate emergency public information with the City DES and the City PIO.
- Forward all incident documentation, including reports, to City DES for the preparation of the after-action report.

FIRE DEPARTMENT

LANDSLIDES CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
- Determine if mutual aid is required. If required contact the following agencies for assistance:
 - Stanislaus County Public Works Department
 - City of Ceres Public Works Department
 - City of Oakdale Public Works Department
 - City of Riverbank Public Works Department
 - City of Turlock Public Works Department
 - CALTRANS
- Assist the Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate the clearing and shoring of the landslide area with the Fire Department and CALTRANS, if onsite.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.
- Review and complete all the required actions on the "General Response Checklists."

FIRE DEPARTMENT

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists, including mutual aid agreements.
- Consider alerting and/or recalling off-duty personnel.
- Prepare an emergency work schedule and staffing patterns.
- Assess the availability and condition of resources, including the number of on-duty officers and vehicle status.
- Assess and determine the necessity of specialized equipment and resources, such as riot gear, search dogs, etc.
- Provide resource status report to City Emergency Services and to the Regional 911Center.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with City DES and the City Public Information Officer.

POLICE DEPARTMENT

CORONER OPERATIONS CHECKLIST

- Upon notification of fatalities, activate the Coroner Division within the Sheriff's Department.
- The Deputy Coroner shall report directly to the Incident Command Post, reporting to the Operations Section Chief or the Incident Commander (IC) if the Section Chief position is not filled.
- Receive an incident briefing from the Operations Section Chief or IC, determining the extent and location of fatalities.
- Coordinate with the appropriate agencies, if on site (i.e., CHP, FBI, NTSB, etc.).
- Make initial assessment of scene, surveying the area and any special conditions.
- Determine resource requirements, including equipment and specialists (i.e., body bags, plastic tarps, sheeting, resealable plastic bags, toe tags, etc.).
- Establish a body processing area and a temporary morgue.
- In body processing area, identify and tag remains, perform body recovery operations, and process personal belongings.
- Coordinate emergency public information with the City Public Information Officer and the Incident Commander.
- Provide periodic status reports to the Incident Commander and/or the Operations Section Chief.
- Coordinate with the County Health Services Agency the need for Critical Incident Stress Management for emergency responders who have performed body recovery/coroner operations.
- Forward all incident documentation, including reports, to City DES for the preparation of the after-action report.

POLICE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST

Train Accident

- Report to the Incident Command Post, obtain briefing from the Incident Commander or the Operations Section Chief, if position is filled.
- In coordination with the City Fire Department, and as directed by the IC or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident.
 - Control access to accident site, restricting access to emergency responders only.
 - Provide security for evacuated areas.
- If the Incident Commander requests evacuation of affected areas, take the following actions:
 - Assist CHP in identifying safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - If long-term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding activation of shelters.
- Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and Public Works.
- Provide for crowd control at accident site.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Assist City Fire with safeguarding all evidence for federal accident investigators.
- Assist the Deputy Coroner with the removal and disposition of fatalities, as requested.
- Ensure that all emergency public information is transmitted through the Incident Commander.

POLICE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST

Major Vehicle Accident

- Assume Incident Command.*
**The Incident Commander position may be handed over to the City Fire Department if the emergency response to the accident involves actions usually handled by the fire services except during accidents when the Law Enforcement Agency with jurisdictional authority assumes the Incident Commander function.*
- Relay initial assessment of incident to responding units and Regional 911Center. The information provided should include, but not be limited to, the complexity of the incident, number of casualties, and life/safety issues.
- Establish an Incident Command Post (ICP).
- Request additional resources and establish Staging Area, as required.
- Authorize the activation of the Emergency Alert List, specifically indicating to the Stanislaus Regional 911 Center who to notify and inform of the incident.
- Ensure the safety of all personnel involved with incident.
- Isolate and deny entry to the accident site in coordination with the Fire Department.
- If evacuation of affected areas is necessary, take the following actions:
 - Assist CHP in identifying safe evacuation routes
 - Identify and establish adequate evacuation reception areas
 - If long term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the City Parks, Recreation and Neighborhoods Department regarding activation of shelters.
 - Provide security for evacuated areas
- Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and the Public Works Department.
- Provide for crowd control at the accident site.

POLICE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST

- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Assist the Coroner with the removal and disposition of the deceased, as requested.
- Provide periodic status reports to Stanislaus Regional 911 Center and the County Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with City Emergency Services and the City PIO.
- Forward all incident documentation, including reports, to City DES for the preparation of the after-action report.

Aircraft Accident

(Civilian and Military)

- Report to the Incident Command Post, receiving briefing from Incident Commander or Operations Section Chief, if position is filled.
- In coordination with the Fire Department, and as directed by the IC or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident with a minimum of a 2000-foot perimeter for military aircraft crashes.
 - Control access to accident site, restricting access to emergency responders only.
- If the Incident Commander requests evacuation of affected areas, take the following actions:
 - Assists CHP in identifying safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.

POLICE DEPARTMENT

TRANSPORTATION EMERGENCIES CHECKLIST (continued)

- If long term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding activation of shelters.
- Provide security for evacuated areas.
- Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and the Public Works Department.
- Provide for crowd control at accident site.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Assist City Fire with safeguarding all evidence for federal accident investigators.
- Assist the Coroner with the establishment of a temporary morgue and the removal and disposition of the deceased, as requested.
- Ensure that all emergency public information is transmitted through the Incident Commander.

POLICE DEPARTMENT

DAM FAILURE CHECKLIST

- Report to the Incident Command Post, obtain briefing from Incident Commander or Operations Section Chief, if position is filled.
- In coordination with the Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident.
 - Control access to incident site, restricting access to emergency responders only.
- If the Incident Commander requests evacuation of affected areas, take the following actions:
 - Assist CHP in identifying safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - If long term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding activation of shelters.
 - Provide security for evacuated areas.
- In coordination with the Fire Department, take the following actions in response to a dam failure:
 - Assists CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and Public Works.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through the Incident Commander.

POLICE DEPARTMENT

HAZARDOUS MATERIALS CHECKLIST

Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!

- * Upon dispatch, always approach hazardous materials incident from **UPWIND, UPHILL** and **UPSTREAM!!**
- * Toxic materials may be odorless and invisible.
- * Minimize all exposures by not driving through or in the area of the suspected release.
- * If Police Department personnel are on-scene first, establish a **LARGE** perimeter isolating and denying entry.
- * If Police Department personnel discover a hazardous material or an unlabeled container and suspect it contains a hazardous material, take the following actions:
 - ◆ Do not move the container or attempt to determine if it is full.
 - ◆ Retreat to an **upwind, uphill** or **upstream** position.
 - ◆ Notify the Fire Department through Central Dispatch.
 - ◆ Isolate the area and deny entry to non-emergency responders.

- Obtain directions to Incident Command Post from Regional 911Center.
- Report to the Incident Commander or the Operations Section Chief, if position has been established, and obtain briefing.
- Ensure that all Police Department Personnel remain out of the hazard zones established.
- In coordination with the Fire Department and as directed by the IC or Operations Chief, control access to incident site, restricting access to emergency responders only.

POLICE DEPARTMENT

HAZARDOUS MATERIALS CHECKLIST

Approach incident from UPWIND, UPHILL, AND UPSTREAM!!!

- If the Incident Commander requests evacuation of affected areas, take the following actions:
 - Assist CHP in identifying safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - If long-term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding activation of shelters.
 - Provide security for evacuated areas.
- Assist CHP in the development and implementation of a traffic control plan, coordinating with Cal-Trans and the Public Works Department.
- Provide for crowd control at incident site.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through the Incident Commander.

POLICE DEPARTMENT

EARTHQUAKES CHECKLIST

- After the initial shock waves (shaking) subside, move all vehicles from within any inside parking garages.
- Conduct an internal damage assessment of Police facility:
 - Check safety of Police personnel, providing first aid as necessary
 - Check structural integrity of Police facility
 - Check structural integrity of city facilities
 - Check utility systems
 - Test communications (radios, telephones, etc.)
 - Check availability of fuel
- Establish communications with Stanislaus Regional 911 Center and provide initial status report:
 - Personnel available
 - Vehicle and equipment availability
 - Availability of fuel
- Establish communications and coordination efforts with other City Departments, County and Operational Area emergency response agencies, utilizing ICS.
- In coordination with City Fire, conduct a windshield survey of assigned critical facilities, including but not limited to the following:
 - Essential service buildings (primarily government facilities)
 - School District facilities
 - Utility facilities throughout City

POLICE DEPARTMENT

EARTHQUAKES CHECKLIST

- Consider the following when conducting your "Windshield Survey"**
- *Stay in your vehicle – This is an information gathering task only!**
 - *Two persons per vehicle – if possible (driver and note taker).**
 - *Utilize the predetermined lists of critical facilities.**
 - *Gathering this information will determine the big picture, prioritization of response, and incidents requiring greatest allocation of resources.**
 - *The faster this is accomplished, the sooner resources can be allocated!!**

- Provide "Windshield Survey" report to Regional 911Center
- In coordination with other emergency response agencies, initiate responses to the most severe incidents.
- In coordination with the Fire Department, and as directed by the Incident Commander or Operations Chief, control access to incident site, restricting access to emergency responders only.
- If the Incident Commander requests evacuation of affected areas, take the following actions:
 - Assist CHP in identifying safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - If long term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding activation of shelters.
 - Provide security for evacuated areas.
- Assist in the development and implementation of a traffic control plan for the affected areas, coordinating with Cal-Trans and the Public Works Department.

POLICE DEPARTMENT

EARTHQUAKES CHECKLIST

- Provide for crowd control at all incident sites.
- Once activated, coordinate all response actions and resource requests with the Operations Section of the County Emergency Operations Center.
- Assist the Deputy Coroner with the removal and disposition of the deceased, as requested.
- Provide alternate communication systems as required.
- In coordination with the Incident Commander and the City Emergency Operations Center, manage the arrival and use of spontaneous volunteers, referring all volunteers to designated reception areas.
- Regularly provide status reports on all incident activities to the Operations Section Chief.
- Refer all emergency public information requests to the Incident Commander.

POLICE DEPARTMENT

FLOODS CHECKLIST

- Report to the Incident Command Post, obtain briefing from Incident Commander or Operations Section Chief, if position is filled.
- In coordination with the Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident.
 - Control access to accident site, restricting access to emergency responders only.
- If the Incident Commander requests evacuation of affected areas, take the following actions:
 - Assist CHP in identifying safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - If long term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding activation of shelters.
 - Provide security for evacuated areas.
- In coordination with the Fire Department, take the following actions in response to flooding:
 - Assist in the development and implementation of a traffic control plan, coordinating with CHP, Cal-Trans and the Public Works Department.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through the Incident Commander.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

POLICE DEPARTMENT

EXTREME WEATHER CHECKLIST

- Report to the Incident Command Post, obtain briefing from Incident Commander or Operations Section Chief, if position is filled.
- In coordination with the Fire Department, and as directed by the Incident Commander or Operations Chief, take the following actions:
 - Establish a perimeter to isolate the incident.
 - Control access to accident site, restricting access to emergency responders only.
- If the Incident Commander requests evacuation of affected areas, take the following actions:
 - Assist CHP in identifying safe evacuation routes.
 - Identify and establish adequate evacuation reception areas.
 - If long term evacuation of area is required, notify and coordinate with the local Chapter of the American Red Cross and the Parks, Recreation and Neighborhoods Department regarding activation of shelters.
 - Provide security for evacuated areas.
- In coordination with the Fire Department, take the following actions in response to severe weather conditions:
 - Assist in the development and implementation of a traffic control plan, coordinating with CHP, Cal-Trans and the Public Works Department.
 - Provide for crowd control.
- Provide regular status reports on all response actions to the Incident Commander or the Operations Section Chief, if position is filled.
- Ensure that all emergency public information is transmitted through the Incident Commander.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

POLICE DEPARTMENT

CIVIL DISTURBANCES CHECKLIST

- Assume Incident Command (Establish a Unified Command if a multi-agency response is required)
- Relay initial assessment of incident to responding units and Stanislaus Regional 911 Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Authorize the activation of the Emergency Alert List, specifically indicating to the Stanislaus Regional 911 Center who to notify and inform of the incident.
- Provide periodic status reports to Stanislaus Regional 911 Center and the City Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

POLICE DEPARTMENT

TERRORISM CHECKLIST

- Assume Incident Command (Establish a Unified Command if a multi-agency response is required)
- Relay initial assessment of incident to responding units and Stanislaus Regional 911 Center (information should include, but not be limited to, the complexity of incident, number of casualties, life/safety issues, etc.).
- Establish an Incident Command Post (ICP).
- Ensure that the following agencies have been notified and/or are on scene: Airport Manager when airport is site of concern
- Provide periodic status reports to Stanislaus Regional 911 Center and the City Emergency Operations Center, if activated. At a minimum, provide information regarding response activities, injuries, and sustained damage.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

POLICE DEPARTMENT

LANDSLIDES CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
- Determine if mutual aid is required. If required contact the following agencies for assistance:
 - Stanislaus County Public Works Department
 - City of Ceres Public Works Department
 - City of Oakdale Public Works Department
 - City of Riverbank Public Works Department
 - City of Turlock Public Works Department
 - CALTRANS
- Assist Law Enforcement, The Public Works Department and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate the clearing and shoring of the landslide area with the Fire Department, the Public Works Department and CALTRANS, if onsite.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.
- Review and complete all the required actions on the "General Response Checklists."

POLICE DEPARTMENT

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Consider alerting and/or recalling off-duty personnel.
- Prepare an emergency work schedule, and staffing patterns (i.e., two people per vehicle).
- Assess the availability and condition of resources, including the number of on-duty personnel, vehicle status, and communications systems.
- Assess and determine the necessity of specialized equipment and resources, such as barricades, bulldozers, skip loaders, traffic cones, etc.
- Provide a resource status report to City Emergency Services and to Regional 911Center.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.

PUBLIC WORKS

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment.
- Determine if mutual aid is required. If required, contact the following agencies for assistance:
 - Stanislaus County Public Works Department
 - City of Ceres Public Works Department
 - City of Oakdale Public Works Department
 - City of Riverbank Public Works Department
 - City of Turlock Public Works Department
 - CALTRANS
- Assist Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

PUBLIC WORKS

DAM FAILURE CHECKLIST

- Report to the Incident Command Post and obtain an incident briefing from the Incident Commander or the Operations Section Chief, if the position is established.
- Establish communications and coordinate efforts with other city emergency response departments.
- Provide the transport of sand, bags and other materials necessary to dam or divert flood waters.
- Assist in the completion of windshield surveys of damage.
- Provide pumping of water out of critical facilities.
- Review and complete all the required actions on the "General Response Checklists."

PUBLIC WORKS

EARTHQUAKES CHECKLIST

- After the initial shaking stops, immediately perform the following functions:
 - Check for injured Public Works Department personnel and provide first aid as necessary.
 - Check damage sustained to Public Works Department facilities.
 - Check communications equipment.
 - Check the availability and status of all heavy equipment and other materials at the City Yard and other Public Works Department locations.

- Establish communications with Stanislaus Regional 911 Center and provide an initial status report, which should include:
 - Public Works Department personnel available
 - Equipment and materials available
 - Status of fuel at City facilities

- Consider the recall of off duty personnel based on the demands of the incident.

- Assess the status of lifeline utility systems (water, sewer, electricity, and natural gas systems), and provide status report to the Operations Section Chief and the City EOC, or Stanislaus Regional 911 Center if the EOC is not yet activated.

- Establish communications and coordinate efforts with other city emergency response agencies.

- As directed by the Operations Section Chief, perform the following functions:
 - Dispatch crews to survey damage to dams.
 - Dispatch crews to inspect the structural stability of critical facilities.
 - Dispatch crews to determine the capacity and safety of bridges, freeway over/under passes, and other roadways.
 - Dispatch crews to clear debris.

- Advise the Operations Section Chief of the need to evacuate critical facilities and the need to close or restrict access to bridges, freeways, or other roadways, based on inspections and surveys.

PUBLIC WORKS

EARTHQUAKES CHECKLIST

(continued)

- Consider placing equipment at designated staging areas.
- Assist Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Assist CHP, MPD, Sheriff's Office and Fire Department to set up detours and alternate routes for damaged roadways, bridges, and freeways.
- Repair damage to critical facilities and essential roadways.
- Coordinate with utility companies to repair and/or restore services.
- Review and complete all the required actions on the "General Response Checklists."

PUBLIC WORKS

FLOODS CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
- Determine if mutual aid is required. If required contact the following agencies for assistance:
 - Stanislaus County Public Works Department
 - City of Ceres Public Works Department
 - City of Oakdale Public Works Department
 - City of Riverbank Public Works Department
 - City of Turlock Public Works Department
 - CALTRANS
- Mobilize crews for flood fighting operations, which may include the following actions:
 - Diverting flood waters.
 - Clearing debris from bridges and overpasses.
 - Sandbagging operations.
 - Levee reinforcement.
- Assist the Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.
- Review and complete all the required actions on the "General Response Checklists."

PUBLIC WORKS

LANDSLIDES CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Public Works Department's assistance required, including personnel and equipment required.
- Determine if mutual aid is required. If required contact the following agencies for assistance:
 - Stanislaus County Public Works Department
 - City of Ceres Public Works Department
 - City of Oakdale Public Works Department
 - City of Riverbank Public Works Department
 - City of Turlock Public Works Department
 - CALTRANS
- Assist the Law Enforcement and Fire Department with the utilization of barricades and cones to close off streets and hazardous areas.
- Coordinate the clearing and shoring of the landslide area with the Fire Department and CALTRANS, if onsite.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.
- Review and complete all the required actions on the "General Response Checklists."

PUBLIC WORKS

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including the number of on-duty Public Health Nurses, and the status of medical supplies and other specialized equipment.
- Provide resource status report to City Emergency Services and to Stanislaus Regional 911Center.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.

COUNTY HEALTH SERVICES

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Health Department's assistance required, including personnel and equipment required.
- Determine what actions that the Health Department is required to perform, including the following actions:
 - Determination of general health hazards confronting emergency responders and the Stanislaus communities.
- Assist the County Deputy Coroner with the identification and preservation of the deceased.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to OES for the preparation of the after-action report.

COUNTY HEALTH SERVICES

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines and checklists.
- Provide resource status report to City Emergency Services and to Stanislaus Regional 911Center.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.

ENVIRONMENTAL HEALTH

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established and obtain an incident briefing.
- Determine the extent of Environmental Health's assistance required, including personnel and resources.
- Determine what actions Environmental Health is required to perform, including the following actions:
 - Activation Medical/Health Disaster Plan.
 - Conduct damage assessment of sewage and potable water systems.
 - Establish vector control operations.
 - Provide sanitation services for all emergency facilities.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

ENVIRONMENTAL HEALTH

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.
- Consider alerting and/or recalling off-duty Emergency Medical Services personnel as well as alerting voluntary agencies.
- Provide a resource status report to City Emergency Services and to Stanislaus Regional 911Center.
- Stage equipment and personnel in strategic locations, as deemed necessary.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.
- Coordinate hospital call down and bed status:
 - Critical Care
 - Medical/Surgery
 - Pediatric
- Coordinate number of ambulances available immediately and within one hour.

EMERGENCY MEDICAL SERVICES

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Emergency Medical Services assistance required, including personnel, services and facilities.
- Determine what is required from the Emergency Medical Services beyond the following actions:
 - Assess the need for temporary medical and medically fragile evacuation sites.
 - In coordination with the American Red Cross and Public Health, provide assistance with securing nursing and with medical personnel needs.
 - Advise Critical Incident Stress Management Team.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Logistics Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.
- Activate staffing at Emergency Operations Center.
- Determine need for activation of Field Treatment sites, staffing and supplies.
- Consider coordination with Regional Disaster Medical Health Coordinator, if resource needs exceed local capacity.

EMERGENCY MEDICAL SERVICES

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines and checklists.
- Alert appropriate County Mental Health Department personnel, including off-duty personnel and place necessary personnel on standby for duty assignments.
- Work in conjunction with Red Cross in identifying possible shelter locations and other strategic sites and prepare a staffing schedule.
- Anticipate and prepare to secure and distribute necessary resources to support personnel operations.
- Provide periodic status reports to City Emergency Services and to Regional 911Center.
- Produce emergency public information with the City Emergency Services and the City Public Information Officer.

COUNTY MENTAL HEALTH

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established and obtain an incident briefing.
- Determine the extent of the County Mental Health Department's assistance required, including personnel and resources required.
- Determine what actions that the County Mental Health Department is required to perform, including the following actions:
 - Activation and deploy Mental Health Disaster Team.
 - Emergency Operation Center.
 - Activate "Documentation and Accounting" system.
 - Staff shelters in coordination with the American Red Cross.
 - Coordinate services with Health Department and County Community Services Agency.
 - Staff the Coroner's Office in event of fatalities.
 - Advise Critical Incident Stress Management Team.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Operations Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

COUNTY MENTAL HEALTH

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.
- Consider alerting and/or recalling off-duty Agricultural Departmental personnel as well as alerting voluntary agencies.
- Provide a resource status report to City Emergency Services and to Stanislaus Regional 911Center.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.

AGRICULTURAL DEPARTMENT

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Logistics Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the Agricultural Department's assistance required, including personnel, services and facilities.
- Determine what is required from the Agricultural Department beyond the following actions:
 - Notify Department of Food and Agriculture
 - Staff Emergency Operations Center
 - Assess local disaster response capabilities
 - Coordinate/implement Animal Disaster System
 - Determine level of assistance within Operational Area
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Logistics Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

AGRICULTURAL DEPARTMENT

INCREASED READINESS CHECKLIST

- Upon notification of potential emergency or disaster, adopt an increased readiness posture by reviewing appropriate emergency operations plans, guidelines, checklists, and mutual aid agreements.
- Recall all City of Modesto DES staff to office.
- Assess the availability and condition of DES resources.
 - Response Information Management System (RIMS)
 - County Fire Command Post
 - Sheriff's OES Region 4 Law Enforcement Communications Van
 - Cellular Phones
 - Operational Area Satellite Information System (OASIS)
- Perform a communications check for all Operational Area radio frequencies.
- Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re supply needs, etc.).
- Provide OES status report to Regional 911Center.
- Verify other City Department Resource Status Reports from Stanislaus Regional 911Center.
- Establish communications with Key City officials, as necessary, to obtain an assessment of the situation.
- Establish communications or make contact with Operational Area member jurisdictions and special districts.
- Make all necessary preparations to activate the City EOC in the event activation is required or requested.
- Coordinate emergency public information with the City Public Information Officer.

DIR. OF EMERGENCY SERVICES

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Operations Section Chief, if the position has been established, and obtain an incident briefing.
- Determine whether or not the City EOC will need to be activated. If not, assist the Incident Commander by assuming any of the ICS positions.
- If activation of the City EOC is required, report back to the center and begin the activation and setup process.
- Recall all City of Modesto Emergency Services staff to office.
- Assess the availability and condition of OES resources.
 - Response Information Management System (RIMS)
 - OES Communications Van
 - Cellular Phones
 - Operational Area Satellite Information System (OASIS)
- Perform a communications check for all City of Modesto radio frequencies.
- Anticipate department logistical needs (i.e., feeding and lodging requirements, potential re supply needs, etc.).
- Provide OES status report to Stanislaus Regional 911Center.
- Verify other department resource status reports from the Stanislaus Regional 911Center.
- Establish communications with Key City Officials, as necessary, providing an assessment of the unfolding situation.
- Establish communications or make contact with Operational Area member jurisdictions and special districts.
- Make all necessary preparations to activate the City EOC in the event activation is required or requested.
- Based on the situation, recommend an emergency proclamation to the Mayor and City Council.
- Coordinate emergency public information with the City Public Information Officer.
- Organize and prepare the incident after-action report, based on the incident reports and related documentation provided by each of the responding emergency response agencies.

DIR. OF EMERGENCY SERVICES

INCREASED READINESS CHECKLIST

- Upon notification of a potential emergency/disaster situation, adopt an increased readiness posture by reviewing appropriate plans, guidelines, and checklists.
- Assess the availability and condition of resources, including the number of on-duty personnel and service facilities.
- Consider alerting and/or recalling off-duty County Community Services Agency personnel as well as alerting voluntary agencies.
- Provide a resource status report to City Emergency Services and to Stanislaus Regional 911Center.
- Coordinate emergency public information with City Emergency Services and the City Public Information Officer.

COUNTY COMMUNITY SERVICES

GENERAL RESPONSE CHECKLIST

- Upon notification and request to respond to any incident, report to the Incident Commander or the Logistics Section Chief, if the position has been established, and obtain an incident briefing.
- Determine the extent of the County Community Services Agency's assistance required, including personnel, services and facilities.
- Determine what is required from the County Community Services Agency beyond the following actions:
 - Coordinate with Red Cross and Salvation Army to provide food, supplies, and equipment needed by emergency responders and victims at mass care facilities.
 - Respond to temporary evacuation sites.
 - In coordination with the American Red Cross, activate and manage emergency shelters.
 - Activate crisis counseling with County Public and Mental Health Departments
 - Critical Incident Stress Management
 - Crisis Intervention
 - Activate "Registration and Inquiry" System with Red Cross.
 - In coordination with the American Red Cross, state and federal agencies, locate and allocate emergency and temporary housing.
- Coordinate emergency public information with City Public Information Officer and the Incident Commander.
- On a regular basis, provide activity status reports to the Incident Commander and/or the Logistics Section Chief.
- Forward all incident documentation, including reports, to City Emergency Services for the preparation of the after-action report.

COUNTY COMMUNITY SERVICES

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