

# **Emergency Operations Plan**

## **Part III: Extended Response Operations**



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## CONCEPT OF OPERATIONS

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### **Introduction**

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During a disaster/emergency, the City of Modesto Emergency Operations Center (EOC) will support field response operations in mitigating incidents within the City of Modesto. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The City of Modesto EOC will operate using the Standardized Emergency Management System (SEMS) functions, principles, and components. It will implement the action planning process, identifying and implementing specific objectives for each operational period.

The City of Modesto EOC will serve as the coordination and communications between the City of Modesto and the County Operational EOC. The Operational Area EOC will be activated whenever an emergency or disaster impacts the County and a city, or cities or special district(s). The Operational Area EOC may also be activated at the request of the City, County or special district to coordinate information and resources. The Stanislaus Operational Area EOC will utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, The Public Works Department, and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/unit within the Logistics Section.

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## EMERGENCY OPERATIONS CENTER (SOPS)

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### **Introduction**

Within City of Modesto normal day-to-day operations are conducted by the various departments and agencies that are widely dispersed throughout the City of Modesto. The Stanislaus Operational Area EOC is a location from which centralized emergency management can be performed during a major emergency or disaster. The EOC, as the City EOC, or as the activated Operational Area EOC, facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The level of EOC staffing will vary with the specific emergency situation. See page 140.

The City of Modesto EOC is designed to serve as a combined center for the Operational Area and the City of Modesto, enabling the efficient use of available City/County staff. When the Operational Area (OA) and City EOC are both activated, some staff may be doing multiple tasks, coordinating Operational Area and City government-level functions.

### **Primary Location**

The primary City of Modesto Emergency Operations Center (EOC) is located in the Stanislaus Regional 911 Center at 3705 Oakdale Road.

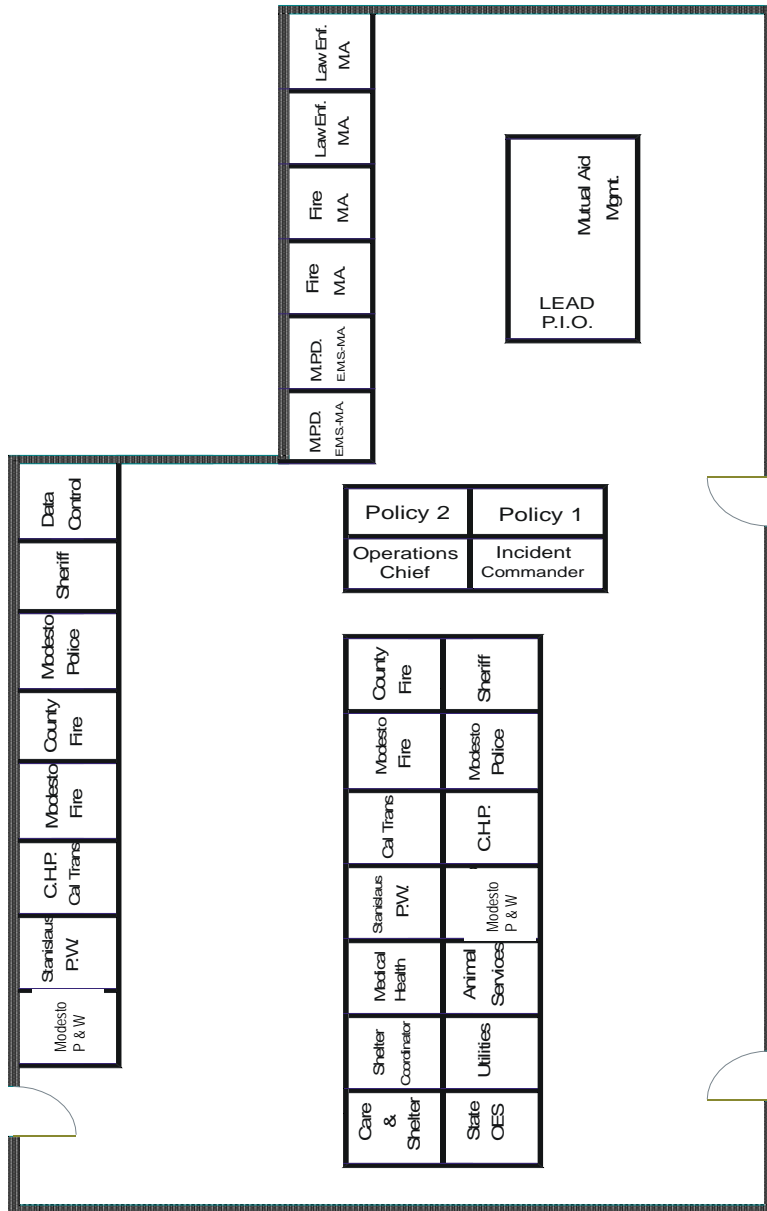
### **Alternate Location**

The alternate City of Modesto Emergency Operations Center (EOC) is located at the City of Ceres Public Safety Center @ 2727 Third Street in Ceres.

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

## PRIMARY EOC OPERATIONS CENTER

### OPERATIONS ROOM DIAGRAM



**EMERGENCY OPERATIONS CENTER**

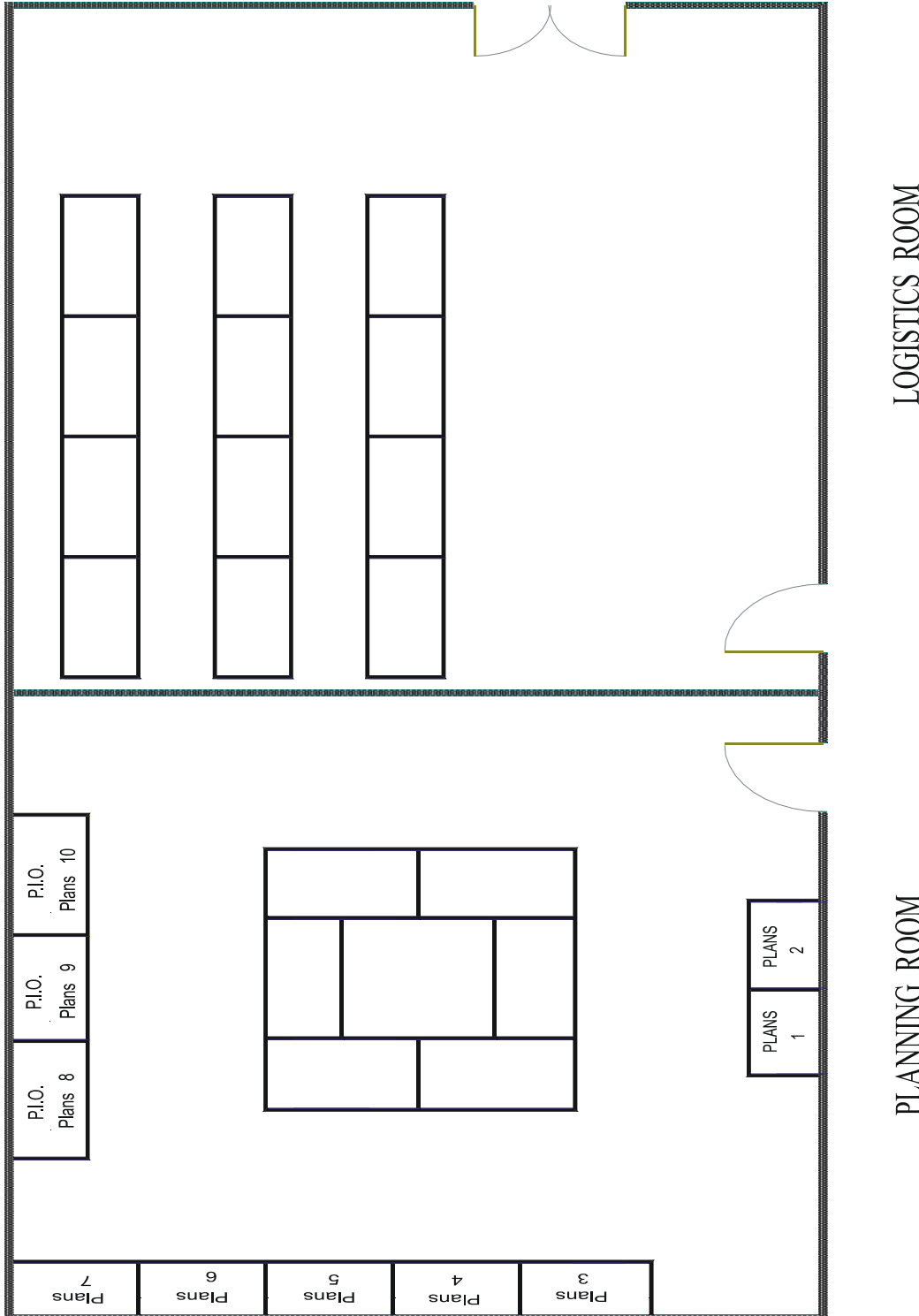
# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

Part 3

Extended Response Operations

## PRIMARY EOC OPERATIONS CENTER

### LOGISTICS AND PLANNING ROOM DIAGRAM



# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

Part 3

Extended Response Operations

## EMERGENCY OPERATIONS CENTER (SOPS)

### ALTERNATE OPERATIONS CENTER SECOND FLOOR



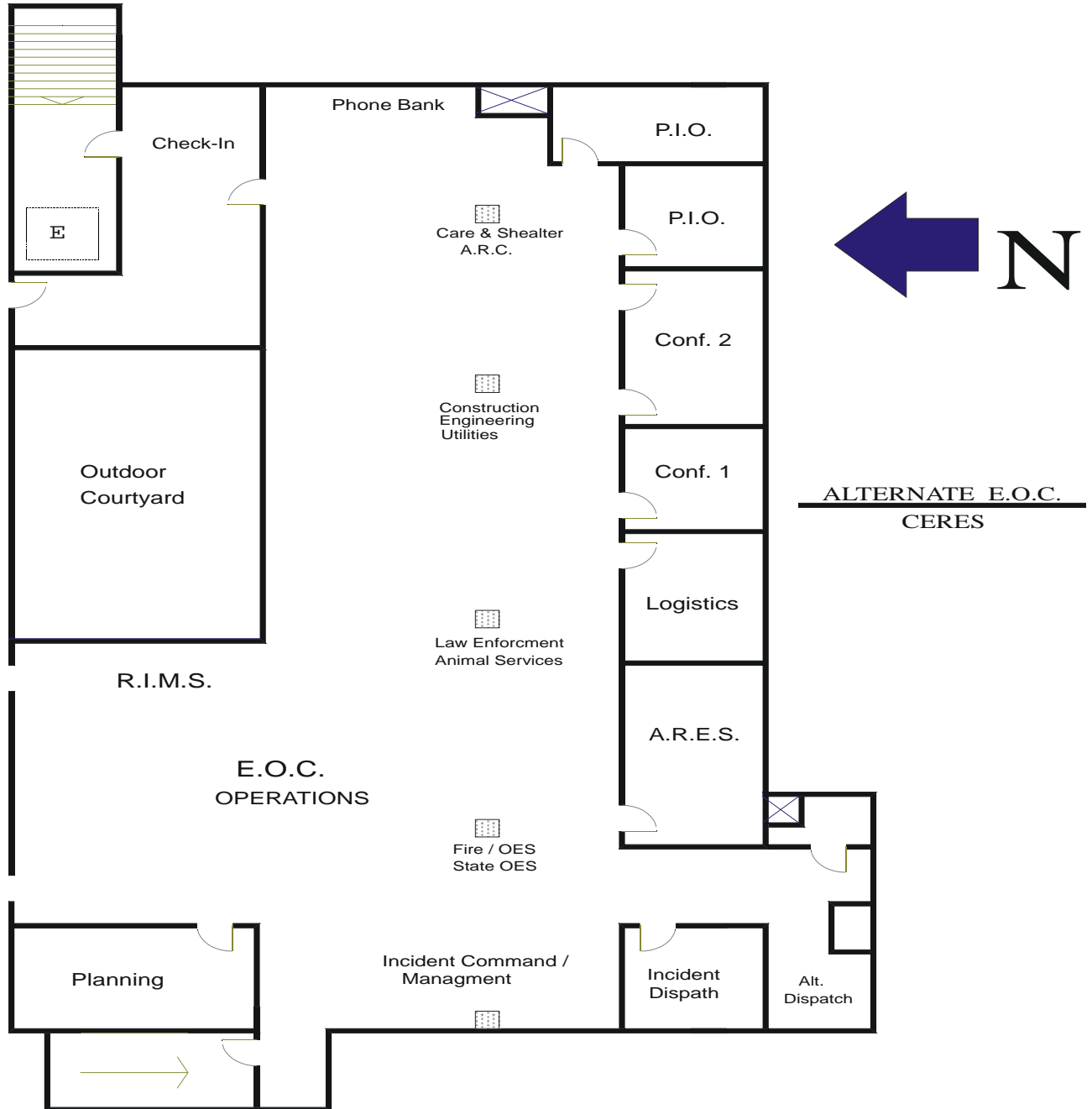
# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

Part 3

Extended Response Operations

## EMERGENCY OPERATIONS CENTER (SOPS)

### ALTERNATE OPERATIONS CENTER OPERATIONS AREA DIAGRAM



# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

Part 3

Extended Response Operations

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## **EMERGENCY OPERATIONS CENTER (SOPS)**

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### **ACTIVATION POLICY**

*To be evaluated at a later date.*

**Primary Location**

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**Access**

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**Parking**

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**Room Arrangement**

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# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

Part 3

Extended Response Operations

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## EMERGENCY OPERATIONS CENTER (SOPS)

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### Supplies

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*To be evaluated at a later date.*

### Communications

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*To be evaluated at a later date.*

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

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Part 3

Extended Response Operations

## **EMERGENCY OPERATIONS CENTER (SOPS)**

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### **Computer Equipment**

*To be evaluated at a later date.*

## **EMERGENCY OPERATIONS CENTER (SOPS)**

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### **Emergency Operations Center (EOC) Activation Requirements**

The City of Modesto EOC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the City of Modesto EOC must be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, Section 2409 f):

- The City has declared a local emergency
- The City has requested a Governor's Proclamation of a State of Emergency, as defined in the City of Modesto Municipal Code
- The Governor proclaims a state of emergency.

The three circumstances listed above require an automatic activation of the City of Modesto EOC. Other than these circumstances, the activation of the City of Modesto EOC must be authorized. The following City of Modesto personnel are authorized to request from the Stanislaus County OES Director the activation of the Stanislaus Operational Area EOC:

- City Manager
- Deputy City Manager
- Fire Chief
- Police Chief

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

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Part 3

Extended Response Operations

## **EMERGENCY OPERATIONS CENTER (SOPS)**

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### **EOC Activation Levels and Minimum Staffing Guide Per Level**

The City of Modesto has developed criteria that identify the events/situations that would require EOC activation. The City of Modesto has established three levels of activation. For each level, a minimum staffing guide has been developed. An Activation and Staffing Guide is depicted on page 142.

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

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## CITY OF MODESTO EOC ACTIVATION & STAFFING REQUIREMENTS

EVENT/SITUATION	MINIMUM STAFFING
<b>ACTIVATION LEVEL ONE</b>	<p>Severe Weather Advisory EOC Director/EOC Coordinator</p> <p>Small Incidents involving two or more City of Modesto Departments Planning/Intelligence Section Chief</p> <p>Earthquake Advisory/Prediction – OES Level 1 Logistics Section Chief</p> <p>Flood Watch Representatives of responding City Departments</p>
<b>ACTIVATION LEVEL TWO</b>	<p>Moderate Earthquake EOC Director/EOC Coordinator</p> <p>Major Wildland fire affecting developed area All Section Chiefs</p> <p>Major Wind or Rain Storm Branches and Units as appropriate for the situation</p> <p>Two or more large incidents involving two or more City Departments Representatives of responding City Departments</p> <p>Earthquake Advisory/Prediction – OES Levels 2 or 3 Agency Representatives as appropriate</p> <p>Local emergency declared or proclaimed</p> <p>City of Modesto requests a Governor’s Proclamation of a State of Emergency</p> <p>A State of Emergency is Proclaimed by the Governor for the City</p>
<b>ACTIVATION LEVEL THREE</b>	<p>Major City-wide or Regional emergency All EOC Positions</p> <p>Multiple Departments with heavy resource involvement</p> <p>Major earthquake damage</p>

## **EMERGENCY OPERATIONS CENTER (SOPS)**

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### **Action Planning (EOC)**

The use of action plans in the City of Modesto EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process of identifying priorities and objectives for emergency response or recovery efforts.
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

The action planning process should involve the EOC Director/Coordinator, Management Advisory Group, and Section Chiefs along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning/Intelligence Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions

### **Information and Resource Management**

Within the City of Modesto EOC, the EOC Message Form will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch, and Unit will use this form to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the EOC Staff.

The EOC message form will not replace face-to-face communications, but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' ICS 214.

Critical information and resource requests from member jurisdictions within the Operational Area will be provided electronically using the Response Information Management System (RIMS), if established.

Transmission of information to the State's Inland REOC will be accomplished electronically using RIMS. If the regular telephone lines servicing the City are not operable, the Operational Area Satellite Information System (OASIS) will be used to establish the link to the network server, allowing the City to transmit the data to the State.

## EMERGENCY OPERATIONS CENTER (SOPS)

Critical information from the City of Modesto and the Stanislaus Operational Area will be submitted to the State's Inland REOC on a preliminary report, situation summary, status report, and a flash report.

- The **Preliminary Report** form will be used by the County to transmit information to the State's Inland REOC during the first two hours after an event, if possible.
- The **Situation Summary** is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.
- The **Status Report** is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.
- The **Flash Report** is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resources requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level.

Resource requests from member jurisdictions within the OA will be coordinated to determine if the resource is available from other local governments or other sources within the OA. Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests from Stanislaus Operational Area members must be submitted on RIMS, if established. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the City EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the State's Inland Region EOC. Resource requests should be coordinated internally at the Operational Area level before

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

## EMERGENCY OPERATIONS CENTER (SOPS)

being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

### *Response Information Management System (RIMS)*

The purpose of the Response Information Management System (RIMS) is to improve the Office of Emergency Services' ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to:

- respond to, manage and coordinate requests for resources
- collect, process, and disseminate information during and after a disaster

A dedicated computer with RIMS installed will be set up in the City EOC when activated. The following reports or requests will be provided to the Governor's Office of Emergency Services via RIMS during and after the emergency or disaster:

- Situation Status Reports
- Mutual Aid Requests
- Local Declarations, Gubernatorial, and Presidential Declaration requests
- After-Action Reports

### *Operational Area Satellite Information System (OASIS)*

The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing City of Modesto communication resources, which includes a Citywide radio system.

Stanislaus County has 5 OASIS telephone lines.

- Police Department Dispatch Center (24 hour).
- Emergency Operations Center (3 lines)
- OES Coordinator's Office

An OASIS system supports 5 voice circuits (telephone lines), and an Emergency digital Information System (EDIS) circuit..

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## **EMERGENCY OPERATIONS CENTER (SOPS)**

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### **Coordination with Field Response Level**

Since the Stanislaus County EOC is also the Stanislaus Operational Area's operating center, communications and coordination must be established with City field responders who are responding to both incorporated and unincorporated parts of the City. When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the City EOC, via the central dispatchers or through the EOC radio operators, if established.

When City Departments have activated their DOCs, the Incident Commander will continue to report directly to the Operations Section Chief in the City EOC and provide status reports to their DOC.

When the City EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode.

### **Coordination with State and Federal Field Response**

There are some instances where a state or federal agency will have a field response. State agency field response may be the result of a flood fight effort, oil spill, hazardous materials incident or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with Stanislaus County Office of Emergency Services and the appropriate city emergency services office, where the incident occurs. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The incident will determine their location.

### **Coordination with City of Modesto Departmental Operations Centers**

The appropriate City of Modesto EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the City of Modesto EOC in supporting field operations.

### **Coordination with Stanislaus Operational Area Member Jurisdictions**

Direct communications and coordination will be established between Stanislaus County and any Operational Area Member Jurisdictions' activated EOC. Additionally, as time permits, communications will be

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## **EMERGENCY OPERATIONS CENTER (SOPS)**

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established with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the city EOCs will occur along functional lines.

Whenever feasible, an agency representative from each jurisdiction which activated its EOC should be at the City of Modesto EOC. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

### **Coordination with Special Districts**

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

Ideally, the special district involved in the emergency response will have a representative at the City EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

### **Coordination with Private and Volunteer Agencies**

Within City of Modesto, coordination of response activities with many non-governmental agencies may occur. The agencies that play key roles in the response should have representatives at the City EOC.

Coordination with volunteer and private agencies that do not have a representative, may be accomplished through telecommunications, liaison to community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

### **Coordination With The Inland Region Emergency Operations Center**

Direct coordination and communications with the Inland Region Emergency Operations Center (REOC) are essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Inland EOC:

- Primary Method - The REOC sends a field representative to the Operational Area.

## **EMERGENCY OPERATIONS CENTER (SOPS)**

- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems.

Coordination and communications between the County EOC and the Inland Regional EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Inland REOC. These coordinators may be functioning from their respective Operational Area and Regional EOCs or from other locations depending on the situation and the mutual aid system.

### **Damage Assessment and Situation Reporting**

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity and extent of the situation and to report the information through established channels. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

*General*

Damage information will be reported to the EOC. Field responders, giving a quick picture of the incident, will conduct an initial assessment, sometimes called a “windshield survey”.

The The Public Works Department (PW) Branch and the Community Development (C. D.) Branch of the City EOC will coordinate safety inspections. As significant damages become apparent, the Operations Section Chief should direct the PW Branch and the C. D. Branch to prepare an Initial Damage Estimate (IDE).

The IDE when completed should be forwarded to the Stanislaus Operational Area EOC & the State's Inland REOC. The IDE includes the location and description of the damages and provides a rough estimate of the associated dollar loss. The IDE will be used to justify a State of Emergency and to request a Presidential Declaration of Emergency.

A detailed assessment of damage in public and private facilities, with more precise dollar loss estimates, will be formulated and forwarded to State OES later, as recovery operations begin.

Information needed to determine the operational problems and immediate needs of the community is critical. The specific information on dollar amounts of the damage and the economic consequences of the disaster are also important, but must not be collected until the operational problems and immediate needs are collected and analyzed.

Detailed damage assessment information will be used to plan for both short and long-range recovery, which will be given highest priority as the

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

## EMERGENCY OPERATIONS CENTER (SOPS)

City emergency organization transitions from response to recovery operations.

### *Policy and Procedures*

When a disaster occurs, emergency responders assessing the nature, severity and extent of the situation will conduct an immediate survey of the City. The responders include the City of Modesto Fire, Police and The Public Works Department Departments, along with the California Highway Patrol. Information may also be gathered from American Red Cross Damage Assessment Teams.

Field responders will accomplish the initial damage assessment by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas. The ground survey should include the inspection of and reporting on facilities essential to public welfare and safety. Field responders will report their observations to the Stanislaus Regional 911 Center. It is imperative that ground surveys are collected and analyzed as quickly and as completely as possible so a determination can be made of whether or not to activate the City Emergency Operations Center (EOC).

Once activated, the The Public Works Department Branch will begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessment.

The Damage/Safety Assessment Unit will manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property. The Planning/Intelligence Section will complete and transmit the various situation reports to the State's Inland REOC. When no damage is observed, a report will be submitted indicating no observed damage.

As directed by the Operations Section Chief, the The Public Works Department Branch will begin completing the Initial Damage Estimate (IDE), which includes the location and description of the damages and provides a rough estimate of the associated dollar loss.

Once completed on RIMS, the IDE will be sent to the State's Inland REOC. Reports will be submitted electronically, via RIMS, and will consist of "Flash" reports, "Situation" reports, and the "Initial Damage Estimate."

Flash reports are reports that describe the disaster situation. They may be oral at first, but will be submitted via RIMS as the disaster/event continues. Flash reports will be submitted to the region between Situation Reports.

Situation Reports are completed and submitted via RIMS on a regularly scheduled basis, every two, four, eight, or ten hours. Situation Reports define affected areas, identify status of transportation routes, the number

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

## EMERGENCY OPERATIONS CENTER (SOPS)

of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

### **Public Information**

Emergency public information to both the general public and the media will only be provided through the Public Information Branch of the City EOC, unless the EOC is not yet activated, in which case the Incident Commander will release information based on the facts of the incident. The Incident Commander may elect to delegate this authority to a field level Public Information Officer (PIO). All other individuals working at either the field response level or the EOC will refer inquiries from the media or general public to the Public Information Branch or the Incident Commander.

### **Emergency Declarations**

#### *Declaration of a Local Emergency*

A local emergency may be proclaimed only by the governing body of a County, City and County or by an official so designated by ordinance adopted by such governing body. Whenever an official designated by ordinance proclaims a local emergency, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. The governing body shall review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant. However, in no event shall a review take place more than 21 days after the previous meeting review.

During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

#### *Request for Concurrence of a Local Emergency*

Following the Declaration of a Local Emergency for the Stanislaus Operational Area, the County Board of Supervisors may request that the Director, Governor's Office of Emergency Services, concur and provide assistance under the State Natural Disaster Assistance Act. This Act provides financial assistance for the permanent restoration of public real property other than facilities used solely for recreational purposes when it is damaged or destroyed by a natural disaster.

# CITY OF MODESTO EMERGENCY OPERATIONS PLAN

## EMERGENCY OPERATIONS CENTER (SOPS)

To qualify for State concurrence in a local emergency, a declaration must be made within 10 days of the occurrence. A copy of the declaration, along with the information compiled in the damage assessment process, must accompany the request for State concurrence.

### *Requesting Governor's Proclamation of a State of Emergency*

After the Declaration of a Local Emergency for the City of Modesto and/or the Stanislaus Operational Area, the City Council and/or Board of Supervisors, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forwarded to the Director, Governor's Office of Emergency Services, with a copy of the local emergency declaration and the damage assessment summary.

### Transition into Recovery Operations

As the threat to life, property, and the environment dissipates, the EOC/Emergency Services Director will consider deactivating the EOC. The EOC/Emergency Services Director will direct Section Chiefs to deactivate their sections, ensuring that each unit/branch/section provides its logs and files to the Recovery Unit. The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will prepare the after-action report, submitting it to the State's Inland Region Office of Emergency Services within 60 days of the disaster/event.

### SEMS FUNCTIONS

#### *Overview*

Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are the basis for structuring the City of Modesto EOC Organization.

- The ***Management*** function is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.
- The ***Operations*** function is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating Citywide activities through implementation of the City Incident Action Plan.
- The ***Planning/Intelligence*** function is responsible for collecting, evaluating, and disseminating information, developing the City action plan in coordination with other functions, and maintaining documentation.

## EMERGENCY OPERATIONS CENTER (SOPS)

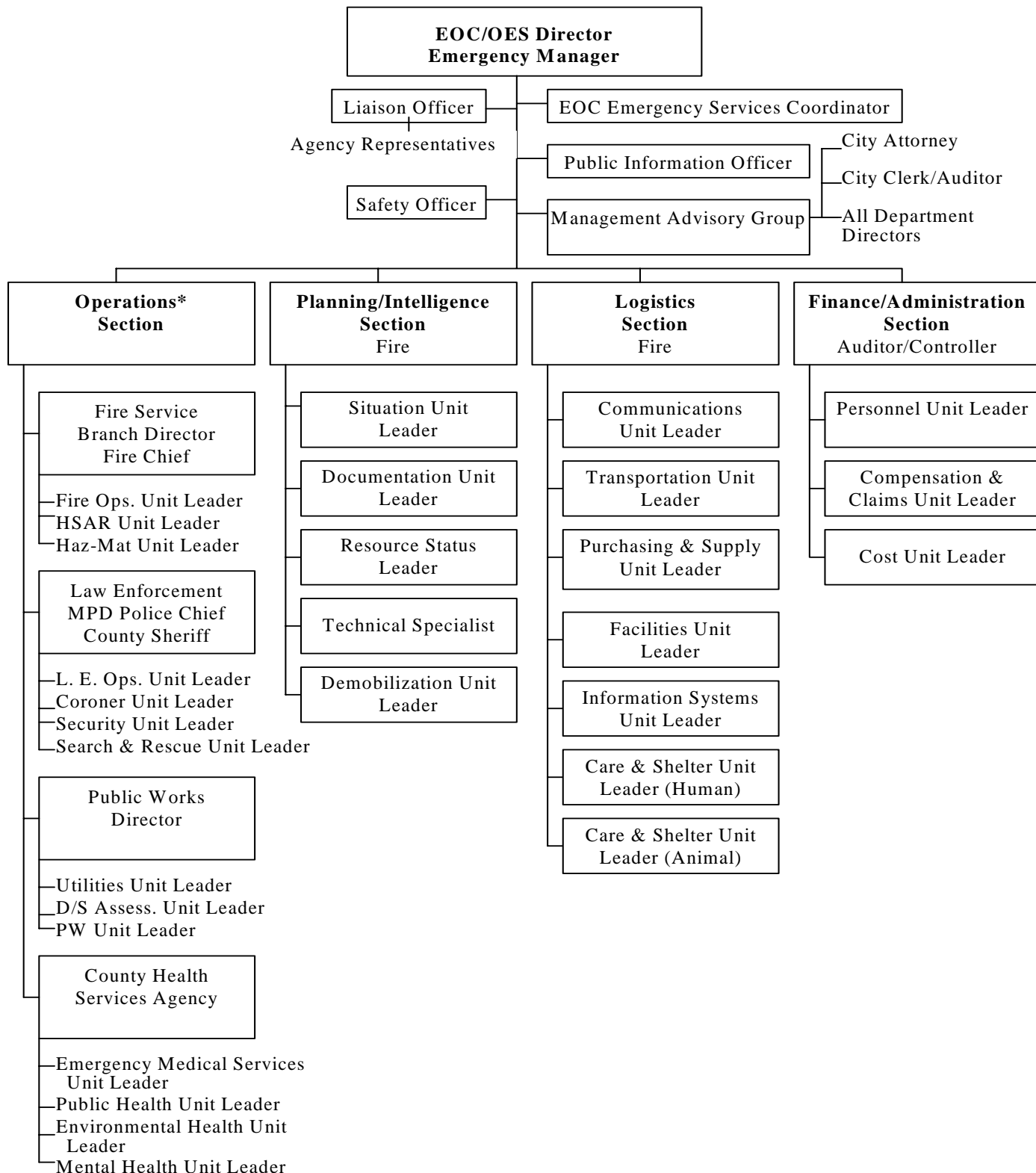
- The ***Logistics*** function is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
- The ***Finance/Administration*** function is responsible for financial and other administrative activities.

The duties and responsibilities for these functions are depicted in the All Hazards position checklists, which are provided for each SEMS function. As mentioned in the Concept of Operations Section, the checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, which applies to each EOC position for both the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases, which will be noted on their specific checklists.

A City of Modesto EOC Organization Chart is depicted on page 151. The organizational structure for the City EOC provides the following features:

- Liaison representation for the Operational Area EOC;
- Liaison representation for volunteer and private agencies: American Red Cross, Salvation Army, Christian Disaster Relief Team, for example;
- Liaison (field) representation from Governor's Office of Emergency Services;
- Operational Area Mutual Aid Coordinators from discipline-specific mutual aid systems: Law Enforcement, Fire and Rescue, and Coroner;
- EOC Safety and Security Officers; and
- Public Information Branch to handle all communication and coordination requirements for the public and the media, including staffing and operating a media center.

### City of Modesto EOC Organizational Chart



\* The Operations Section Chief Position may be staffed differently dependant on the type and severity of the event.

## CITY OF MODESTO

**PRIMARY:** TO BE USED BY ALL DEPARTMENTS

**ALTERNATE:**

**SUPERVISOR:** OES/EOC Director

**SECTION:** "EMERGENCY MANAGEMENT"

### ACTIVATION CHECKLIST

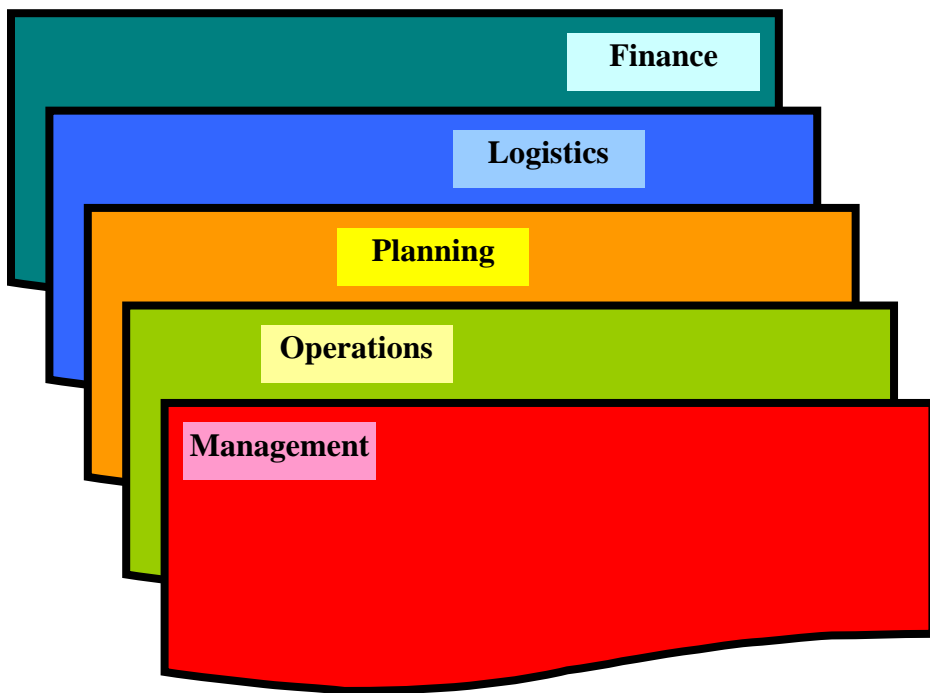
- If activated, check in with the Check-in Recorder upon arrival at the City of Modesto, EOC.
- Report to EOC Director/Coordinator, Section Chief, Branch Director, or other assigned Supervisor.
- Set up your workstation and review your position responsibilities.
- Establish and maintain a position log (ICS Form 214) that chronologically describes your actions taken during each operational period.
- Determine your resource needs such as a computer, phone, plan copies, and other reference documents.

### DEACTIVATION CHECKLIST

- Deactivate your assigned position and close out logs when authorized by the EOC Director.
- Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the after-action report.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation. Complete ICS Briefing Form 201.
- Clean up your work area before you leave.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

GENERIC CHECKLIST

# City of Modesto Emergency Operations Center EOC



# MANAGEMENT SECTION

## Position Checklists

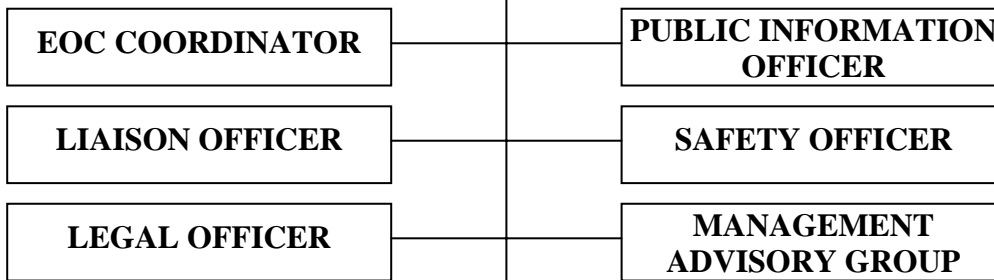
**EOC DIRECTOR**

**PRIMARY:** OES Director  
**ALTERNATE:** OES Deputy Director-Operations  
**SUPERVISOR:**  
**SECTION:** "EMERGENCY MANAGEMENT"

**GENERAL DUTIES:**

1. Serves as Emergency Manager in Charge of Emergency Services for the City and Operational Area.
2. Make executive decisions.
3. Make rules, regulations and orders.
4. Manages, controls and directs the Emergency Organization.
5. Makes Emergency Declarations
6. Develops strategies and approves Incident Action Plan.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
Public Works Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## EOC DIRECTOR

### YOUR RESPONSIBILITY:

Overall management of the City of Modesto's Emergency Response effort.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the available resources.
- Open and maintain an event log. (ICS Form 214)
- Depending on the type of Emergency and the information available, implement partial or full activation of the EOC.
- Determine if all key personnel or alternates are in the EOC or have been notified.
- Identify and brief Command Staff as required.
  - Liaison Officer
  - Public Information Officer
  - Safety Officer
- Identify and brief Section Chiefs as required.
  - Operations Section Chief
  - Planning Section Chief
  - Logistics Section Chief
  - Finance Section Chief
- Assess the situation.
- Define the problem.
- Establish priorities.
- Determine the need for evacuation.
- Estimate the emergency duration.

# MANAGEMENT SECTION

**EOC DIRECTOR**

- Determine if there is a need to make an “Emergency Declaration.”
- Establish the frequency of briefing sessions.
- Develop overall EOC strategy with the Management Staff.  
Note: Section Chiefs are included with the Management Staff.
- Establish operational work periods for all Emergency Operations Center and Field Personnel.
- Designate a liaison to the following:
  - State of California Region IV Office of Emergency Services.
  - All impacted cities and special districts.
- Develop an Incident Action Plan with the assistance of the Management Staff, Plans and other Section Chiefs.
- Execute the Incident Action Plan.
- Conduct periodic briefing session with the entire Management Staff to update the overall situation.
- If the emergency is such a nature that the population must be warned, initiate warning action through the Public Information Officer.
- Notify the State Regional Operations Center to request additional resources as deemed necessary. (Except Fire & Law Enforcement and Medical)
- Review and approve all requests for outside (purchased) resources and Mutual Aid.
- Establish communications as required. Full mobilization of all communications could include:
  - Law Enforcement
  - Fire
  - Public Works
  - Health and Medical
  - Amateur Radio Operators
  - Schools
  - Red Cross
  - Utility Companies
  - Other Jurisdictions
  - Special Districts

**MANAGEMENT SECTION**

## EOC DIRECTOR

- Coordinate EOC functions with Special Districts, Operational Area, State and Federal Emergency Organizations.
- If City resources are available, be prepared to provide Mutual Aid to other jurisdictions impacted by the Emergency.

## DEACTIVATION CHECKLIST

- Deactivate each Section as appropriate. Contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the Section has completed the following:
  - Filling out of final reports
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning and Intelligence Section.
- Ensure staff cleans up work area and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**MANAGEMENT SECTION**

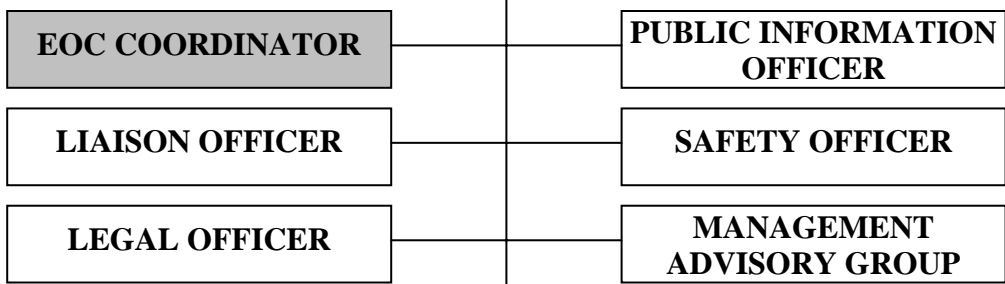
### EOC COORDINATOR

**PRIMARY:** Deputy Director-Administration  
**ALTERNATE:** Deputy Director-Operations  
**SUPERVISOR:** EOC Director  
**SECTION:** "EMERGENCY MANAGEMENT"

**GENERAL DUTIES:**

1. Facilitate the Emergency Operations Center Process.
2. Serve as advisor to the EOC Director.
3. Act on behalf of the EOC Director as Liaison Officer to OES Region V.
4. Provide information, answer questions, give direction and coordinate EOC Staff.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
Public Works Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## EOC COORDINATOR

### YOUR RESPONSIBILITY:

Provide assistance to the EOC Director in all areas of the emergency. Maintain contact with the Liaison Officer of the Operational Area EOC and provide direction in all matters that require a Management decision for the EOC Director.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Initiate EOC Activation Plan.
- Sign in as present.
- Obtain a briefing on the extent of the emergency from available resources.
- Open and maintain an event log. (ICS Form 214)
- Assess the emergency and provide advice to the Emergency Manager as to the extent of activation of the EOC.
- Assist the Emergency Manager in filling needed workstation personnel.
- Provide assistance and information to Section Chiefs.
- Working with the Management Staff, assist the Emergency Manager in the development of an overall strategy.
  - Assess the situation
  - Define the problem
  - Establish priorities
  - Determine the need for evacuation
  - Estimate the emergency duration
  - Determine if there is a need to make an "Emergency Declaration"
- Working with members of the Management Staff, assist in the development of an Incident Action Plan.
- Assist in the execution of the Incident Action Plan.
- Facilitate periodic briefing sessions required by the Emergency Manager.

# MANAGEMENT SECTION

## EOC COORDINATOR

- As Liaison for the City of Modesto to the Operational Area EOC, make all necessary notifications to The Operational Area Emergency Operations Center for Mutual Aid, except that for Law Enforcement, Fire and Medical.
- Act as Liaison for the City of Modesto to all special districts.
- Check to ensure that all necessary communications have been established. (i.e. radio, computers, phone lines, etc.)
- Coordinate all EOC functions with neighboring jurisdictions.
- Provide periodic updated briefings to the Emergency Manager.

## DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact numbers) for the completion of ongoing actions or new requirements
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**MANAGEMENT SECTION**

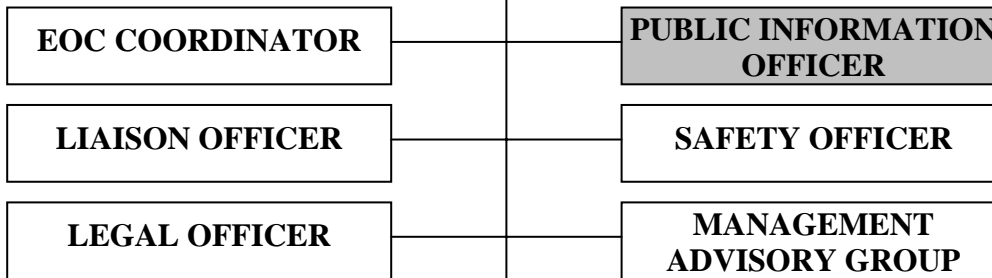
**PUBLIC INFORMATION OFFICER**

**PRIMARY:** Police Department  
**ALTERNATE:** Fire Department/Parks, Recreation and Neighborhoods  
**SUPERVISOR:** EOC Director  
**SECTION:** "EMERGENCY MANAGEMENT"

**GENERAL DUTIES:**

1. Prepare and disseminate Emergency Public Information.
2. Keep the public informed on a timely basis during a threatened or actual emergency through the use of the media or other available means such as the Emergency Alert System.
3. Maintain a relationship with the media representatives and hold periodic press conferences as required.
4. Provide rumor control.
5. Provide information to the Emergency Manager and members of the Management Staff.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
Public Works Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## PUBLIC INFORMATION OFFICER

### YOUR RESPONSIBILITY:

Coordinate, formulate and release information about the Emergency to the news media and other appropriate agencies, approved by the EOC Director/Coordinator.  
Supervise the Public Information Branch if activated.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Management Staff.
- Open and maintain an event log. (ICS Form 214)
- Assess the situation.
- Prepare an initial information summary as soon as possible after arrival.
- Observe constraints on the release of information imposed by the Management Staff.
- Obtain approval for the release of all information from the EOC Director/Coordinator, or designated representative.
- Establish necessary contacts with the media (Newspaper, Radio, and Television) and provide whatever assistance is required.
- Establish an information center and necessary workspace for the News Media to use.
- Gather and disseminate public instruction, warnings and announcements. Include warnings about unsafe areas, structures and/or facilities.
- Release approved information to the News Media.
- Release new information to the News Media and post the information in the EOC, News Media Center.
- Arrange the set up of a telephone system for the News Media.
- Arrange for an escort service for the Media and VIP's.

# MANAGEMENT SECTION

**PUBLIC INFORMATION OFFICER**

- Attend all meetings of the Management Staff to update News Media Releases.
- Arrange meetings between the Media and the emergency personnel and/or members of the City Council as appropriate with the situation or status of the emergency.
- Monitor television and radio broadcast transmissions.
- Coordinate with the other communications systems to issue warnings, such as the Emergency Alert System.
- Respond to special requests for information.
- Establish and assign staff to operate a rumor control telephone hotline.
- Provide information to public on available transportation routes, road closures etc.
- Publicize an official list of Disaster Application Centers and shelter sites.
- Ensure that announcements and information are translated for special populations.
- Provide periodic updated briefings to the EOC Director/Coordinator.

**MANAGEMENT SECTION**

**PUBLIC INFORMATION OFFICER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the Section has completed the following:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**MANAGEMENT SECTION**

**LIAISON OFFICER**

**PRIMARY:** OES Deputy Director-Operations

**ALTERNATE:** Fire

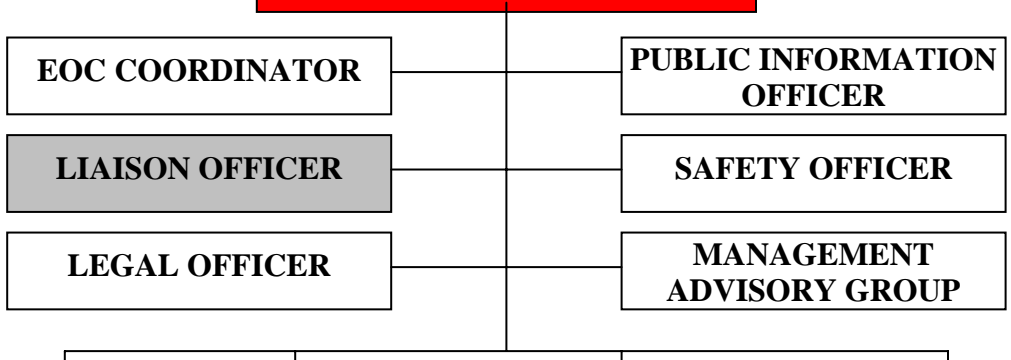
**SUPERVISOR:** EOC/OES Director

**SECTION:** "EMERGENCY MANAGEMENT"

**GENERAL DUTIES:**

1. The main point of contact and coordination for providing support to incoming Agency Representatives.
2. Coordinates the dispatch of agency representatives to other jurisdictions or other non-EOC organizations operating in the Operational Area.
3. Serves as the main point for issues concerning VIPs and dignitaries visiting the area.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
Public Works Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## LIAISON OFFICER

### YOUR RESPONSIBILITY:

1. Oversee all liaison activities at the EOC. These include coordinating Agency Representatives assigned to the EOC as well as handling requests from other agencies for sending liaison personnel to other EOCs.
2. Function as the point of contact for Agency Representatives, arranging for work space and required support.
3. Ensure all EOC-developed guidelines, directives, Incident Action Plans, and appropriate situation information are disseminated to Agency Representatives.
4. Serve as the coordinator and point of contact for all VIP and dignitary visits.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Management Staff.
- Open and maintain an event log. (ICS Form 214)
- Assess the situation and determine the following:
  - What Operational Area Representative and/or Agency Representatives will be at the EOC?
  - What support will these representatives need?
  - Are any VIPs or Dignitaries in the affected area?
- Determine communications capability and restrictions both on-site and external communications (telephone, fax, OASIS, e-mail, etc).
- Contact all on-site and incoming Agency Representatives to ensure:
  - They have signed into the EOC
  - They understand their role in the EOC and know their work location
  - They understand the EOC organization and floor plan
- Coordinate liaison to outside agencies.
- Prepare and submit input to the initial Situation Summary.

**MANAGEMENT SECTION**

**LIAISON OFFICER**

- Brief Agency Representatives on current situation, priorities and the EOC Action Plan. Provide periodic update briefings as necessary.
- Request Agency Representatives contact their agency, determine level of activation of agency facilities and obtain intelligence or situation information that may be useful to the EOC.
- Determine if there is any communication problems in contacting external agencies.
- Know the working location for any Agency Representative assigned directly to an EOC Section.
- Compile list of Agency Representatives and make available (agency, name, EOC phone) to all Section Chiefs.
- Respond to requests from EOC Staff for agency information and direct those requesting information to appropriate Agency Representatives.
- Provide periodic updated briefings to the EOC Director/Coordinator.

**DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the Section has completed the following:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**MANAGEMENT SECTION**

**AGENCY REPRESENTATIVE**

**PRIMARY:** Specific Member Jurisdiction or Agency Representative

**ALTERNATE:** None

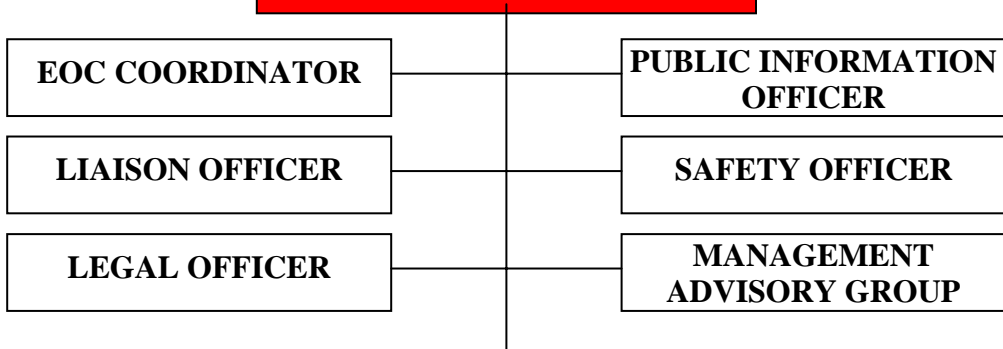
**SUPERVISOR:** EOC Liaison Officer

**SECTION:** "EMERGENCY MANAGEMENT"

**GENERAL DUTIES:**

1. Be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the Stanislaus Operational Area.
2. Facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Responsible for obtaining situation status information and response activities from their agencies for the Operational Area EOC.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
Public Works Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## AGENCY REPRESENTATIVE

### YOUR RESPONSIBILITY:

1. Able to speak on behalf of your agency within established policy limits, acting as a liaison between your agency and the City of Modesto.
2. Facilitate requests to or from your agency, but normally do not directly act on or process resource requests.
3. Obtain situation status information and response activities from your agency for the City of Modesto EOC.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Management Staff.
- Open and maintain an event log. (ICS Form 214)
- Facilitate requests for support or information that your agency can provide.
- Keep current on the general status of resources and activities associated with your agency.
- Provide appropriate situation information to the Planning/Intelligence Section.
- Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.
- On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- Maintain logs and files associated with your position.

**MANAGEMENT SECTION**

**AGENCY REPRESENTATIVE**

- Prepare and submit input to the initial Situation Summary.
- Determine if there is any communication problems in contacting external agencies.
- Know the working location for any Agency Representative assigned directly to an EOC Section.
- Provide periodic updated briefings to the EOC Director/Coordinator.

**DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the Section has completed the following:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**MANAGEMENT SECTION**

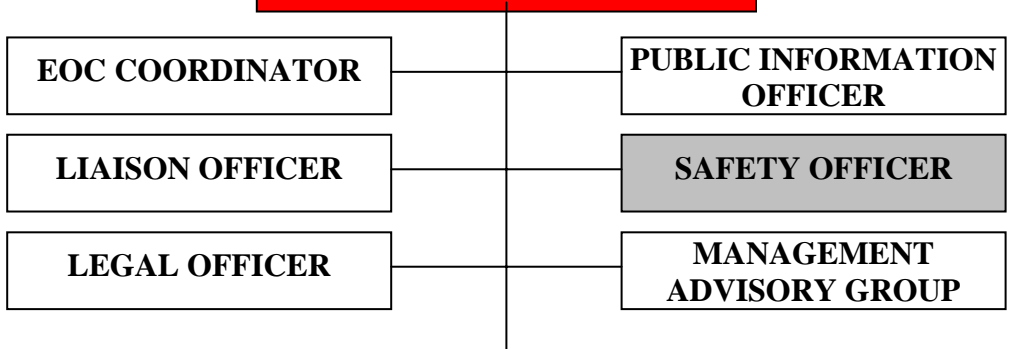
### SAFETY OFFICER

**PRIMARY:** Fire  
**ALTERNATE:** Fire  
**SUPERVISOR:** OES/EOC Director  
**SECTION:** "EMERGENCY MANAGEMENT"

**GENERAL DUTIES:**

1. Monitors activities in the EOC and ensures that the work environment is conducive to safe operations.
2. Observes group interaction and individual performance to ensure that work related stress does not adversely effect the performance of the staff.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
Public Works Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## SAFETY OFFICER

### YOUR RESPONSIBILITY:

1. Ensure that all facilities used in support of EOC operations have safe operating conditions.
2. Monitor all EOC and related facility activities to ensure that they are being conducted as safely as possible under the circumstances.
3. Stop or modify all unsafe operations.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Management Staff.
- Open and maintain an event log. (ICS Form 214)
- Tour the entire facility area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Director/Coordinator of any conditions and actions, which might result in liability.
- Study the facility to learn the location of all fire extinguishers, fire hoses and emergency manual pull alarm stations.
- Be familiar with particularly hazardous conditions in the facility and mitigate where possible.
- If the event, which caused EOC activation, is an earthquake, provide guidance regarding action to be taken in preparation for after shocks.
- As needed, confer with Logistics for assistance in mitigating safety problems.
- Provide periodic updated briefings to the EOC Director/Coordinator.

**MANAGEMENT SECTION**

## SAFETY OFFICER

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**MANAGEMENT SECTION**

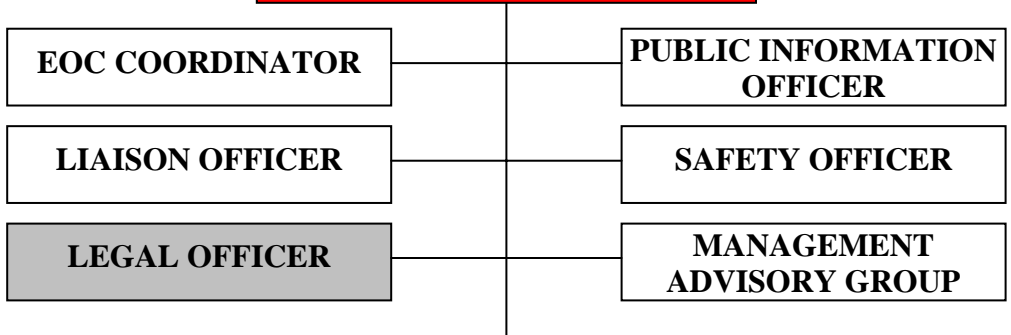
**LEGAL OFFICER**

**PRIMARY:** City Attorney  
**ALTERNATE:** Deputy City attorney  
**SUPERVISOR:** OES/EOC Director  
**SECTION:** "EMERGENCY MANAGEMENT"

**GENERAL DUTIES:**

1. Advise the EOC Director on legal requirements of the City of Modesto during an emergency.
2. Prepare legal documents and provide legal services as required.
3. Maintain legal information, records and reports relative to the emergency.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
Public Works Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## LEGAL OFFICER

### YOUR RESPONSIBILITY:

Advise the EOC Director, City Council, and Management Advisory Group on the legal requirements on the City during an emergency.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Management Staff.
- Open and maintain an event log. (ICS Form 214)
- Establish areas of legal responsibility and/or potential liabilities.
- Appoint and brief staff as necessary.
- Prepare proclamations, emergency ordinances and other legal documents as required by the City Council and the EOC Director.
- Advise the City Council, EOC Director and the Management Advisory Group on the legality and/or legal implications of contemplated emergency actions and policies.
- Develop emergency rules and regulations and laws required for acquisition and/or control of critical resources.
- Check the necessary ordinances and regulations to provide if there is a legal basis for evacuation of citizens.
- Coordinate with Law Enforcement and the District Attorney to commence such civil and criminal proceedings as are necessary to appropriate, implement and enforce emergency actions.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Provide periodic updated briefings to the EOC Director/Coordinator.

**MANAGEMENT SECTION**

**LEGAL OFFICER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**MANAGEMENT SECTION**

**MANAGEMENT ADVISORY GROUP**

**Department Directors**

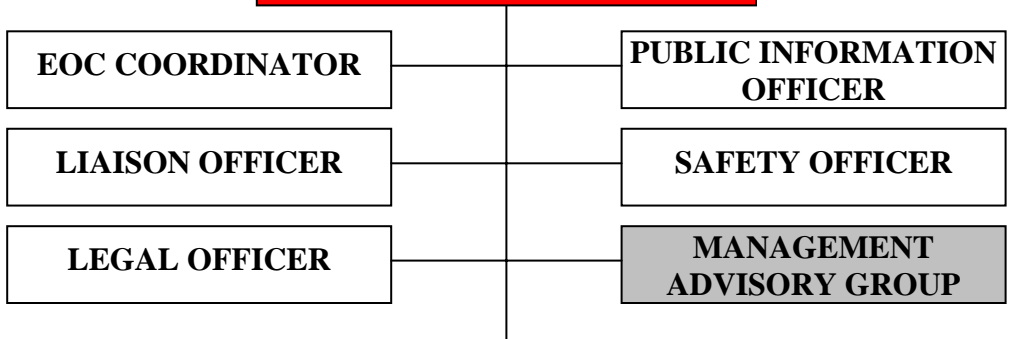
**SUPERVISOR: OES/EOC Director**

**SECTION: "EMERGENCY MANAGEMENT"**

**GENERAL DUTIES:**

1. Provide special technical expertise in order for the Policy Group to establish policy.
2. Working as a team, formulate the strategy and provide direction for the action plan.
3. Act as a resource and provide possible plans to mitigate the emergency.

**EMERGENCY MANAGER**



Operations Section Chief	Planning Section Chief	Logistics Section Chief		Finance Section Chief
Fire Service Branch	Situation Unit	Communications Unit	Information Systems Unit	Personnel Unit
Law Enforcement Branch	Documentation Unit	Transportation Unit	Purchasing/Supply Unit	Compensation/Claims Unit
The Public Works Department Branch	Technical Specialist	Facilities Unit	Care & Shelter Unit	Cost Unit
Medical & Health Branch	Demobilization Unit	Care & Shelter Unit (Animal)		
	Resource Status Unit			

**MANAGEMENT SECTION**

## MANAGEMENT ADVISORY GROUP

### YOUR RESPONSIBILITY:

Working as a team, access the emergency and provide assistance in the development of policy decision.

### ACTIVATION CHECKLIST

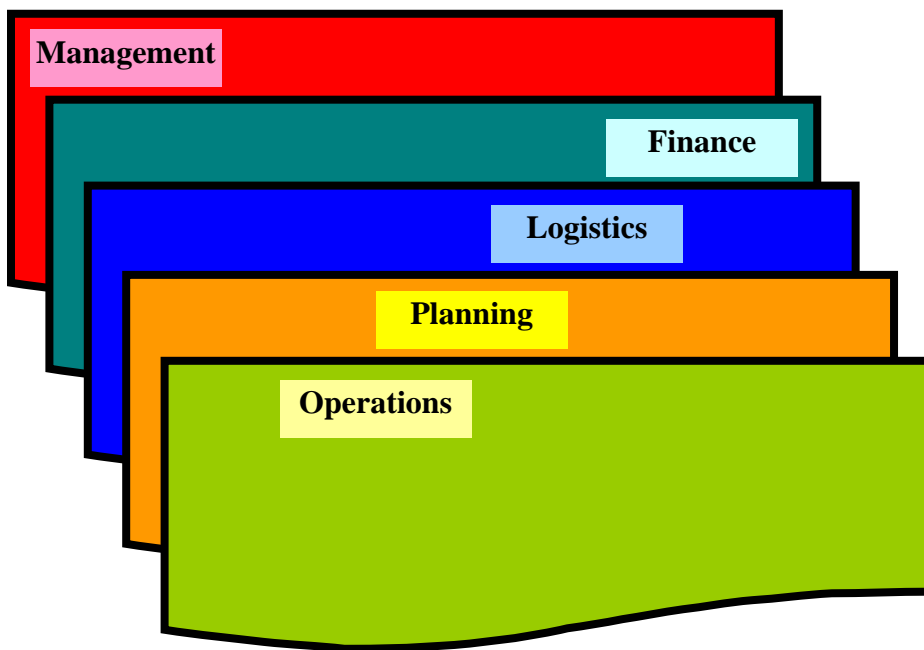
- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Management Staff.
- Open and maintain an event log. (ICS Form 214)
- Working with the EOC Director/Coordinator and the Management staff, develop an overall strategy.
  - Assess the situation
  - Define the problem
  - Establish Priorities
  - Determine the need for evacuation
  - Estimate the incident duration
- Attend strategy meetings called by the EOC Director/Coordinator.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# MANAGEMENT SECTION

# City of Modesto Emergency Operations Center EOC



# OPERATIONS SECTION

## Position Checklists

**OPERATIONS SECTION CHIEF**

**PRIMARY:** The overall Field Commander & Operations Section Chief will be determined by the type of emergency as follows:

<u>Natural Disasters</u>		<u>Man-Made Disasters</u>	
Earthquake	Fire Department	State of War Emergency	Police Departments
Fire	Fire Department	Civil Disturbance	Police Department
Weather	Fire Department	Terrorism	Police Department
Medical	Fire Department	Hazardous Materials	Fire Department
		Traffic Accident	Police Department

**ALTERNATE:** Fire/Law Enforcement

**SUPERVISOR:** OES/EOC Director

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Manage the Operations Section.
2. Evaluate and act on operational information.
3. Prioritize response activities.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit Hazardous Materials Unit	Law Enforcement Operations Unit Coroner Unit Security Unit Search and Rescue Unit	Utilities Unit Damage/Safety Assessment Unit Public Works Unit	Emergency Medical Services Unit Public Health Unit Environmental Health Unit Mental Health Unit

OPERATIONS SECTION

## OPERATIONS SECTION CHIEF

### YOUR RESPONSIBILITY:

1. Coordinate emergency operation units of the Operations Section:
  - Fire Service Branch
  - Law Enforcement Branch
  - Public Works Branch
  - Medical and Health Branch
2. Implement the Operations element of the Incident Action Plan.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator.
- Open and maintain an event log. (ICS Form 214)
- Attend all management staff meetings to gather information of overall strategy and assist Planning Section in the development of Incident Action Plan.
- Evaluate the community situation and gather information regarding special events, activities and occurrences, coordinated with the Situation Unit of the Planning Section.
- Assign and brief Operations personnel in accordance with the Incident Action Plan.
- Provide periodic update briefings to the EOC Director/Coordinator.
- Determine needs and request more resources, when necessary.
- Coordinate activities of all departments and agencies involved in the operations.
- Establish communications with effected areas.
- Assign specific work tasks to units in the Operations Section when necessary.
- Ascertain what resources are presently committed. Coordinate further needs with the Logistics Section Chief.

# OPERATIONS SECTION

## OPERATIONS SECTION CHIEF

- Receive, evaluate and disseminate emergency operational information.
- Maintain liaison with other jurisdictions.
- Provide all emergency information to the Public Information Officer in the Management Section.
- Review the Incident Action Plan for continuation, change, etc.
- Ensure required records and documentation of personnel and equipment used during the emergency/disaster are maintained. Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**FIRE SERVICE BRANCH DIRECTOR**

**PRIMARY:** Fire Department

**ALTERNATE:** Fire Staff

**SUPERVISOR:** EOC Director or Operations Section Chief, if activated

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Coordinate with the Operations Section Chief.
2. Brief the Fire Department DOC and EOC Staff.
3. Supervise the Units of the Fire Service Branch.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search and Rescue Unit		Mental Health Unit

**OPERATIONS SECTION**

**FIRE SERVICE BRANCH DIRECTOR****YOUR RESPONSIBILITY:**

Coordinate all Fire Department activities in the EOC.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or the Operations Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Check telephones and radios.
- Check with your Department Operation Center for department update.
- Ascertain if all key Fire Department personnel or alternates are in the EOC or have been notified.
- Provide periodic update briefings to the Operations Section Chief.
- Brief the Fire Department Operations Center, if activated.
- Assign staff to the Units of the Operations Section.
- Set Fire Department priorities, based on the nature and severity of the disaster.
- If there is little or no damage in your jurisdiction, be prepared to provide assistance to other mutual-aid jurisdictions.
- Request mutual-aid under the California Fire Mutual Aid System.

**OPERATIONS SECTION**

**FIRE SERVICE BRANCH DIRECTOR****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**URBAN SEARCH & RESCUE  
UNIT LEADER**

**PRIMARY:** Fire Department

**ALTERNATE:** Fire Staff

**SUPERVISOR:** Operations Section Chief or Fire Service Branch Director, if activated.

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Determine the scope of the search and rescue mission.
2. Assist in mobilizing Search and Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide search and rescue support as required to Operational Area emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.
6. Coordinate mutual aid through Fire and Rescue Branch to Stanislaus Operational Area Fire and Rescue Coordinator.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

**OPERATIONS SECTION**

## URBAN SEARCH & RESCUE UNIT LEADER

### YOUR RESPONSIBILITY:

Provide search and rescue support as required to Operational Area emergency response agencies consistent with established priorities and objectives.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Chief or Fire Service Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to City unincorporated areas, contract areas, or to other emergency response agencies within the Operational Area, in a manner consistent with established priorities.
- Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area, specifically larger jurisdictions that have organized USAR teams.
- Work closely with the Logistics Section in requesting additional USAR resources through the OES REOC.
- Coordinate with the Law Enforcement Branch to determine availability of search dog units through mutual aid channels.
- Coordinate with The Public Works Department to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Medical and Health Branch to provide on-site assistance to extricated victims requiring medical treatment.

# OPERATIONS SECTION

## URBAN SEARCH & RESCUE UNIT LEADER

- Coordinate with the coroner's unit to provide on-site assistance in managing fatalities at search locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
- Monitor and track the progress and status of each search and rescue team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

OPERATIONS SECTION

## HAZARDOUS MATERIALS UNIT LEADER

**PRIMARY:** Fire Department

**ALTERNATE:** Fire Staff

**SUPERVISOR:** Operations Section Chief or Fire Service Branch Director, if activated

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Determine the scope of hazardous materials incidents throughout the City.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Hazardous Materials Unit.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

OPERATIONS SECTION

## HAZARDOUS MATERIALS UNIT LEADER

### YOUR RESPONSIBILITY:

Provide hazardous materials support as required to Operational Area Emergency Response consistent with established priorities and objectives.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or Fire Service Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Work closely with all Operations Section Branch Coordinators to determine the scope of hazardous materials incident response required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for hazardous materials teams based on established priorities.
- Mobilize and deploy available hazardous materials teams to City unincorporated areas, contract areas, or to other emergency response agencies within the Operational Area, in a manner consistent with the Hazardous Materials Mutual Aid System and established priorities.
- Establish radio or cell-phone communication with all deployed hazardous materials teams to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of Hazardous Materials Response Teams in the Operational Area.
- Coordinate with The Public Works Department to provide on-site assistance with hazardous materials operations at the request of team leaders.
- Coordinate with the Medical Branch to determine medical facilities where victims of hazardous materials incidents can be transported following decontamination.
- Coordinate with the Coroner's Unit to provide on-site assistance in managing fatalities at hazardous materials scenes.

**OPERATIONS SECTION**

**HAZARDOUS MATERIALS UNIT LEADER**

- Monitor and track the progress and status of each hazardous materials team.
- Ensure that Hazardous Materials Team Leaders report all significant events.
- Assist in establishing camp facilities for hazardous materials teams through the Logistics Section, if not addressed at the ICP or DOC.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

**DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**LAW ENFORCEMENT  
BRANCH DIRECTOR**

**PRIMARY:** Police Department

**ALTERNATE:** Police Staff

**SUPERVISOR:** EOC Director or Operations Section Chief, if activated.

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Coordinate with the Operations Section Chief.
2. Brief the Law Enforcement Staff.
3. Supervise the Units of the Law Enforcement Branch.
4. Supervise the security of the EOC.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit Hazardous Materials Unit	Law Enforcement Operations Unit Coroner Unit Security Unit Search & Rescue Unit	Utilities Unit Damage/Safety Assessment Unit Public Works Unit	Emergency Medical Services Unit Public Health Unit Environmental Health Unit Mental Health Unit

**OPERATIONS SECTION**

## LAW ENFORCEMENT BRANCH DIRECTOR

### YOUR RESPONSIBILITY:

Coordinate all Law Enforcement activities in the EOC.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Operations Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Ascertain if all key Law Enforcement personnel or alternates are in the EOC or have been notified.
- Provide periodic update briefings to the Operations Section Chief.
- Brief the Law Enforcement Department Operations Center, if activated.
- Assign staff to the Law Enforcement Unit of the Operations Section.
- Set Law Enforcement priorities, based on the nature and severity of the disaster.
- Ensure that EOC has a uniformed security officer.
- Coordinate all Law Enforcement activities with other units of the Operations Section and the Operations Section Chief. Consult with other Operation Units to assess the situation.
  - Fire
  - Public Works
- Advise law enforcement field commanders of the plan of operations. Advise them what limitations or restrictions exist.
- Coordinate multi-scene problems.
- Coordinate with the Care/Shelter Unit.
- Identify from CHP Emergency Traffic Routes.

# OPERATIONS SECTION

## LAW ENFORCEMENT BRANCH DIRECTOR

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**LAW ENFORCEMENT OPERATIONS UNIT LEADER**

**PRIMARY:** Police Department

**ALTERNATE:** Police Staff

**SUPERVISOR:** Operations Section Chief or Law Enforcement Branch Director, if activated.

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Evaluate and process requests for Law Enforcement Mutual Aid Resources through the Stanislaus Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with the Law Enforcement Branch Directors in the field or at the Department Operations Center (DOC) if activated, for incidents occurring in the City or contract areas.
3. Respond to requests from the field for Law Enforcement resources in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the Law Enforcement Operations Unit.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

**OPERATIONS SECTION**

## LAW ENFORCEMENT OPERATIONS UNIT LEADER

### YOUR RESPONSIBILITY:

Provide general support to field personnel as required.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Establish and maintain radio or cell-phone communication with the Department Operations Center, or Law Enforcement Branch Directors at the field level.
- Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.
- Assess the impact of the disaster/event on the City of Modesto Police Department's operational capability.
- Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Director prior to the first action-planning meeting.
- If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- If not addressed at the ICP or DOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate with the Fire Operations Branch to determine geographical boundaries of evacuations.

# OPERATIONS SECTION

## LAW ENFORCEMENT OPERATIONS UNIT LEADER

- Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- Assist in establishing camp facilities for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or DOC.
- Reinforce the use of proper procedures for media contacts.
- Provide law enforcement status updates to the Law Enforcement Branch Director on a regular basis.
- Evaluate and process all requests for law enforcement resources through the Stanislaus Operational Area Law Enforcement Mutual Aid Coordinator.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

OPERATIONS SECTION

### CORONER UNIT LEADER

**PRIMARY:** Police Department

**ALTERNATE:** Police Staff

**SUPERVISOR:** Operations Section Chief or Law Enforcement Branch Director, if activated.

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Coordinate the Coroner's resources for the collection, identification, and disposition of deceased persons and human remains.
2. Establish operation of morgue facilities and maintenance of detailed records of fatalities.
3. Supervise the Coroner Unit.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	<b>Coroner Unit</b>	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

**OPERATIONS SECTION**

## CORONER UNIT LEADER

### YOUR RESPONSIBILITY:

Establish operation of morgue facilities and maintenance of detailed records of fatalities.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Ensure that locations where fatalities are discovered are secured.
- Ensure that fatality collection points are established and secured as necessary.
- Ensure that morgue facilities are established.
- Activate the Coroner's Mutual Aid Plan as required.
- Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Ensure that qualified personnel are monitoring the collection and tagging of remains.
- Coordinate with the Heavy Search & Rescue Unit to determine location and number of extricated fatalities.
- Ensure that human remains are transported from fatality collection points to morgue(s).
- Ensure that remains are identified and notifications are made to next of kin.
- Coordinate the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster/event.
- Brief the Law Enforcement Branch Coordinator of the Coroner's Unit activities on a regular basis.

**OPERATIONS SECTION**

**CORONER UNIT LEADER**

- Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event.
- Ensure that all media contacts are referred to the Public Information Branch.

**DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff.
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

### SECURITY OFFICER

**PRIMARY:** Police Department

**ALTERNATE:** Police Staff

**SUPERVISOR:** Operations Section Chief or Law Enforcement Branch Director, if activated.

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Provide 24-hour security for the City of Modesto EOC.
2. Control personnel access to the City of Modesto EOC in accordance with policies established by the EOC Director.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit  Hazardous Materials Unit	Law Enforcement Operations Unit  Coroner Unit <span style="background-color: #cccccc;">Security Unit</span> Search & Rescue Unit	Utilities Unit  Damage/Safety Assessment Unit  Public Works Unit	Emergency Medical Services Unit  Public Health Unit  Environmental Health Unit  Mental Health Unit

OPERATIONS SECTION

## SECURITY OFFICER

### YOUR RESPONSIBILITY:

1. Provide 24-hour security for the City of Modesto EOC.
2. Control personnel access to the City of Modesto EOC in accordance with policies established by the EOC Director.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or Law Enforcement Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Establish areas of legal responsibility and/or potential liabilities.
- Appoint and brief staff as necessary.
- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide executive and VIP security as appropriate and required.
- Provide recommendations as appropriate to EOC Director/Coordinator.
- Prepare and present security briefings for the EOC Director/Coordinator and General Staff at appropriate meetings.
- Determine parking areas and provide parking for security.
- Provide periodic updated briefings to the Law Enforcement Branch Director.

**OPERATIONS SECTION**

## SECURITY OFFICER

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**PUBLIC WORKS  
BRANCH DIRECTOR**

**PRIMARY:** Public Works Director  
**ALTERNATE:** Public Works Staff  
**SUPERVISOR:** EOC Director or Operations Section Chief, if activated  
**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Brief and update the Operations Section Chief.
2. Brief the The Public Works Department Department Operations Center, if activated
3. Supervise the The Public Works Department Branch of the Operations Section.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	The Public Works Department Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit Hazardous Materials Unit	Law Enforcement Operations Unit Coroner Unit Security Unit Search & Rescue Unit	Utilities Unit Damage/Safety Assessment Unit The Public Works Department Unit	Emergency Medical Services Unit Public Health Unit Environmental Health Unit Mental Health Unit

**OPERATIONS SECTION**

## THE PUBLIC WORKS DEPARTMENT BRANCH DIRECTOR

### YOUR RESPONSIBILITY:

Coordinate The Public Works Department activities in the EOC.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Operations Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Ascertain if all Public Works personnel or alternates are in the EOC or have been notified.
- Assess the impact of the disaster on Public Works operational capability.
- Establish Public Works Department priorities based on the nature and severity of the disaster/emergency.
- Provide periodic update briefings to the Operations Section Chief.
- Brief the Public Works Departmental Operations Center. (DOC)
- Establish liaison with private heavy-equipment operators of assistance, as needed. Coordinate with the Equipment/Fuel Unit of the Logistics Section for fuel.
- Mobilize the Public Works Department and private contract repair crews.
- Assist the Law Enforcement Unit in establishing barricades and access routes to and from affected areas.
- Provide for repairs to emergency equipment in coordination with the Logistics Section.
- Restore, maintain and operate essential facilities.
- Monitor fuel supply and suppliers.

# OPERATIONS SECTION

## PUBLIC WORKS BRANCH DIRECTOR

- Arrange for providing fuel for emergency vehicles and equipment, in coordination with the Logistics Section.
- Assist other agencies in hauling requested supplies and equipment to feed and shelter disaster victims at mass-care facilities. Coordinate with the Logistics Section.
- Request mutual aid, if needed, through Logistics Section.
- Review Priority List for recovery of damaged or closed highways, streets and roads, and direct repairs as soon as possible.
- If there is little or no damage in your jurisdiction, be prepared to provide assistance to other jurisdictions upon request.
- Maintain required records and documentation of personnel and equipment used during the disaster. Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

OPERATIONS SECTION

## UTILITIES UNIT LEADER

**PRIMARY:** The Public Works Department

**ALTERNATE:** The Public Works Department Staff

**SUPERVISOR:** Operations Section Chief or Public Works Branch Director, if activated.

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Assess the status of utilities, and provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives, or through the EOC.
3. Supervise the Utilities Unit.

### OPERATIONS SECTION

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit Hazardous Materials Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
	Coroner Unit	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

OPERATIONS SECTION

## UTILITIES UNIT LEADER

### YOUR RESPONSIBILITY:

Assess the status of utilities, and provide Utility Status Reports as required.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or the Public Works Department Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Establish and maintain communications with the utility providers in the Stanislaus Operational Area.
- Determine the extent of damage to utility systems in the Stanislaus Operational Area.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Operational Area EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Public Works Department Branch Director informed of the restoration status.
- Provide information for Utilities Status Report on RIMS.
- Refer all contacts with the media to the Public Information Branch.

**OPERATIONS SECTION**

## UTILITIES UNIT LEADER

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**DAMAGE/SAFETY  
ASSESSMENT UNIT LEADER**

**PRIMARY:** The Public Works Department  
**ALTERNATE:** The Public Works Department Staff  
**SUPERVISOR:** Operations Section Chief or Public Works Branch Director, if activated  
**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams are available immediately to assess the condition of flood protection facilities with potential to impact the city.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Coordinate mutual aid requests for engineers to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival in the Operational Area.
6. Supervise the Damage/Safety Assessment Unit.

**OPERATIONS SECTION**

<b>Fire Service Branch</b>	<b>Law Enforcement Branch</b>	<b>Public Works Branch</b>	<b>Medical &amp; Health Branch</b>
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	<b>Damage/Safety Assessment Unit</b>	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

**OPERATIONS SECTION**

## DAMAGE/SAFETY ASSESSMENT UNIT LEADER

### YOUR RESPONSIBILITY:

Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or the Public Works Department Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, and other branches/units as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate all requests for engineers and building inspectors from emergency response agencies and member jurisdictions within the Operational Area. Communicate mutual aid resource needs with the OES REOC Liaison.
- Keep the Public Works Department Branch Director informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Branch.

OPERATIONS SECTION

## DAMAGE/SAFETY ASSESSMENT UNIT LEADER

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**PUBLIC WORKS UNIT LEADER**

**PRIMARY:** The Public Works Department

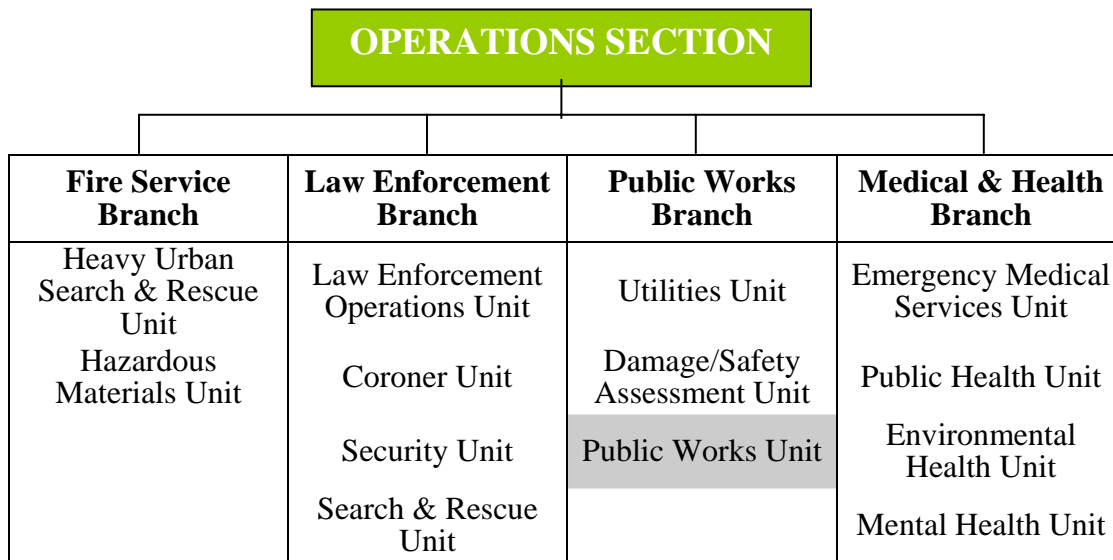
**ALTERNATE:** The Public Works Department Staff

**SUPERVISOR:** Operations Section Chief or The Public Works Department Branch Director, if activated

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood-fighting assistance, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.
5. Supervise the Public Works Department Unit.



OPERATIONS SECTION

## PUBLIC WORKS UNIT LEADER

### YOUR RESPONSIBILITY:

1. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
1. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or the Public Works Department Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- As requested, direct staff to provide flood-fighting assistance, clear debris from roadways and waterways, assist with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and material as required.
- Keep the Public Works Director informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Branch.

OPERATIONS SECTION

**PUBLIC WORKS UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**MEDICAL & HEALTH  
BRANCH DIRECTOR**

**PRIMARY:** Stanislaus County Health Services Agency (SCHSA) Director

**ALTERNATE:** SCHSA Staff

**SUPERVISOR:** EOC Director or Operations Section Chief, if activated

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Assess the disaster situation and determine the extent of medical casualties and/or medically at risk.
2. Coordinate with other jurisdictions to include Emergency Medical Services, Environmental Health and Mental Health.
3. Coordinate resources for the medical functions of the disaster.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit Hazardous Materials Unit	Law Enforcement Operations Unit Coroner Unit Security Unit Search & Rescue Unit	Utilities Unit Damage/Safety Assessment Unit Public Works Unit	Emergency Medical Services Unit Public Health Unit Environmental Health Unit Mental Health Unit

**OPERATIONS SECTION**

## MEDICAL & HEALTH BRANCH DIRECTOR

### YOUR RESPONSIBILITY:

Coordinate medical response activities with Public Health, Environmental Health, Emergency Medical Services and Mental Health.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Operations Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Evaluate status of pre-hospital emergency medical services system (include status of hospitals/clinics and ambulances and need for activation of field treatment site).
- Assess current personnel needs and anticipate additional needs for hospitals and field treatment sites.
- Provide periodic update briefings to the EOC Director/Coordinator.
- Coordinate activities with Operations Section.
- Execute Medical Disaster Management Plan that may include the following:
  - Public Health
  - Mental Health
  - Emergency Medical Services
  - Environmental Health
- Prepare to provide or request mutual aid from the Regional Disaster Medical Health Coordinator.
- Establish liaison, as needed, with your counterparts in:
  - Hospitals/Ambulance Companies
  - Adjacent Counties
  - Regional Disaster Medical Health Coordinator
- Evaluate progress of emergency efforts, including polling for hospital bed and ambulance status as necessary.

# OPERATIONS SECTION

## MEDICAL & HEALTH BRANCH DIRECTOR

- Complete all necessary documentation (including RIMS forms), and submit copies to the Documentation Branch.
- Provide input to the Planning/Intelligence Section as needed.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached by the Communications Unit Leader.

OPERATIONS SECTION

**EMERGENCY MEDICAL SERVICES COORDINATOR (EMS)**

**PRIMARY:** Regional EMS Agency (REMSA)  
**ALTERNATE:** REMSA Staff  
**SUPERVISOR:** Operations Section Chief or Medical & Health Branch Director, if activated  
**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Ensure that all available disaster medical resources are identified and mobilized as required.
2. Determine the status of medical facilities within the affected area.
3. Coordinate with the Disaster Control Facility for the transportation of injured victims to appropriate medical facilities as required.
4. Supervise the Emergency Medical Services Unit.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit Hazardous Materials Unit	Law Enforcement Operations Unit Coroner Unit Security Unit Search & Rescue Unit	Utilities Unit Damage/Safety Assessment Unit Public Works Unit	Emergency Medical Services Unit Public Health Unit Environmental Health Unit Mental Health Unit

**OPERATIONS SECTION**

## EMERGENCY MEDICAL SERVICES COORDINATOR

### YOUR RESPONSIBILITY:

Ensure that all available disaster medical resources are identified and mobilized as required.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or the Medical and Health Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Work closely with all Operations Section Branch Directors to determine the scope of disaster medical assistance required.
- Determine the status and availability of medical resources in the operational area; specifically paramedics and ambulances.
- Contact Disaster Control Facility for hospital bed status check.
- Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc.
- Assist the USAR and Search and Rescue Unit Leaders in providing triage for extricated victims.
- Coordinate with the Logistics Section to acquire additional transportation, other than ambulances, for injured victims as required or requested.
- Establish and maintain communication with the REOC and determine status and availability of mutual aid medical resources.
- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations or field treatment site in the field.
- Inform the Medical & Health Branch Director of all significant events.

# OPERATIONS SECTION

## EMERGENCY MEDICAL SERVICES COORDINATOR

- Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.
- Complete all necessary documentation (including RIMS forms), and submit copies to the Documentation Branch.
- Provide input to the Plans Section as needed.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

OPERATIONS SECTION

**PUBLIC HEALTH UNIT LEADER**

**PRIMARY:** SCHSA Director

**ALTERNATE:** SCHSA Staff

**SUPERVISOR:** Operations Section Chief or Medical & Health Branch Director, if activated

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
2. Assess availability of Public Health housing staff to augment medical care needs.
3. Supervise the Public Health Unit.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

**OPERATIONS SECTION**

## PUBLIC HEALTH UNIT LEADER

### YOUR RESPONSIBILITY:

Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or Medical and Health Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Develop and implement a plan to identify sources of contamination that could pose a health problem; contain and/or eliminate the threat to the general population.
- Coordinate with the Coroner Unit in the handling of the deceased; advise on any health-related problems associated with the storage and disposal of the human remains.
- Develop and implement a plan for vector control.
- Inform the Medical & Health Branch Director of all significant events.
- Assess availability of Public Health Nursing staff.
- Coordinate with Medical Health Branch Director for field treatment site or other medical staffing needs.
- Refer all contacts with the media to the Public Information Branch.

**OPERATIONS SECTION**

**PUBLIC HEALTH UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

**ENVIRONMENTAL HEALTH  
UNIT LEADER**

**PRIMARY:** Stanislaus County Environmental Resources Department Director

**ALTERNATE:** Environmental Resources Staff

**SUPERVISOR:** Operations Section Chief or Medical & Health Branch Director, if activated

**WORKSTATION:** "OPERATIONS"

**GENERAL DUTIES:**

1. Assess the status and availability of potable water
2. Assess the status of waste management systems and provide temporary systems, if needed.
3. Inspect and assess foodstuffs, drugs, and other consumables for purity and usability.
4. Develop and implement a vector control plan for the affected disaster area(s).
5. Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.
6. Supervise the Environmental Health Unit.
7. Determine and provide services for solid waste removal.
8. Assess hazardous materials waste issues.

**OPERATIONS SECTION**

<b>Fire Service Branch</b>	<b>Law Enforcement Branch</b>	<b>Public Works Branch</b>	<b>Medical &amp; Health Branch</b>
Heavy Urban Search & Rescue Unit	Law Enforcement Operations Unit	Utilities Unit	Emergency Medical Services Unit
Hazardous Materials Unit	Coroner Unit	Damage/Safety Assessment Unit	Public Health Unit
	Security Unit	Public Works Unit	Environmental Health Unit
	Search & Rescue Unit		Mental Health Unit

**OPERATIONS SECTION**

## ENVIRONMENTAL HEALTH UNIT LEADER

### YOUR RESPONSIBILITY:

Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or Medical and Health Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Dispatch teams to survey and test potable water systems; determine status of potable water.
- Dispatch teams to survey and test sanitation systems.
- Ensure that both water and sanitation systems are continually monitored.
- Assess hazardous materials/waste issues.
- Develop a transportation and distribution strategy for potable water.
- Obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Develop and implement a plan to identify sources of contamination that could pose a health problem; contain and/or eliminate the threat to the general population.
- Coordinate the inspection of foodstuffs, drugs, and other consumables for purity and usability.
- Develop and implement a plan for vector control.
- Provide the means for solid waste disposal.

**OPERATIONS SECTION**

## ENVIRONMENTAL HEALTH UNIT LEADER

- Inform the Medical & Health Branch Director of all significant events.
- Refer all contacts with the media to the Public Information Branch.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place.
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report.
  - Close out of Section's activity logs (ICS Form 214).
  - Transfer of ongoing missions and/or actions to appropriate full time staff.
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

OPERATIONS SECTION

## MENTAL HEALTH UNIT LEADER

**PRIMARY:** Stanislaus County Mental Health Department Director

**ALTERNATE:** County Mental Health Staff

**SUPERVISOR:** Operations Section Chief or Medical & Health Branch Director, if activated

**SECTION:** "OPERATIONS"

**GENERAL DUTIES:**

1. To provide mental health services for those people affected by the disaster.
2. To provide mental health services for emergency workers affected by the disaster.

**OPERATIONS SECTION**

Fire Service Branch	Law Enforcement Branch	Public Works Branch	Medical & Health Branch
Heavy Urban Search & Rescue Unit Hazardous Materials Unit	Law Enforcement Operations Unit  Coroner Unit  Security Unit  Search & Rescue Unit	Utilities Unit  Damage/Safety Assessment Unit  Public Works Unit	Emergency Medical Services Unit  Public Health Unit  Environmental Health Unit  Mental Health Unit

OPERATIONS SECTION

**MENTAL HEALTH UNIT LEADER****YOUR RESPONSIBILITY:**

Provide for those affected by the disaster.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Operations Section Chief or Medical and Health Branch Director, if activated.
- Open and maintain an event log. (ICS Form 214)
- Determine if Mental Health Services will be needed.
- Arrange to provide mental health services, including Critical Incident Stress Debriefing for public and emergency workers.
- Coordinate with Operations, Logistics and Planning/Intelligence Sections the location and times of service.
- Provide periodic update briefings to the Medical & Health Branch Director.

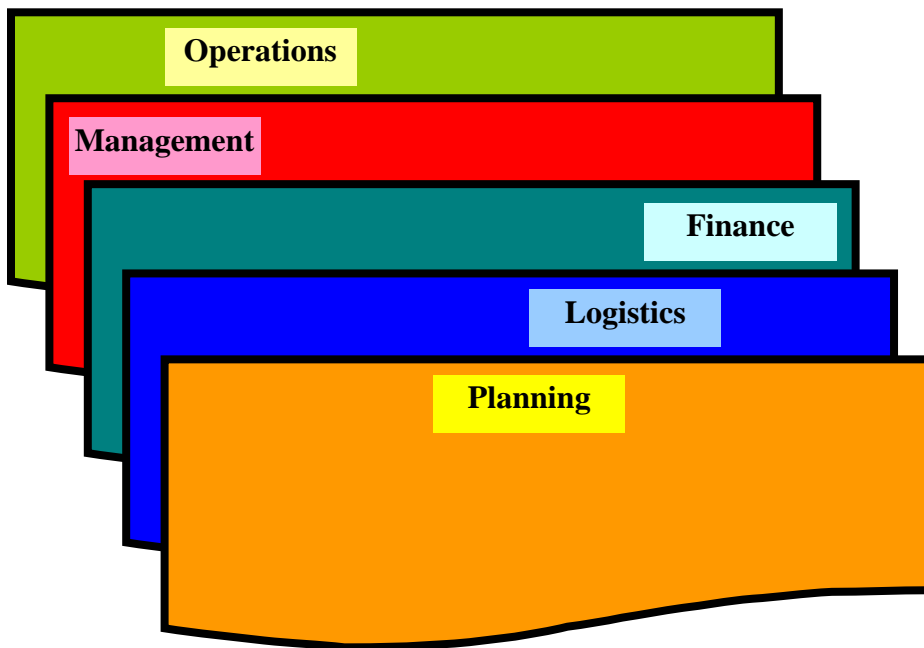
**OPERATIONS SECTION**

**MENTAL HEALTH UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**OPERATIONS SECTION**

# City of Modesto Emergency Operations Center EOC



## Position Checklists

**PLANNING SECTION**

### PLANNING SECTION CHIEF

**PRIMARY:** Fire Department

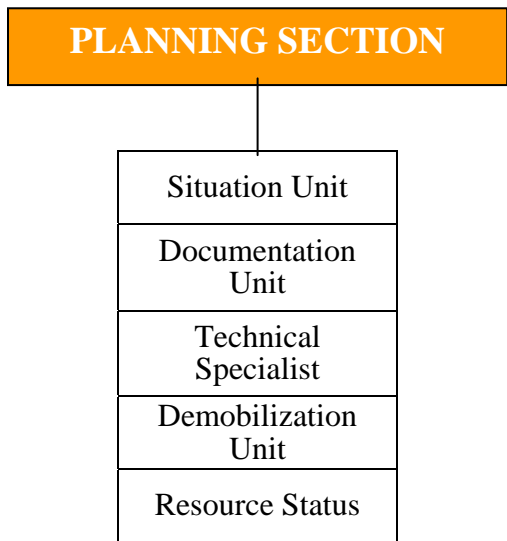
**ALTERNATE:** Fire Staff

**SUPERVISOR:** EOC Director

**SECTION:** "PLANNING"

**GENERAL DUTIES:**

1. Manage the Planning/Intelligence Section in the EOC.
2. Predict, evaluate and manage information about the emergency.
3. Brief and update the EOC Director/Coordinator on the impact of the emergency including damage assessment.



PLANNING SECTION

## PLANNING SECTION CHIEF

### YOUR RESPONSIBILITY:

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

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator.
- Open and maintain an event log. (ICS Form 214)
- Attend all management staff section planning meetings to gather information of overall strategy that will assist the planning section in the development of the Incident Action Plan.
- Prepare to receive information for Situation Analysis and Damage Assessment.
- Organize and assign Planning Sections as required.
  - Situation Unit
  - Resource Status
  - Damage Assessment
  - Documentation
  - Technical Specialist (as required)
- Develop situation analysis information on the impact of the emergency from the following sources.
  - Local Emergency Operations Center's
  - Affected Jurisdictions and Agencies
  - Media (Radio and Television)
- Assess the impact of the emergency including the initial damage assessment.
- Provide periodic update briefings to the EOC Director/Coordinator.
- Prepare an INCIDENT ACTION PLAN identifying priorities and objectives established by the EOC Director/Coordinator and the management staff.

# PLANNING SECTION

**PLANNING SECTION CHIEF**

- Review intelligence information, determine the credibility and predict the influence on the emergency.
- Assemble information on alternative strategies.
- Identify the need for use of special resources.
- Provide periodic predictions on the potential of the emergency.
- Confirm that Resource Status compiles and displays emergency status and summary information.
- Prepare Response Information Management System reports of the emergency for transmission to the Region and State Operating Center.

**DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**PLANNING SECTION**

### SITUATION UNIT LEADER

**PRIMARY:** Fire Department

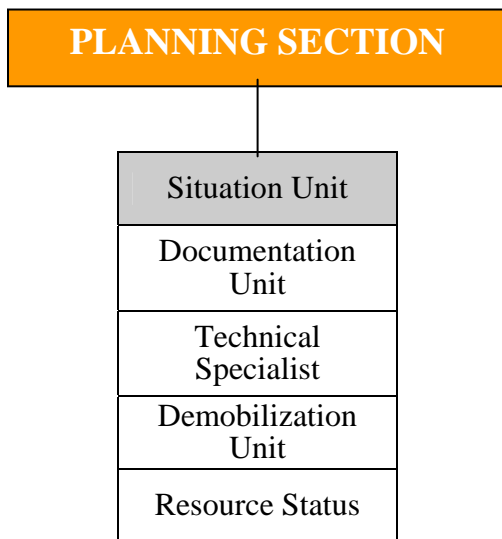
**ALTERNATE:** Fire Staff

**SUPERVISOR:** EOC Director or Planning Section Chief, if activated

**SECTION:** "PLANNING"

**GENERAL DUTIES:**

1. Collect and process all information and intelligence.
2. Evaluate and disseminate information in the Planning Section.
3. Prepare predictions at periodic intervals or upon request, and make recommendations to the Planning Section Chief.
4. Prepare and supervise the display of the situation map and various status boards.



PLANNING SECTION

## SITUATION UNIT LEADER

### YOUR RESPONSIBILITY:

Collect and organize emergency situation and status information.  
Provide the supervision for display of information in the EOC.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Supervise and organize the Situation Unit.
- Prepare situation map and other maps as necessary.
- Collect data on the emergency:
  - Location and the nature of the emergency
  - Special hazards
  - Number of injured persons
  - Structural property damage (estimate a dollar value)
  - Personal property damage (estimate a dollar value)
  - Resources committed to the emergency
  - Resources available
  - Assistance provided by outside agencies and resources committed.
  - Shelters - type, location, number of people that can be accommodated.
- Maintain an inventory of available personnel, equipment, vehicles, etc.
- Develop sources of information and assist the Planning Section Chief in collecting and organizing data from the following:
  - Command Staff
  - Operations Section
  - Logistics Section
  - Finance Section

# PLANNING SECTION

## SITUATION UNIT LEADER

- Establish a check system for information sources to ensure follow up contracts.
- Determine weather conditions, current and upcoming. Keep up to date weather information posted.
- Supervise the Emergency Status Displays in the EOC and make sure all pertinent information is posted promptly.
- Determine the condition of all roadways and have all closures displayed.
- Prepare situation reports, updates and briefings at timely intervals or when important changes occur for the Planning Section meetings as required.
- Provide advice to the Planning Section Chief to intensify, stabilize or demobilize as required.
- Situation Summary Reports will be provided to OES Region IV (on RIMS, if established) and will include all of the City of Modesto. Confirm the following information when submitting these reports.
  - Date and time
  - Location and type of emergency
  - Summary of the current situation
  - Qualitative analysis (overview)
  - Critical events and problems
  - Proclamations and declarations issued
  - Number of fatalities and injuries
  - Damage totals
  - Homes damaged or destroyed
  - Hospitals damaged or destroyed
  - Status of gas, electric, water, sewage systems and other utilities
  - Roads, airports and railroads closed or subject to limited access.
  - Dollar damage totals (public and private facilities)

# PLANNING SECTION

**SITUATION UNIT LEADER**

- Be prepared to provide an additional summary of the current response.
  - State response (brief description)
  - EOC's activated
  - Shelters opened, number of people in the shelter (daily and cumulative total)
  - Disaster Application Center's opened and the number of people processed
  
- Provide periodic update briefings to the Planning Section Chief.

**DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place.
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report.
  - Close out of Section's activity logs (ICS Form 214).
  - Transfer of ongoing missions and/or actions to appropriate full time staff.
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**PLANNING SECTION**

### DOCUMENTATION UNIT LEADER

**PRIMARY:** Fire Department

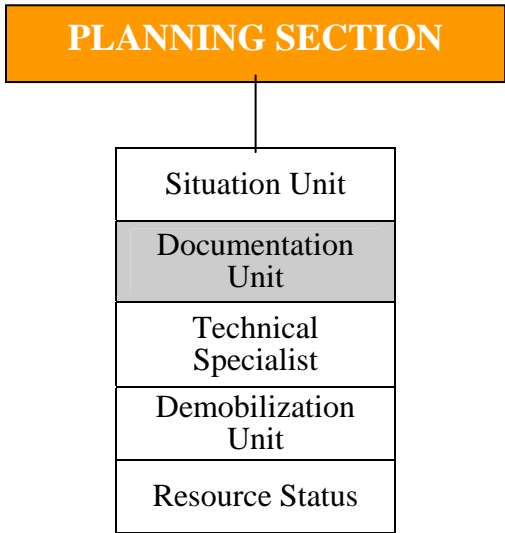
**ALTERNATE:** Fire Staff

**SUPERVISOR:** EOC Director or Planning Section Chief, if activated

**SECTION:** "PLANNING"

**GENERAL DUTIES:**

1. Maintain and file a copy of all EOC messages.
2. File, maintain and store all documents relative to the emergency.
3. Maintain the official history of the emergency.
4. Provide guidance and assistance to EOC personnel in the documentation process.
5. Provide duplication services as required.



PLANNING SECTION

**DOCUMENTATION UNIT LEADER****YOUR RESPONSIBILITY:**

Maintain complete documentation of the emergency and provide duplication as required.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Establish incident files relative to the emergency.
- Check the accuracy and completeness of records submitted for file.
- Maintain a file on all EOC messages.
- Establish duplication services and provide as required (duplicate official forms etc.).
- File, store and maintain files for legal, analytical and historical purposes.
- Coordinate with the units of the Planning Section.
  - Situation Unit
  - Resource Unit
  - Demobilization
  - Technical Specialist
- Provide periodic updates to the Planning Section Chief.

**PLANNING SECTION**

**DOCUMENTATION UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place.
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report.
  - Close out of Section's activity logs (ICS Form 214).
  - Transfer of ongoing missions and/or actions to appropriate full time staff.
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**PLANNING SECTION**

## TECHNICAL SPECIALIST

**PRIMARY:**            **Technical Specialist**

**ALTERNATE:**       **Technical Specialist**

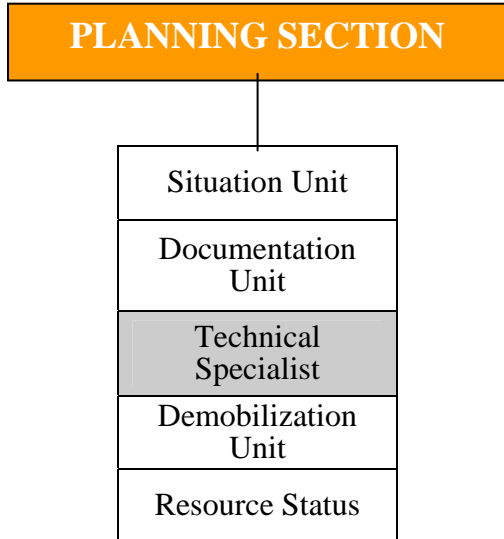
**SUPERVISOR:**     **EOC Director or Planning Section Chief, if activated**

**SECTION:**         **“PLANNING”**

**GENERAL DUTIES:**

1.     Provide technical expertise to the Planning Section and other as required.
2.     Advise the Planning Section of the intensity and projected duration of the emergency.
3.     Provide technical information to the Management Staff.

Note: Technical Specialists are initially assigned to the Planning Section. However, they may then be functionally assigned anywhere within the system to provide technical support.



PLANNING SECTION

## TECHNICAL SPECIALIST

### YOUR RESPONSIBILITY:

Act as a resource to members of the EOC Staff in matters relative to your technical specialty.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Assess the current emergency and provide necessary information to the Planning Section Chief relative to projected duration and intensity of the emergency.
- Advise the Operations Section Chief on technical information.
- Request any special publications from the EOC Planning Section.
- Provide periodic updates to the Planning Section Chief.

**PLANNING SECTION**

**TECHNICAL SPECIALIST****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**PLANNING SECTION**

### DEMOBILIZATION UNIT LEADER

**PRIMARY:** Fire Department

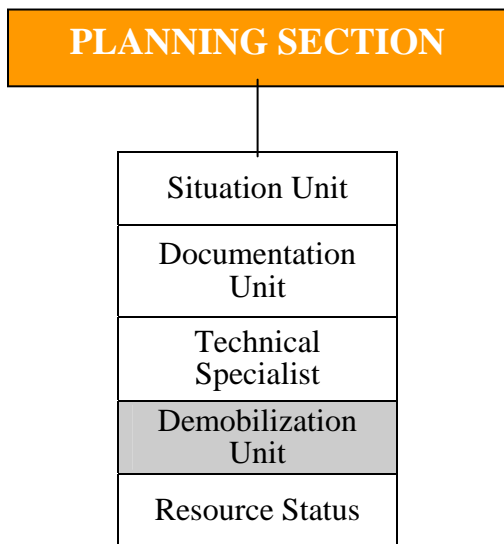
**ALTERNATE:** Fire Staff

**SUPERVISOR:** EOC Director or Planning Section Chief, if activated

**SECTION:** "PLANNING"

**GENERAL DUTIES:**

1. Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and status reports.
2. Supervise personnel assigned to the Demobilization Unit.



PLANNING SECTION

## DEMOBILIZATION UNIT LEADER

### YOUR RESPONSIBILITY:

Develop a Demobilization Plan for the EOC based on a review of the pertinent planning documents and status reports.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Planning Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Monitor the current situation report to include recent updates.
- Meet individually with Operations, Logistics and Finance Sections and administer the section worksheet for the demobilization plan.
- Meet with the EOC Director/Coordinator and administer the section worksheet for the demobilization plan.
- Utilizing the worksheets, develop the Demobilization Plan and circulate to the EOC Director/Coordinator and General Staff for review.
- Formalize the Demobilization Plan for approval by EOC Director.
- Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- Advise all Section Chiefs to ensure that demobilized staff complete all reports, timesheets, and exit surveys in coordination with the Personnel Unit prior to leaving the EOC.

# PLANNING SECTION

**DEMOBILIZATION UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**PLANNING SECTION**

## RESOURCE STATUS UNIT LEADER

**PRIMARY:** Fire Department

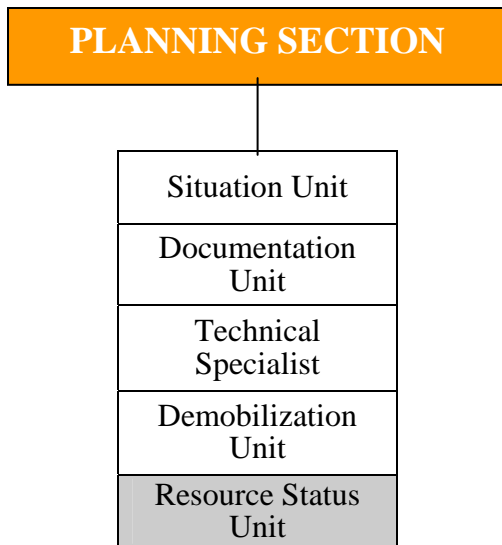
**ALTERNATE:** Fire Staff

**SUPERVISOR:** EOC Director or Planning Section Chief, if activated

**SECTION:** "PLANNING"

**GENERAL DUTIES:**

1. Assist Situation Unit in updating information on the status display boards in the EOC.
2. Establish a line of communications with Operations and Logistics to keep the best up-to-date information.
3. Maintain records/status of personnel and equipment assigned to the EOC.
4. Maintain records/status of personnel and equipment assigned to the field.



PLANNING SECTION

## RESOURCE STATUS UNIT LEADER

### YOUR RESPONSIBILITY:

Post and update all pertinent information on the Status Display Boards in the EOC.

### ACTIVATION CHECKLIST

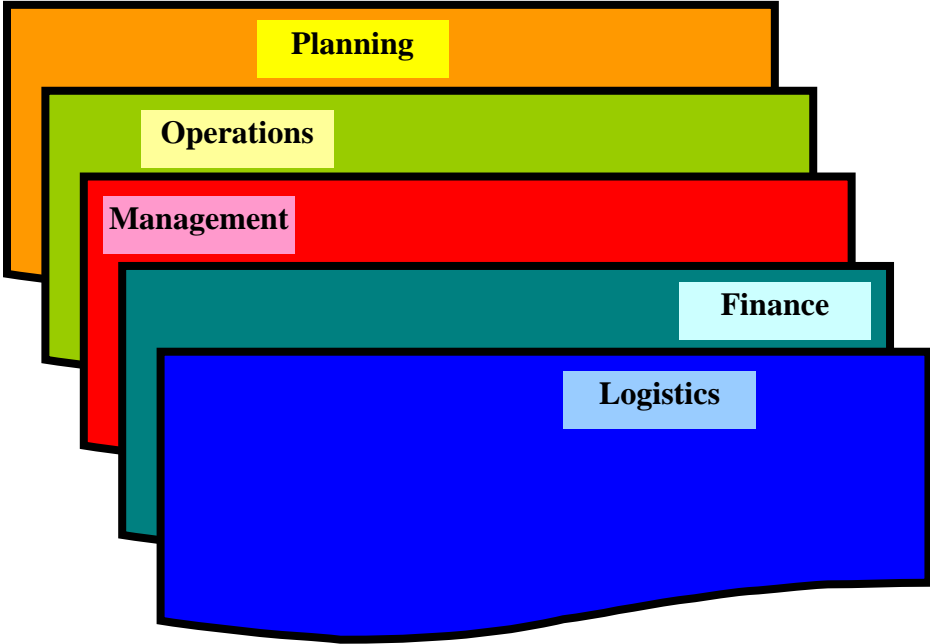
- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Planning Section, if activated.
- Open and maintain an event log. (ICS Form 214)
- Forward all messages to the Documentation Unit after posting.
- Ensure that all posted information is clear and concise. Legibility is essential.
- Provide periodic update briefings to the Planning Section Chief.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**PLANNING SECTION**

# City of Modesto Emergency Operations Center EOC



# LOGISTICS SECTION

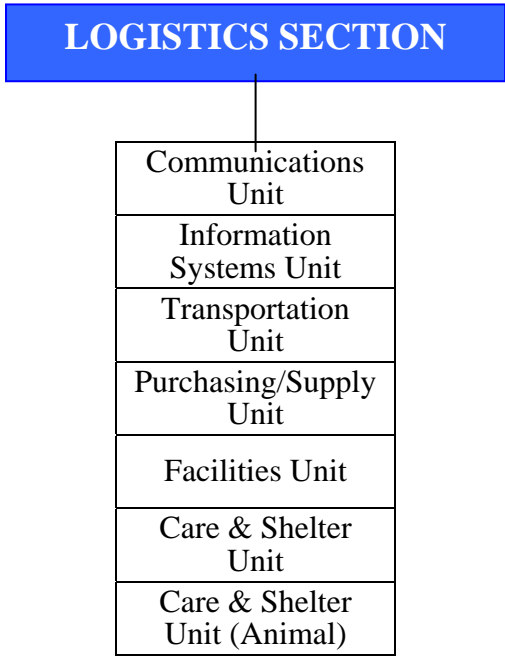
## Position Checklists

## LOGISTICS SECTION CHIEF

**PRIMARY:** Fire Department  
**ALTERNATE:** Fire Staff  
**SUPERVISOR:** EOC Director/Coordinator  
**SECTION:** "LOGISTICS"

**GENERAL DUTIES:**

1. Manage the Logistics Section.
2. Manage procurement of personnel, materials, equipment and facilities.
3. Brief and update the EOC Director/Coordinator.



LOGISTICS SECTION

## LOGISTICS SECTION CHIEF

### YOUR RESPONSIBILITY:

Manage all logistical support.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator.
- Open and maintain an event log. (ICS Form 214)
- Attend all management staff section planning meetings to gather information of overall strategy and assist the planning section in the development of the Incident Action Plan.
- Confirm that all key Logistics Section personnel are in the EOC or have been notified. Recall the required staff members necessary for the emergency.
- Organize and manage the Logistics Section in the EOC. Assign and brief staff. Typical Logistics Section staff includes:
  - Communications Unit
  - Facilities Unit
  - Information Systems Unit
  - Transportation Unit
  - Purchasing & Supply Unit
  - Care & Shelter Unit
  - Care & Shelter Unit (Animal)
- Brief and update the EOC Director/Coordinator of all resources and support concerns caused by the emergency. Including all priorities and proposed plans.
- Review the Incident Action Plan and estimate section needs for the next operational period.
- Prepare services and support elements of the action plan.
- Estimate future services and support requirements.

# LOGISTICS SECTION

## LOGISTICS SECTION CHIEF

- Coordinate support operations with the Operations Section Chief to provide facilities, services and materials in support of the Operations Section. Inform on the current services and support capabilities.
- Coordinate with Logistics Section to ensure that all needs are addressed.
- Provide periodic update briefings to the EOC Director/Coordinator or Planning Section Chief, if activated.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# LOGISTICS SECTION

**COMMUNICATIONS UNIT LEADER**

- PRIMARY:** Fire Department
- ALTERNATE:** Police Department
- SUPERVISOR:** EOC Director or Logistics Section Chief, if activated
- SECTION:** "LOGISTICS"

**GENERAL DUTIES:**

1. Advise on communications capabilities/limitations.
2. Prepare and implement the Incident Radio Communications Plan (ICS Form 205).
3. Establish and supervise the Incident Communications Center and Message Center.
4. Establish telephone, computer links and public systems.
5. Establish communications equipment distribution and maintenance locations.
6. Install and test all communications equipment.
7. Oversee distribution, maintenance and recovery of communications equipment, e.g., portable radios and fax machines.
8. Develop and activate an equipment accountability system.
9. Provide technical advise on:
  - a. Adequacy of communications system
  - b. Geographical limitations
  - c. Equipment capabilities
  - d. Amount and types of equipment availability

**LOGISTICS SECTION**

Communications Unit
Information Systems Unit
Transportation Unit
Purchasing/Supply Unit
Facilities Unit
Care & Shelter Unit
Care & Shelter Unit (Animal)

**LOGISTICS SECTION**

**COMMUNICATIONS UNIT LEADER****YOUR RESPONSIBILITY:**

Coordinate communication equipment and support to the EOC and field.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator.
- Open and maintain an event log. (ICS Form 214)
- Based on the situation, activate:
  - Incident Dispatchers
  - Information Systems Unit
- Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the initial Incident Action Planning meeting.
- Ensure that Communication Unit position logs and other necessary files are maintained.
- Keep all sections informed of the status of communications systems, particularly those that are being restored.
- Coordinate with all EOC sections/branches/units regarding the placement and operating procedures for use of all communication systems.
- Ensure that the EOC Communications Center is activated to receive and direct all events or disaster related communications to appropriate destinations within the EOC.
- Ensure that adequate communications dispatchers are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Ensure that communications links are established with activated EOCs within the Operational Area.

**LOGISTICS SECTION**

## COMMUNICATIONS UNIT LEADER

- Ensure that RIMS and OASIS communications links are established with the OES REOC.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- Keep the Logistics Section Chief informed of the status of the communications systems.
- Prepare objectives for the Communications Unit, and provide them to the Logistics Section Chief prior to the next Incident Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.
- Provide periodic update briefings to the Logistics Section Chief.

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place.
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements.
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report.
  - Close out of Section's activity logs (ICS Form 214).
  - Transfer of ongoing missions and/or actions to appropriate full time staff.
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

# LOGISTICS SECTION

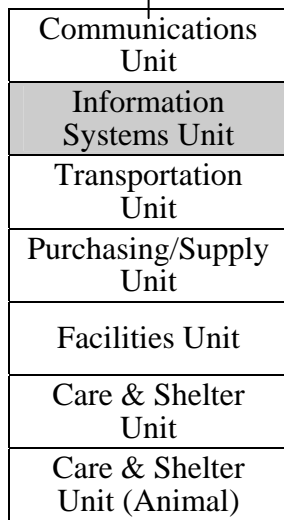
**INFORMATION SYSTEMS  
UNIT LEADER**

**PRIMARY:** Data Processing  
**ALTERNATE:** Data Processing Staff  
**SUPERVISOR:** Logistics Section Chief  
**SECTION:** "LOGISTICS"

**GENERAL DUTIES:**

1. Install, activate, and maintain information systems for the Operational Area EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Install and maintain RIMS and OASIS Systems.
4. Supervise the Information Systems Unit.

**LOGISTICS SECTION**



**LOGISTICS SECTION**

## INFORMATION SYSTEMS UNIT LEADER

### YOUR RESPONSIBILITY:

Install, activate, and maintain information systems for the Operational Area EOC.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Identify and Install computer equipment as required by the EOC Staff needs. Dedicated Terminals for:
  - Communications
  - Finance
  - Logistics
  - Planning
  - Public Information
  - General Use for Word Processing, e-mail and internet access
  - Weather with big screen television
- Continually monitor and test RIMS and OASIS systems. Keep the EOC Coordinator informed of system failures and restoration activities.
- Develop instructional guidance for use on computers and computer programs such as RIMS. Be prepared to conduct training sessions for EOC staff as necessary.

# LOGISTICS SECTION

## INFORMATION SYSTEMS UNIT LEADER

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**LOGISTICS SECTION**

## TRANSPORTATION UNIT LEADER

**PRIMARY:**            **Engineering and Transportation  
Department Director**

**ALTERNATE:**       **Engineering and Transportation Staff**

**SUPERVISOR:**     **Logistics Section Chief**

**SECTION:**          **“LOGISTICS”**

**GENERAL DUTIES:**

1.     Provide transportation for workers.
2.     Provide transportation for victims or affected citizens as required.
3.     Provide transportation for equipment and supplies.
4.     Maintain a list of transportation resources.

**LOGISTICS SECTION**

Communications Unit
Information Systems Unit
Transportation Unit
Purchasing/Supply Unit
Facilities Unit
Care & Shelter Unit
Care & Shelter Unit (Animal)

LOGISTICS SECTION

**TRANSPORTATION UNIT LEADER****YOUR RESPONSIBILITY:**

Provide vehicles necessary to move workers. Provide vehicles necessary for evacuation, and to transport equipment and supplies.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Provide and maintain a resources list of transport vehicles.
  - Heavy Equipment
  - Cars
  - Buses
  - Light Trucks
  - Heavy Trucks
  - Aircraft
- Establish a staging area for vehicles. Coordinate with Staging Area Manager.
- Establish the availability of fuel supplies and coordinate ordering of additional supplies with Purchasing/Supply Unit.
- Provide transportation as required for emergency workers.
- Provide transportation for evacuation when requested.
- Provide transportation for equipment and supplies.
- Provide periodic update briefings to the Logistics Section Chief.
- Coordinate with the Communications Unit for communications links.

**LOGISTICS SECTION**

**TRANSPORTATION UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**LOGISTICS SECTION**

**PURCHASING/SUPPLY UNIT LEADER**

**PRIMARY:** Finance Department Staff  
**ALTERNATE:** Finance Department Staff  
**SUPERVISOR:** EOC Director or Logistics Section Chief, if activated  
**SECTION:** "LOGISTICS"

**GENERAL DUTIES:**

1. Order, receive, store, process and allocate emergency resources and supplies.
2. Determine the supply needs from the Logistics Section Chief.

**LOGISTICS SECTION**

Communications Unit
Information Systems Unit
Transportation Unit
Purchasing/Supply Unit
Facilities Unit
Care & Shelter Unit
Care & Shelter Unit (Animal)

**LOGISTICS SECTION**

**PURCHASING/SUPPLY UNIT LEADER****YOUR RESPONSIBILITY:**

Order personnel, equipment and supplies. Receive, store and distribute.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Participate in the Logistics Section planning.
- Assign personnel as required, to adequately staff the Supply position.
- Research the availability of resources in the City of Modesto and be prepared to report to the Logistics Section Chief.
- Order, receive, store and process disaster-related resources and supplies.
- Coordinate with the Finance Section for the administration of financial matters pertaining to vendor contracts and open purchase orders.
- Coordinate with other jurisdictions and private companies on sources of equipment and supply
- Provide periodic update briefings to the Logistics Section Chief.
- Alert Supply personnel, mutual aid providers, contractors and emergency vendors of any possible needs.
- Prepare and process administrative paperwork associated with rental and supply contracts. Forward this information to the Finance Section.

**LOGISTICS SECTION**

**PURCHASING/SUPPLY UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work area and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**LOGISTICS SECTION**

## FACILITIES UNIT LEADER

**PRIMARY:** Parks, Recreation and Neighborhoods  
Department Staff (P, R & N)

**ALTERNATE:** P, R&N Staff

**SUPERVISOR:** Logistics Section Chief

**SECTION:** “LOGISTICS”

**GENERAL DUTIES:**

1. Upon request, respond to the EOC and set up tables, chairs and other related equipment to support EOC operations.
2. Provide necessary shelter for EOC staff and emergency workers.
3. Coordinate with Property Management the location of Disaster Application Centers (DACs).

**LOGISTICS SECTION**

Communications Unit
Information Systems Unit
Transportation Unit
Purchasing/Supply Unit
Facilities Unit
Care & Shelter Unit
Care & Shelter Unit (Animal)

LOGISTICS SECTION

**FACILITIES UNIT LEADER****YOUR RESPONSIBILITY:**

Provide necessary facilities and equipment for the operation of EOC.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Logistics Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Upon request, respond to the EOC and provide facilities support and related equipment.
- Coordinate with the Logistics Section Chief for identified needs of the EOC Staff.
- Coordinate with Property Management the location of Disaster Application Centers (DACs) and for arrangements for occupancy.
- Provide periodic update briefings to the Logistics Section Chief.

**LOGISTICS SECTION**

**FACILITIES UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work area and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**LOGISTICS SECTION**

**CARE & SHELTER UNIT LEADER**

**PRIMARY:** P, R&N Director

**ALTERNATE:** P, R&N Staff

**SUPERVISOR:** EOC Director or Logistics Chief, if activated

**SECTION:** “LOGISTICS”

**GENERAL DUTIES:**

1. Coordinate with Red Cross and Salvation Army to provide for the food, clothing and shelter needs of people affected by the disaster.
2. Provide a central registration and inquiry service for assisting in reuniting separated families and to respond to inquiries for relatives and friends outside the area.

**LOGISTICS SECTION**

Communications Unit
Information Systems Unit
Transportation Unit
Purchasing/Supply Unit
Facilities Unit
Care & Shelter Unit
Care & Shelter Unit (Animal)

**LOGISTICS SECTION**

**CARE & SHELTER UNIT LEADER****YOUR RESPONSIBILITY:**

Coordinate with the Red Cross, provide for displaced people and central registration and inquiry services.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Logistics Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Determine if mass care facilities will be needed and if they are functional. Coordinate with the Red Cross, Department of Education and The Public Works Department.
- Coordinate with Salvation Army for meals.
- Arrange for the inspection of potential shelter site locations to ensure the safety of the structure.
- Coordinate activities with Logistics Section Chief on all shelter site locations.
- Coordinate with the Logistics Section Chief for necessary support services needed.
- Coordinate health issues with the Medical & Health Branch Director.
- Coordinate with Red Cross for a central registration and inquiry system.
- Liaison with Communications Unit to ensure communication at shelter facilities, i.e. telephone, RACES, (Amateur Radio), etc.

**LOGISTICS SECTION**

**CARE & SHELTER UNIT LEADER**

- Report all statistical information to Situation Analysis (Planning/Intelligence Section) relative to:
  - Displaced persons
  - Shelter sites
  - Type of shelters
  - Location of shelters
  - Number of people that can be accommodated
  - Disposition report
- Periodically update information to the Public Information Officer.
- Coordinate with Transportation Unit to transport evacuees to and from shelters.
- Be prepared to relocate any mass care facilities, which may become endangered by any hazardous conditions.
- Provide periodic update briefings to the Logistics Section Chief.

**DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
- Ensure staff cleans up work areas and returns facility to normal.
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**LOGISTICS SECTION**

**CARE & SHELTER UNIT LEADER (animal)**

**PRIMARY:** Police Department

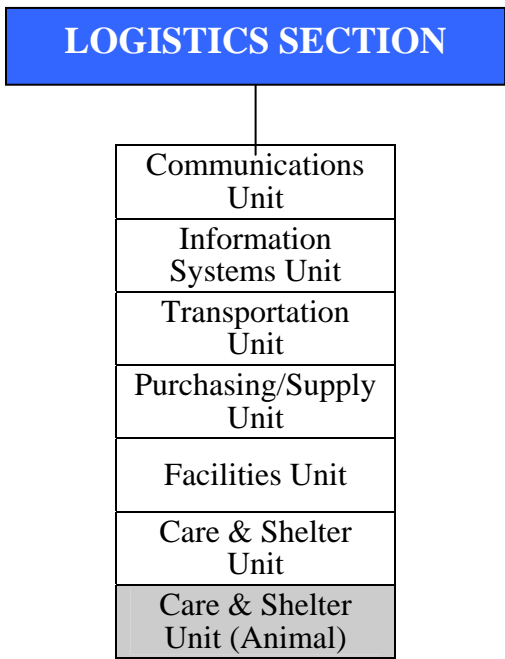
**ALTERNATE:** Police Department Staff

**SUPERVISOR:** EOC Director or Logistics Section Chief, if activated

**SECTION:** "LOGISTICS"

**GENERAL DUTIES:**

1. Coordinate with Animal Control Officers (ACO) and shelter staff to determine response needs.
2. Allocate resources (e.g. vehicle trailers).
3. Identify shelter facilities, on and off site, to relocate effected animals.



LOGISTICS SECTION

**CARE & SHELTER UNIT LEADER (animal)****YOUR RESPONSIBILITY:**

Coordinate all animal care and shelter operations.

**ACTIVATION CHECKLIST**

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the Logistics Section Chief.
- Open and maintain an event log. (ICS Form 214)
- Determine if animal care facilities will be needed, their availability, and their functional status.
- Arrange for the inspection of potential shelter site locations and structures to ensure usefulness and safety.
- Coordinate activities with Operations Section Chief on all shelter site locations.
- Coordinate with the Logistics Section Chief for necessary support services needed.
- Report all statistical information to Situation Analysis (Planning/Intelligence Section) relative to:
  - Displaced animals
  - Shelter sites
  - Type of shelters
  - Location of shelters
  - Number and type of animals that can be accommodated
- Periodically update information to the Public Information Officer.
- Coordinate with animal and livestock haulers.
- Provide periodic update briefings to the Logistics Section Chief.

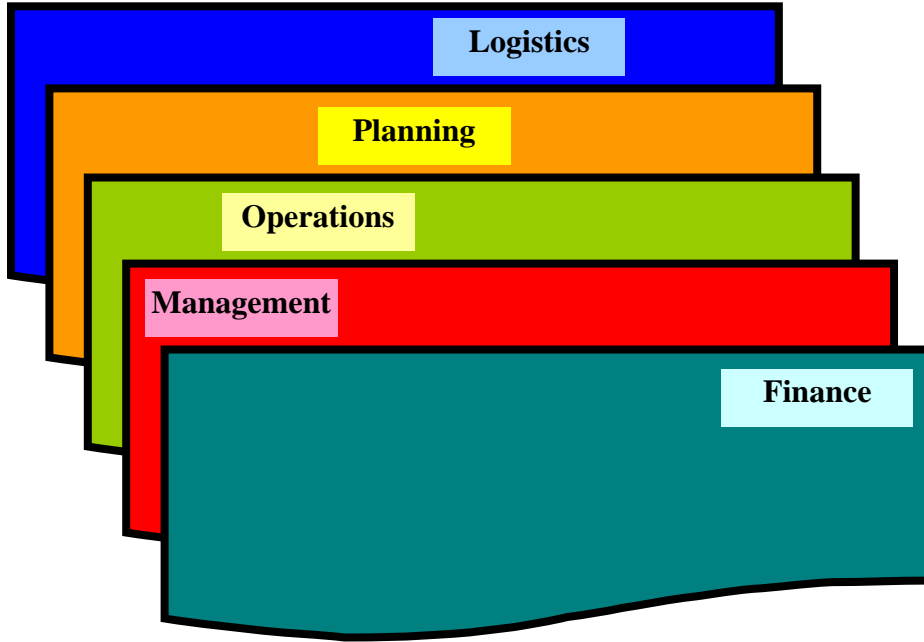
**LOGISTICS SECTION**

**CARE & SHELTER UNIT LEADER (animal)****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
- If activated, leave pager number, cellular phone number or hard-line number where you can be reached with the Communications Unit Leader.

**LOGISTICS SECTION**

# City of Modesto Emergency Operations Center EOC



**FINANCE SECTION**

## Position Checklists

### FINANCE SECTION CHIEF

**PRIMARY:** Finance Department Director

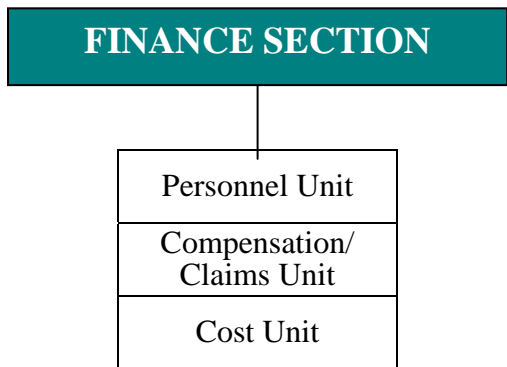
**ALTERNATE:** Finance Department Staff

**SUPERVISOR:** EOC Director

**SECTION:** "FINANCE"

**GENERAL DUTIES:**

- 1. Manage the Finance Section.
- 2. Supervise all financial aspects of the emergency.



**FINANCE SECTION**

## FINANCE SECTION CHIEF

### YOUR RESPONSIBILITY:

Manage financial and cost analysis aspects of the emergency and supervise the members of the Finance Section.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator.
- Open and maintain an event log. (ICS Form 214)
- Attend all Management Staff Section Planning meetings to gather information of overall strategy and assist the Planning Section in the development of Incident Action Plans.
- Organize the Finance Section and brief personnel.
  - Cost Unit
  - Compensation & Claims
  - Personnel
- Inform the EOC Director/Coordinator when the Finance Section is fully operational.
- Provide input in plans for financial and cost analysis.
- Coordinate with the Cost Unit, make recommendations for cost savings to the Management Staff.
- Coordinate financial transactions with the departments involved in recovery to assure proper documentation for recovery of funds.
- Coordinate with the Cost Unit to provide periodic update briefings to the EOC Director/Coordinator.

# FINANCE SECTION

**FINANCE SECTION CHIEF****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
  - When deactivation will take place
  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
  - Filling out of final reports including the After Action Report
  - Close out of Section's activity logs (ICS Form 214)
  - Transfer of ongoing missions and/or actions to appropriate full time staff
  
- Ensure copies of all event logs generated during the operation are submitted to the Planning/Intelligence Section.
  
- Ensure staff cleans up work areas and returns facility to normal.
  
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**FINANCE SECTION**

### PERSONNEL UNIT LEADER

**PRIMARY:** Personnel Department Director

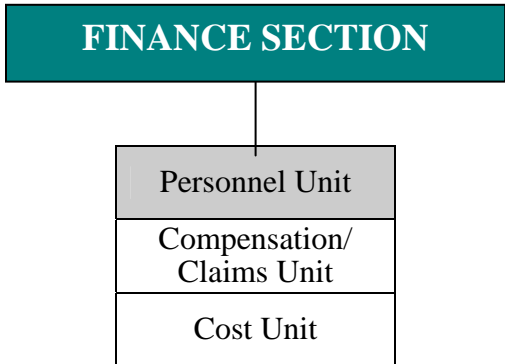
**ALTERNATE:** Personnel Department Staff

**SUPERVISOR:** Finance Section Chief

**SECTION:** "FINANCE"

**GENERAL DUTIES:**

1. Document all personnel committed to the emergency for recovery purposes.
2. Register and assign volunteers to the emergency using the Volunteer Emergency Services Disaster Services Worker Form.



**FINANCE SECTION**

## PERSONNEL UNIT LEADER

### YOUR RESPONSIBILITY:

Identify, register and track personnel time.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Finance Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Designate Volunteer Staging Areas for purpose of registration and assignment of volunteers, brief the Finance and Operations Section Chief and the Public Information Officer.
- Register disaster services workers at the site.
- Maintain a Personnel Resource pool.
- Maintain record of assignment as disaster services workers registration.

**FINANCE SECTION**

**PERSONNEL UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
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- Ensure that the following has been completed:
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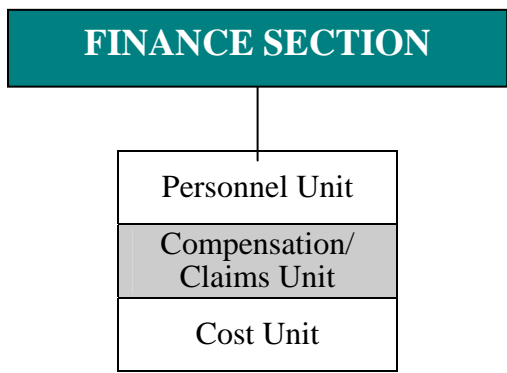
**FINANCE SECTION**

**COMPENSATION & CLAIMS  
UNIT LEADER**

**PRIMARY:** Risk Manager  
**ALTERNATE:** Risk Management Staff  
**SUPERVISOR:** EOC Director or Finance Section Chief, if activated  
**SECTION:** "FINANCE"

**GENERAL DUTIES:**

- 1. Accept, as agent of the City of Modesto, claims resulting from the emergency.
- 2. Provide guidance regarding claims preparation for bodily injury and property damage compensation presented to the City of Modesto.



**FINANCE SECTION**

## COMPENSATION & CLAIMS UNIT LEADER

### YOUR RESPONSIBILITY:

Manage investigation and compensation for physical injuries and property damage claims involving the City of Modesto arising from a disaster.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Finance Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Establish contact with Personnel and Damage Assessment Units.
- Ensure the investigation of all accidents as necessary.
- Prepare claims relative to damage to City property, notify and file claims with insurers.
- Provide periodic briefings to the Finance Section Chief.

**FINANCE SECTION**

## COMPENSATION & CLAIMS UNIT LEADER

### DEACTIVATION CHECKLIST

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
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- Ensure that the following has been completed:
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**FINANCE SECTION**

**COST UNIT LEADER**

**PRIMARY:** Finance Department Director

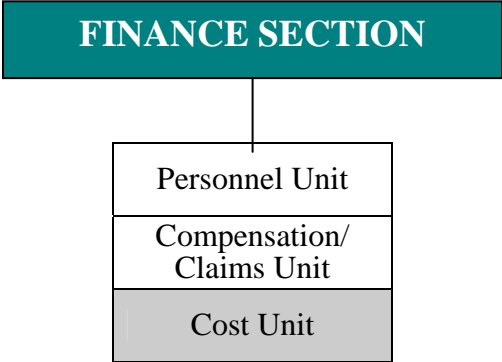
**ALTERNATE:** Finance Department Staff

**SUPERVISOR:** EOC Director or Finance Section Chief, if activated

**SECTION:** "FINANCE"

**GENERAL DUTIES:**

1. Maintain cost data from the emergency.
2. Provide cost estimates and cost saving recommendations.



**FINANCE SECTION**

## COST UNIT LEADER

### YOUR RESPONSIBILITY:

Collect data; provide cost estimates and cost saving recommendations.

### ACTIVATION CHECKLIST

- Read the entire Action Checklist.
- Sign in as present.
- Obtain a briefing from the EOC Director/Coordinator or Finance Section Chief, if activated.
- Open and maintain an event log. (ICS Form 214)
- Maintain cumulative emergency cost records.
- Provide periodic cost summaries and estimates for the Finance Section Chief and maintain a fiscal record of all expenditures related to the emergency.
- Ensure financial obligation documents initiated at the emergency are properly prepared and accurately identified.
- Ensure that pieces of equipment under contract are properly identified. Maintain record of time reports on equipment.
- Ensure Departments maintain proper supporting records and documentation to support claims.
- Make recommendations for cost saving to the Finance Section Chief.
- Prepare periodic incident cost summaries.
- Provide periodic update briefings to the Finance Section Chief.

# FINANCE SECTION

**COST UNIT LEADER****DEACTIVATION CHECKLIST**

- When deactivation is approved, contact agencies and/or persons worked with and notify them of:
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  - Whom they should contact (include contact number) for the completion of ongoing actions or new requirements
  
- Ensure that the following has been completed:
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**FINANCE SECTION**