

PART TWO

OPERATIONS SECTION

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OPERATIONS SECTION

GENERAL

PURPOSE

To enhance the capability of the City of Pasadena to respond to disasters/emergencies by carrying out coordinated tactical operations based upon the EOC Action Plan. It is the policy of this Section that the priorities of responses are to be:

- Protect life and property.
- Carry out objectives of the EOC Action Plan.
- Ensure coordinated incident response.
- Cooperate with other sections of the City's emergency response team.

OVERVIEW

The Operations Section's primary responsibility is to manage the tactical operation of various response elements involved in the disaster/emergency. These elements may include:

- Fire/Rescue/Hazardous Materials
- Law/Coroner
- Medical/Health
- Care and Shelter
- Public Works
- Building and Safety
- Water and Power

OBJECTIVES

The Operations Section is responsible for coordination of all response elements applied to the disaster/emergency. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

CONCEPT OF OPERATIONS

The Operations Section will operate under the following policies during a disaster/emergency as the situation dictates:

- The Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS) will be followed.
- All existing City and departmental operating procedures will be adhered to unless modified by the City Council or City Manager.

- All on-duty personnel are expected to remain on duty until properly relieved of duty. Off-duty personnel may be expected to return to work.
- While in a disaster mode, operational periods will likely be 12 hours for the duration of the event. Operational periods will normally change at 7:00 a.m. and 7:00 p.m. Operational periods should be event driven.

ORGANIZATION AND RESPONSIBILITIES

The Operations Section's primary responsibilities in a disaster/emergency are to:

- Manage and coordinate tactical operations.
- Assist in the development of the Operations Section portion of the EOC Action Plan.
- Request resources needed to implement the Operations Section's tactics as a part of the EOC Action Plan development.

SECTION ACTIVATION PROCEDURES

The EOC Director/Deputy EOC Director and/or designee is authorized to activate the Operations Section as outlined in the EOC Activation Policy on page M-36.

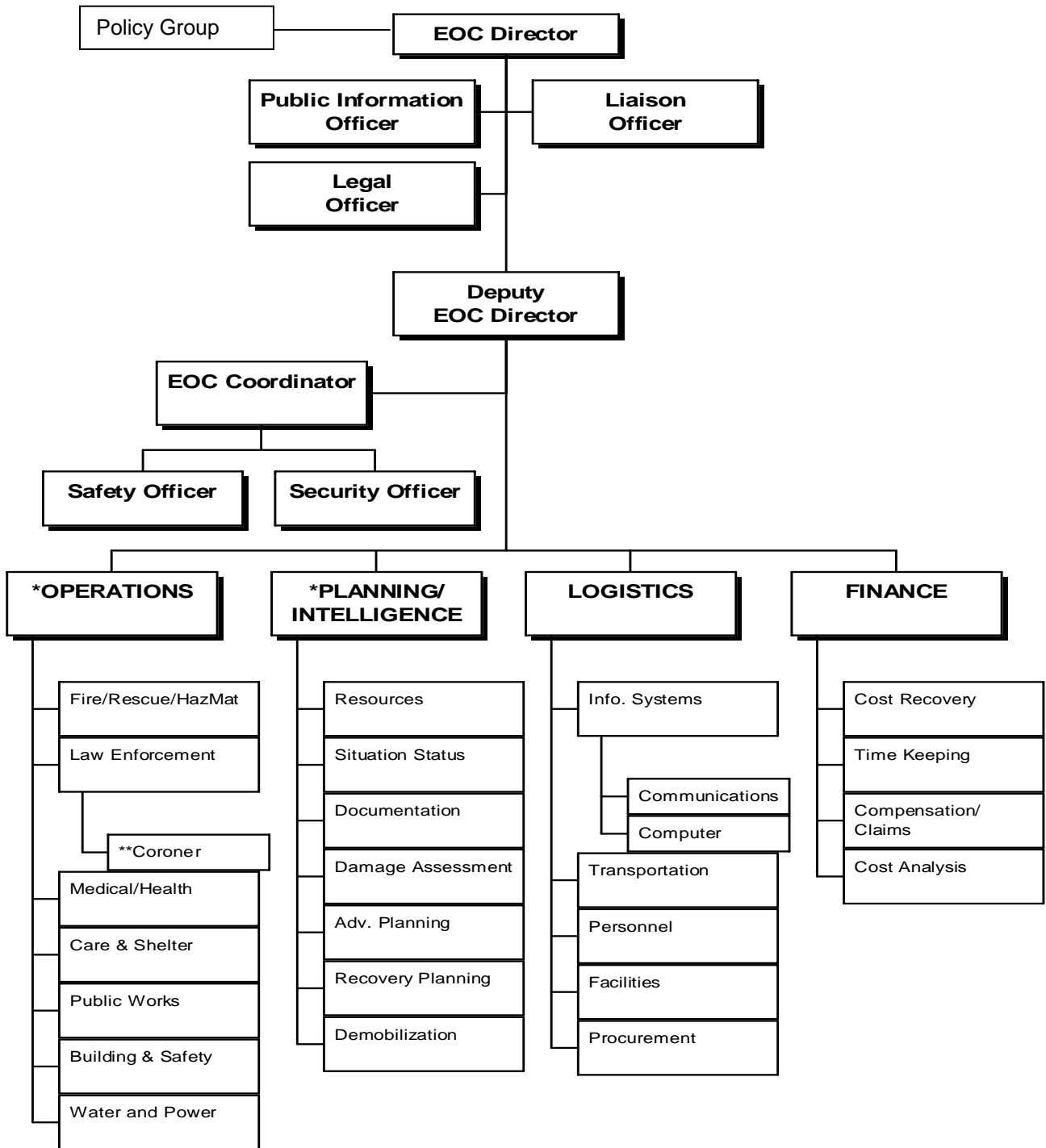
When to Activate

The Operations Section may be activated when the City's Emergency Operations Center (EOC) is activated or upon the order of the EOC Director/Deputy EOC Director.

Where to Report

Refer to the Appendix Section of this Plan for EOC locations. Due to the sensitive nature of this information, it will be maintained in a restricted use document.

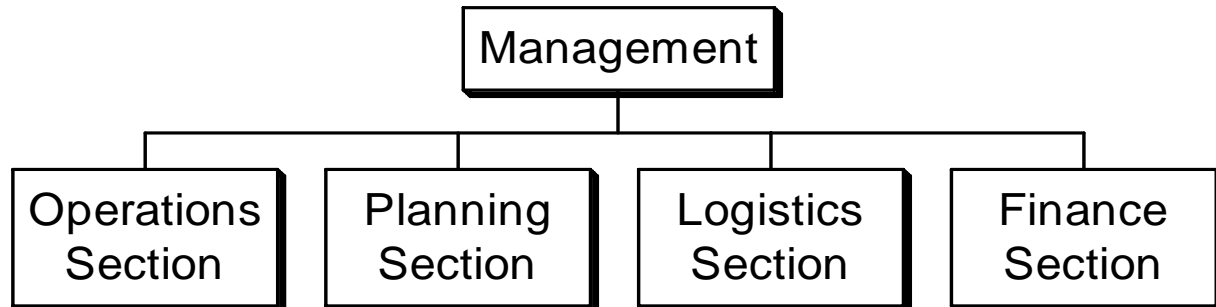
SEMS/NIMS ORGANIZATION CHART



* If all elements are activated, a deputy will be appointed to provide a manageable span of control.

** Position is normally coordinated by the County, but a local chief may be designated, if needed

Field Units will be coordinating and communication with each of the Branches under the Operations Section. The Incident Command System will be used in the field.

SEMS/NIMS EOC RESPONSIBILITIES CHART**Responsibilities:****Management (Management Section)**

Responsible for overall emergency management policy and coordination through the joint efforts of governmental agencies and private organizations. Management will either activate appropriate sections or perform their functions as needed.

Operations Section

Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the City's EOC Action Plan.

Planning/Intelligence Section

Responsible for collecting, evaluating and disseminating information; coordinating the development of the City's EOC Action Plan in coordination with other sections; initiating and preparation of the City's After-Action Report and maintaining documentation.

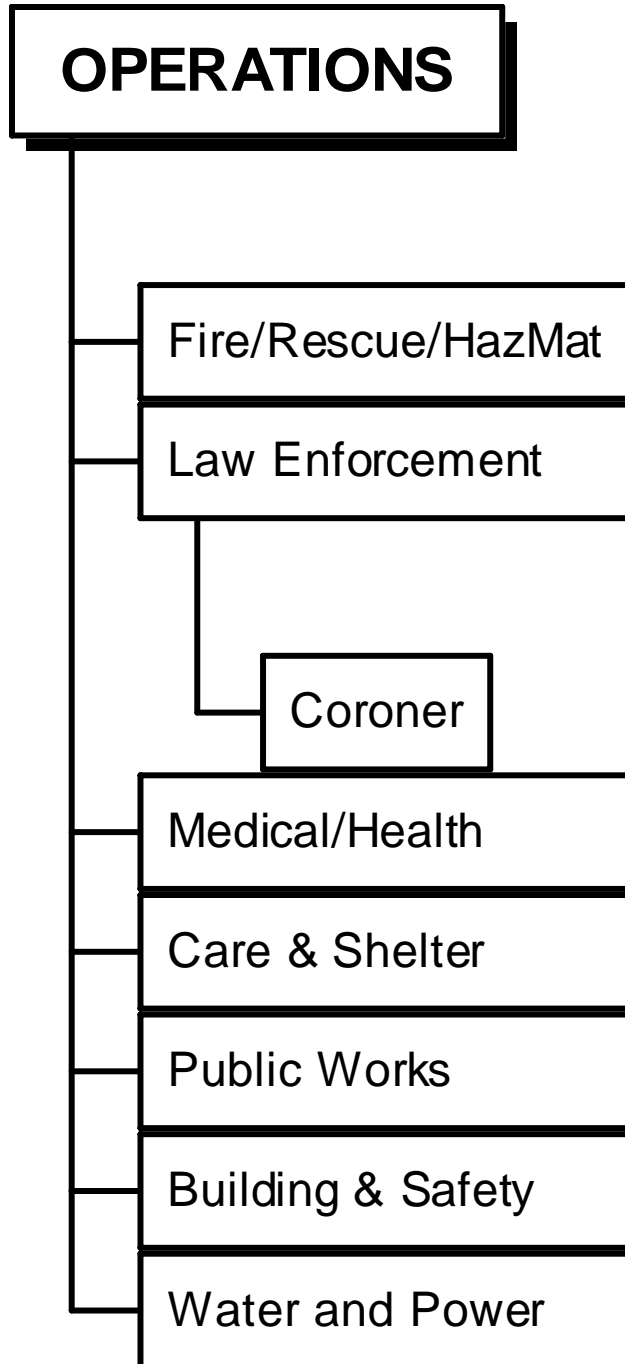
Logistics Section

Responsible for providing communications, facilities, services, personnel, equipment, supplies and materials.

Finance/Administration Section

Responsible for financial activities and other administrative aspects.

**OPERATIONS SECTION
ORGANIZATION CHART**



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OPERATIONS SECTION STAFF

The Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized branches/units. The following branches/units may be established as the need arises

- Fire Branch
- Law Branch
- Medical/Health Branch
- Care and Shelter Branch
- Public Works Branch
- Building and Safety Branch
- Water and Power Branch

The Operations Section Chief may activate additional units as necessary to fulfill an expanded role.

Operations Section Chief

The Operations Section Chief, a member of the EOC Director/Deputy EOC Director's General Staff, is responsible for coordinating all jurisdictional operations in support of the disaster/emergency response through implementation of the City's EOC Action Plan and for coordinating all requests for mutual aid and other operational resources. The Chief is responsible for:

- Understanding the current situation.
- Predicting probable resource needs.
- Preparing alternative strategies for procurement and resources management.

Fire Branch

The Fire Branch is responsible for coordinating personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

Law Branch

The Law Branch is responsible surveying the City, for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering and coordinating appropriate mutual aid resources and assuming responsibility for the Coroner function in the absence of the Los Angeles County Coroner.

Medical/Health Branch

The Medical/Health Branch is a liaison position for emergency medical activities and will coordinate with Los Angeles County Operational Area for appropriate emergency medical response and is responsible for managing personnel, equipment and resources

to provide the best patient care possible. In addition, the Public Health component is responsible for coordinating public health activities for the City. The Health Officer may coordinate with the Health Director and the City Manager to proclaim a local health emergency, if necessary. This position may be co-coordinated.

Care and Shelter Branch

The Care and Shelter Branch is responsible for providing care and shelter for disaster victims and will coordinate efforts with the American Red Cross and other volunteer agencies.

Public Works Branch

The Public Works Branch is responsible for coordinating all Public Works operations; maintaining public facilities, assisting other functions with traffic issues, search and rescue, transportation, etc. as needed.

Building and Safety Branch

The Building and Safety Branch is responsible for the evaluation of all City-owned and private structures damaged in an incident.

Water and Power Branch

The Water and Power Branch is responsible for coordinating all Water and Power operations; surviving utilities and services, as well as restoring those that are damaged or destroyed; assisting other functions as needed.

OPERATIONS

OPERATIONS SECTION CHIEF

SUPERVISOR: Deputy EOC Director

GENERAL DUTIES:

- Ensure that the Operations Section function is carried out, including the coordination of response for Fire, Law, Medical/Health, Care and Shelter, Public Works, Building and Safety and Water and Power.
- Establish and maintain staging areas for incoming resources.
- Develop and ensure that the EOC Action Plan's operational objectives are carried out.
- Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- Exercise overall responsibility for the coordination of branch/group/unit activities within the Section.
- Report to Deputy EOC Director on all matters pertaining to Section activities.

YOUR RESPONSIBILITY:

Coordinate all jurisdictional operations in support of the disaster/emergency response through implementation of the City's EOC Action Plan and coordinate all requests for mutual aid and other operational resources.

**READ ENTIRE CHECKLIST AT START-UP AND AT
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials**CHECKLIST ACTIONS****Section Start-Up Actions**

Check in upon arrival at the EOC

Report to EOC Director/Deputy EOC Director.

Obtain a briefing on the situation.

Set up your Section workstation, including maps and status boards. Use your EOC Section materials and onsite supplies.

Review your position responsibilities.

Identify yourself as the Operations Section Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues you may have regarding your authority and assignment and what others in the organization do.

Review organization in place at the EOC. Know where to go for information or support.

Determine if other Section staff are at the EOC.

Confirm that all key Operations Section personnel or alternates are in the EOC or have been notified. Recall the required staff members necessary for the disaster/emergency.

Activate organizational elements within your Section as needed and designate leaders for each element or combination of elements.

- Fire Branch
- Law Branch
- Medical/Health Branch
- Care and Shelter Branch
- Public Works Branch
- Building and Safety Branch
- Water and Power Branch

Request additional personnel for the Section to maintain a

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24-hour operation as required.

Brief incoming Section personnel prior to their assuming their duties. Briefings should include:

- Current situation assessment.
- Identification of specific job responsibilities.
- Identification of co-workers within the job function and/or geographical assignment.
- Availability of communications.
- Location of work area.
- Identification of eating and sleeping arrangements as appropriate.
- Procedural instructions for obtaining additional supplies, services and personnel.
- Identification of operational period work shifts.

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Inform EOC Director/Deputy EOC Director and General Staff when your Section is fully operational.

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Open and maintain Section logs.

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Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Actions taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

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Review responsibilities of branches/groups/units in your Section. Develop plan for carrying out all responsibilities.

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Prepare work objectives for Section staff and make staff assignments.

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Meet with other activated Section Chiefs.

From the Situation Status Unit of the Planning/Intelligence Section, obtain and review major incident reports and additional field operational information that may pertain to or affect your Section operations. Provide information to appropriate branches/units.

Based on the situation as known or forecast, determine likely future Operations Section needs.

Think ahead and **anticipate** situations and problems before they occur.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

General Operational Duties

Carry out responsibilities of the Operations Section branches/groups/units that are not currently staffed.

Evaluate the need for Critical Incident Stress Debriefing for all affected personnel. Arrange debriefings through the Personnel unit of the Logistics Section.

Make a list of key issues currently facing your Section to be accomplished within the next operational period.

Keep up to date on situation and resources associated with your Section. Maintain current status and displays at all times.

Brief EOC Director/Deputy EOC Director on major problem areas that need or will require solutions.

Provide situation and resources information to the Situation Status Unit of the Planning/Intelligence Section on a periodic basis or as the situation requires.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, data and radio systems. Make any priorities or special requests known.

Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Find out present priorities and estimated times for restoration of the disaster route system. Provide information to appropriate Branches/Units.

Ensure that your Section logs and files are maintained.

Monitor your Section activities and adjust Section organization as appropriate.

Ensure internal coordination between branch/group/unit leaders.

Update status information with other sections as appropriate.

Resolve problems that arise in conducting your Section responsibilities.

Anticipate potential situation changes, such as severe aftershocks, in all Section planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Conduct periodic briefings for your Section. Ensure that all organizational elements are aware of priorities.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Make sure that all contacts with the media are fully coordinated first with the Public Information Officer (PIO).

Participate in EOC Director/Deputy EOC Director's action planning meetings.

Ensure that all your Section personnel and equipment time records and record expendable materials used are provided to the Time and Cost Analysis Units of the Finance/Administration Section at the end of each operational period.

Brief your relief at shift change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Section Operational Duties

Establish field communications with affected areas.

Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Status Unit of the Planning/Intelligence Section.

Determine the need to evacuate and issue evacuation orders.

Determine the need for In-Place Sheltering and issue notification orders. **(See Part Two, Operations Support Documentation-Shelter-In-Place.)**

In coordination with the Situation Status Unit of the Planning/Intelligence Section, designate primary and alternate evacuation routes for each incident, and display on maps.

Identify, establish and maintain mobilization centers for Operations-related equipment and personnel. Authorize release of equipment and personnel to incident commanders in the field.

Direct Operations Branch/Unit Chiefs to maintain up-to-date Incident Charts, Incident Reports and Branch/Unit specific maps. Ensure that only ACTIVE, ESSENTIAL information is depicted on the charts and maps.

All Branch/Unit related items of interest should be recorded on an Incident Report.

Provide copies of the daily Incident Report to the Documentation Unit of the Planning/Intelligence Section at end of each operational period.

Coordinate the activities of all departments and agencies involved in the operations.

Determine resources committed and resource needs. Request and/or release resources as authorized by the EOC Director/Deputy EOC Director. Coordinate resources requests with the Logistics Section.

Receive, evaluate and disseminate information relative to the Operations of the disaster/emergency.

Provide all relevant emergency information to the Public Information Officer.

Conduct periodic Operations Section briefings and work to reach consensus for forthcoming operational periods.

Work closely with the Planning/Intelligence Section Chief in the development of the EOC Action Plan. **(See Part Two, Planning/Intelligence Support Documentation-Action Planning.)**

Work closely with Logistics Section-Information Systems Branch in the development of a Communications Plan.

Work closely with each Branch/Unit leader to ensure Operations Section objectives as defined in the current EOC Action Plan are being addressed.

Ensure that intelligence information from Branch/Unit leaders is made available to the Planning/Intelligence Section.

Ensure that **unusual** weather occurrences within the jurisdiction are reported to the National Weather Service (NWS) **(see Part Two-Operations Support Documentation-NWS.)**

Coordinate with the Facilities and Procurement Units of the Logistics Section on animal care issues.

Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section, i.e., notification of any emergency expenditures.

Review suggested list of resources to be released and initiate recommendations for their release. Notify the Resources Unit of the Logistics Section.

Deactivation

Authorize deactivation of organizational elements within your Section when they are no longer required.

Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.

Ensure that any required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Deactivate your Section and close out logs when authorized by EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

OPERATIONS

FIRE BRANCH

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- Evaluate and process requests for fire and rescue resources.
- Evaluate and process requests or reports of hazardous materials spills.
- Coordinate fire and rescue operations within the City of Pasadena and assist neighboring communities if called upon.
- Coordinate hazardous materials incidents between the City of Pasadena and jurisdictional hazardous materials services provided.
- Maintain communications with Los Angeles County Fire and Rescue Services.
- Assist and serve as an advisor to the Operations Section Chief as needed.
- Coordinate the provision of emergency medical care.
- Coordinate all search and rescue operations.
- Implement that portion of the EOC Action Plan appropriate to the Fire Branch.

YOUR RESPONSIBILITY:

Coordinate personnel, equipment and resources committed to the fire, field medical, search and rescue and hazardous materials elements of the incident.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Operations Section Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Fire Branch Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key Fire Department personnel are in the EOC or have been notified.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Ensure that all on-duty Fire personnel have been alerted and notified of the current situation.

Ensure that all off-duty Fire personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

Ensure that all Fire personnel have completed status check on equipment, facilities and operational capabilities. If necessary move any equipment to protect it from outside hazards.

Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

Determine the status of:

- Hospitals/medical facilities
- Schools

- High life occupancies/high rise buildings
- Hazardous materials facilities
- Water system
- Street conditions
- Freeways
- Bridges
- Underground pipelines/tanks

Determine 24-hour staffing requirement and request additional support as required.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Ensure that the Safety/Damage Assessment plan is being carried out by field units.

Obtain regular briefings from field command post(s).

Maintain contact with established field command post(s), Department Operations Center and dispatch center to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Keep the Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Assess the impact of the disaster on the Fire Department operational capacity.

Set Fire Department priorities based on the nature and severity of the disaster.

Attend planning meetings at the request of the Operations Section Chief

Assist in preparation of the EOC Action Plan.

Estimate need for fire mutual aid.

Request mutual aid resources through proper channels when approved by the Operations Section Chief.

- Order all fire resources through the Los Angeles County Operational Area Fire Mutual Aid Chief.
- Order all other resources through the Logistics Section.

Report to the Operations Section Chief when:

- EOC Action Plan needs modification.
- Additional resources are needed or surplus resources are available.
- Significant events occur.

Report to the Operational Area Fire Mutual Aid Chief on major problems, actions taken and resources available or needed.

Alert all emergency responders to the dangers associated with hazardous materials and fire.

Coordinate search and rescue operations.

Provide heavy equipment crews to assist in rescuing trapped persons.

Assist Law Enforcement with the direction and management of population evacuation; assist in evacuating non-ambulatory persons.

Assist in dissemination of warning to the public.

Provide fire protection and safety assessment of shelters.

Provide for radiation monitoring and decontamination operations. **(See Part Two-Operations Support Documentation-Radiological Protection Procedures.)**

Check with the other Operations Section Branches for a briefing on the status of the emergency.

Coordinate provision of vehicles, shelter, food, water, sanitation, equipment, and supplies for fire personnel. Chief additional needs with Logistics Section.

Determine if current and forecasted weather conditions will complicate large and intensive fires, hazardous material, releases, major medical incidents and/or other potential problems.

Review and approve accident and medical reports originating within the Fire Branch.

Resolve logistical problems reported by the field units.

Implement the Radiological Protection Procedures if needed. **(See Part Two-Operations Support Documentation-Radiological Protection Procedures.)**

Notify appropriate local, state, and federal hazard response agencies.

Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/Intelligence Section for updates.

Assist with the needs of the Incident Command Post as requested.

Assist in efforts to identify spilled substances, including locating shipping papers and placards, and contacting as required. County Health, State OES, shipper, manufacturer, CHEMTREC, etc.

Ensure that proper clean-up arrangements are made.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Fire Branch position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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OPERATIONS

LAW ENFORCEMENT BRANCH

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- Coordinate movement and evacuation operations during the disaster.
- Alert and notify the public of the pending or existing disaster/emergency.
- Activate any public warning systems.
- Coordinate all law enforcement and traffic control operations during the disaster.
- Ensure the provision of security at incident facilities.
- Coordinate incoming law enforcement mutual aid resources during the emergency.
- Coordinate and assume responsibility as necessary for Coroner Operations.

YOUR RESPONSIBILITY:

Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate mutual aid resources and assume responsibility for the Coroner function in the absence of the Los Angeles County Coroner. Necessary units or groups may be activated as needed to carry out these functions.

**READ ENTIRE CHECKLIST AT START-UP AND AT
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Operations Section Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Law Branch Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key Police Department personnel are in the EOC or have been notified.

Clarify any issues regarding your authority, assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Ensure that all on-duty law enforcement personnel have been alerted and notified of the current situation.

Ensure that all off-duty law enforcement personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

Ensure that all law enforcement personnel have completed status check on equipment, facilities and operational capabilities. If necessary relocate equipment to protect it from outside hazards.

Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Ensure that the Safety/Damage Assessment plan is being carried out by field units.

Obtain regular briefings from field command post(s) or DOC.

Maintain contact with established DOCs and dispatch center to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Keep the Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they re receive. Verify information where questions exist.

Anticipate potential situation changes, such as severe after shocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and anticipate your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face to face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Branch/Unit Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding/Dam Failure.

Mobilization

Ensure that all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.

Ensure that all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status (when they should report) in accordance with current department emergency procedures.

Ensure that Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities, and operational capabilities.

Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

Notify Watch Commander of status.

Chief with the appropriate units of Logistics Section for any assistance with additional supplies, equipment, personnel, and transportation for field operations.

Establish a multi-purpose staging area as required.

Maintain contact with established DOCs and dispatch center to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.) to the appropriate EIOC Operations Branch.

Alerting/Warning of Public (See Part Two – Operations Support Documentation-Alerting and Warning)

Designate are to be warned and/or evacuated.

Develop the warning/evacuation message to be delivered. At a minimum the message should include:

- Nature of the emergency and exact threat to public
- Threat areas
- Time available for evacuation
- Evacuation routes
- Location of evacuee assistance center
- Radio stations carrying instructions and details

Coordinate all emergency warning and messages with EOC Director/Deputy EOC Director and the PIO. Consider following dissemination methods.

- Notifying police units to use loudspeakers and sirens to announce warning messages.
- Determine if helicopters are available and/or appropriate for announcing warnings.
- Using cable TV, local radio stations to deliver warning or emergency messages upon approval of EOC Director/Deputy EOC Director.
- Using the Emergency Alert System (EAS) for local radio and television delivery or warnings. **(See Part Two, Operations Support Documentation-Alerting and Warning).**
- Using Police and Fire volunteers and other City personnel as necessary to help with warnings. Request through the Logistics Section.

Ensure that dispatch notified special facilities requiring warning and/or notification (i.e., hospitals, schools, government faculties, special industries, etc.)

Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:

- Using bilingual employees whenever possible.
- Translating all warnings, written and spoken, into appropriate languages.
- Contacting media outlets (radio/television) that serve the languages you need.
- Utilizing TDD machines and 9-1-1 translation services to contact the deaf.
- Using pre-identified lists of disabled and hearing-impaired persons for individual contact.

Evacuation

Implement the evacuation portion of the EOC Action Plan.

Establish emergency traffic routes in coordination with the Public Works Branch, coordinate with the Operational Area EOC.

Coordinate with the Public Works Branch traffic engineering to determine capacity and safety of evacuation routes and time to complete evacuation.

Ensure that evacuation routes do not pass through hazard zones.

Assist Public Works with identifying and clearing debris from critical routes required to support emergency response vehicles.

Identify alternate evacuation routes where necessary.

Through field unit requests, identify persons/facilities that have special evacuation requirements; i.e., disabled, hospitalized, elderly, institutionalize, incarcerated etc. Check status. Evacuate if necessary. Coordinate with the Transportation Unit of the Logistics Section for transportation.

Consider use of City vehicles if threat is imminent. Coordinate use of City vehicles (buses, trucks, vans, etc.) with the Transportation Unit of the Logistics Section. Encourage the use of private vehicles if possible.

Establish evacuation assembly points.

Coordinate the evacuation of hazardous area with neighboring jurisdictions and other affected agencies.

Coordinate with Care and Shelter Branch to open evacuation centers.

Establish traffic control points and provide traffic control for evacuation and perimeter control for affected areas.

Place towing services on stand-by to assist disabled vehicles on evacuation routes.

Monitor status of warning and evacuation processes.

Chief with the Public Works Branch to obtain necessary barricades and signs.

Security

Enforce curfew and other emergency orders, as identified in the EOC Action Plan.

Request mutual aid assistance through the Los Angeles County Operational Area Law Enforcement Chief.

Coordinate security in the affected areas to protect public and private property by establishing access controls and screening traffic entering the City, as required.

Coordinate security for critical facilities and resources.

Assist fire units/ambulances/medical teams/emergency supply vehicles in entering and leaving incident areas.

Coordinate law enforcement and crowd control services at mass care and evacuation centers.

Provide information to the PIO on matters relative to public safety.

Ensure that detained inmates are protected from potential hazards. Ensure adequate security, and relocate if necessary.

Develop procedure for safe re-entry into evacuated areas.

Other

Coordinate with Pasadena Humane Society & SPCA and the Facilities and Procurement Units of the Logistic Section. Take required animal control measures as necessary.

If requested, assist the County Coroner with removal and disposition of the dead.

Activate the EOC Coroner Unit if the Coroner is needed and the county cannot provide service.

Additional Actions in Response to Hazardous Materials Incidents

Ensure that all personnel remain upwind or upstream of the incident site. This may require repositioning of personnel and equipment as conditions change.

Notify appropriate local, state, and federal hazard response agencies.

Consider wind direction and other weather conditions. Contact the Situation Status Unit of the Planning/Intelligence Section for updates.

Assist with the needs at the Incident Command Post as requested.

Assist in efforts to identify spilled substances, including locating shipping papers, placards, and contacting as required: County Health, State OES, shipper, manufacturer, CHEMTREC, etc.

Additional Actions in Response to a Major Air Crash

Notify the Federal Aviation Agency or appropriate military command.

Request temporary flight restrictions.

Additional Actions in Response to Flooding

Notify all units in and near inundation areas of flood arrival time.

Direct mobile units to warn public to move to higher ground immediately. Continue warning as long as needed.

Coordinate with PIO to notify radio stations to broadcast warnings.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Law Branch position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

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OPERATIONS

CORONER UNIT

SUPERVISOR: Law Branch Chief

GENERAL DUTIES:

- Assume responsibility in the event the County Coroner cannot meet the needs of the City in a disaster.
- Coordinate resources for collection, identification and disposition of deceased persons and human tissue. Select qualified personnel to staff temporary morgue sites. Identify mass burial sites. Establish and maintain records of fatalities.

YOUR RESPONSIBILITY:

The County of Los Angeles Chief Medical Examiner-Coroner has Coroner responsibilities in the City of Pasadena. In a wide- scale disaster within Los Angeles County, it may be several hours or days before the dead can be collected and processed by the Department of the Chief Medical Examiner-Coroner. Law Enforcement has the ultimate responsibility for carrying out this function if the County Coroner cannot respond. Law Enforcement will proceed only with the instructions and authorization of the County Coroner.

**READ ENTIRE CHECKLIST AT START-UP AND AT
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Law Branch Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated prior to assuming EOC assignment and brief the Law Branch Chief.

Identify yourself as the Coroner Unit Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Clarify any issues regarding your authority, assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

Think ahead and anticipate situations and problems before they occur.

Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by the State OES and FEMA.

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Obtain regular briefings from field command post(s) or DOC.

Keep the Law Branch Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.
Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

Ensure that Coroner notification has been made to the Los Angeles County Operations Area. Determine the expected time of arrival.

Coordinate the removal and disposition of the dead if requested by the County Coroner.

Continually attempt to contact the County Coroner to advise of condition and needs. Return control of function as soon as possible to that office.

Establish temporary morgue facilities.

Coordinate with local morticians for assistance.

Coordinate with the Procurement and Transportation Units of the Logistics Section to arrange for cold storage locations and transportation for temporary body storage.

Coordinate with the Procurement Unit of the Logistics Section for Procurement of body bags, tags, gloves, masks, stretchers, and other support items.

Coordinate with Public Works and Fire Branches on removal procedures for bodies within unstable or hazardous structures. Do not move any bodies without Coroner's authorization.

Coordinate all body recovery operations with the Coroner's Office.

Ensure that assigned personnel and volunteers are monitored for stress, morale or psychological problems relate to body recovery operations.

Consider changing shifts at 6 hours if involved in body recovery.

Arrange for Critical Incident Stress Debriefing for all personnel involved in coroner operations through the Personnel Unit of the Logistics Section.

Maintain list of known dead. Maintain a log of body recovery operations to be provided to the County Coroner as requested or upon conclusion of the emergency.

Provide assistance to the County Coroner in the identification of remains if requested.

Notify next of kin as advised by the Coroner.

Provide data on casualty counts to the Los Angeles County Operational Area.

In a hazardous materials incident, determine if special body handling procedures will be required to avoid contamination. Receive instructions from County Coroner.

Be prepared to relocate morgue facilities if they are located in flood-prone areas.

Assist and coordinate the reburial of any coffins that may be washed to the surface of inundated cemeteries.

Maintain contact with established DOCs and dispatch centers to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Coroner Unit position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

OPERATIONS

MEDICAL/HEALTH BRANCH

SUPERVISOR: Operations Section Chief

The Pasadena Public Health Department oversees all public health activities in the City of Pasadena. The Health Officer will coordinate with the Health Director and City Manager to declare a local public health emergency, as necessary.

The Pasadena Fire Department oversees all emergency medical activities in the City of Pasadena.

GENERAL DUTIES:

- Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident.
- Assess medical casualties and needs. (Number of injuries and/or deaths).
- Coordinate resources and communication with medical/health care facilities and transportation companies for the evacuation and continual patient care consistent with the EOC Action Plan.
- Coordinate preventive health services and other health-related activities and advise on general sanitation matters.
- Disease surveillance and detection and epidemiological investigation.
- Environmental control measures.
- Provide health education to the public.
- Provide medical expertise to first responders regarding health hazards, as needed.

YOUR RESPONSIBILITY:

Manage personnel, equipment and resources to provide the best patient care possible consistent with the EOC Action Plan. Coordinate the provision of public health and sanitation consistent with the EOC Action Plan.

**READ ENTIRE CHECKLIST AT START-UP AND AT
BEGINNING OF EACH SHIFT**

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Operations Section Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Medical/Health Branch Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Ensure that a status check on equipment, facilities and operational capabilities has been completed.

Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Obtain regular briefings from field command post(s) or DOC.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Keep the Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Emergency Medical Branch/Unit Operational Duties (consider consultation from Public Health, as necessary).

Access status of local hospitals and resources. Coordinate with the Medical/Public Health Branch in the Los Angeles County Operational Area EOC.

Arrange for emergency medical support and hospital care for disaster victims during and after the incident.

Determine number and location of casualties that require hospitalization.

Identify hospitals, nursing homes and other facilities that should be expanded into emergency treatment centers for disaster victims. Assist in ensuring that standby emergency power is provided to these facilities.

In the event of an evacuation, coordinate with the Law Branch to reduce the patient population in hospitals, nursing homes, and other care facilities.

Provide continued medical care for patients who cannot be moved when hospitals, nursing homes and other health care facilities are evacuated.

In conjunction with the Shelter Branch, establish and staff medical care stations at shelter facilities.

Establish and operate first aid stations for emergency workers as appropriate to the incident.

Coordinate with the Personnel Unit of the Logistics Section to obtain additional emergency medical personnel.

In conjunction with the Transportation Unit of the Logistics Section, coordinate transportation and care of injured persons to treatment areas.

Provide information on the disaster routes established within the EOC Action Plan to local hospitals, health care facilities, ambulance companies, etc.

Provide to the PIO the locations of shelters, first aid facilities, Casualty Collection Points , and Field Treatment Sites.

- In conjunction with the Situation Status Unit of the Planning/Intelligence Section, establish a patient tracking system.
- In Case of Flooding** - Identify health facilities and critically fragile populations subject to flooding and prepare to move people from facilities.
- In Case of Chemical/Biological/Radiological/Nuclear/Explosive – CBRNE Identify patients and notify hospitals if contaminated or exposed patient are involved.
- In Case of CBRNE** - Implement the Radiological Protection Procedures as needed. **(See Part Two, Operations Support Documentation – Radiological Protection Procedures.)**
- In Case of CBRNE** -Ensure hospital/ambulance staff takes appropriate measures to ensure that contamination from victims can be isolated. Ensure decontamination areas, treatment areas and a plan for crowd control has been instituted.
- In Case of CBRNE** – Coordinate with Incident Commanders to ensure correct Personnel Protective Equipment is used by first responders to ensure personnel safety is maintained.

Public Health Branch/Unit Operational Duties (consider consultation from Medical Health, as necessary).

- Protect sources of potable water and sanitary sewage systems from effects of potential hazards.
- Identify sources of contamination dangerous to the health of the community and post as needed.
- Coordinate the inspection of health hazards in damaged buildings.
- Develop procedures to distribute medications and other medical supplies to shelters or treatment areas as needed.
- Ensure implementation of appropriate disease prevention measures (i.e., inoculation, water purification, pest control, inspection of foodstuffs and other consumables, etc).

Work with Pasadena Humane Society & SPCA to remove and dispose dead/injured animals.

If the Medical/Public Health Branch of the Operational Area EOC has obtained assistance from the National Disaster Medical System (NDMS), coordinate local medical staff with (NDMS) responders.

Coordinate with Personnel Unit of Logistics Section to obtain additional Public Health personnel.

Provide PIO public health hazards and mitigation procedures.

In conjunction with Care and Shelter Branch, provide Public Health Shelter Nurses and Environmental Health Specialists/Technicians.

In conjunction with Planning/Intelligence Section conduct disease surveillance and assess the impact and scope of health hazards.

In Case of CBRNE – If you decide that an unusual event has occurred, review baseline criteria to assist with identifying the potential cause and the population that is at risk. Use bio-surveillance tools to assess for unusual epidemiological activity or disease outbreaks at emergency rooms, pediatricians, infectious disease doctors, veterinary clinics and activate the Epidemiological Plan if necessary.

In Case of CBRNE – If an outbreak is evident, outline medical prophylaxis and treatment measures. Develop or implement policies to prevent the spread of infectious disease or antimicrobial resistance which may include quarantine and isolation.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Medical Branch position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

OPERATIONS

CARE AND SHELTER BRANCH

SUPERVISOR: Operations Section Chief

The City of Pasadena is within the jurisdiction of the San Gabriel -Pomona Valley Chapter of the American Red Cross.

San Gabriel Valley- Pomona American Red Cross
430 Madeline Drive
Pasadena, CA 91105
Phone: 626-799-0841
Fax: 626-799-4802

If the disaster is large enough, the affected American Red Cross chapter(s) may consolidate operations into a disaster operations headquarters at a site to be determined.

The Care and Shelter Branch shall ensure that plans are in place to open and operate evacuation centers and mass care facilities until, and if, the American Red Cross assumes responsibility. Thereafter, the Care and Shelter Branch will work closely with and support the American Red Cross and other volunteer services the City has agreements with to provide assistance to disaster victims.

The Los Angeles County Department of Public Social Services has the Operational Area responsibility for Care and Shelter activities.

POTENTIAL SHELTER SITES

Potential shelter facilities should:

- Be pre-identified as potential sites with Site Surveys completed **(See Part Two, Operations Support Documentation - Care and Shelter)**
- In conjunction with the San Gabriel - Pomona Valley Chapter of the American Red Cross, have permission and Memos of Understanding secured for shelter usage.
- In conjunction with the American Red Cross, have procedures for the following inspections and access, both during regular and after hour use, before a shelter is established.
 - Structural safety inspection arranged with local Building Department.

- OSHA safety inspection for safety of shelterees and workers.
- Facility Walk-Through Survey prior to use (to protect owner and user against damage claims).

Examples of suitable potential shelter sites:

- City-owned facilities such as community centers, recreational facilities or auditoriums.
- Churches and other privately owned facilities.
- School multi-purpose buildings and gymnasiums.
- Convention Centers

Care and Shelter Branch should coordinate with the American Red Cross in identifying potential sites. Potential shelters should have the following and meet all Americans with Disabilities Act (ADA) requirements:

- An open space suitable for cots, tables, etc.
- Sanitation and hygiene facilities, as available.

Depending upon the scope of the emergency, additional shelter sites may need to be obtained and/or existing shelters upgraded. All suitable buildings, other than those used for other emergency functions, may be used for sheltering.

Community centers and other City-owned facilities have become the most preferred facilities for shelter operations as they are public facilities and can usually accommodate large numbers of people. Churches are also appropriate as they are often large and have kitchen facilities on the premises. Because it is important that a community return to normal activities as soon after a disaster as possible, schools should be used in shelter operations only when other resources are unavailable.

GENERAL DUTIES:

- Identify the care and shelter needs of the community and of emergency worker family members and dependents.
- Coordinate with the American Red Cross and other emergency welfare agencies to identify, set up, staff and maintain evacuation centers and mass care facilities for disaster victims.
- Via the media, encourage residents to go to the shelter nearest their residence.

YOUR RESPONSIBILITY:

Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Operations Section Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Care and Shelter Branch Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key Care and Shelter personnel are in the EOC or have been notified.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Ensure that all Care and Shelter personnel have completed status check on equipment, facilities and operational capabilities.

Ensure that field units begin safety/damage assessment

survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.
Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Ensure that the Safety/Damage Assessment plan is being

carried out by field units.

Obtain regular briefings from field command post(s) or DOC.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Keep the Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC

Director's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties

If need is established, contact San Gabriel - Pomona Valley American Red Cross and request an ARC liaison for the City of Pasadena's EOC.

Identify the care and shelter needs of the community and emergency worker family members and dependents, in coordination with the other Operations Branches.

Determine the need for an evacuation center or mass care shelter.

The San Gabriel - Pomona Valley American Red Cross should be contacted when considering opening a mass care facility.

Identify and prioritize which designated mass care facilities will be needed and if they are functional.

Ensure that Building and Safety had inspected each shelter site prior to occupancy following an earthquake and after each significant aftershock.

If evacuation is ordered, in conjunction with the American Red Cross if available, open evacuation centers in low risk areas and inform public of locations.

In coordination with American Red Cross, manage care and shelter activities (staffing, registration, shelter, feeding, pertinent evacuee information, etc.)

Ensure shelter management teams are organized and facilities are ready for occupancy, meeting all health, safety and ADA standards, in conjunction with the American Red Cross.

Coordinate with the Personnel Unit of the Logistics Section to contact volunteer agencies and recall City staff to assist with mass care functions including basic first aid, shelter and feeding of evacuees and sanitation needs.

Coordinate with the Medical/Health Branch for sheltering of residential care and special needs populations.

Provide and maintain shelter and feeding areas that are free from contamination and meet all health, safety and ADA standards.

Coordinate with the American Red Cross, and other volunteer organizations the City has agreements with and private sector if mass feeding or other support is required at spontaneous shelter sites, e.g., in parks, schools, etc.

Coordinate with the Information Systems Branch of the Logistic Sections to provide communications where needed to link mass care facilities, the EOC and other key facilities.

Notify the Post Office to divert incoming mail to designated relocation areas or mass care facilities, as necessary.

Coordinate with the Procurement and Facilities Units of the Logistics Section for the care of shelterees' animals. Pasadena Humane Society and SPCA may provide shelters for shelterees' animals.

Coordinate with the Transportation Unit of the Logistics Section the transportation needs of shelterees.

Ensure shelter managers make periodic activity reports to the EOC including requests for delivery of equipment and supplies, and City expenditures, damages, casualties and numbers and types of persons sheltered. The reporting period will be determined by the Operations Section.

Assist the America Red Cross to ensure adequate food supplies, equipment and other supplies to operate mass care facilities. Coordinate procurement and distribution through Red Cross or the Procurement Unit of the Logistics Section if requested by Red Cross.

Coordinate with the Facilities Unit of the Logistics Section in the evacuation and relocation or shelter-in-lace of any mass care facilities that may be threatened by any hazardous condition.

Request that the Red Cross establish Reception Centers as required to reunite rescued individuals with their families and to provide other necessary support services.

Coordinate with the American Red Cross in the opening, relocating and closing of shelter operations. Also coordinate the above with adjacent communities if needed.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Care and Shelter Branch position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

OPERATIONS

PUBLIC WORKS BRANCH

SUPERVISOR: **Operations Section Chief**

GENERAL DUTIES:

- Receive and process all field resource requests for Public Works resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of mobilization areas for unassigned resources. Coordinate with the Operations Section Chief and the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of public works resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

YOUR RESPONSIBILITY:

Coordinate all Public Works operations; maintain public facilities, as well as restore those that are damaged or destroyed; assist other functions with traffic issues, search and rescue, transportation, etc. as needed.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Operations Section Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Public Works Branch Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key Public Works personnel are in the EOC or have been notified.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Ensure that all on-duty Public Works personnel have been alerted and notified of the current situation.

Ensure that all off-duty Public Works personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

Depending on the type of emergency, ensure that field units begin safety/damage assessment survey of essential City services: streets, freeways, bridges, overpasses, pedestrian walkways, damaged/unsafe government buildings, and report status information to the Planning/Intelligence Section through the Operations Section.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Obtain regular briefings from field command post(s) or DOC.

Keep the Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Branch/Unit Operational Duties

Receive and process all requests for Public Works resources. Allocate personnel and equipment in accordance with established priorities.

Obtain Public Works resources through the Logistics Section, utilizing mutual aid and process when appropriate.

In coordinate with the Los Angeles County Transportation Department, determine status of the Disaster Routes and other transportation routes into and within the affected area. Determine present priorities and estimated times for restoration. Clear and reopen Disaster Routes on a priority basis.

Notify transportation officials (Caltrans) of City's emergency status. Coordinate assistance as required.

Coordinate with the Law Branch to ensure the safety of evacuation routes following a devastating event.

Support clean-up and recovery operations during disaster events.

Activate City's Debris Management Team to develop a debris removal plan to facilitate city clean-up operations, which addresses:

- Disaster Event Analysis and waste characterization analysis.
 - Conduct field assessment survey
 - Use video and photographs
 - Quantify and document amounts and types of disaster debris
 - Coordinate with Building and Safety Branch and track their information on damaged buildings inspected to determine the location, type and amount of potential debris
 - Expect normal refuse volumes to double after a disaster
 - Develop a list of materials to be diverted
 - Make diversion programs a priority
 - Get pre-approval from FEMA, if federal disaster, for recycling programs. Coordinate this with County Office of Emergency Services (OES)

- Determine debris removal/building deconstruction and demolition needs.
 - Coordinate with Building and Safety to determine if a city contractor will be needed to remove debris from private property or perform demolition services. (Refer to Public Works Standard Operating Procedures for Waiver Liability)
 - The City may provide deconstruction or demolition services at no cost as most residents don't have earthquake insurance.
 - Building and Safety should seek reimbursement if property owner does have to coordinate with Building and Safety to include separation and salvaging

- Select debris management program(s) from the following:
 - Curbside collection - source separation of wood, concrete, brick, metals and Household Hazardous Waste
 - Drop-off sites for the source separation of disaster debris
 - Household Hazardous Waste - collection event or curbside program
- Identify temporary storage/processing sites, if necessary.
 - Coordinate with surrounding cities and the County
 - Determine capacity needs
 - Selection of sites will depend on type of debris and proximity to where debris is generated.
 - Coordinate with FEMA regarding reimbursement for temporary sites and sorting which may require moving materials twice. Coordinate this activity through County Sheriff's OES.
- Identify facilities and processing operations to be used
- Determine contract needs
 - Develop estimates of types and quantities of debris, location of debris and unit cost data for contracts
 - Document how contract price was developed
- Establish a public information program for debris removal
- Establish program length and develop monitoring and enforcement program
- Prepare report of program activities and results. Prepare documentation for reimbursement.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Public Works Branch position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

OPERATIONS

BUILDING AND SAFETY BRANCH

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- Begin the immediate inspection for re-occupancy of key city facilities by departments responsible for disaster/emergency response and recovery.
- Provide inspections of each shelter site prior to occupancy.
- Provide the technical, engineering and other support as requested for other Operations Section Branches.
- Coordinate investigation and safety assessment of damage to buildings, structures and property within the City for the purpose of:
 - Identifying life-threatening hazardous conditions for immediate abatement.
 - Inspecting and identifying buildings and property for re-occupancy and posting and Declaring unsafe conditions.
 - Determining the cost and percentage of damage to all buildings, structures and Properties.
- Provide safety assessment information and statistics to the Damage Assessment Unit of the Planning/Intelligence Section.
- Impose emergency building regulations as determined from performance of structures.
- Coordinate investigation of building code performance. Determine the extent of damage to buildings and structures and develop recommendations for building code changes.

YOUR RESPONSIBILITY:

Evaluation of all city-owned and private structures that may have been damaged in an incident. The Building Official in the City of Pasadena is the ultimate authority in determining whether or not a building is inhabitable or safely accessible, and those orders will be enforced by local law enforcement.

In a large incident, the need for outside resources to accomplish building inspection will be required. The coordination of such incoming resources is handled by this branch.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials

CHECKLIST ACTIONS

Branch/Unit Start-Up Actions

Check in upon arrival at the EOC.

Report to the Operations Section Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Building and Safety Branch Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key Building and Safety personnel are in the EOC or have been notified.

Clarify any issues regarding your authority and assignment

and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Ensure that all on-duty Building and Safety personnel have been alerted and notified of the current situation.

Ensure that all off-duty Building and Safety personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

Ensure that all Building and Safety personnel have completed status check on equipment, facilities and operational capabilities.

Ensure that field units begin safety/damage assessment survey of critical facilities and report status information to the Planning/Intelligence Section through the Operations Section.

Determine 24-hour staffing requirement and request additional support as required.

Request additional resources through the Logistics Section or established ordering procedures, as needed.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Based on the situation as known or forecast, determine likely future Branch/Unit needs.

Think ahead and **anticipate** situations and problems before they occur.

Using activity log (**see Part Two, Operations Support Documentation-Activity Log**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation

- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Keep up to date on the situation and resources associated with your Branch/Unit. Maintain current status reports and displays.

Ensure that the Safety/Damage Assessment plan is being carried out by field units.

Obtain regular briefings from field command post(s) or DOC.

Maintain contact with established DOCs and dispatch center to coordinate resources and response personnel.

Direct field units to report pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) to the appropriate EOC Operations Branch.

Keep the Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Provide periodic situation or status reports to your Section Chief for updating information to the Planning/Intelligence Section.

Establish operating procedure with the Information Systems Branch of the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Review situation reports as they are received. Verify information where questions exist.

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Determine and **anticipate** your support needs and forward to your Section Chief.

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Monitor your Branch/Unit activities and adjust staffing and organization as appropriate to meet current needs.

Use face-to-face communication in the EOC whenever possible and document decisions and policy.

Refer all media contacts to your Section Chief.

Be prepared to participate in EOC Director/Deputy EOC Director's action planning meetings and policy decisions if requested.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Brief your relief at shift-change time. Ensure that in-progress activities are identified and follow-up requirements are known.

Branch/Unit Operational Duties (in the event of an earthquake, be prepared to start over due to the after shocks).

Coordinate with Los Angeles County Building and Safety regarding local jurisdictional needs.

Activate the city's Safety/Damage Assessment Plan. It should include inspection of the following critical facilities (priority) and other facilities.

- EOC/DOC
- Police stations
- Fire Stations
- *Hospital

- *Congregate care facilities (including private schools, convalescent care hospitals, board and care facilities, day care centers, etc.)
- *Public schools
- Transportation facilities
- City facilities
- Potential HazMat facilities, including gas stations
- Designated shelters
- Unreinforced masonry buildings
- Concrete tilt-up buildings
- Multi-story structures-commercial, industrial and residential
- *Mobile homes/modular structures
- Single-family dwellings

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

Use a three-phase approach to inspection based upon existing disaster intelligence:

- General Area Survey of structure
- ATC-20 Rapid Inspection
- ATC-20 Detailed Inspection

After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.

Assess the need and establish contacts for requesting or providing mutual aid assistance.

Alert and stage safety assessment teams as needed.

Implement procedures for posting of building occupancy safety status using ATC-20 guidelines

Activate data tracking system to document and report safety assessment information and forward to the Damage Assessment Unit of the Planning/Intelligence Section.

Arrange for necessary communications equipment from the Information Systems Branch of the Logistics Section and distribute to all field personnel (e.g. radios, cellular phones, etc.)

Brief all personnel on Department Emergency Operating Procedures and assignments.

Assess the need to require potentially unsafe structures to be vacated.

Provide structural evaluation of mass care and shelter facilities to the Shelter Branch.

Provide any public school inspection reports to the state architect.

Consider establishing an area field site to direct and coordinate safety assessment and inspection teams.

Coordinate with the Public Works Branch on immediate post-event issues (i.e., debris removal, demolition, fences, etc.)

Provide policy recommendations to appropriate City officials for:

- Emergency Building and Safety ordinances.
- Expediting plan checking and permit issuance on damaged buildings.

Coordinate with the PIO to establish public information and assistance hotlines.

Consider using 24-hour inspection call-in lines to take damage reports and requests for safety inspections

Direct field personnel to advise property owners and tenants that multiple inspections of damaged property will be required by various assisting agencies, including FEMA, State OES, local Building and Safety, insurance carriers and other local, state and federal agencies.

If needed, request police escort of safety assessment and inspection personnel.

Deactivation

Ensure that all required form or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Building and Safety Branch position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.

OPERATIONS

WATER AND POWER BRANCH

SUPERVISOR: Operations Section Chief

GENERAL DUTIES:

- Receive and process all field resource requests for Water and Power resources. Coordinate those requests internally and externally as necessary to make sure there are no duplicate orders.
- Coordinate with the Logistics Section on the acquisition of all resources and support supplies, materials and equipment.
- Determine the need for and location of mobilization areas for unassigned resources. Coordinate with the Operations Section Chief and the Facilities Unit of the Logistics Section and participate in any action planning meetings pertaining to the establishment of additional locations.
- Prioritize the allocation of Water and Power resources to individual incidents. Monitor resource assignments. Make adjustments to assignments based on requirements.

YOUR RESPONSIBILITY:

Coordinate all Water and Power operations; surviving utilities and services, as well as restore those that are damaged or destroyed; assist other functions as needed.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Action Taken: Time/Date/Initials
Branch/Unit Start-Up Actions

CHECKLIST ACTIONS

Check in upon arrival at the EOC.

Report to the Operations Section Chief and obtain a briefing.

Determine your personal operating location and set up as necessary.

Review your position responsibilities.

Obtain a briefing from the field command post(s) or DOC, if activated, prior to assuming EOC assignment and brief the Operations Section Chief.

Identify yourself as the Water and Power Branch Chief by putting on the vest with your title. Place your name on the EOC organization chart next to your assignment.

Ensure that all required supplies are available and equipment is working properly (phones, radios, forms, lists, maps, etc.)

Ascertain if all key Water and Power personnel are in the EOC or have been notified.

Clarify any issues regarding your authority and assignment and what others in the organization do.

Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is opened.

Ensure that all on-duty Water and Power personnel have been alerted and notified of the current situation.

Ensure that all off-duty Water and Power personnel have been notified of call-back status (when they should report), in accordance with current department emergency procedures.

Depending on the type of emergency, ensure that field units begin safety/damage assessment survey of essential City services and utilities and report status information to the Planning/Intelligence Section through the Operations Section.

Ensure that all your incoming Branch/Unit personnel are fully briefed.

Using activity log (**see Part Two, Operations Support**)

Documentation-Activity Log), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

Document:

- Messages received
- Action taken
- Decision justification and documentation
- Requests filled
- EOC personnel, time on duty and assignments

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

General Operational Duties

Develop a plan for your Branch/Unit operations and support of field operations as requested. Assign specific responsibilities.

Obtain regular briefings from field command post(s) or DOC.

Keep the Operations Section Chief advised of your Branch/Unit status and activity and on any problem areas that now need or will require solutions.

Ensure that all your Branch/Unit personnel and equipment time records and record of expendable materials used are provided to your Section Chief at the end of each operational period.

Branch/Unit Operational Duties

Remove and process all requests for Water and Power resources. Allocate personnel and equipment in accordance with established priorities.

Obtain Water and Power resources through the Logistics Section, utilizing mutual aid and process when appropriate.

Ensure that sources of potable water and sanitary sewage systems are available and protected from potential hazards.

Contact Metropolitan Water District of Southern California (MWD), local health department, the County and other sources to determine: cause and extent of water system

damage, duration of system outage, geographical area affected, population affected, actions taken to restore system, resources needed and emergency potable water needs.

Evaluate and prioritize potable water needs.

In coordination with Logistics, identify and obtain potable water resources.

Identify and secure locations for water distribution (e.g. parks, city halls, shelters). Coordinate with Care and Shelter Branch.

Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.

Coordinate with the Procurement Unit of the Logistics Section for sanitation service during an emergency.

Clear debris from waterways to prevent flooding. Drain flooded areas, as needed.

Deactivation

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Water and Power Branch position and close out logs when authorized by the Operations Section Chief or EOC Director/Deputy EOC Director.

Leave forwarding phone number where you can be reached.