

OPERATIONS SECTION ANNEX

Priority at all times: *Maintain liaison with on-scene personnel and/or DOC and update other EOC Sections, Branches and Units as needed.*

INTRODUCTION

This Annex to the Kern County Operational Area (OA) Emergency Operations Plan describes the strategic response of the Operations Section of the Emergency Operations Center (EOC) to oversee and coordinate the Operations Section Branch activities due to an actual or potential emergency or disaster.

The Operations Section Chief is a member of the Kern EOC Management team and reports to the Kern EOC Director. Depending on the incident, the Section Chief position will be filled by either the Sheriff's Office or the County Fire Department.

When fully staffed, the Operations Section of the Kern EOC may include the following functions and branches, each of which is managed by a Branch Coordinator:

- Law and Coroner
- Fire, Rescue & HazMat
- Health and Medical
- Construction and Engineering
- Care and Shelter
- Access and Functional Needs.

County entities which support these functions:

- *Sheriff's Office:* Law and Coroner Branch Coordinator
 - Coordinates the deployment of law enforcement, crowd control, traffic management in and other resources around disaster area(s) on a countywide basis.
 - Coordinates the evacuation of inmates.
 - Coordinates and/or assists with search and rescue operations.
 - Alerts and directs the movement of people from hazardous or threatened area(s) to lower risk reception area(s).
 - Supports Animal Services in evacuation of pets and livestock.
 - Assists in search and rescue operations.
 - Coordinates the collection, identification and disposition of the deceased.
- *Fire Department:* Fire, Rescue & HazMat Branch Coordinator
 - Conducts fire fighting operations.
 - Coordinates and/or assists with search and rescue operations.
 - Responds to hazardous materials incidents.
 - Coordinates operations associated with the safe removal of endangered, trapped, injured and/or isolated persons.
 - Provides immediate medical aid.
 - Assists with evacuations.
- *Public Health Department:* Health and Medical Branch Coordinator
 - Assesses the actual and potential impacts of the emergency incident on health and

- medical facilities, personnel and care.
 - Deploys, allocates and coordinates personnel and resources for medical and behavioral health disaster response within Kern County, including all cities and special districts as well as unincorporated areas.
 - Coordinates the on-scene response, clean-up and disposition related to hazardous materials incidents.
 - Supports Environmental Health Services in identifying and mitigating unhealthy sanitary conditions.
 - Activates response from Behavioral Health and Recovery Services for psychological support for disaster victims and emergency responders, upon request.
 - Identifies and implements public health measures to prevent, contain and control communicable diseases, including mass prophylaxis and treatment, if indicated.
 - Determines the need to declare a Public Health emergency.
- *Public Works Department: Construction and Engineering Branch Coordinator*
 - Coordinates the countywide allocation and deployment of Public Works Department construction and engineering resources (personnel, equipment, materials, and supplies) and private contractors in response to the incidents.
 - Coordinates countywide assessment of critical infrastructure and key resources and develops strategies and priorities for emergency repair and restoration.
 - Develops strategies and priorities for clearance and disposition of debris.
 - Communicates with utilities to identify restoration schedules and to coordinate restoration activities if necessary.
- *Human Services Department: Care and Shelter Branch Coordinator*
 - Coordinates the activities of County, American Red Cross (ARC) and other voluntary organizations to establish and maintain mass care shelters, including the provision of food and clothing.
 - Activates Animal Services to provide animal care services, including food, shelter, inquiry and reunification with owners/guardians.
 - Coordinates with other Operations Section Branches to provide social service, nursing, chaplaincy, and behavioral health support and security at shelter sites, if necessary.
- *Aging and Adult Services: Access and Functional Needs Branch Coordinator*
 - Acts as an advisor to the EOC Director, Management Staff and all EOC positions on equal access and functional needs issues and available resources.
 - Ensures people with disabilities and others with access and functional needs are properly considered in EOC operations and in all aspects of the incident response and recovery.
 - Ensures that those with Access and Functional Needs have the same services available to them as do all other County residents.
 - Ensures that response and recovery actions are in compliance with the Americans with Disabilities Act (ADA) and other legal requirements.
- *VOAD Representative: VOAD Chair*
 - Acts as an advisor to the EOC Director, Management Staff and all EOC positions on equal access and functional needs issues and available resources.

PURPOSE

The Operations Section Annex is an essential element of the Kern County Emergency Operations Plan (EOP), which establishes an emergency management organization and defines the Kern OA EOC functional responsibilities in response to an emergency event. The Section and Branches described in this Annex are responsible for and expected to develop, implement, and test policies and Standard Operating Procedures (SOPs) that ensure necessary preparedness capabilities.

This document:

- Provides a basis for centralized coordination and information sharing of emergency operations and response efforts.
- Describes the Kern OA EOC functional responsibilities under the National Incident Management System (NIMS) and the California Standardized Emergency Management System (SEMS), both based on the Incident Command System (ICS). Refer to the Basic Plan for further detail on NIMS, SEMS, and ICS.

The attachment to this Annex provides a checklist of specific activities that support these functional responsibilities, as taken from the California Office of Emergency Services (CalOES) Crosswalk and the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.

- Supports the EOP's all hazards approach to emergency operations and the provision of services and assistance in the event of any emergency or disaster, regardless of the triggering event.

SCOPE

The Operations Section Annex provides guidance and includes appropriate actions to respond to the County's most likely and demanding emergency conditions. It does not supersede the established protocols for dealing with day-to-day emergencies but places emphasis on the unusual and unique emergency conditions that will require response beyond the ability of any one or set of organizations to respond.

WHOLE COMMUNITY APPROACH

The County of Kern is committed to achieving and fostering a whole community emergency management system that is fully inclusive of people with disabilities and others with access and functional needs. Further details on the County's Whole Community approach to emergency management, which includes the integration of inclusive emergency management practices, can be found in the Basic Plan.

GOALS AND OBJECTIVES

In all emergencies, the top priority of the County and emergency response personnel is to save lives, minimize injury to persons and damage to property, and to protect the environment.

The Operations Section:

- Coordinates with discipline-specific County Department Operations Centers (DOCs) and (through the Section Chief) with other local jurisdiction and external Agency EOCs in support of field emergency response.
- Monitors the situation and resource status of all Kern County Cities and Special Districts involved in response to the incident.
- Provides input to the EOC Director on incident strategies and priorities.
- Assists in the preparation of the EOC Incident Action Plan and directs its execution.
- Makes changes to the Action Plan when necessary, based on incident needs.

CONCEPT OF OPERATIONS

The Operations Section and Branches will be activated as determined by the EOC Director as needed and as the disaster dictates, for situational awareness of the incident and to oversee response strategies. The following section summarizes the responsibilities of the Section in an emergency event:

- *Whenever this Annex is activated, personnel are required to initiate and maintain Activity Logs in WebEOC (or hard copy ICS Form 214) to document their actions to facilitate and support cost recovery. (See Basic Plan Appendix 12.1 for hard copy)*

Preparedness (applies to the Section Chief and all Branches)

- Review the EOP, applicable department plans, Standard Operating Procedures and the materials contained in this Annex and maintain familiarity with the roles and responsibilities of the function.
- Participate in training, exercise, and post-exercise critiques conducted by Kern County Office of Emergency Services (OES) and other allied agencies.
- Support efforts to procure supplies and equipment as necessary to protect the health and safety of response personnel.

Initial Response

- Operations Section Chief:
 - Activate Branches as appropriate and brief subordinates.
 - Assist the Plan/Intel Section Chief in development of the EOC Incident Action Plan to establish strategic response objectives and priorities.
 - Supervise activities of the activated Branches to ensure implementation of the EOC Incident Action Plan.

Initial Response (continued)

- Operations Section Chief (continued):
 - Ensure all Section staff maintain required records including ICS Form 214 as well as all other documentation to support disaster assistance cost recovery.
 - Routinely communicate with EOC Director regarding response activities and issues that require prompt attention.
- All Section Branches:
 - Report to the Operations Section Chief; provide all situational awareness and intel to the Chief for dissemination as needed.
- Law and Coroner Branch:
 - Confer with County Fire to identify any immediate need to disseminate public warnings, and/or conduct evacuation(s) and/or rescue operations.
 - Assess what public safety and security measures are needed to support incident operations and determine resource priorities.
 - Coordinate and/or assist with activities for evacuation, movement and/or rescue of people from hazardous or threatened areas.
 - Coordinate status reports, windshield surveys, and safety assessments from field units to include road closures, bridge failures, collapsed buildings, and casualty estimates; compile and forward to Plans/Intel Section through the Operations Section Chief.
 - Support Animal Services regarding evacuation/care of pets and livestock.
 - Support and coordinate activation of Coroner, as needed, including determination of need to implement Mass Fatality Plan and/or Family Resource Center.
 - Ensure establishment of a dedicated communication system for reporting missing persons related to incident.
 - Through the Operations Section Chief, coordinate with Joint Information Center (JIC) Manager to provide the public with appropriate information on the issue.
- Fire, Rescue & HazMat Branch:
 - Confer with Fire DOC and/or Incident Commander to determine priorities for commitment of fire, rescue and HazMat resources to the incident.
 - Coordinate and/or assist with any immediate need to locate, gain access and extricate endangered, trapped, disabled, and/or isolated persons and to implement appropriate actions.
 - Provide support for field level medical care as needed.

Initial Response (continued)

- Fire, Rescue & HazMat Branch (continued):
 - Coordinate with the Fire DOC on the deployment and allocation of Fire Department personnel and resources to conduct initial damage assessments, and provide summary information to the Plans/Intel Section through the Operations Section Chief.
 - Support and coordinate containment and/or mitigation of hazardous materials.
 - Through the Operations Section Chief, coordinate with Joint Information Center (JIC) Manager to provide the public with appropriate information on the issue.
- Health and Medical Branch:
 - Confer with Public Health DOC to determine priorities for commitment of resources to the incident.
 - Coordinate with the Branch Units to assess the actual and potential impacts of the emergency incident on health and medical facilities, personnel and care.
 - Activate Branch Units as appropriate and brief subordinates.
 - Initiate emergency protective measures as appropriate, for threats to public health and safety requiring extraordinary action. The Public Health Officer may:
 - Proclaim a Local Health Emergency per Health and Safety Code § 471, or,
 - Invoke “preventative measures” provisions per Health and Safety Code § 458.
 - Through the Operations Section Chief, coordinate with Joint Information Center (JIC) Manager to provide the public with appropriate information on the issue.
 - Ensure that health and medical activities are coordinated within the County and with other local jurisdictions, agencies and groups, to maximize the use of available resources, when indicated.
- Construction and Engineering Branch:
 - Coordinate with the Public Works DOC on the deployment and allocation of Public Works personnel and resources to conduct damage assessments of critical infrastructure and key resources (e.g., priority transportation routes, critical facilities and utilities), and provide summary information to the Plans/Intel Section through the Operations Section Chief.
 - Coordinate with the DOC on strategies and priorities for disaster route recovery and emergency repair and restoration of critical facilities and utilities.

Initial Response (continued)

- Construction and Engineering Branch (continued):
 - Disseminate situational information to Plans/Intel Section and other EOC functions as appropriate.
 - Support flood fighting operations, as necessary.
 - Compile assessments on type, location, and quantity of debris along critical transportation routes and support strategies and priorities for clearance, as needed.
 - Through the Operations Section Chief, coordinate with Joint Information Center (JIC) Manager to provide the public with appropriate information on the issue.
- Care and Shelter Branch:
 - Assess the response requirements for shelter and mass feeding, based on the population of the area potentially or under evacuation orders.
 - Identify appropriate sites of available and accessible shelter facilities based on threat analysis from County Sheriff and County Fire.
 - If accessible sites are not available, identify potential sites and the measures needed to achieve ADA compliance.
 - Coordinate with shelter site owners to activate shelter(s) at the appropriate response level (Level 1 – 3).
 - Coordinate with American Red Cross for management of and support services at the shelter site(s) as required.
 - Activate and support deployment of AFN sheltering equipment trailers and AFN sheltering bathroom and shower trailers, as necessary.
 - Through the Operations Section Chief, coordinate with Joint Information Center (JIC) Manager to disseminate shelter and care facility information to the public as appropriate.
- Access and Functional Needs Branch:
 - Assess the response requirements to support the population of the area potentially or under evacuation orders and initiate notifications to partner agencies.
 - Through the Operations Section Chief, coordinate with Joint Information Center (JIC) Manager to ensure disseminated messages include Access and Functional Needs population.

Extended Duration

- Operations Section Chief and all Units:
 - Participate in regular Section briefings and provide input to the EOC Incident Action Plan consistent with the “**Planning P**” planning cycle. (*See Basic Plan, Section 5.3*)

- Operations Section Chief:
 - Plan for functional relief and staffing schedule.
 - Maintain situational awareness and adjust Section objectives as appropriate.
 - Ensure that the Section's Branch Coordinators are meeting the objectives as defined in the Action Plan.
 - Based on the situation as known or forecasted, determine likely future Operations Section needs.
 - Track and document all activities, costs and decisions for disaster claims and assistance applications.
- All Section Branches:
 - Plan for functional relief and staffing schedule.
 - Assign staff to the Local Assistance Center and/or Disaster Recovery Center as needed and appropriate.
 - Consult with the Operations Section Chief regarding any unresolved conflicts.
- Law Enforcement Branch:
 - Coordinate staffing needs with Operations Branches, and with cities and special districts, as indicated.
 - Compile regular status and situation reports from the field including damage assessment and provide to Operations Section Chief and to Plans/Intel Section Chief.
 - Review and respond to requests for Law Enforcement mutual aid from local cities and special districts.
 - Provide law enforcement support to mass care operations as needed.
 - Continue to support Coroner efforts to identify deceased individuals.
- Fire, Rescue & HazMat Branch:
 - Coordinate activities of staff with Operations Branches, and with cities and special districts, as indicated.

Extended Duration (continued)

- Operations Section Chief (continued):
 - Provide confirmed damage assessment data to the Plans/Intel Section through the Operations Section Chief for submittal to Kern OES as soon as possible, with a goal of within 12 – 36 hours of disaster.

- Continue to support fire suppression and rescue operations.
- Provide support for personnel to conduct damage assessment of residential structures.
- Continue to support and coordinate contain containment and/or mitigation of hazardous materials, and clean-up/disposition with Environmental Health.
- Compile and review status and damage reports from windshield surveys submitted by Fire DOC and provide to Section Chief and to Plan/Intel Section Situation Status Unit.
- Review and respond to requests for Fire, Rescue and HazMat mutual aid from local cities and special districts.
- Health and Medical Branch:
 - Monitor response activities and identify any potential issues that require prompt attention.
 - Conduct briefings with Unit leaders to maintain situational awareness.
 - Ensure that health and medical activities are coordinated within the County and with other local jurisdictions, agencies and groups, to maximize the use of available resources, when indicated.
- Construction and Engineering Branch:
 - Coordinate the allocation of available resources to conduct priority route recovery and restoration of essential facilities on a countywide basis.
 - Continue communications and coordination link with utilities to facilitate restoration
 - Coordinate debris clearance activities as required.
 - Develop debris management plan for recovery phase.
- Care and Shelter Branch:
 - Assess and continue to source as needed resources to support activated shelters from other Operations Section Branches or from Logistics Section (e.g., nurses, counselors, chaplains, translators, security, access control, traffic control, etc.).
 - Continue shelter, mass feeding, and personal care support until no longer required.
 - Coordinate support to assist displaced persons to return to their homes or to improved/longer term facilities as needed and when possible.
 - Coordinate with Red Cross and partner agencies to plan demobilization of shelter(s).
- Access and Functional Needs Branch:
 - Monitor response activities and identify any potential issues that require prompt attention.

EOC Deactivation

- Operations Section Chief:
 - Authorize deactivation of the Section's organizational elements when no longer required. Make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
 - Submit documentation of all costs incurred by the Operations Section and its Branches to the Finance/Admin Section.
 - Ensure all Branches completed required forms, reports and logs and submit to the Plan/Intel Section Documentation Unit.
 - Provide input to the After-Action Report and Corrective Action Plan.
- All Section Branches:
 - Ensure that any open actions are completed or transferred to other EOC staff as appropriate.
 - Resume normal activities.
 - Complete and submit all required logs, forms and documentation.
 - Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- Operations Section Chief and all Branch Coordinators:
 - Continue support for Local Assistance Center or Disaster Recovery Center for long term recovery, as needed.
 - Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
 - Implement any assigned corrective actions.

ORGANIZATIONAL ROLES AND ASSIGNMENT OF RESPONSIBILITIES

Five emergency response levels defined by SEMS are activated as needed. SEMS is required to be used to reach consensus on how resources will be allocated in a major crisis affecting multiple jurisdictions or agencies, and for eligibility of State reimbursement for response related personnel costs.

At each response level the same five major ICS functions are employed to facilitate interagency communication and coordination: Command (in the field)/Management (in the EOC), Operations, Planning/Intelligence, Logistics, and Finance/Administration. Refer to the Basic Plan for greater detail on ICS and its integration with SEMS.

Field Level

Emergency response personnel and resources carry out tactical decisions and activities in direct response to the incident.

Local Level

The County manages the allocation and deployment of resources (personnel, equipment, materials, services) in response to incidents in the unincorporated areas of the county and in cities which have contracted for support for specified services. If the emergency event occurs in another jurisdiction (e.g., city or special district) the affected jurisdiction has primary responsibility and will activate its own emergency management response as feasible.

Operational Area Level

Kern County and its political subdivisions constitute the Kern Operational Area (OA) for emergency response purposes during multi-agency disaster events, or as needed to support another jurisdiction within the OA. Kern County, as a jurisdiction and an organization, is charged with taking the lead communication and coordination role within the OA and with being the primary point of contact between the local government level and the regional level.

The Operations Section Chief has overall responsibility for supporting mutual aid requests for resources under the jurisdiction of Kern County, except for Fire and Law resources which are supported by discipline-specific mutual aid agreements. If the requested resources are not available within the County, the Operations Section Chief will submit requests for support to the EOC Director for approval and subsequent submittal to CalOES, through Kern OES.

The Section may also be asked to assist to establish, staff and operate a Local Assistance Center (LAC) and/or Disaster Recovery Center (DRC), a central location for individuals and businesses to obtain information on available disaster assistance programs.

Regional Level

Kern County is within the CalOES Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the OES Inland Region may activate the Regional EOC (REOC) to provide support to local government including assistance with mutual aid resources under the Emergency Managers Mutual Aid (EMMA) Plan.

Fire, Law Enforcement/Coroner, and Health and Medical have discipline-based mutual aid systems:

- *Law Enforcement Branch:*
The Branch Coordinator submits status and situation reports to the REOC and the Operational Mutual Aid Coordinators. Requests for Region V mutual aid from the Coroner will be evaluated to determine the scope and resources needed. (The Coroner Region 5 includes Kern, Tulare, Kings, Fresno, Madera, Merced, and Mariposa Counties.)

- *Fire, Rescue and HazMat Branch:*

The Branch Coordinator submits all requests for support to the Mutual Aid Region Fire and Rescue Coordinator. If a wildfire is within state or federal direct protection area (DPA), resources may be ordered through the Forest Agency Command and Control System through the Geographic Area Coordination Center (GACC) or Southern Operations Communication Center.

- *Health and Medical Branch:*

The Kern County Health Officer and the Emergency Medical Services Administrator act as the Medical/Health Operational Area Coordinator (MHOAC). The MHOAC, in cooperation with Kern County Behavioral Health and Recovery Services, Fire Department, Regional Disaster Medical and Health Specialist, and the Inland Office of Emergency Services (OES) is responsible for the development of a medical and health disaster plan for the provision of medical and health mutual aid within the Operational Area.

The MHOAC submits situational reports and resource requests for support not available within the County to the Regional Disaster Medical/Health Coordinator (RDMHC).

State and Federal Levels

Under certain conditions, state and/or federal agencies may deploy field response units to incidents in Kern County. Reporting and coordination with the Kern OA EOC follows the usual Field Level response.

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, CalOES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the Kern OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

The Coroner may request FEMA assistance to deploy Disaster Mortuary Operations Response Team (DMORT) as determined by need.

This Section may be asked to assist the County's Disaster Recovery Coordinator in working with CalOES and FEMA to establish a local Disaster Recovery Center for individuals and businesses to register for disaster assistance and to receive information and resource materials. This Section may also coordinate on-site visits by CalOES and FEMA officials to observe damaged areas.

Additional Resources

- Private contractors and firms support specific government operations on a daily basis. During disasters, their support is essential to an effective emergency response.
- Volunteer agencies play an important role in responding to disasters of all types and levels. These agencies respond on a countywide basis and will liaison with the Kern OA EOC to provide direct communications and coordination. The Volunteer agencies that support this Annex are:
 - *Community Emergency Response Team (CERT)* program empowers citizens to help themselves and to safely help others after a disaster until first responders can arrive.
 - *Civil Air Patrol* is a congressionally chartered, federally supported non-profit that serves as the official civilian auxiliary of the United States Air Force and whose mission includes emergency services and disaster relief operations.
 - *Kern Medical Reserve Corps* consists of medical and non-medical volunteers who assist public health efforts by supplementing existing response capabilities in times of emergency.

- *Voluntary Organizations Active in Disaster (Kern County Chapter of VOAD)* serves as the point of contact with numerous other local community and faith-based organizations and provides assistance as requested by the Personnel/Volunteer Management Unit in the Logistics Section. The VOAD chair and/or designee is a represented position in the EOC.
- *Western Kern County Radio Amateur Civil Emergency Services (RACES/ARES)* are licensed amateur radio operators enrolled with the County to provide supplemental communications during emergencies where normal communications systems have sustained damage.

INFORMATION COLLECTION AND DISSEMINATION

Kern County uses WebEOC (an Internet-based collaborative communications system) as the County's communication and documentation platform for sharing elements of the emergency incident. This allows the County to maintain a common operating picture, situational awareness and information coordination throughout the OA during an emergency. Individuals staffing positions in the EOC are required to submit Situation Reports and updates through WebEOC on a schedule to be determined at the time of the incident.

The County is also using MS Teams to collaborate, share, and distribute knowledge as well as to conduct meetings during incident management. Using Teams, a large group can interface quickly to establish a common operating picture of the ongoing incident. The platform allows for multi-department planning and is readily available throughout the County and across jurisdictional lines.

ANNEX DEVELOPMENT AND MAINTENANCE

This document is an Annex to the Kern County Operational Area Emergency Operations Plan. As such, the policies, procedures, and practices outlined in the Kern County EOP govern this Annex. Kern OES coordinates the maintenance and update of this Annex as needed. The Record of Changes, Approval, and Dissemination of the Kern County EOP also apply to this Annex.

FUNCTIONAL CHECKLIST

The following section provides a checklist of tactical actions for the Operations Section Chief position, to assist those who report to the EOC in the event of an emergency.

Checklists for each Operations Section Branch position are located with their corresponding position (seat) in the EOC. It is expected that the Departments which support each Branch have developed Standard Operating Procedures which further detail how the applicable tactical actions will be accomplished.

The attached checklist supports the Emergency Operations Plan (EOP) and is consistent with the activities prescribed in the Federal Emergency Management Agency (FEMA) Comprehensive Planning Guide (CPG) 101.2.

OPERATIONS SECTION CHIEF

EMERGENCY ACTION CHECKLIST

- Strategic guidance and checklists for each Branch within this Section are located with their corresponding position (seat) in the EOC.
- **Priority always:** *Maintain liaison with DOC and update other EOC Sections, Branches and Units as needed.*

Increased Readiness

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

Initial Response (To most emergencies)

- Report to EOC and obtain briefing from the EOC Director:
 - Location, magnitude and scope of event
 - Areas of County impacted
 - Current situation and priorities
 - Actions taken
 - Local EOCs activated
 - Existing or anticipated problems/issues
- Determine internal and external communications capabilities; coordinate with Logistics Section to resolve any issues.
- Initiate and maintain an Activity Log (ICS Form 214) that chronologically describes your actions taken during your shift. (*See Basic Plan Appendix 12.1 for hard copy*)
- Activate Section functions as appropriate and initiate staff notification procedure.
- Assign and brief incoming staff:
 - Initial incident objectives and priorities
 - Resources deployed
 - Reporting requirement
 - Accountability and safety measures

- Communications capability
- Issues that require follow-up
- ❑ Confer with Branch Coordinators to evaluate the need for Critical Incident Stress Debriefing for emergency response personnel and arrange for debriefings through the Health & Medical Branch, if necessary.
- ❑ Confer with Law Enforcement & Coroner and Fire, Rescue & HazMat Branch Coordinators to determine what support is required for evacuation or Shelter-In-Place of any impacted areas is warranted:
 - Advise all Section staff and the EOC Director
 - Designate primary and alternate evacuation routes, as determined by the incident
- ❑ Participate in regular EOC Staff briefings.
- ❑ Conduct regular Section briefings.
- ❑ Participate in Action Planning meetings and provide input to development of the EOC Incident Action Plan.
- ❑ Monitor response activities and identify any potential issues that require prompt attention.
- ❑ Monitor and supervise the activities of Branch Coordinators:
 - Implement any changes needed to activities
 - Coordinate the activities of all assigned resources
 - Manage unresolved problems
 - Ensure the welfare of the EOC Operations Section personnel
- ❑ Review Operations and Planning Section status displays and identify any issues that may pertain to or affect one or more Operations Branches; provide information to appropriate Branches.
- ❑ Based on the situation as known or forecast, determine likely future Operations Section needs.
- ❑ Determine status of transportation system into and within the affected area in coordination with the Transportation Unit of the Logistics Section. Identify schedule and priorities for disaster route recovery and advise Branch Coordinators.
- ❑ On a routine basis, report information about activities, events and occurrences to the EOC Director.

Extended Duration

- ❑ Compile status reports and safety/damage assessments from DOCs and/or Incident Commanders (ICs) and refer to the appropriate Branch Coordinator. Ensure that copies are forwarded to the Planning/ Intelligence Section.
- ❑ Work closely with the Planning/Intelligence Section Coordinator in the development of the EOC Action Plans.

- ❑ Participate in the EOC Incident Action Plan meetings consistent with the “**Planning P**” planning cycle. (See *Basic Plan, Section 5.3*)
- ❑ Work closely with each Branch Coordinator to ensure that Operation Section objectives as defined in the current EOC Incident Action Plan are being addressed.
- ❑ Identify any need for Staging Areas:
 - Identify appropriate location and advise Branch Coordinators
 - Assign and brief Staging Area Manager
 - Identify number and type of resources to be assembled
 - Advise the Logistics Section of resource needs
- ❑ Provide support for Local Assistance Center and/or Disaster Recovery Center, as necessary.
- ❑ Confer with Branch Coordinators to evaluate resources and determine which resources may be released for re-assignment.

EOC Deactivation

- ❑ Upon EOC deactivation, release resources and make notifications as appropriate. Provide information on who to contact and how to contact them for any follow up issues.
- ❑ Provide Logistics Section Supply staff with a list of supplies to be replenished.
- ❑ Ensure all Branches completed required forms, reports and logs and submit to the Plan/Intel Section Documentation Unit.
- ❑ Ensure Section and all Branches submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- ❑ Provide input to the After-Action Report and Corrective Action Plan.

Recovery

- ❑ Continue to support Local Assistance Center and/or Disaster Recovery Center as needed.
- ❑ Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- ❑ Implement any assigned corrective actions.