



City of
SAN MARCOS

2015 Emergency Operations Plan





City of San Marcos
Emergency Operations Plan

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PROMULGATION STATEMENT

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN MARCOS, CALIFORNIA,
AUTHORIZING THE MAYOR AND CITY CLERK, TO EXECUTE, ON BEHALF OF THE CITY, TO
ADOPT THE REVISION TO THE EMERGENCY OPERATIONS PLAN 2015**

WHEREAS, the City of San Marcos (the “City”) has previously experienced both natural and manmade disasters, and all such disasters have the potential to result in loss of life, personal injury, property damage, and interruption of business and government services; and

WHEREAS, the City is required by the California Emergency Services Act, within Section 8610 of the California Government Code, to have an Emergency Operations Plan in place that describes the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies; and

WHEREAS, this all-hazards Emergency Operations Plan includes continuity of government, emergency services, mobilization of resources, mutual aid, and public information elements; and

WHEREAS, the City adopts a “whole community” approach for emergency management that utilizes and strengthens partnerships between residents, organizational and community leaders, and government officials; and

WHEREAS, the City has adopted previous Emergency Operations Plans and this updated Plan conforms with current State and Federal guidelines for emergency plans and complies with the California Standardized Emergency Management System (“SEMS”) and the National Incident Management System (“NIMS”) standards; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Marcos, California, as follows:

1. That the above recitations are true.
2. That the City Council adopts the updated City of San Marcos Emergency Operations Plan 2015.

PASSED, ADOPTED AND APPROVED by the City Council of the City of San Marcos at a regular meeting thereof this _____ day of _____ 2015.


Jim Desmond, Mayor of the
City of San Marcos, California




SIGNATURE PAGE

Each Department Head assigned a primary role in the Emergency Operations Center (EOC) will review this plan. Upon acceptance, the Emergency Manager will submit this Emergency Operations Plan (EOP) to the California Governor's Office of Emergency Services (Cal OES) for assessment, and then to the San Marcos City Council for adoption. Lastly, the Emergency Manager will submit the final adopted plan to the County of San Diego's Office of Emergency Services (OES) for inclusion in the Operational Area's emergency planning efforts.


In reviewing this Emergency Operations Plan, I agree with its description of my department's role during an emergency and organizational responsibility within the Emergency Operations Center.


City Manager
7-29-15
Date


Deputy City Manager
8-3-15
Date


City Attorney
08.04.2015
Date


City Clerk
7/29/15
Date


Director of Community Services
7/22/2015
Date



APPROVAL AND IMPLEMENTATION

This all-hazards Emergency Operations Plan (EOP) provides guidance for the City of San Marcos' response to extraordinary emergencies associated with natural, manmade, and technological disasters. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. Developed in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), this plan is a management document intended to be read, understood, and exercised before an emergency occurs. Additionally, this plan is designed to integrate into and support the County of San Diego's Operational Area Emergency Plan.

This plan is consistent with the "whole community" approach proposed by the Federal Emergency Management Agency (FEMA). Whole community is a means by which private and nonprofit sectors, including businesses, faith-based, access and functional needs organizations, residents, visitors, and government agencies at all levels, collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests

This plan supersedes all previous plans. Modifications of this plan as to style and minor content are delegated to the Emergency Manager, Fire Department.

Approved:

Jack Griffin, City Manager of the
City of San Marcos, California

Date



RECORD OF CHANGES

DATE	CHANGE	PAGE	CHANGE	REVISED BY
9/1/2015	1	All	Updated and revised the EOP in compliance with SEMS / NIMS requirements, Cal OES crosswalk, and consistent with FEMA's "Whole Community" guidelines. This change supersedes the Emergency Operations Plan dated 2007.	Scott Hansen Emergency Manager



RECORD OF DISTRIBUTION

This record of distribution indicates those persons or other jurisdictions receiving an electronic copy of this EOP. All City of San Marcos employees have access to the EOP on the City Intranet and all San Marcos EOC computers have an electronic copy saved locally on each hard drive. Additionally, the EOP will be posted to the City of San Marcos Website for all interested parties to review and download as desired.

Governmental Jurisdictions

Number of Copies

- | | |
|--|---|
| • California Governor's Office of Emergency Services | 1 |
| • California State University, San Marcos | 1 |
| • San Marcos Unified School District | 1 |
| • Palomar College | 1 |
| • San Diego County Office of Emergency Services | 1 |
| • Rincon del Diablo Municipal Water District | 1 |
| • Vallecitos Water District | 1 |
| • Vista Irrigation District | 1 |



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PURPOSE

It is the purpose of this plan to define the actions and roles necessary to provide a coordinated response within the City of San Marcos.

This plan provides guidance to agencies within the City of San Marcos with a general concept of potential emergency assignments before, during, and following emergencies.

This plan provides a comprehensive all-hazards approach to natural, manmade, and technological emergencies.

This plan provides an overview of operational concepts relating to various emergencies, identifies components of the City of San Marcos' Emergency Management Organization, and describes overall responsibilities of federal, state, and local agencies.

Unless specific to the City of San Marcos, this plan is complete with the 17 annexes contained in the County of San Diego Operational Area Emergency Plan (there is no Annex N):

www.sdcounty.ca.gov/oes/emergency_management/protected/oes_jl_oparea.html

Annex A	Emergency Management
Annex B	Fire and Rescue Mutual Aid Operations
Annex C	Law Enforcement Mutual Aid Operations
Annex D	Multi-casualty Operations
Annex E	Public Health Operations
Annex F	Medical Examiner Operations
Annex G	Care and Shelter Operations
Annex H	Environmental Health Operations
Annex I	Communications
Annex J	Construction and Engineering Operations
Annex K	Logistics
Annex L	Emergency Public Information
Annex M	Behavioral Health Operations
Annex O	Animal Services
Annex P	Terrorism
Annex Q	Evacuation
Annex R	Recovery Plan



SCOPE

This plan establishes a system for coordinating the prevention, preparedness, response, recovery, and mitigation phases of emergency management in the City of San Marcos.

This plan defines responsibilities, establishes an emergency organization, defines lines of communications, and is part of the statewide Standardized Emergency Management System (SEMS) and the federal National Incident Management System (NIMS).

Activation of this plan occurs under any of the following conditions:

1. When an official designated by local ordinance identifies the existence of a hazardous situation or threatened hazardous situation and a **LOCAL EMERGENCY** has been proclaimed in accordance with Chapter 2.28 of the San Marcos Municipal Code.
2. When San Diego County, or another jurisdiction within the County, has proclaimed a **LOCAL EMERGENCY**, which directly or indirectly threatens to affect the City of San Marcos.
3. When the Governor has proclaimed a **STATE OF EMERGENCY**, which directly or indirectly threatens to affect the City of San Marcos.
4. Automatically by a gubernatorial proclamation of a **STATE OF WAR EMERGENCY**.
5. By a Presidential declaration of a **NATIONAL EMERGENCY**.
6. Automatically on receipt of a terrorist attack warning or the observation of a nuclear detonation.

This plan applies to individuals, businesses, non-governmental organizations, other governmental jurisdictions, tribal governments, and special districts located within the geographic boundaries of the City of San Marcos. Furthermore, this plan applies to fire department service areas of the San Marcos Fire Prevention District, which are outside of the geographic boundaries of the City of San Marcos.



SITUATION OVERVIEW

Characteristics

The City of San Marcos is located in the northern part of San Diego County approximately 30 miles north of downtown San Diego. The City shares legal boundaries with the Cities of Vista, Escondido, and Carlsbad; and the unincorporated area of the county borders the city on the north, south and west. The current population is approximately 83,781. The City's housing is comprised of approximately 28,641 units, including single-family residences in semi-rural settings to high-density multi-family mixed-use communities, student housing, mobile home parks, and senior care facilities. The City's boundaries cover 24 square miles, and an additional 8 square miles are within the San Marcos Fire District. The City is responsible for public services, with exception of utilities, which is handled by a utility company, and the water, and sewer services, which is administered by an independent special district. The San Marcos Fire Protection District is a subsidiary district of the City and provides fire and paramedic services to the City and the unincorporated area of the Fire Protection District.

Government occupancies include the San Marcos Civic Center, United States Government Internal Revenue Service, the California Department of Alcoholic Beverage Control, San Diego County Sheriff's Department, and several county government offices including the San Diego County Tax Collector and County Department Environmental Health.

San Marcos is located within 30 miles of the decommissioned San Onofre Nuclear Power Plant. It is also centrally located between several high profile military installations including Camp Pendleton Marine Corps Base, USMC Miramar Air Station, North Island Naval Air Station, USMC Marine Corp Recruit Depot, Naval Submarine Base San Diego, and the US Naval Weapons Station at Fallbrook.

Educational institutions include California State University San Marcos, Palomar College, the University of St. Augustine, and the University of Phoenix. The San Marcos Unified School District operates ten elementary schools, three middle schools, and four high schools. The combined student population for all educational facilities within the City of San Marcos is approximately 62,000.

An extensive water system, including numerous above ground water storage tanks, pump stations, transfer valves, and water treatment facilities is located in San Marcos. There are over 150 miles of roadway, with State Highway 78 passing through the city. State Route 78 carries a traffic load of 165,100 average daily trips through San Marcos.

The Oceanside to Escondido Light Rail "Sprinter" operated by the North County Transit District (NCTD) operates 64 daily trips through San Marcos. Additionally, Burlington Northern Santa Fe (BNSF) operates a railroad line through San Marcos. Currently there is one train operating per day.



SITUATION OVERVIEW

San Marcos lies within the flight path, specifically the “final approach” of Palomar Municipal Airport located west of San Marcos. That airport sees approximately 205,000 flights per year.

San Marcos has a number of wildland urban interface fire planning areas including Coronado Hills, Twin Oaks Valley, and “P” Mountain.

Radio stations located in the San Diego Metropolitan area serve San Marcos. Both local cable television companies also provide emergency alert information when needed.

The climate of San Marcos is Mediterranean in type - mild, sunny winters with occasional rainy periods of short duration, and warm, rainless summers. A mountain barrier crosses north to south through the eastern half of San Diego County, separating desert to the east and semi-arid coastal plains to the west.



SITUATION OVERVIEW

Hazard Profile Assumptions

After participating in the development of the September 2015 update of the San Diego County Multi-Jurisdictional Hazard Mitigation Plan, San Marcos has identified the top five threats to its jurisdiction.

1. **Wildland Fire:** The City of San Marcos's topography, natural vegetation, wildland interface communities, protected open spaces and undeveloped areas coupled with the regions Mediterranean climate pose a significant risk of wildland fires. Effects of a large wildfire might include injury or loss of life, damage to property, air quality and health issues, road closures, business closures, mass evacuation, and need for sheltering.
2. **Flooding or Dam Failure:** The City of San Marcos contains several sources of flooding including the Twin Oaks Creek, Agua Hedonia Creek, Las Posas Creek, and San Marcos Creek. These creeks create several flood prone areas within the City. These flood prone areas are inundated by the 100-year floodplain and floodway. The areas that pose the most significant flooding risk are North Twin Oaks Valley area and the San Marcos Boulevard corridor between Knoll Road and Las Posas Road. Residents and businesses within these areas would be heavily impacted during a flood event.
3. **Hazardous Materials:** While San Marcos hosts several fixed facilities that utilize hazardous materials, San Marcos's most significant exposure is from State Route 78, which runs through San Marcos. The large amount of commercial freight, including hazardous materials, that is transported through the City on a daily basis poses a significant threat.
4. **Earthquake:** The San Marcos area is distant from known active faults and will experience lower levels of shaking from earthquakes on these known faults. In most earthquakes, only weaker, masonry buildings would be damaged. However, very infrequent earthquakes could still cause strong shaking in San Marcos.
5. **Climate Change:** Regional continued climate change may contribute to increased temperatures, prolonged droughts and when it does rain, more significant rainfall contributing to urban flooding. In the aftermath of wildfires, the potential of causing substantial erosion/land slide scenarios is exacerbated by the potential for significant rainfall.



SITUATION OVERVIEW

Mitigation Measures

The City's Planning Department has enforced earthquake building code standards for several years. Additionally, all projects requesting subdivisions are typically required to include an environmental assessment initial report, which provides site-specific information on existing natural hazards and other environmental concerns. Upon intake of all building permits and development projects, land use planners review the project site's topographic location (i.e., slope analysis), and proximity to a flood plain. The Land Use Elements of the City's General Plan are the primary policy bases that direct the physical development of the City. They designate the flood plain as an environmentally constrained area, thus requiring a thorough environmental review and implementation of appropriate measures to mitigate any adverse impacts.

The City's Zoning Ordinances and the Uniform Building Code supports mitigation efforts through the enforcement of fire codes, earthquake standards, and requirements for water conservation devices. City subdivision regulations reduce the risk of fire, in that these regulations are a means of securing water systems of adequate size and pressure for firefighting, and insure adequate roadway widths for emergency vehicle access, including maneuverability of fire trucks.

In addition to the structural and non-structural, mitigation techniques mentioned above, the City is involved in ongoing Public Awareness Programs. These programs focus on the need for individuals to be knowledgeable about the nature of disasters and properly prepare for those disasters.



PLANNING ASSUMPTIONS

The following assumptions apply to this plan:

1. Emergency management activities are accomplished using SEMS and NIMS.
2. Emergency response is best coordinated at the lowest level of incident command involved in the emergency.
3. Local authorities maintain operational control and responsibility for emergency management activities within their jurisdiction, unless otherwise superseded by statute or agreement.
4. A request for Mutual Aid will be provided as available.
5. A mitigation activity conducted prior to the occurrence of a disaster can result in a potential reduction in loss of life, injuries, and damage.
6. Support plans and procedures are updated and maintained by responsible parties.



CONCEPT OF OPERATIONS

Core Capabilities Mission Areas

This plan addresses major emergencies and large-scale disasters. Some emergencies will be preceded by a warning period, providing ample time to warn the public and reduce the loss of life, property damage, and effects on the environment. Other emergencies occur with little or no warning and require immediate activation of the EOC. All City departments and EOC staff must be prepared to respond to any foreseeable emergency.

Emergency planning efforts work best when they are aligned with emergency planning practices at the local, state, and national levels. As such, this plan is consistent with National Preparedness Goal of *“A secure and resilient nation with capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk”* as defined by Presidential Policy Directive (PPD) 8 around the five core capability mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

Prevention

Prevention means the capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. The prevention phase includes actions taken to avoid an incident or to intervene and stop an incident from occurring. It also involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations, heightened inspections, improved surveillance, and interconnections of health and disease prevention among people, domestic animals, and wildlife.

Protection

Protection means the capabilities to secure critical infrastructure within the City of San Marcos against acts of terrorism and manmade or natural disasters. Protection focuses on ongoing actions that protect people, networks, and property from a threat or hazard.

Mitigation

Mitigation means the capabilities necessary to eliminate or reduce the loss of life and property damaged by lessening the impact of an incident. In this plan, mitigation also means reducing the likelihood that threats and hazards will happen.

Response

Response means the capabilities necessary to stabilize an incident once it has already happened or is certain to happen in an unpreventable way; establish a safe and secure environment; save lives and property; and facilitate the transition to recovery.

Initial Response

During this phase, the priority is to save lives and to minimize the effects of the emergency or disaster. The EOC may be activated and emergency instructions may be issued to the public.



CONCEPT OF OPERATIONS

Extended Response

During this phase, response activities are primarily conducted in the field and at the EOC. Extended emergency operations involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Recovery

Recovery means the capabilities necessary to assist the City of San Marcos affected by an incident in restoring their environment to pre-emergency conditions. As the immediate threat to life, property, and the environment subsides, the rebuilding of the City of San Marcos will begin through various short-term and long-term recovery activities.



CONCEPT OF OPERATIONS

Training and Exercises

Training and exercises are essential at all levels of government. Ongoing training opportunities include SEMS, NIMS, ICS, Terrorism Awareness, EOP Orientation, and EOC Section training. San Marcos also conducts regular EOC disaster exercises, in order to provide EOC staff with an opportunity to become thoroughly familiar with the procedures, equipment, and systems used during an emergency.

Emergency exercises involve three levels of design: tabletop, functional, and full-scale.

Tabletop Exercises

Provide a means to evaluate our policies, Standardized Operating Procedures (SOPs), and emergency plans, resolve coordination issues, and learn EOC position roles and responsibilities. The EOC is not activated, but EOC staff simulate a response to a given disaster scenario.

Functional Exercises

Drills designed to evaluate and test the capability of an individual function, such as evacuation, care and shelter, or communications. The EOC is fully activated during a functional exercise.

Full-Scale Exercises

Drills designed to simulate an actual emergency. Full-scale exercises involve emergency management staff, response personnel, and multi-agency coordination. The EOC is fully activated during a full-scale exercise, as well as field staff, and other resources.



CONCEPT OF OPERATIONS

Public Information

Public awareness and education prior to an emergency or disaster is crucial to successful public information efforts during and following an emergency or disaster. Various emergency messages and public warning systems utilized by the City of San Marcos take into account the physical, programmatic, and communications needs of individuals with access and functional needs, including essential needs of household pets and service animals.

Awareness

Various emergency warning systems utilized by the City of San Marcos include the City controlled AM broadcast station - AM1610, mobile emergency vehicle sirens and loudspeakers, helicopters with PA systems, local TV and radio stations, social media, emergency preparedness apps for smartphones, a door-to-door notification by Community Emergency Response Teams (CERT), and law enforcement and fire department volunteers.

Alert San Diego

Another warning system, called Alert San Diego, is a reverse 911 system used to notify residences and businesses they may be at risk during an emergency. Alert San Diego provides information on the event including evacuation protocol. The system utilizes the region's 911 database provided by local telephone companies, and is able to contact both listed and unlisted landline telephone numbers. If the telephone number called is busy or does not answer, the system will redial the number up to three times in an attempt to deliver the message. San Marcos residents and business owners have the option of registering their cellular telephone numbers and email addresses for notifications. Alert San Diego is able to notify hearing impaired functional needs individuals.

Education

Educating the public on all possible hazards that could affect the City of San Marcos is an ongoing process. Staff produces and distributes hazard awareness programs and information to the City's schools, community groups, business members, and civic organizations.



ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

General

The emergency management system for the City of San Marcos provides not only for the local on scene management of an incident, but also for the coordination of response activities between the jurisdictions of the operational area.

However, a major emergency can change the working relationships between government and industry and among government agencies. For example, consolidation of several departments under a single chief may become necessary, even though such departments normally work independently. Additionally, there may be a need to create the formation of multiple agencies or multiple jurisdiction commands to facilitate the response to an emergency.

As such, San Marcos's emergency management structure is based on the following principles:

1. Compatibility with the structure of governmental and private organizations.
2. Clear lines of authority and channels of communication.
3. Simplified functional structure.
4. Incorporation into the emergency organization of all available personnel resources having disaster capabilities.
5. Formation of special purpose units to perform those activities peculiar to major emergencies.
6. Standardized emergency management procedures established under SEMS and NIMS.



ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Assignment of Responsibilities

Individual assignments for key staff members and the general responsibilities of each city department within the emergency management system are as follows:

City Manager

Director of Emergency Services (EOC Director); disaster declarations; other protective action decisions as necessary; and exercises overall command and control of all City resources and operations.

Deputy City Manager

Alternate Director of Emergency Services (EOC Director); disaster declarations; other protective action decisions as necessary; and exercises overall command and control of all City resources and operations.

City Attorney

Prepares proclamations, emergency ordinances, and other legal documents; provides legal advice as required; performs other necessary legal functions; and serves as a liaison with other legal and judicial agencies and sections of government.

City Clerk

Serves as the Document Unit Leader in the Planning Section; responsible for collecting, filing, and maintaining all completed incident related documents, including EOC position logs, situation status reports, and EOC Action Plans. Also prepares and distributes the After-Action Report.

Building Official

Serves as Damage Assessment team leader reporting to the Situation Unit Leader within Planning; deploys damage assessment teams to the field to assess and document damage to public and private property. Prepares an Initial Damage Assessment report of the extent of the damage to the community. Also, prepares and distributes a final damage assessment report at the conclusion of the emergency.

Director of Community Services

Serves as the Care and Shelter Branch Director in Operations; and manages and coordinates care and shelter needs within the City in support of the operations.



ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

Director of Public Works

Serves as the Public Works Branch Director in Operations; and manages and coordinates public works needs within the City in support of the operations.

Director of Finance

Serves as the Finance Section Chief; manages and coordinates all cost analysis of City costs associated with the EOC, prepares expense reports, tracks time reports, responsible for procurement and compensation/claims.

Director of Housing and Neighborhood Services

Serves as the Liaison Officer for the EOC Director; and manages and coordinates all interactions with cooperators and partner agencies.

Director of Human Resources / Risk

Serves as the Safety Officer for the EOC Director; and manages and mitigates all safety concerns related to City EOC.

Director of Developmental Services

Serves as the Planning Section Chief; and manages and coordinates information gathering, dissemination, and documentation in support of the operations.

Director of Real Property Services

Serves as the Liaison Officer for the EOC Director; manages and coordinates all interactions with cooperators and partner agencies.

Fire Chief

Serves as the Operations Section Chief and may serve as the tertiary EOC Director; manages all operational elements in response to the disaster; prevents, controls and suppresses fires; conducts rescue operations; provides and coordinates medical aid, triage and the transportation of injured.

Information Systems Manager

Serves as the Technology Branch Director in the Logistics Section; responsible for managing all data, computer, and telephone needs of the EOC staff.

San Diego County Sheriff's San Marcos Station Captain

Serves as the Law Enforcement Branch Director in Operations; receives and disseminates warning information; directs the movement (evacuation) of citizens; controls traffic and enforcement of laws and temporary rules; coordinates with other law enforcement agencies; assists the County Medical Examiner's Office in the operation of a morgue; and provides for security of City staff and facilities.



ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

EOC Functional Emergency Management Responsibility Matrix

P = Primary Responsibility S = Supporting Role *Appointed by EOC Director

DEPARTMENTS	COMMAND	OPERATIONS	PLANNING	LOGISTICS	FINANCE
City Council	S				
City Manager	P				
City Attorney	S				
City Clerk	S		S	S	S
Building		S	S		
Real Property Svcs	S			S	
Community Services		S / P*		S	
Fire		S / P*		S	
Law Enforcement		S / P*			
Public Works		S / P*	S	S	
Finance					P
Housing and Neighborhood Svcs	S				
Human Resources	S			S	S
Developmental Services			P		
American Red Cross		S		S	



DIRECTION, CONTROL, AND COORDINATION

Continuity of Government

Overview

A major emergency or disaster could destroy the ability of local government to carry out executive functions by causing death or injury to key government officials, destroying established seats of government, and causing the destruction of vital records. Government is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself, in the event that incumbents are unable to serve. It is essential that the City of San Marcos continue to function as a government entity.

Director of Emergency Services Succession

The City Manager shall serve as the Director of Emergency Services (EOC Director). Should the City Manager be unable to serve in that capacity, individuals who hold permanent appointments to the following positions will automatically serve as Acting Director, in the order shown, and serve until a successor can be appointed by the City Council. An individual serving as Acting Director has the authority and powers of the position of Director.

Alternate

Deputy City Manager First
Fire Chief Second

Government Officials Succession

In compliance with Article 15 of the California Emergency Services Act, the San Marcos Council may designate up to three standby officers for each City Council Member. The standby Council Members shall have the same authority and powers as the regular Council Members. Pursuant to Section 8641 of the Government Code, each standby Council Member shall take the oath of office required for the office of City Council Member. Persons appointed as standby Council Members may be removed and replaced at any time with or without cause. Standby Council Members serve only until the regular Council Member becomes available or until a new Council Member is elected or appointed. In the event that a standby office becomes vacant because of removal, death, resignation, or other cause, the City Council shall have the power to appoint another person to fill said office.



DIRECTION, CONTROL, AND COORDINATION

Department Head Order of Succession and Delegation of Authority

One of the fundamental principles of emergency planning is to maintain leadership in the event of a disaster by establishing an order of succession. When such an event occurs, departmental operations and activities will not be “business as usual.” Under normal circumstances, Department Heads would be in charge of making major decisions affecting their departments. However, immediately following an event, Department Heads may be a part of an Emergency / Department Operations Center (EOC / DOC) Command Team engaged in immediate incident management; may be incapacitated, or unavailable for other reasons. As a result, these Department Heads may not be available to oversee the continuity of operations process and execution of essential functions. However, continuity of operations and essential functions must proceed without interruption regardless of the availability of any individual.

To ensure continuous departmental operations in the event the Department Head is unavailable, the City of San Marcos has delineated a delegation of authority and order of succession for each Department in the City’s Continuity of Operations Plan (COOP). Unless otherwise stated, the persons listed in the COOP are designated to accept and maintain full authority and responsibilities of the Department Head.

Vital Records Retention

Vital records are those records that are essential to protect and preserve the rights and interests of individuals, governments, corporations, and other entities; conduct emergency response and recovery operations; and reestablish normal government functions. The City Clerk is responsible for preserving and maintaining the City of San Marcos’ vital records. Original copies of vital records are protected in a secure off-site facility. Additionally, digital copies of vital records are backed up weekly and stored electronically.



DIRECTION, CONTROL, AND COORDINATION

Primary Seat of Government

The primary seat of government shall be 1 Civic Center Drive, San Marcos, California, 92069.

Alternate Seat of Government

In the event that City Hall offices are made uninhabitable, and depending upon the severity of the disaster, the temporary seat of government will be located at:

Alternate	San Marcos Public Works, 201 Mata Way, San Marcos
First Alternate	San Marcos Safety Center, 184 Santar Place, San Marcos
Second Alternate	Mobile or temporary facility at a location designated by the Director of Emergency Services



DIRECTION, CONTROL, AND COORDINATION

Field Incident Command System

Field incident level management will be implemented as required for the on-scene management of field operations using the Incident Command System. Whenever possible, field response shall use a “Unified Command” during incidents involving multiple disciplines during a response. The type of emergency will determine the Field Incident Commander(s) for a particular incident as follows:

Type of Emergency

Field Incident Commander

State of War Emergency

Sheriff's Department

Natural Disasters

Dam Failure

Fire Department

Earthquake

Fire Department

Fire

Fire Department

Flood

Fire Department

Storm (wind / rain)

Public Works

Manmade Disasters

Aircraft Accident

Fire Department

Civil Disturbance

Sheriff's Department

Explosion – Accidental

Fire Department

Explosion – Crime Scene

Sheriff's Department

Hazardous Materials

Fire Department

Industrial Accident

Fire Department

Radiological Incident

Fire Department

Terrorism

Sheriff's Department

Traffic Accident

Sheriff's Department

Other Emergencies

As assigned



DIRECTION, CONTROL, AND COORDINATION

Standard Emergency Management System (SEMS)

The Standardized Emergency Management System (SEMS) is intended to standardize response to emergencies involving multiple jurisdictions or agencies. SEMS requires emergency response agencies to use basic components of emergency management, including the Incident Command System, mutual aid system, agency coordination, unified command, and the operational area agreement.

Incident Command System (ICS)

The Incident Command System (ICS) is a nationally recognized on-scene emergency management system that uses a common organizational structure to accomplish incident management. The five ICS functions include command, operations, planning, logistics, and finance. These functions are the basis for San Marcos' EOC structural organization.

Command

Responsible for coordinating information collection and evaluation, priority setting, and resource management of the incident. This section includes the EOC Director who is responsible for the overall management of the incident, the EOC Coordinator, Legal Advisor, Liaison Officer, Public Information Officer, and Safety Officer.

Operations

Responsible for the coordinated tactical response of all field operations directly applicable to, or in support of, the mission in accordance with the EOC Action Plan. The operations section requests resources to support tactical operations, maintains close communication with the EOC Director, and ensures safe tactical operations. The operations function includes the Operation Section Chief; the Fire & Rescue, Law Enforcement, Care and Shelter, and Public Works Branches.

Planning

Responsible for the collection, evaluation, documentation, and use of information about the development of the incident. This unit is also responsible for creating the EOC Action Plan and After Action Report. The planning function includes Planning Section Chief; Damage / Safety Assessment, Documentation, Resource, Situation, and GIS Units.

Logistics

Responsible for providing facilities, services, personnel, equipment, and tracking the status of resources and materials in support of the incident. The logistics function includes the Logistics Section Chief; Service, Support, and Technology Branches; and the Food, Personnel, Communications, Facilities, Ground Support, and Supply Units.



DIRECTION, CONTROL, AND COORDINATION

Finance

Responsible for all financial and cost analysis aspects of the incident, and any administrative aspects not handled by the other functions. The finance function includes the Finance Section Chief; and the Claims, Cost, and Time Units.

Mutual Aid

California's emergency planning and response includes a statewide mutual aid system designed to ensure that adequate resources, facilities, and other support is provided to jurisdictions whenever their own resources prove to be inadequate to cope with an emergency. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act. The City of San Marcos will make mutual aid requests from other jurisdictions through the San Diego County's Office of Emergency Services or through other pre-existing mutual aid request processes. Available mutual aid agreements exist for law enforcement, fire and rescue, public works, medical services, and emergency managers. Requests should specify the following:

- Number and type of personnel needed
- Amount and type of equipment needed
- Reporting time and location
- Authority to whom forces should report
- Access routes
- Estimated duration of operations
- Risks and hazards

Agency Coordination

Agency coordination systems are important for establishing priorities for response, allocating critical resources, developing strategies for handling multi-agency response problems, sharing information, and facilitating communications. Emergency response is coordinated at the EOC through representatives from the City of San Marcos' departments, or through representatives from outside agencies, including special districts, volunteer agencies, and private organizations.



DIRECTION, CONTROL, AND COORDINATION

Unified Command

Unified command is a unified team effort that allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability. This occurs more frequently at the field level and in large-scale events involving more than one jurisdiction.

Coordination Levels

There are five designated coordination levels in the SEMS organization: Field Response, Local Government, Operational Area, Regional, and State. Under SEMS, the City of San Marcos acts at the local government level to manage and coordinate the overall emergency response and recovery activities within its jurisdiction.

Field Response

Under the command of an appropriate authority, emergency personnel and resources carry out tactical decisions and activate in direct response to an incident or threat. SEMS regulations require the use of the ICS at the Field Response level.

Local Government

Local governments manage and coordinate overall emergency response and recovery activities within their jurisdiction, including special districts. Local governments are required to use SEMS when their EOC is activated, or a local emergency is proclaimed, in order to be eligible for state funding of response-related personnel costs.

Operational Area

Under SEMS, the Operational Area serves as an intermediate level of the state's emergency services organization and encompasses the County, including special districts. The Operational Area manages and coordinates information, resources, and priorities among local governments within the County, and serves as the coordination and communication link between the local government and the regional level.

Regional

The Regional level manages and coordinates information and resources among Operational Areas within the mutual aid region, and between the Operational Area and the State levels.

State

Manages state resources in response to the emergency needs of other levels, coordinates mutual aid among the mutual aid regions, and serves as the coordination and communication link between the state and the federal disaster response system.



DIRECTION, CONTROL, AND COORDINATION

Operational Area Agreement

SEMS regulations specify that all local governments within a county geographic area must be organized into a single Operational Area. In accordance with SEMS, the San Diego County Office of Emergency Services assumes responsibility for operational area coordination through a formal resolution establishing the San Diego County Operational Area. San Diego County jurisdictions, including the City of San Marcos, are represented by the Unified Disaster Council, on the Operational Area Advisory Board. If the San Diego County Operational Area is activated, the Chief Administrative Officer of San Diego County will function as the Operational Area Director of Emergency Operations.

Standard Operating Procedures (SOPs) Development

Each SEMS section, branch, and unit has developed Standard Operation Procedures (SOPs). These SOPs contain those actions necessary to fulfill the SEMS functional responsibilities under this plan. Strict adherence to the SOPs by departments is not required and departments may deviate from the SOPs to respond to unique needs in a particular response situation.



DIRECTION, CONTROL, AND COORDINATION

Emergency Operations Center (EOC)

The City of San Marcos' Emergency Operations Center (EOC) is a centralized location for decision-making and face-to-face coordination in managing our jurisdiction's emergency response. The City of San Marcos performs the following EOC functions:

- Receiving and disseminating warnings
- Managing emergency operations
- Determining priorities
- Developing policies
- Preparing intelligence / information summaries, situation reports, operation reports, and other reports as required
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations
- Continuing analysis and evaluation of all data pertaining to emergency operations
- Controlling and coordinating, within established policy, the operations and logistical support of the departmental resources committed to the emergency operations
- Maintaining contact with and support Field Incident Command, other jurisdictions, and other levels of government
- Providing emergency information and instructions to the public
- Making official releases to the news media and scheduling press conferences as necessary

Location

Primary EOC

Public Works Administrative Building, 201 Mata Way, San Marcos



DIRECTION, CONTROL, AND COORDINATION

Alternate Emergency Operations Center (EOC)

The alternate Emergency Operations Center (EOC) may be established at several different sites based upon the nature of the emergency. The alternate EOC is established by deploying the Mobile EOC (MEOC) to the identified location. The MEOC is capable of establishing radio, satellite, telephone, computer, and internet capabilities at the designated facility. The MEOC has basic supplies necessary to establish the alternate EOC.

The alternate EOC will be activated only if the primary EOC is damaged, inaccessible, and / or evacuation of the primary EOC staff becomes necessary. The logistics section will arrange for relocation of EOC staff to the alternate EOC, and the EOC Director will transfer direction and control authority. All section chiefs will advise their emergency response field forces on the transition to the alternate EOC.

Activation and Room Setup Checklist

- ❑ Notify all responding EOC personnel of the change in location to the alternate EOC site.
- ❑ Set up the MEOC at the designated alternate EOC location and establish satellite, telephone, radio, and internet communications.
- ❑ Notify Dispatch and the San Diego County Office of Emergency Services (OES) of the change of EOC location.
- ❑ Relocate available equipment from the primary EOC to the alternate EOC as is possible. This equipment includes AM1610 transmitter, laptops, and section kits.
- ❑ Notify Dispatch and the San Diego County Office of Emergency Services (OES) when the alternate EOC is operational.



DIRECTION, CONTROL, AND COORDINATION

Activation / Deactivation

The EOC Director has the authority to activate, increase or reduce the activation level, or deactivate the EOC. The EOC may be partially or fully staffed depending upon the level of activation required. The EOC will be deactivated based on incident status. Deactivation may occur through a gradual decrease in staffing or all at once.

Activation Process

Upon approval of the EOC Director, or his or her designee, will activate the EOC to a Level I, Level II, or Level III based upon the nature of the emergency. Alert San Diego will be utilized to notify EOC staff of the activation. Additionally, EOC Coordinators will contact the County of San Diego OES Duty Officer at (858) 688-9970 and notify him / her of San Marcos's EOC activation / status.

Level I Activation

Level I activation is a minor to moderate incident where local resources are adequate and available. A **LOCAL EMERGENCY** may or may not be proclaimed. If the incident is within San Marcos, then the EOC may be activated to Level I, if the incident is in another jurisdiction within the Operational Area, the EOC will not be activated unless requested by that jurisdiction or the Operational Area.

Level II Activation

Level II is a moderate to severe incident where local resources are not adequate and mutual aid may be required on a regional or even statewide basis. A **LOCAL EMERGENCY** will be proclaimed and a **STATE OF EMERGENCY** might be proclaimed. If the incident is in San Marcos, the EOC will be activated to at least Level II, and may be activated up to Level III. If the incident is in another jurisdiction within the Operational Area, the EOC may be activated if requested by that jurisdiction or the Operational Area.

Level III Activation

Level III is a major disaster wherein resources in or near the affected area are overwhelmed and extensive state and / or Federal resources are required. A **LOCAL EMERGENCY** and a **STATE OF EMERGENCY** will be proclaimed, and a **PRESIDENTIAL DECLARATION OF EMERGENCY** or **MAJOR DISASTER** may be requested. If the incident is in San Marcos, the EOC will activate to Level III. If the incident is in another jurisdiction within the Operational Area, the EOC may activate if requested by that jurisdiction or the Operational Area.



DIRECTION, CONTROL, AND COORDINATION

EOC / Field Interaction

Overview

During EOC activation, it is essential that the EOC and field units effectively interact with one another. This interaction occurs through coordination and communication, direction and control interface, and coordination with Department Operations Centers (DOCs).

Coordination & Communication

During EOC activation, coordination will occur at all levels. Field personnel, via the EOC Director, will coordinate with the San Marcos EOC by using their department-specific staff member located in the EOC.

Field Units

Under the command of an appropriate authority and using all necessary resources, emergency response personnel carry out tactical decisions and activities in direct response to an incident or threat. The use of SEMS' Incident Command System (ICS) at this level is intended to standardize the response to emergencies involving multiple field operations (i.e. fire and rescue, law enforcement, public works, etc.). Agencies with personnel in the EOC do not relinquish their jurisdictional authorities, but develop a single coordinated action plan for the agreed operational period.

Operational Area

Operational Areas are an intermediate level of the state's emergency services organization that encompasses the County of San Diego and all political subdivisions within the county, including special districts. SEMS regulations specify that all local governments within a county geographic area to be organized into a single Operational Area, under which the County Board of Supervisors is responsible for its establishment. The Operational Area coordinates information, resources, and priorities among local governments within the Operational Area, in addition to serving as the coordination and communication liaison between the City of San Marcos and the regional level.

Regions

Due to size and geography, the state of California has been divided into six mutual aid regions to provide for a more effective application and coordination of mutual aid and other emergency related activities. Information and resources among the Operational Area within the mutual aid region and between the Operational Area and state level are managed and coordinated here. If an Operational Area EOC is activated, the Regional Emergency Operations Center (REOC) will activate at the level necessary to coordinate emergency operations and respond to requests for resources and mutual aid.



DIRECTION, CONTROL, AND COORDINATION

Special Districts

Several special districts are located within the City of San Marcos, or San Diego County. Examples include school districts, colleges and universities, fire protection districts, and utility companies. Special districts need to work with the City of San Marcos to determine how best to establish coordination and communications during an emergency. The ideal solution occurs if the special district has a representative located in the EOC to work with other local government representatives. If this does not work, several alternatives include establishing a special district coordination center or linking representatives via telecommunications.

Non-Governmental Agencies

The City of San Marcos' EOC establishes communication with private and volunteer agencies that provide services to the City. Agencies that play key roles in the response should have representatives at the EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located in the liaison area. If an agency is supporting one function only, its representative may be located with that functional element. Coordination with volunteer and private agencies that do not have representatives at the EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies, or through involvement of agencies in special multi-agency groups on specific issues.

Direction & Control Interface

ICS will be used to coordinate emergency response recovery operations at the emergency or disaster scene. The ICS organization will maintain open communications and close coordination with the EOC. To the extent possible, all tactical and operational decisions will be made in the field within an ICS structure, while policy and coordination functions will be accomplished from the EOC. Action planning is an essential part of SEMS at all levels. There are two kinds of action plans – Incident Action Plans and EOC Action Plans.

Incident Action Plans (Field Level)

Incident Action Plans, which may be verbal or written, are required for each operational period. SEMS ICS forms should be used whenever possible.



DIRECTION, CONTROL, AND COORDINATION

Field Level Incident Action Plans should include the following information:

- Incident objectives and strategies to achieve these objectives
- Tactics appropriate to the selected strategy
- Type and number of resources assigned
- Overall support organization, including logistics, planning, and finance functions
- Communications plan, safety message, and medical plan
- Other essential supporting documentation

EOC Action Plan (EOC Level)

Action planning at the EOC level is also required for each operational period. Typically, operational periods are short during the beginning stages of an emergency, and as the emergency progresses, so do the operational periods. However, a single operational period may not exceed 24 hours. The initial EOC Action Plan may be a verbal plan given by the EOC Director within the first hour of EOC activation. Once the EOC is fully activated, any EOC Action Plans should be written. The primary focus of the EOC Action Plan is on jurisdictional issues. The plan sets overall objectives for the City of San Marcos and may establish the priorities of the jurisdiction.

EOC Action Plans should address the following elements:

- Objectives to accomplish and strategy to achieve these objectives
- Assignments and actions necessary to implement the strategy
- Operational period designation and time frame necessary to accomplish these actions
- Organizational elements activated to support the assignments
- Logistical or other necessary technical support
- May also include mission assignments to departments, policy and cost constraints, and inter-agency considerations



DIRECTION, CONTROL, AND COORDINATION

Coordination with Department Operations Centers (DOCs)

A Department Operations Center (DOC) is a designated area within a discipline-specific department, utilized for coordinating response and recovery-related issues. The City of San Marcos' departments shall coordinate information and logistics requests through their discipline-specific representative located in the EOC. However, Incident Commanders may report to Department Operations Centers (DOCs), which in turn will coordinate with the EOC.

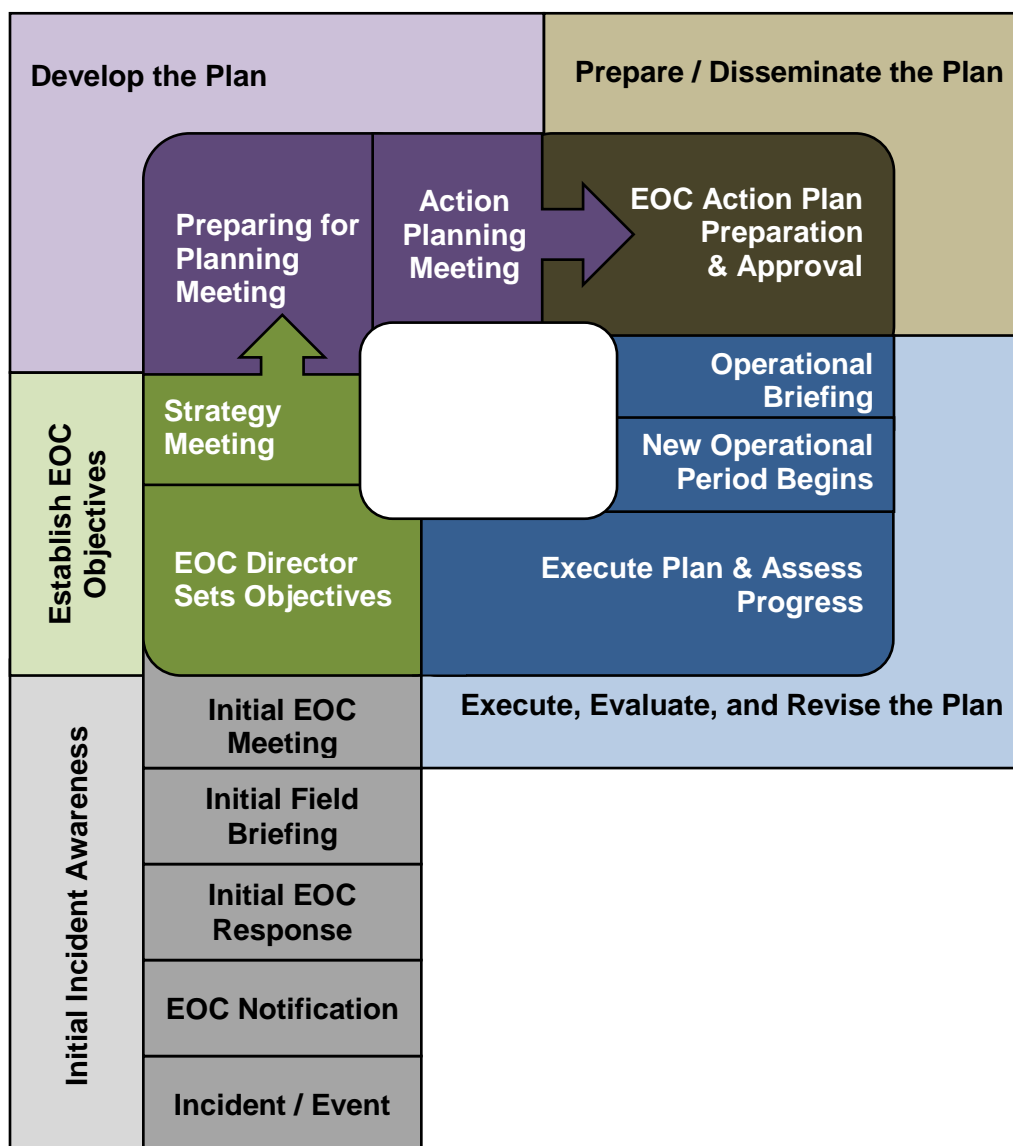


DIRECTION, CONTROL, AND COORDINATION

EOC Operational Period Cycle – Planning “P”

The Planning “P”

The Planning “P” depicts the stages in the EOC Action Planning process. The leg of the “P” includes the initial steps to gain situational awareness and establish the organizational incident response. Although maintaining situational awareness is essential throughout the life cycle of the incident, the steps in this initial stage are done only one time. Once they are accomplished, incident management shifts into a cycle of planning, operations, and ongoing situational awareness that is repeated each operational period.





DIRECTION, CONTROL, AND COORDINATION

EOC Operational Period Cycle

Initial Incident Awareness

Planning begins with a thorough size-up that provides information needed to make initial management decisions. Effective actions during this stage may mean the difference between a successfully managed incident and one in which effective incident management is achieved slowly or not at all.

This stage focuses on actions that take place prior to the first operational period. While many important things are accomplished during this initial period, efforts focus on gaining an understanding of the situation and establishing initial incident priorities. Gaining an understanding of the situation includes gathering, recording, analyzing, and displaying information regarding the scale, scope, complexity, and potential incident impacts. Comprehensive situational awareness is essential to developing and implementing an effective EOC Action Plan.

Establish EOC Objectives

During this stage, the EOC Director establishes incident objectives and provides the guidance necessary to achieve these objectives. Incident objectives drive the incident organization as it conducts response, recovery, and mitigation activities. The EOC Director should establish these objectives based on incident priorities, informed by situational awareness, leader's intent, and delegations of authority.

EOC Section responsibilities include:

- Command: Develops the overall incident objectives and strategy, approves resource order and demobilization, and approves the EOC Action Plan by signature.
- Operations: Assists with developing strategy, and identifies, assigns, and supervises the resources needed to accomplish the incident objectives.
- Planning: Provides status reports, manages the planning process, and produces the EOC Action Plan.
- Logistics: Orders resources and develops the Communication Plan.
- Finance: Develops cost analyses, ensures that the EOC Action Plan is within the financial limits established by the EOC Director, develops contracts, and pays for the resources.



DIRECTION, CONTROL, AND COORDINATION

Develop the Plan

Operational planning is a continuous process, but time-specific operational planning begins immediately following the strategy meeting. The Operations Section develops strategies to meet incident objectives and tactics to accomplish the strategies. Operations Section staff match the work required to execute the tactics to resources to create work assignments that are documented by operational objectives.

The Action Planning Meeting provides the opportunity for the EOC Director and Section Chiefs to review and validate the objectives as proposed by the Section Chiefs. The meeting also provides a situational briefing of the incident, confirms availability of required resources, and ensures the EOC Director's directions and objectives are properly addressed.

Action Planning Meeting responsibilities include:

- | | |
|---------------------------|---|
| Planning Section Chief: | Give situation and resources briefing and conduct the meeting. |
| EOC Director: | State EOC objective and clarify any policy issues. |
| Operations Section Chief: | State strategies to meet EOC objectives and specify any additional resources needed for incident. |
| Logistics Section Chief: | Provide status of ordered resources and develop additional resource orders. |
| Planning Section Chief: | Review any open issues for their resolution and set timeline for EOC Action Plan approval and distribution. |

Prepare / Disseminate the Plan

This stage begins when the Planning Section Chief receives the approved operational objectives from each EOC section and starts to develop the EOC Action Plan in preparation for the Operational Briefing (also known as the shift change briefing).

Execute, Evaluate, and Revise the Plan

The stage continues as the EOC Action Plan is executed, evaluated in response to changing incident priorities, and revised in preparation for the next operational period. This stage includes the Operational Briefing at the end of one operational period cycle and the beginning of the next.



DIRECTION, CONTROL, AND COORDINATION

Operational Briefing responsibilities include:

Planning Section Chief:	Performs introductions, welcomes, and provides current situation update and reviews / validates EOC objectives for the next operational period. The Planning Section Chief facilitates the Operational Briefing.
Operations Section Chief:	Provides an overview of current incident status and the progress toward achieving operational objectives and tactical assignments. Provides an outline of the operational plan for the next operational period.
Logistics Section Chief:	Provides update of resource status including supply, transportation, food, and any facilities-related issues.
EOC Director:	Provides leader's intent, reviews EOC objectives and reiterates operational concerns.
Planning Section Chief:	Provides any last minute details, announces planning timeline, and adjourns meeting.



DIRECTION, CONTROL, AND COORDINATION

Emergency Declarations

As necessary, the EOC staff will convene to evaluate the emergency and may make recommendations for an emergency declaration. There are three types of possible emergency declarations: Local Declaration, State of Emergency, and State of War Emergency.

Local Declaration

The local governing body or a duly authorized local official, as specified by the appropriate local emergency ordinance may proclaim a Local Declaration. Proclamations will normally be made when there is an actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, including terrorism and / or conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy.

The proclamation of a Local Declaration provides the following legal authority:

1. If necessary, request that the Governor proclaim a State of Emergency.
2. Promulgate orders and regulations necessary to provide for the protection of life and property including orders or regulations imposing a curfew within designated boundaries.
3. Exercise full power to provide mutual aid to any affected area in accordance with local Ordinances, Resolutions, Emergency Plans, or agreements thereto.
4. Request that state agencies provide mutual aid.
5. Require the emergency services of any local official or employee.
6. Requisition necessary personnel and material of any department or agency.
7. Obtain vital supplies and equipment and, if required immediately, to commandeer the same for public use.
8. Impose penalties for violation of lawful orders.
9. Conduct emergency operations without facing liabilities for performance, or failure of performance. (Note: Article 17 of the Emergency Services Act provides for certain privileges and immunities).



DIRECTION, CONTROL, AND COORDINATION

State of Emergency

The Governor may proclaim a State of Emergency when a City or County declares an emergency. The Governor may also declare a State of Emergency when conditions of disaster or extreme peril exist that threaten the safety of persons and property within the state.

Whenever the Governor proclaims a State of Emergency:

1. Mutual aid will be rendered in accordance with approved Emergency Plans whenever the need arises for outside aid in any county, city and county, or city.
2. The Governor shall, to the extent he deems necessary, have the right to exercise within the area designated all police power vested in the state by the Constitution and the laws of the State of California.
3. Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.
4. The Governor may suspend the provisions of any regulatory statute, or statute prescribing the procedure for conducting state business, or the orders, rules, or regulations of any state agency.
5. The Governor may commandeer or utilize any private property or personnel, (other than the media) in carrying out his responsibilities.
6. The Governor may promulgate issue and enforce orders and regulations, as he deems necessary.
7. The Governor may petition the President of the United States to make a Presidential Declaration of Emergency.

State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply and all state agencies and political subdivision must comply with the lawful orders and regulations of the Governor.



DIRECTION, CONTROL, AND COORDINATION

Sample Local Emergency Proclamations

Proclamation of the Existence of a Local Emergency **(By Director of Emergency Services)**

WHEREAS, the California Emergency Services Act, including but not limited to Government Code Section 8630, and Chapter 2.28 of the San Marcos Municipal Code empower the Director of Emergency Services to proclaim the existence or threatened existence of a local emergency when the City of San Marcos is affected or likely to be affected by a public calamity and the City Council is not in session, which proclamation shall be subject to ratification by the City Council within seven (7) days; and

WHEREAS, the City Manager, acting as Director of Emergency Services for the City of San Marcos, does hereby find that:

1. Conditions of disaster or extreme peril to the safety of persons and property have arisen within the territorial limits of the City of San Marcos as a result of the following event(s):

- ☐ Air Pollution
- ☐ Civil Unrest
- ☐ Drought
- ☐ Earthquake
- ☐ Energy Shortage
- ☐ Hazardous Material Incident
- ☐ Fire
- ☐ Flood
- ☐ Landslide/Mudflow
- ☐ Public Health Emergency (Pandemic)
- ☐ Storm
- ☐ Terrorism
- ☐ Transportation Incident
- ☐ Other (_____); and

2. Such conditions of disaster or extreme peril commenced on or about _____ a.m./p.m. on the _____ day of _____, 20____; and

3. The aforementioned conditions of disaster or extreme peril warrant and necessitate the proclamation of the existence of a local emergency; and



DIRECTION, CONTROL, AND COORDINATION

Sample Local Emergency Proclamations

Proclamation of the Existence of a Local Emergency **(By Director of Emergency Services)**

4. The City Council of the City of San Marcos is not in session and cannot immediately be called into session; and

5. This Proclamation of the Existence of a Local Emergency will be ratified by the City Council pursuant to law.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED by the Director of Emergency Services that:

1. A local emergency exists in the City of San Marcos, and shall be deemed to continue to exist subject to ratification, review and termination by the City Council pursuant to Government Code Section 8630.
2. During the existence of said local emergency, the powers, functions and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by the laws of the State of California, including but not limited to Government Code Section 8634, and by the ordinances and resolutions of the City of San Marcos, including the City of San Marcos Emergency Plan.

Date/Time

Director of Emergency Services

APPROVED AS TO FORM:

City Attorney



INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

Disaster information managed by the City of San Marcos' EOC is coordinated through agency representatives located in the EOC, or in communication with the Liaison Officer. These representatives collect information from and disseminate information to counterparts in the field. These representatives also disseminate information within the EOC that can be used to develop course of action and manage emergency operations.

Detailed procedures that identify the type of information needed, where it is expected to come from, who uses the information, how the information is shared, the format for providing the information, and specific time the information is needed are part of a City of San Marcos EOC Action Plan.



COMMUNICATIONS

Notification and Mobilization

The Emergency Manager is responsible for maintaining a departmental emergency alert list, which is used to notify key City personnel during the activation of the San Marcos EOC.

The County of San Diego Office of Emergency Services has entered into a contract for provision of a mass notification system, called Alert San Diego. This system is available to the City of San Marcos to notify employees and residents in authorized time of emergency or disaster. An Alert San Diego notification will be sent as required to each EOC staff member that the EOC is activated. In the event that Alert San Diego is not operating, each department is responsible for notifying their individual departmental personnel of the EOC activation.

Communication protocols and coordination procedures used between response organizations during emergencies and disasters are described in detail in the County of San Diego Operational Area Emergency Plan Annex I: Communications. Refer to this plan for additional information.



ADMINISTRATION, FINANCE, AND LOGISTICS

Administration

If the City of San Marcos' resources prove to be inadequate during emergency operations, request will be made for assistance from other local jurisdictions, higher levels of government, and other agencies in accordance with existing mutual aid agreements and understandings. Mutual aid, including personnel, supplies, and equipment, is provided in accordance with the California Master Mutual Aid Agreement, and other local Mutual Aid Agreements within the County of San Diego Operational Area.

Furthermore, under the Standardized Emergency Management System (SEMS), Special Districts are considered local governments. As such, they are included in the emergency planning efforts throughout the Operational Area. Consistent with SEMS, the Operational Area emergency organization supports and is supported by:

1. Cities within the Operational Area
2. The County of San Diego
3. Special Districts
4. Other counties
5. The State of California
6. The Federal Government

Additionally, the National Incident Management System (NIMS) provides a consistent nationwide template to enable Federal, State, local, and tribal governments and private-sector and nongovernmental organizations to work together effectively and efficiently to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity, including acts of catastrophic terrorism.

Moreover, the private sector is an important part of the emergency organization. Business and industry own or have access to substantial response and support resources. Community Based Organizations (CBOs), or Non-Governmental Organizations (NGOs), provide valuable resources before, during, and after a disaster. These resources can be effective assets at any level. The County of San Diego Office of Emergency Services (OES) has established the Ready San Diego Business Alliance. This Alliance has a virtual connection to the Operational Area Emergency Operations Center via a social networking system fed through a RSS feed from WebEOC.



ADMINISTRATION, FINANCE, AND LOGISTICS

While some City of San Marcos personnel who do not have specific task assignments during a disaster, they are automatically designated by State Law as Disaster Service Workers and serve in the response effort.

1. "All public employees and all registered volunteers of a jurisdiction having an accredited disaster council are Disaster Service Workers," per the Government Code, Title I, Division 4, Chapter 8, and Labor Code, Part I, Division 4, Chapters 1 and 10.
2. The term public employee includes all persons employed by the State, or any County, City or public district.
3. Other personnel including volunteers can be quickly registered by County OES as Disaster Service Workers, which provides Workers Compensation and liability coverage.
4. County OES also maintains a list of pre-registered volunteers affiliated with volunteer organizations that have been signed up as Disaster Service Workers.



ADMINISTRATION, FINANCE, AND LOGISTICS

Finance: Recovery Operations

Phases of Recovery

Recovery operations should begin as soon as possible after the emergency or disaster occurs. Recovery operations are divided into two phases – short-term and long-term.

Short-Term

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal, clean-up, and orderly and coordinated restoration of essential infrastructure and services, including government operations; communications; medical and mental health services; transportation routes; electricity; water; and sanitation systems.

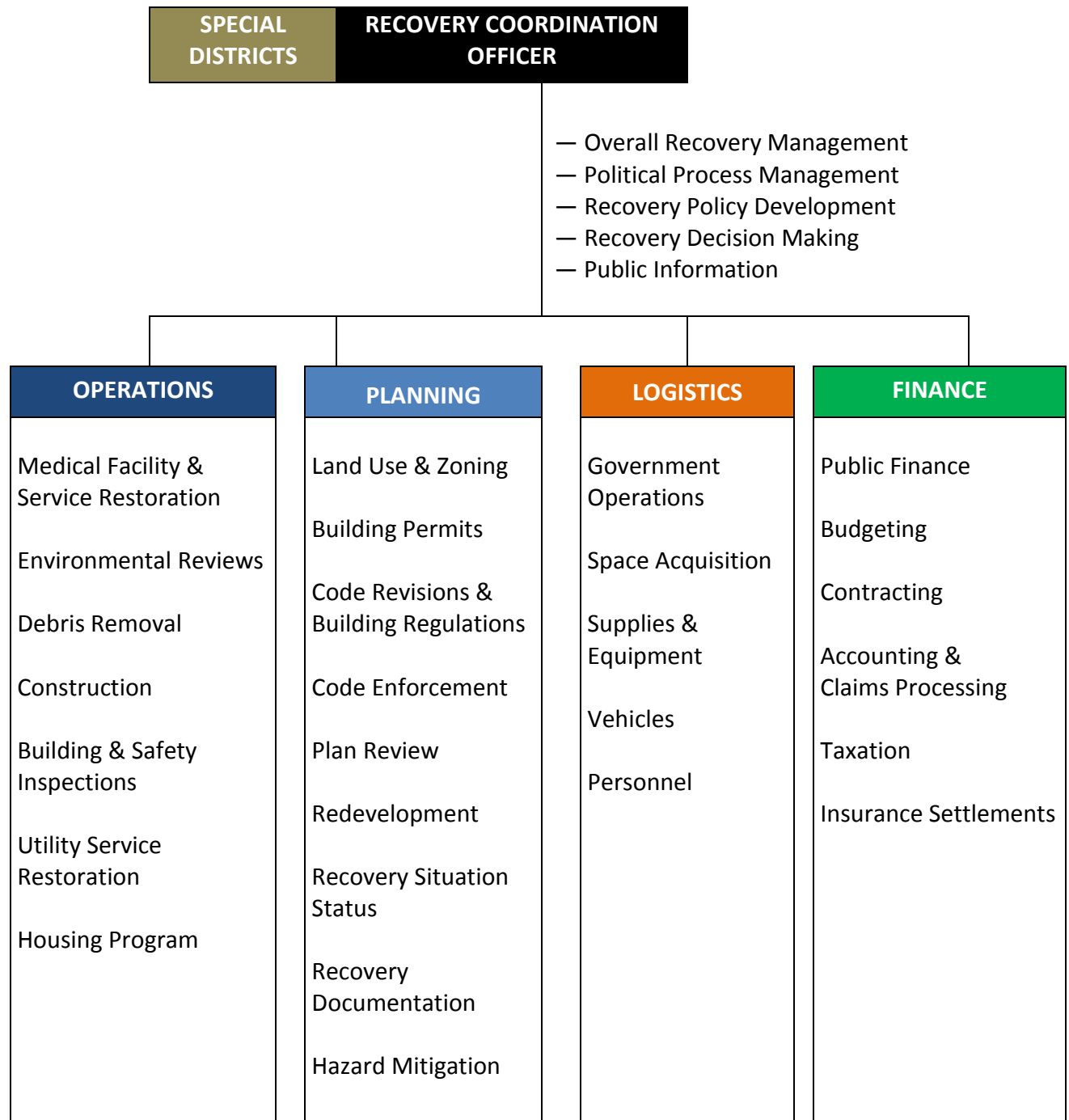
Long-Term

The goal of long-term recovery is to restore facilities to pre-disaster conditions. Long-term recovery uses a detailed damage assessment as a basis for determining the type and amount of state and federal financial assistance available for recovery. Operations include hazard mitigation activities, restoration and reconstruction of public facilities, and disaster response cost recovery.



ADMINISTRATION, FINANCE, AND LOGISTICS

Recovery Coordination Organizational Chart





ADMINISTRATION, FINANCE, AND LOGISTICS

Damage Assessment

An initial damage estimate is developed during the emergency response phase. This is followed by a detailed assessment of damage during the recovery phase by the City of San Marcos and special districts. This detailed assessment provides the basis for determining the type and amount of state and / or federal financial assistance available for recovery. The Damage / Safety Assessment Unit Leader in the Planning Section of the EOC will complete the detailed damage / safety assessment.

Documentation

The damage assessment documentation should include the location and extent of damage, and cost estimates for debris removal, emergency work, and repairing damaged facilities to pre-disaster conditions. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under federal mitigation programs.

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to the following:

- Roads
- Water control facilities
- Public buildings and equipment
- Public utilities
- Facilities under construction
- Recreational and park facilities
- Educational institutions
- Certain private non-profit facilities

After-Action Reports

The completion of After-Action Reports is part of the requirements of SEMS. If the City of San Marcos declares a local emergency, an After-Action report must be completed and submitted to the San Diego County Office of Emergency Services within ninety (90) days of the close of the incident. The After-Action report will serve as a source for documenting the City of San Marcos' response activities, identifying areas of success, as well as areas of improvement. It will also be utilized to develop and describe a work plan for implementing improvements.



ADMINISTRATION, FINANCE, AND LOGISTICS

Disaster Assistance

Individual Assistance

Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, and sheltering and rental assistance, depending on the extent of damage.

Business loans are available for many types of businesses, including agricultural businesses, to assist with economic and physical losses because of a disaster. Business loans are generally made available through the United States Small Business Administration.

Public Assistance

The Public Assistance Program provides Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged publicly owned facilities, and certain non-profit facilities. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants.

The City of San Marcos, private agencies, and special districts are responsible for the completion and submission of the required program application and supporting documents for both state and federal public assistance programs. The City is also the primary contact for state and federal field representatives.

Individuals and businesses are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, the City of San Marcos will assist individuals in any way possible, including providing them with the Federal Emergency Management Agency's hotline number for individual assistance.

Hazard Mitigation Grant Program

Local governments are provided grants to implement long-term hazard mitigation measures following a major disaster declaration. The purpose is to reduce the loss of life and property due to natural disasters. The Hazard Mitigation Grant Program is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The City of San Marcos is responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster. The City must ensure that each identified project is cost-effective and meets basic project eligibility. The City will also be the primary contact and coordinator for each funded project, until completion of the project.



ADMINISTRATION, FINANCE, AND LOGISTICS

Logistics: Access and Functional Needs Population

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is the world's first comprehensive civil rights law for people with access and functional needs and was enacted on July 26, 1990. The ADA is a companion civil rights legislation to the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973. The ADA prohibits discrimination because of access and functional needs in employment, state and local government, public accommodations, commercial facilities, transportation, and telecommunications. It also applies to the United States Congress.

To be protected by the ADA, one must have an access or functional need or have a relationship or association with an individual with an access or functional need. An individual with an access or functional need is defined by the ADA as a person who has a physical or mental impairment that substantially limits one of more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment. The ADA does not specifically name all of the impairments that are covered.

The ADA is divided into five parts, covering the following areas:

Title I: Employment

Title I requires employers with 15 or more employees to provide qualified individuals with access and functional needs an equal opportunity to benefit from the full range of employment-related opportunities available to others. For example, it prohibits discrimination in recruitment, hiring, promotions, training, paid social activities, and other privileges of employment. It restricts questions that can be asked about an applicant's access or functional need before a job offer is made, and it requires that employers make reasonable accommodation to the known physical or mental limitations of otherwise qualified individuals with access or functional needs, unless it results in undue hardship.

Title II: State and Local Government (Public Services)

Title II covers all activities of state and local governments. Title II requires that State and local governments give people with access and functional needs an equal opportunity to benefit from all of their programs, services, and activities, such as public meetings, employment, recreation programs, aging, health and human services programs, libraries, museums, and special events.



ADMINISTRATION, FINANCE, AND LOGISTICS

State and local governments are required to follow specific architectural standards in the new construction and alteration of their buildings and facilities. They also must relocate programs or otherwise provide access in inaccessible older buildings, and communicate effectively with people who have hearing, vision, or speech functional needs. Public entities are not required to take actions that would result in undue financial and administrative burdens. They are required to make reasonable modifications to policies, practices, and procedures where necessary to avoid discrimination, unless they can demonstrate that doing so would fundamentally alter the nature of the service, program, or activity being provided.

Title II mandates that a public entity such as the City of San Marcos operate in such a way that its services, programs and activities, when viewed in their entirety, are readily accessible to, usable by individuals with access and functional needs. Title II dictates that a public entity must evaluate its services, programs, policies, and practices to determine whether they comply with the nondiscrimination requirements of the ADA. The regulations detailing compliance requirements were issued in July 1991. A self-evaluation is required and intended to examine activities and services, to identify and correct any that are not consistent with the ADA. The entity must then proceed to make the necessary changes resulting from the self-evaluation.

Title III: Public Accommodations

Title III requires places of public accommodation to be accessible to and usable by persons with access and functional needs. The term “public accommodation” as used in the definition is often misinterpreted as applying to public agencies, but the intent of the term is to refer to any privately funded and operated facility serving the public.

Title IV: Telecommunications

Title IV covers regulations regarding private telephone companies and requires common carriers offering telephone services to the public to increase the availability of interstate and intrastate telecommunications relay services to individuals with hearing and speech functional needs.

Title V: Miscellaneous Provisions

Title V contains several miscellaneous regulations, including construction standards and practices, provisions for attorney’s fees, and technical assistance provisions. It also prohibits retaliation against any individual who exercises his or her rights under the ADA and those individuals who assisted individuals exercising their rights.



ADMINISTRATION, FINANCE, AND LOGISTICS

Communication & Notification

In order to comply with the Americans with Disabilities Act, communication with people with access and functional needs must be as effective as communicating with others. All public information must be clear and understandable and include accessible visual and audible information. Language assistance services must be provided to persons with limited English proficiency, including bilingual staff, oral interpretation, and written translators. Persons with functional needs must be able to hear verbal announcements, see directional signage, and read and understand messages at a third grade reading level.

Evacuation & Transportation

The City of San Marcos will attempt to ensure that evacuation vehicles have the capacity to move individuals with functional needs. Potential transportation-dependent persons include persons with functional needs, elders, individuals living in group homes, and those without access to a vehicle. Accessible modes of transportation include wheelchair lift-equipped school buses, transit buses; Para transit vans, taxicabs, limousines, shuttles, non-profit organization vehicles, assisted living vehicles, airport shuttles, car rental shuttles, and Dial-A-Ride. The City will attempt to transport the affected persons with access and functional needs with their caretaker, guide, signal, and service dogs, and necessary equipment and medication.

Sheltering

All emergency shelter facilities in the City of San Marcos should comply with ADA requirements, including physical accessibility of shelter facilities, effective communication using multiple methods, full access to emergency services, and reasonable modification of programs. Additionally, the City of San Marcos should comply with the Federal Emergency Management Agency's (FEMA) Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters.

Accessibility

The City of San Marcos must ensure that there are no access barriers at shelter facilities. If barriers cannot be removed, the City should notify the public and persons with access and functional needs of alternative shelter locations. When possible, the City should incorporate level access, ramps, lifts, elevators, handrails, grab bars, larger toilet cubicles and bathing areas, clear signs, and wider paths, doors, entrances, and corridors in shelter locations. The City should also attempt to eliminate protruding and overhead objects, and incorporate signs, color, and texture to assist hearing impaired individuals and sounds, texture, and aromas to assist visually impaired individuals.



ADMINISTRATION, FINANCE, AND LOGISTICS

Staff Training

Shelter staff in San Marcos shelters should be trained to assist individuals with access and functional needs, including eating, dressing, personal hygiene, and transferring to and from wheelchairs. Staff should also be trained in basic communication procedures, such as navigation assistance, writing notes, reading printed information, and completing written forms.

Guide, Signal, and Service Dogs

The City of San Marcos shelters should allow guide, signal, and service dogs to accompany their owners into shelters. Food, water, and waste disposal supplies should be available and owners should be permitted to take guide, signal, and service dogs outside, without unnecessary delay in re-entry security screening.

Necessary Shelter Resources

Necessary shelter resources include:

- Medical equipment and services, including wheelchairs, walkers, canes, medication, EMTs, nurses, and caregivers
- Electricity, backup generators, power supplies, power strips and outlets, and charging stations for mobility devices, oxygen machines, and other electronic assistance devices
- Refrigeration for medications and insulin (or temporary coolers with ice)
- Modified beds or cots in specialized locations to allow safe transferring to a wheelchair
- Food and beverages for those with dietary restrictions
- Diapers, formula, baby food, toys, and games for children
- Private areas for individuals with toileting or diaper changing needs
- Quiet low-stimulation “stress-relief zones” (i.e. empty classrooms) for individuals with cognitive disabilities aggravated by stress
- Separate area for rest and relaxation, dedicated to caretakers



PLAN DEVELOPMENT AND MAINTENANCE

Development

This Emergency Operations Plan (EOP) is developed in accordance with State of California Standardized Emergency Management System (SEMS) and Federal National Incident Management System (NIMS) guidelines and mandates. The Plan follows the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101, Version 2.0, dated November 2010 and “A Whole Community Approach to Emergency Management” as defined in FDOC 104-008-1, dated December 2011.

The Emergency Manager for the City of San Marcos is responsible for coordinating emergency planning related to this Plan, and charged with keeping this Plan up to date. The Emergency Manager will review and develop revised drafts of the Plan with city departments, other local governments, and all relevant stakeholders annually.

The Emergency Manager will coordinate the Plan with the San Diego County Office of Emergency Services (OES), which serves as a clearinghouse for all Operational Area plans. The California Governor’s Office of Emergency Services (Cal OES) reviews the Plan for determination of SEMS and NIMS critical elements, and to ensure the Plan is consistent with the State of California’s EOP.



PLAN DEVELOPMENT AND MAINTENANCE

Maintenance

This Plan is a living document. Problems emerge, situations change, gaps become apparent, State and Federal requirements are altered, and the Plan must be adapted to remain useful and current based on these new realities. As such, the Emergency Manager for the City of San Marcos will review the Plan annually and coordinate any required changes with OES and Cal OES.

Additionally, individuals assigned a primary role in the City of San Marcos' EOC are responsible for regular review and maintenance of the Plan. Modifications may occur as a result of identified deficiencies experienced in drills, exercises, or actual incidents; changes in local government and positions; and alterations to emergency management responsibilities, procedures, laws, or regulations.

The objective of the City of San Marcos is efficient and timely response during emergencies. This Plan is the first step toward that objective. However, planning alone will not accomplish preparedness. Training and exercising are essential at all levels of government to make emergency operations personnel operationally ready. As such, the City of San Marcos will participate in Operational Area, State, and Federal exercise design and testing of the Plan.



AUTHORITIES AND REFERENCES

Authorities

City of San Marcos

- San Marcos Municipal Code Chapter 2.208
- Resolution #63-40 of the City Council of the City of San Marcos for participation into the California Disaster and Civil Defense Master Mutual Aid Agreement
- Resolution #2004-6339, Ordinance 2004-12226 of the City Council of the City of San Marcos adopting the City of San Marcos Emergency Operations Plan
- City of San Marcos Emergency Operations Center Guidebook
- City of San Marcos Emergency Operations Center Legal Forms 2013

Operational Area

- County of San Diego Emergency Services Ordinance No. 8183, December 1992
- County of San Diego Resolution adopting the California Master Mutual Agreement, December 1950
- San Diego County Animal Control Mutual Aid Agreement
- San Diego County Multi-Jurisdictional Hazard Mitigation Plan, August 2010
- San Diego County Mutual Aid Agreement for Fire Departments
- San Diego County Terrorist Incident Emergency Response Protocol, June 2005
- San Diego Urban Area Tactical Interoperable Communications Plan, February 2006
- Unified San Diego County Emergency Services Organization, Fifth Amended Emergency Services Agreement, 2005
- Unified San Diego County Emergency Services Organization Resolution adopting the National Incident Management System, September 2005
- Unified San Diego County Emergency Services Organization Recovery Plan, June 2006



AUTHORITIES AND REFERENCES

State of California

- Article 9, Emergency Services, Section 8605 of the Government Code, Operational Areas
- California Coroners Mutual Aid Plan
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Emergency Operations Plan, July 2009
- California Fire and Rescue Emergency Plan
- California Law Enforcement Mutual Aid Plan
- California Master Mutual Aid Agreement
- California Civil Code, Chapter 9, Section 1799.102 – “Good Samaritan” Liability
- California Government Code, Division 1 of Title 2, Chapter 7 – Emergency Services Act
- California Government Code, Division 1 of Title 2, Chapter 7 – Preservation of Local Government
- California Government Code, Division 1 of Title 2, Chapter 7.5 – Natural Disaster Assistance Act
- California Government Code, Division 1 of Title 3, Chapter 4 – Temporary County Seats
- California Government Code, Division 2 of Title 19, Chapter 1, Section 8607(a) – SEMS Regulations
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117
- California Health and Safety Code, Division 20, Chapter 6.95, Sections 25500, et. seq.
- California Health and Safety Code, Division 20, Chapter 7, Sections 25600-25610, dealing with hazardous materials
- Governor's Orders and Regulations for a War Emergency, 1971
- Incident Command System, Field Operations Guide, ICS 420-1



AUTHORITIES AND REFERENCES

- Petris (SEMS) SB 1841 Chapter 1069 - Amendments to the Government Code, Article 7, California Emergency Services Act
- Public Works Mutual Aid Plan

Federal

- Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325
- Architectural Barriers Act of 1968, 41 U.S.C. 4151 et seq.
- Civil Rights Act of 1964, Title VI, Public Law 88-352
- Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 2009
- Consolidated Appropriations Act, 2008, Public Law 110-161
- Disaster Mitigation Act of 2000, Public Law 106-390
- Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, August 2000
- Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*, July 2004
- Fair Housing Act as amended in 1988, 42 U.S.C 3601
- Homeland Security Act of 2002, 6 U.S.C. 101, et seq., as amended
- Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 2003
- Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 2003
- Homeland Security Presidential Directive 8, *National Preparedness*, March 2011
- Homeland Security Presidential Directive 8, Annex I, *National Planning*, February 2008



AUTHORITIES AND REFERENCES

- National Security Presidential Directive 51 / Homeland Security Presidential Directive 20, *National Continuity Policy*, May 2007
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Rehabilitation Act of 1973, Public Law 93-112
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Superfund Amendments and Reauthorization Act of 1986, Public Law 99-149, as amended



AUTHORITIES AND REFERENCES

References

- A Guide to Federal Aid and Disasters
- A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, FDOC 104-008-1 (FEMA)
- California Constitution
- California Emergency Resources Management Plan
- California Emergency Services Act
- California Hazardous Materials Incident Contingency Plan
- California Oil Spill Contingency Plan
- Debris Removal Guidelines for State and Local Officials
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0 (FEMA)
- Digest of Federal Disaster Assistance
- Disaster Assistance Procedure Manual (Cal OES)
- Homeland Security Exercise and Evaluation Program (HSEEP)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters (FEMA)
- Local and Tribal NIMS Integration, Federal Emergency Management Agency
- National Incident Management System (NIMS)
- National Response Framework (FEMA)
- San Diego Urban Area Homeland Security Strategy 2012, San Diego Office of Homeland Security
- Standardized Emergency Management System (SEMS) Guidelines



AUTHORITIES AND REFERENCES

- Standardized Emergency Management System (SEMS) Regulations
- Threat and Hazard Identification and Risk Assessment Guide, Comprehensive Preparedness Guide (CPG) 201, Second Edition (FEMA)
- Threat and Hazard Identification and Risk Assessment (THIRA) 2012, San Diego Urban Area Security Initiative (UASI)
- U.S. Nuclear Regulatory Commission



FUNCTIONAL ANNEX



City of San Marcos
Emergency Operations Plan

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EOC GENERAL CONSIDERATIONS AND GENERIC CHECKLISTS

General Considerations

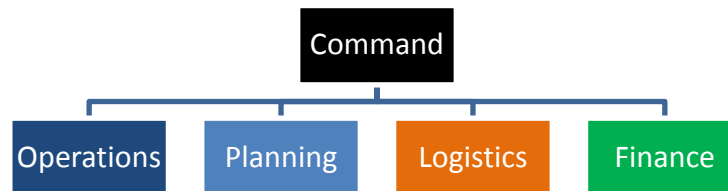
Overview

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to San Marcos' EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within each section.

Standardized Emergency Management System (SEMS)

SEMS requires that local governments, operational areas, regional, and state level EOC's provide for the functions of Command, Operations, Planning, Logistics, and Finance. These five primary functions in SEMS provide the foundation for establishing an effective EOC team.

EOC Organization



When activated, the five primary EOC functions are established as separate sections of the EOC organization. The functions described here are those activities that may need to be activated during EOC activation. Some variations in duties and responsibilities may be found at different SEMS levels.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply.

1. Staff the position with the most qualified person in the discipline most closely aligned to the emergency.
2. Maintain a span of control not to exceed one supervisor for up to seven sub-functions.
3. One person may have delegated authority for more than one area of responsibility. Usually this occurs during the early portion of the Activation Phase or in the Demobilization Phase.



EOC GENERAL CONSIDERATIONS AND GENERIC CHECKLISTS

4. Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority. If a position is not activated the EOC Director will perform its responsibilities.



EOC GENERAL CONSIDERATIONS AND GENERIC CHECKLISTS

Generic Checklists

While checklists for each position are different, several actions are common in the Activation, Operational, and Demobilization Phases of the EOC. Below is a generic Activation, Operational, and Demobilization checklist for all EOC positions.

Activation Phase

- ☐ Check in upon arrival at the EOC; locate the appropriate position notebook, vest, and nameplate.
- ☐ Report to your immediate supervisor (EOC Director, Section Chief, or Branch Director) and obtain initial incident briefing.
- ☐ Set up your assigned workstation, review your position checklist and responsibilities, and log into WebEOC.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Review your own specific checklist for responsibilities and clarify any issues regarding your authority and assignment.
- ☐ Track all hours to ensure proper pay.
- ☐ Determine individual resource needs such as a computer, telephone, plan copies, and other reference documents.
- ☐ Determine the initial objectives and priorities for your position and assess the status of field resources.
- ☐ Make all pre-designated notifications.



EOC GENERAL CONSIDERATIONS AND GENERIC CHECKLISTS

Operational Phase

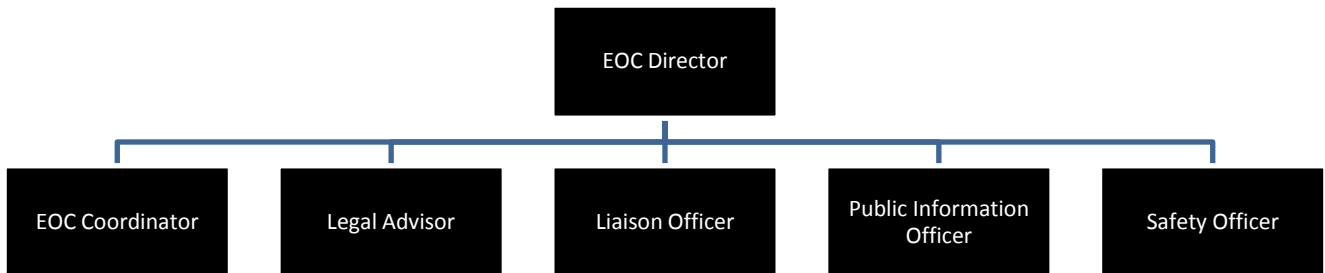
- ☐ Attend situation briefing as directed.
- ☐ Provide information for the EOC Action Plan as requested.
- ☐ Document activities and share information with other Sections as necessary.
- ☐ Advise EOC Director or Section Chief on issues affecting response and recovery activities.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Deactivate your position and close out logs when authorized by your supervisor.
- ☐ Ensure that any incomplete actions are communicated to your supervisor.
- ☐ Submit all completed forms, reports, and other documents through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Participate in all briefing and evaluations of the emergency and be prepared to provide input for the After-Action Report.
- ☐ Check out upon exit of the EOC and return your position notebook, vest, and nameplate.
- ☐ Clean up your work area before you leave.



COMMAND SECTION





City of San Marcos
Emergency Operations Plan

Functional Annex
Command Section

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EOC DIRECTOR

The EOC Director exercises overall management responsibility for response efforts within the affected area, including multi-agency or inter-agency coordination. Establishes the appropriate EOC staffing level and provides support to the command section, policy group, and all other EOC staff personnel. Oversees the development and implementation of strategic decisions, and approves the ordering and release of resources. The EOC Director has complete authority and responsibility for conducting the overall operation.

EOC Director	City Manager
Alternate	Deputy City Manager
First Alternate	Fire Chief
Supervisor	San Marcos City Council

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **EOC Director**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Conduct an initial briefing on the extent of the incident with the Incident Commander and Section Chiefs.
- ☐ Determine the appropriate level of EOC activation based on the situation as known.
- ☐ Authorize and direct mobilization of appropriate personnel for EOC activation.
- ☐ Establish an EOC check-in procedure.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Establish appropriate staffing level for EOC and continuously monitor effectiveness ensuring appropriate modifications occur as required.
- ☐ Ensure communication with the Operational Area EOC and other EOC's is established and functioning.
- ☐ Exercise overall management responsibility for the coordination between other emergency response agencies.



EOC DIRECTOR

- ❑ Schedule an initial EOC Meeting no more than 15 minutes after activation to set “hasty” objectives and make key decisions.
- ❑ Determine what representation is needed at the EOC from other emergency response agencies.
- ❑ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ❑ Track all hours to ensure proper pay.

Operational Phase

- ❑ Serve as the key decision maker in the EOC providing direction, establish priorities, develop incident objectives, and identify constraints and limitations.
- ❑ Estimate incident duration, establish operational work periods, and advise Section Chiefs to plan for relief personnel.
- ❑ Formally issue an Emergency Proclamation as necessary, and coordinate local government proclamation with other emergency response agencies as appropriate including notification of the Operational Area EOC.
- ❑ Keep the Mayor, City Council, and Operational Area informed of all major decisions.
- ❑ Coordinate periodic briefings to ensure strategic objectives are current and appropriate.
- ❑ In conjunction with the Public Information Officer, conduct news conferences and review media releases for approval.
- ❑ Convene the initial EOC Action Planning meeting.
- ❑ Once the Planning Section completes the EOC Action Plan, approve and authorize its implementation.
- ❑ Ensure the Liaison Officer is providing for and maintaining effective Inter-Agency Coordination.
- ❑ Coordinate mutual aid assessments with Operational Area EOC.
- ❑ Prepare to provide mutual aid to neighboring jurisdictions.



EOC DIRECTOR

- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Notify Operational Area EOC and other appropriate organizations of the planned demobilization.
- ❑ Ensure any open actions not yet completed will be handles after demobilization.
- ❑ Ensure EOC Staff complete and submit all required forms and reports prior to demobilization.
- ❑ Be prepared to provide input into the After Action Report.
- ❑ Ensure the Documentation Unit Leader completes the After Action Report.
- ❑ Authorize the demobilization of all Sections once they are no longer required.
- ❑ Deactivate the EOC and proclaim termination of emergency response efforts.
- ❑ Provide appropriate direction regarding the transition into recovery operations.
- ❑ Follow generic Deactivation Phase Checklist.



EOC COORDINATOR

The EOC Coordinator is responsible for the efficient operation of the EOC, coordination with outside agencies, and serves as a resource to the EOC Director. Establishes and coordinates EOC internal management systems. Ensures the EOC facilities are properly supplied so the City's response personnel can operate efficiently. Maintains the City's emergency plan and ensures all supporting information referred to in the plan is available to response personnel. Designs and conducts emergency preparedness exercises and is the City's liaison with other jurisdictions in coordination regional drills. Coordinates visits to the EOC.

EOC Coordinator	Emergency Manager
Alternate	As assigned by the EOC Director
Supervisor	EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **EOC Coordinator**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Assess incident impacts on City operations and advise the EOC Director as to the extent of EOC activation.
- ☐ Provide assistance and information regarding section staffing to Section Chiefs as required.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.



EOC COORDINATOR

Operational Phase

- ☐ Assist EOC Director and Section Chiefs in developing overall strategic objective as well as section objectives for the EOC Action Plan.
- ☐ Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan.
- ☐ Provide overall procedural guidance to EOC Staff as required.
- ☐ Provide general advice and guidance to the EOC Director as required including any issues that need addressing or any responsibilities that need assignment.
- ☐ Ensure all notifications are made to the Operational Area EOC.
- ☐ Ensure all communications with appropriate emergency response agencies are established and maintained.
- ☐ Assist the EOC Director and Liaison Officer in establishing and maintaining Inter-agency Coordination Groups as necessary.
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Ensure EOC Staff are properly maintaining all documentation.
- ☐ Supervise WebEOC use.
- ☐ Facilitate and attend periodic briefing sessions conducted by the EOC Director.
- ☐ Assist in shift change issues.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Assist EOC Director with notification of Operational Area EOC and other appropriate organizations of the planned demobilization.
- ☐ Ensure EOC staff complete and submit all required forms and documents.
- ☐ Assist with transition into recovery operations.



EOC COORDINATOR

- ☐ Assist the Documentation Unit Leader in completion of an After-Action Report.
- ☐ Follow generic Deactivation Phase Checklist.
- ☐ Return EOC to pre-event readiness.



LEGAL ADVISOR

The Legal Advisor provides advice to the EOC Director in all legal matters relating to the emergency. Also assists in drafting a Local Emergency Declaration, implementation of emergency powers, and other legal proceeding as necessary.

Legal Advisor	City Attorney
Alternate	Assistant or Deputy City Attorney
Supervisor	EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Legal Advisor**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Advise EOC Director on proclaiming a Local Emergency or issuing special orders.
- ☐ Monitor response efforts and advise EOC Director regarding exposure to liability.
- ☐ Prepare proclamations, emergency ordinances, and other legal documents.
- ☐ Develop rules and regulations required for acquisition and control of critical resources.



LEGAL ADVISOR

- ❑ Provide advice and develop necessary ordinances and regulations to provide a legal basis for evacuations, demolition of hazardous structures, or abatement of hazardous conditions.
- ❑ Commence such civil and criminal proceeding as are necessary and appropriate to implement and enforce emergency actions.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Assist EOC Director as needed.
- ❑ Follow generic Deactivation Phase Checklist.



LIAISON OFFICER

The Liaison Officer oversees all liaison activities, including coordinating outside agency representatives assigned to respond to the incident, such as fire services, law enforcement, public works, water districts, the American Red Cross, hospitals, schools, etc. Acts as a contact point when other City's EOC's request the City of San Marcos agency representatives.

Liaison Officer Housing Neighborhood Services Director

Alternate Real Property Services Director

Supervisor EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Liaison Officer**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Obtain assistance through the Personnel Unit Leader in Logistics as required.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Maintain a list of assisting agencies and representatives and serve as the contact point.
- ☐ Ensure all onsite agency representatives understand their assigned functions.
- ☐ Determine if additional representation is required from agencies related to the EOC activation.



LIAISON OFFICER

- ❑ Assist the EOC Director and EOC Coordinator in conducting regular briefing for the Inter-agency Coordination Group and distribution of the current EOC Action Plan and Situation Report.
- ❑ Request agency representative maintain communication with their agencies and obtain situation status report regularly.
- ❑ With approval of the EOC Director, provide agency representative from San Marcos's EOC to other EOC's as required and requested.
- ❑ Monitor incident operations to identify current or potential Inter-agency problems.
- ❑ Provide information regarding limitation and capability of assisting agency resources.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Following authorization from the EOC Director, release agency representatives when they are no longer required in the EOC.
- ❑ Follow generic Deactivation Phase Checklist.



PUBLIC INFORMATION OFFICER

The Public Information Officer (PIO) is responsible for the formulation and release of information regarding the incident. The PIO serves as the contact point for news media, develops the format for press conferences, and coordinates media releases. The PIO also ensures the public receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.

Public Information Officer	Communications Officer
Alternate	Management Analyst
Supervisor	EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Public Information Officer**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Ensure all information is clear, concise, confirmed, and approved by the EOC Director before release to the public or media.
- ☐ Ensure information is disseminated for those with limited proficiency and access and functional needs individuals.



PUBLIC INFORMATION OFFICER

- ❑ Utilize all sources of media for dissemination of information i.e. radio, television, print, social media, AM1610.
- ❑ Establish a contact source for the media and public use (211 San Diego).
- ❑ Open and supervise the San Marcos Call Center as necessary.
- ❑ Maintain a log of messages received, published media releases, and interviews conducted.
- ❑ Provide copies of all media release to the EOC Director and Section Chiefs.
- ❑ Coordinate with the Situation Unit Leader and identify a method for obtaining verifying information as it develops.
- ❑ Coordinate media briefing to include location, format, preparation, and distribution of handout materials.
- ❑ Provide adequate staff to answer question from members of the media to include tours of the affected areas as necessary.
- ❑ Monitor published and broadcasted public information for accuracy.
- ❑ Monitor media, using information to develop follow-up news releases and rumor control, providing correct information if available.
- ❑ Inform the EOC Director of all unusual request and unfavorable media comments.
- ❑ Disseminate and update information on locations to obtain food, shelter, supplies, etc.
- ❑ Provide information to the public on transportation routes, road closures, and lifeline status.
- ❑ Provide information and issue public warnings regarding unsafe area and structures, road closures, and evacuation routes as necessary.
- ❑ Establish contact with neighboring jurisdictions and Operational Area counterparts.
- ❑ Establish and assign staff to Field Incident Command Posts as necessary.
- ❑ Arrange for necessary workspace, materials, and staffing for news media as necessary.
- ❑ Ensure file copies are maintained of all information released.
- ❑ Arrange meetings between the media and incident personnel or City Council as necessary.



PUBLIC INFORMATION OFFICER

- ❑ Provide an official list of assistance centers and shelter availability.
- ❑ Maintain information on local, state, and federal assistance programs.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Create a final media release and provide the media with a contact telephone number for receiving follow up information.
- ❑ Continue to release status information during the recovery phase.
- ❑ Prepare public information materials related to recovery assistance services.
- ❑ Follow generic Deactivation Phase Checklist.



SAFETY OFFICER

The Safety Officer is responsible for ensuring and maintaining safe operations within the EOC and among staff personnel. Procures and repairs equipment, obtains necessary supplies, and anticipates hazards or unsafe conditions.

Safety Officer Human Resources / Risk Director

Alternate Senior Management Analyst

Supervisor EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Safety Officer**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Tour the EOC facility and evaluate conditions; advise the EOC Director of any condition and actions that might result in liability, unsafe layout or equipment set-up, etc.
- ☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- ☐ Prepare and present safety briefing for the EOC Director and EOC Staff at appropriate meetings.



SAFETY OFFICER

- ❑ If the event that caused the EOC activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ❑ Ensure the EOC facility is free from any environmental threats – e.g., radiation exposure, air purity, water quality, etc.
- ❑ Advise EOC staff to notify you of any unsafe working conditions.
- ❑ Monitor EOC staff for signs of stress, unsafe fatigue, etc.
- ❑ Monitor activities to ensure they are being conducted in as safe a manner as possible. Stop or modify any unsafe operations.
- ❑ Coordinate with the Logistics Section to obtain any required safety equipment for the EOC and field personnel.
- ❑ Participate in planning meetings, approve medical plan, and include safety message in EOC Action Plan.
- ❑ Investigate accidents in coordination with Claims Unit Leader.
- ❑ Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Assist EOC Director as needed.
- ❑ Follow generic Deactivation Phase Checklist.



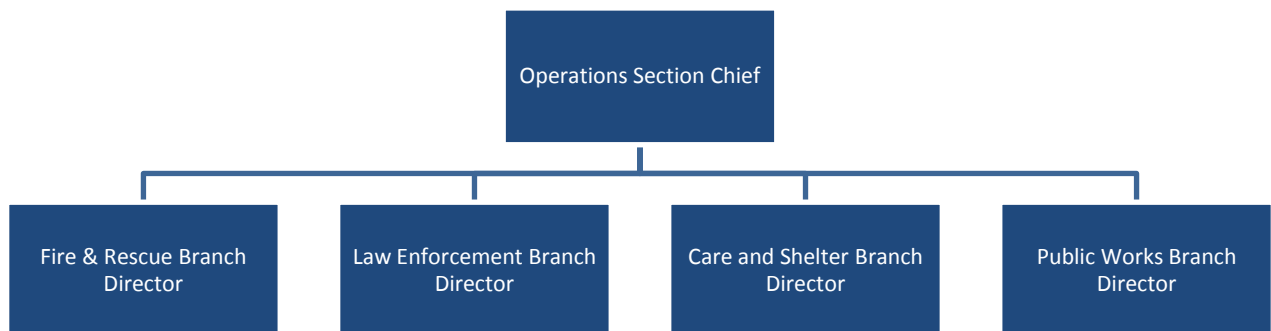
City of San Marcos
Emergency Operations Plan

Functional Annex
Command Section

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OPERATIONS SECTION





City of San Marcos
Emergency Operations Plan

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Operations Section**

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OPERATIONS SECTION CHIEF

The Operations Sections Chief is responsible for the management and oversight of all tactical operations. Ensures the operations function is carried out, including the coordination of response and the implementation of objective identified in the EOC Action Plan. The EOC Director will fill the position of Operations Section Chief depending on the nature of the incident.

Operations Section Chief As assigned by the EOC Director

Alternate As assigned by the EOC Director

Supervisor EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Operations Section Chief**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Dispatch field operations and maintain communication
- ☐ Notify Resources Unit Leader of the Operation Section personnel activated
- ☐ Determine if there are mutual aid request needed and initiate coordination with appropriate mutual aid systems as required.
- ☐ Obtain a current communications status briefing from the Communications Unit Leader in Logistics to ensure there are adequate equipment and radio frequencies available as required.
- ☐ Establish communications with Department Operations Center (DOCs) and with Incident Commander(s) as necessary and coordinate accordingly with EOC Objectives.



OPERATIONS SECTION CHIEF

- ❑ Determine activation status of other EOC's in the Operational Area and establish communication links with their operations Sections as necessary.
- ❑ Identify key issues currently affecting the Operations Section and meet with section personnel to determine appropriate section objective for the first operational period.
- ❑ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ❑ Track all hours to ensure proper pay.

Operational Phase

- ❑ Ensure the operations function, objectives, and assignments are effectively executed including coordination between response agencies.
- ❑ Keep the EOC Director informed of the situation status, effectiveness of operations, and special conditions as they arise.
- ❑ Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires.
- ❑ Oversee the development of the operations objectives for the EOC Action Plan.
- ❑ Provide the Planning Section with the Operations Section's objectives prior to each EOC Action Planning Meeting.
- ❑ Assign and brief operations personnel in accordance with the EOC Action Plan.
- ❑ Keep the EOC Director advised and briefed on operations.
- ❑ Determine needs and request more resources when necessary through the Logistics Section as appropriate.
- ❑ Oversee establishment and maintenance of communications with affected areas.
- ❑ Assign specific work tasks to operational units when necessary.
- ❑ Receive, evaluate, and authorize dissemination of emergency operational information.
- ❑ Update PIO with all emergency information as it becomes available.



OPERATIONS SECTION CHIEF

- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Authorize the deactivation of organizational elements within the Operations Section when they are no longer needed.
- ❑ Ensure all field units are accounted for during deactivation.
- ❑ Assist EOC Director as needed.
- ❑ Follow generic Deactivation Phase Checklist.



FIRE & RESCUE BRANCH DIRECTOR

The Fire & Rescue Branch Director is responsible for maintaining situational awareness of fire, disaster medical, hazardous materials, and search and rescue operations for the incident. The Fire & Rescue Branch Director coordinates the mobilization and transportation of all resources not available through existing fire mutual aid.

Fire & Rescue Branch Director	Fire Chief
Alternate	Division Chief
Supervisor	Operations Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Fire & Rescue Branch Director**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Operations Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Dispatch field operations and maintain communication.
- ☐ If the mutual aid system is activated, coordinate use of fire resources with North Zone and the Operational Area.
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
- ☐ Prepare objectives for the Fire & Rescue Branch and provide them to the Operations Section Chief prior to the first EOC Action Planning Meeting.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.



FIRE & RESCUE BRANCH DIRECTOR

Operational Phase

- ❑ Maintain status reports of fire and rescue mission being conducted.
- ❑ Identify field personnel and equipment commitments, locations, and shortages.
- ❑ Advise the Incident Commander(s) of current plan for operations.
- ❑ Ensure communication between the EOC and Incident Command is ongoing.
- ❑ Inventory the availability of public and private rescue personnel, teams, and equipment.
- ❑ Determine if current and forecasted weather conditions will support or complicate fires, rescues, hazardous materials release major medical incidents, etc.
- ❑ Advise field units on shelter locations, medical facilities, and casualty collection points.
- ❑ Assist in warning and evacuation procedures.
- ❑ Coordinate hazardous material spills and release response.
- ❑ Establish a plan for deployment of search and rescue resources.
- ❑ Coordinate with Logistics Section and the Construction and Engineering Branch Director to provide equipment and personnel for heavy rescue operations, debris removal, and hazardous material containment.
- ❑ Maintain communications with other fire agencies in North Zone and the Operational Area.
- ❑ Keep the Operations Section Chief informed of the situation status, effectiveness of operations, and special conditions as they arise.
- ❑ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief before the next EOC Action Planning Meeting.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.



FIRE & RESCUE BRANCH DIRECTOR

Deactivation Phase

- ☐ Ensure all field units are accounted for during deactivation.
- ☐ Follow generic Deactivation Phase Checklist.



LAW ENFORCEMENT BRANCH DIRECTOR

The Law Enforcement Branch Director is responsible for coordination of movement, law enforcement, traffic control, and public protection during the incident. The Law Enforcement Branch Director is responsible for providing warning information, including alerting and notifying the public of impending or existing emergencies.

Law Enforcement Branch Director SDSO Captain

Alternate SDSO Lieutenant

Supervisor Operations Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Law Enforcement Branch Director**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Operations Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ If the mutual aid system is activated, coordinate use of law enforcement resources with the Operational Area.
- ☐ Dispatch field operations and maintain communication.
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
- ☐ Prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first EOC Action Planning Meeting.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.



LAW ENFORCEMENT BRANCH DIRECTOR

Operational Phase

- ☐ Maintain status reports of law enforcement operations being conducted.
- ☐ Identify field personnel and equipment commitments, locations, and shortages.
- ☐ Advise the Incident Commander(s) of current plan for operations.
- ☐ Ensure communication between the EOC and Incident Command is ongoing.
- ☐ Coordinate the mobilization, deployment, and organization of law enforcement and traffic control mutual aid operations.
- ☐ Ensure Critical Access Workers can enter evacuated areas per Reentry Guide.
- ☐ Provide security for evacuated areas.
- ☐ Coordinate with animal control and shelter locations for large and domestic animals.
- ☐ Provide support for the control of vehicle and pedestrian traffic.
- ☐ Develop a traffic control and evacuation plan.
- ☐ Develop reentry traffic control and law enforcement plans once repopulation is authorized.
- ☐ Impose a curfew order is necessary.
- ☐ Maintain status on Law Enforcement mission being conducted.
- ☐ Maintain communications with other law enforcement agencies in the Operational Area.
- ☐ Keep the Operations Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Ensure all field units are accounted for during deactivation.
- ☐ Follow generic Deactivation Checklist.



CARE & SHELTER BRANCH DIRECTOR

The Care & Shelter Branch Director is responsible for the planning and execution of evacuation and mass care and sheltering operations. Provide care and shelter for disaster victims and coordinate efforts with the American Red Cross and other volunteer agencies.

Care & Shelter Branch Director

Community Services Director

Alternate

Assistant Community Services Director

Supervisor

Operations Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Care and Shelter Branch Director**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Logistics Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Coordinate resources with the Care & Shelter Branch of the Operational Area EOC.
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Logistics Section Chief.
- ☐ Prepare objectives for the Care & Shelter Branch and provide them to the Logistics Section Chief prior to the first EOC Action Planning Meeting.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Identify the care and shelter needs of the community.



CARE & SHELTER BRANCH DIRECTOR

- ☐ If evacuations are initiated or appear to be imminent, coordinate with the Law Enforcement Branch Director to determine, at a minimum:
 - ☐ The boundaries of the evacuation area(s).
 - ☐ The number of evacuees requiring food and shelter. (It is anticipated that typically only 10% - 20% will seek mass shelter during an emergency.)
- ☐ Coordinate all shelter requests with American Red Cross and the Operational Area.
- ☐ Coordinate with the American Red Cross and other emergency welfare agencies for mass feeding. Identify, set up, staff, and maintain temporary evacuation centers and mass care facilities.
- ☐ Ensure activated shelter facilities comply with the American with Disabilities Act and meet the needs of access and functional needs individuals.
- ☐ Coordinate with the Public Information Officer on the public notification of all shelter locations and any anticipated closures.
- ☐ Ensure shelter management teams are organized and facilities are ready for occupancy.
- ☐ Coordinate the care and shelter needs of evacuated animals, including guide, signal, and service dogs.
- ☐ List and maintain all City run shelter information in WebEOC utilizing the Shelter Status Board.
- ☐ Keep the Logistic Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Authorize the deactivation of organizational elements within the branch when authorized by the Logistics Section Chief.
- ☐ Ensure all field units are accounted for during deactivation.
- ☐ Follow generic Deactivation Phase Checklist.



PUBLIC WORKS BRANCH DIRECTOR

The Public Works Branch Director is responsible for maintaining situation awareness of all public works projects. The Public Works Branch Director coordinates the restoration of roads, storm drain systems, public buildings, water and wastewater systems, and transit facilities.

Public Works Branch Director	Public Works Director
Alternate	Deputy Public Works Director
Supervisor	Operations Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Public Works Branch Director**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Operations Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Dispatch field operations and maintain communication.
- ☐ If mutual aid system is activated, coordinate with Operational Area.
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
- ☐ Prepare objectives for the Public Works Branch and provide them to the Operations Section Chief prior to the first EOC Action Planning Meeting.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.



PUBLIC WORKS BRANCH DIRECTOR

Operational Phase

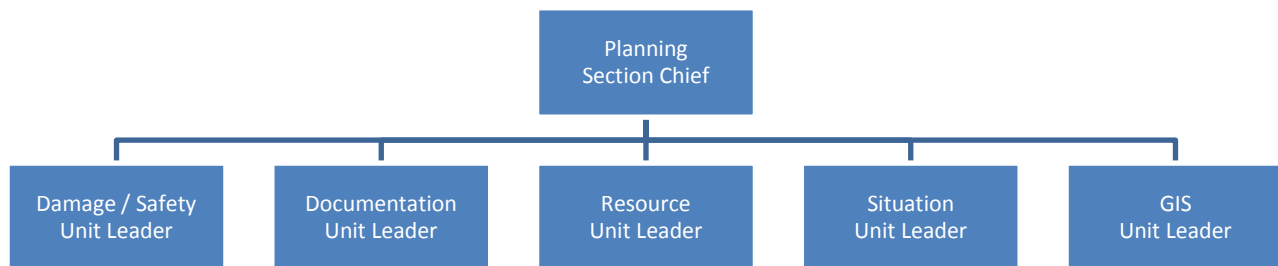
- ☐ Maintain status reports of public works operations being conducted.
- ☐ Identify field personnel and equipment commitments, locations, and shortages.
- ☐ Ensure damage and safety assessments are being carried out for both public and private facilities.
- ☐ Request mutual aid as required through the Operational Area.
- ☐ Determine and document the status of transportation routes into and within affected areas.
- ☐ Coordinate debris removal services as required.
- ☐ Advise the Public Information Officer of transportation routes and road, building, and bridge closures.
- ☐ Coordinate the availability of heavy equipment, construction materials, and vehicles through Logistics as required.
- ☐ Establish communication with utility companies serving the affected area.
- ☐ Determine the status of local resources available to restore utilities, including natural gas and petroleum pipelines, electricity, water, telecommunications, sewage, and television.
- ☐ Restore, maintain, and operate essential facilities.
- ☐ Construct emergency facilities as necessary.
- ☐ Keep the Operations Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Ensure all field units are accounted for during deactivation.
- ☐ Follow generic Deactivation Phase Checklist.



PLANNING SECTION





City of San Marcos
Emergency Operations Plan

Functional Annex
Planning Section

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PLANNING SECTION CHIEF

The Planning Section Chief is responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and the status of resources.

Planning Section Chief	Planning Director
Alternate	Deputy City Engineer
Supervisor	EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Planning Section Chief**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Ensure Planning Section is set up properly and appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Meet with Operations Section Chief and review any major incident reports.
- ☐ Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operations Period.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Ensure Planning Section position logs and other necessary files are maintained.



PLANNING SECTION CHIEF

- ☐ Ensure the Situation Unit Leader is maintaining current information for the situation report.
- ☐ Ensure major incident reports and status reports are completed by the Operations Section and are accessible by the Planning Section.
- ☐ Ensure a situation report is produce and distributed to EOC Sections at least once prior to the end of the operational period.
- ☐ Ensure all status boards and other displays are kept current and posted information is neat and legible.
- ☐ Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays.
- ☐ Conduct periodic briefing with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- ☐ Facilitate the initial EOC Action Planning Meeting at least one hour after EOC activation and at least one every additional operational period.
- ☐ Ensure objectives for each section are completed, collected, and posted in preparation for the next EOC Action Planning Meeting.
- ☐ Ensure the EOC Action Plan is completed and distributed prior to the start of the next operational period.
- ☐ Work closely with each Unit Leader in the Planning Section to ensure the section objectives are being addressed.
- ☐ Ensure the Documentation Unit Leader maintains files on all EOC activities and provides reproduction and archiving services for the EOC.
- ☐ Working with the Recovery Coordination Officer begins planning for recovery operations.
- ☐ Prepare After-Action Report and assist in debriefing.
- ☐ Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.



PLANNING SECTION CHIEF

Deactivation Phase

- ☐ Assist EOC Director as needed.
- ☐ Follow generic Deactivation Phase Checklist.



DAMAGE / SAFETY ASSESSMENT UNIT LEADER

The Damage / Safety Assessment Unit Leader is responsible for the evaluation of all city owned and private structures that may have been damaged in an incident. Responsible for maintaining detailed records of damage / safety assessment information and supporting the documentation process.

Damage / Safety Assessment Unit Leader	Building Official
Alternate	Principal Building Inspector
Supervisor	Planning Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Damage / Safety Assessment Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Planning Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Dispatch field operations and maintain communication.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Coordinate with Operational Area regarding local jurisdictional needs.
- ☐ Oversee the initial inspection of the entire City and report locations of damaged structures, utilities, roads, stoplights, and facilities.



DAMAGE / SAFETY ASSESSMENT UNIT LEADER

- ☐ Give special attention to special hazard areas such as government facilities, schools, utilities, and large occupied buildings.
- ☐ Prepare the initial damage estimate of the City.
- ☐ Collect, record, and total the type and estimated value of damage.
- ☐ Provide as necessary assessment teams to inspect and mark hazardous structures and record damage.
- ☐ Inspect and post critically damaged structures for occupancy or condemnation.
- ☐ Coordinate with the Utilities Unit Leader on damage assessment of water system and private utilities companies on power system damage.
- ☐ Keep the Planning Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Ensure all field units are accounted for during deactivation.
- ☐ Follow generic Deactivation Phase Checklist.



DOCUMENTATION UNIT LEADER

The Documentation Unit Leader is responsible for collecting, filing, and maintaining all completed incident related documents, including EOC position logs, situation status reports, and EOC Action Plans. Also prepares and distributes the After-Action Report.

Documentation Unit Leader	City Clerk
Alternate	Deputy City Clerk
Supervisor	Planning Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Documentation Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Planning Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records.
- ☐ Meet with the Recovery Coordination Officer to determine with EOC material and documents are necessary to provide accurate records and documentation for recovery purposes.



DOCUMENTATION UNIT LEADER

- ❑ Initiate and maintain a roster of all activated EOC positions to ensure position logs are accounted for and submitted to the Documentation Unit Leader at the end of each operations period.
- ❑ Reproduce and distribute the Situation Reports and EOC Action Plans.
- ❑ Maintain all EOC materials as official records. Review records for accuracy and completeness and correct any errors by verifying information with appropriate personnel.
- ❑ Establish a documentation filing system for storing files related to the incident. Permanently store these documents for legal, analytical, and historical purposes.
- ❑ Establish and maintain document reproduction services for EOC Staff.
- ❑ Create and maintain email archive for all EOC email messages.
- ❑ Prepare and distribute the After-Action Report.
- ❑ Keep the Planning Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Collect all documentation including emails, notes, documents, logs, and electronic files from all EOC Staff prior to EOC deactivation.
- ❑ Follow generic Deactivation Phase Checklist.



RESOURCE UNIT LEADER

The Resource Unit Leader is responsible for maintaining the status of all assigned resource (primary and support) to the incident.

Resource Unit Leader As assigned by Planning Section Chief

Alternate As assigned by Planning Section Chief

Supervisor Planning Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Resource Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Planning Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Coordinate with Supply Unit Leader to keep informed of all material resources coming into the incident.
- ☐ Coordinate with Operations Section Chief to maintain status of all incident resources.
- ☐ Create and maintain a master list of all incident resources.
- ☐ Coordinate with the Department Operations Center(s) and the Incident Commander(s) to track all personnel checked in and assigned to the incident.



RESOURCE UNIT LEADER

- ❑ Coordinate with the Cost Unit Leader and the Time Unit Leader to keep accurate track of financial matters related to material and personnel use.
- ❑ Keep the Planning Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Follow generic Deactivation Phase Checklist.



SITUATION UNIT LEADER

The Situation Unit Leader is responsible for the collection, organization, and analysis of incident situation information, and displaying that information on the status board in WebEOC. Ensures all information collected from sources is current and validated prior to posting on WebEOC.

Situation Unit Leader	As assigned by Planning Section Chief
Alternate	As assigned by Planning Section Chief
Supervisor	Planning Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Situation Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Planning Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Oversee the collection and analysis of all incoming incident related information.
- ☐ Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit Leader for manual distribution and reproduction as required.
- ☐ Collect and consolidate information on damage to public and private sector property, loss of life and injury, and the status of continued occupancy of facilities and structures.
- ☐ Identify the location of the incident's progress and development.



SITUATION UNIT LEADER

- ❑ Direct EOC staff on collecting incident status information from resource. Ensure each EOC Section provides a status report for inclusion in the Situation Status Report.
- ❑ Prepare a Situation Status Report on the status of the emergency, including identifying the area affected, resource available, resources committed, and resources needed.
- ❑ Ensure each section provides their objectives at least 30 minutes prior to each EOC Action Planning Meeting.
- ❑ Prepare an EOC Action Report for the incoming operational period staff on the objectives to be accomplished during their shift. Provide the final approved copy to the Documentation Unit Leader for mass production and distribution to all EOC Staff.
- ❑ Keep the Planning Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Follow generic Deactivation Phase Checklist.



GIS UNIT LEADER

The GIS Unit Leader is responsible for the display of incident status information obtained from field observers, resource status reports, aerial and other photographs, and other data. Responsible for meeting the EOC's entire incident mapping needs.

GIS Unit Leader	GIS Analyst
Alternate	As assigned by Planning Section Chief
Supervisor	Planning Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **GIS Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Planning Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Display situational and operational information using display boards, maps, and other visual aids.
- ☐ Create and display the current EOC organizational chart.
- ☐ Establish a situation map.
- ☐ Ensure information is current, clear, and concise.
- ☐ Maintain a record of all visual displays.



GIS UNIT LEADER

- ❑ Keep the Planning Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Follow generic Deactivation Phase Checklist.



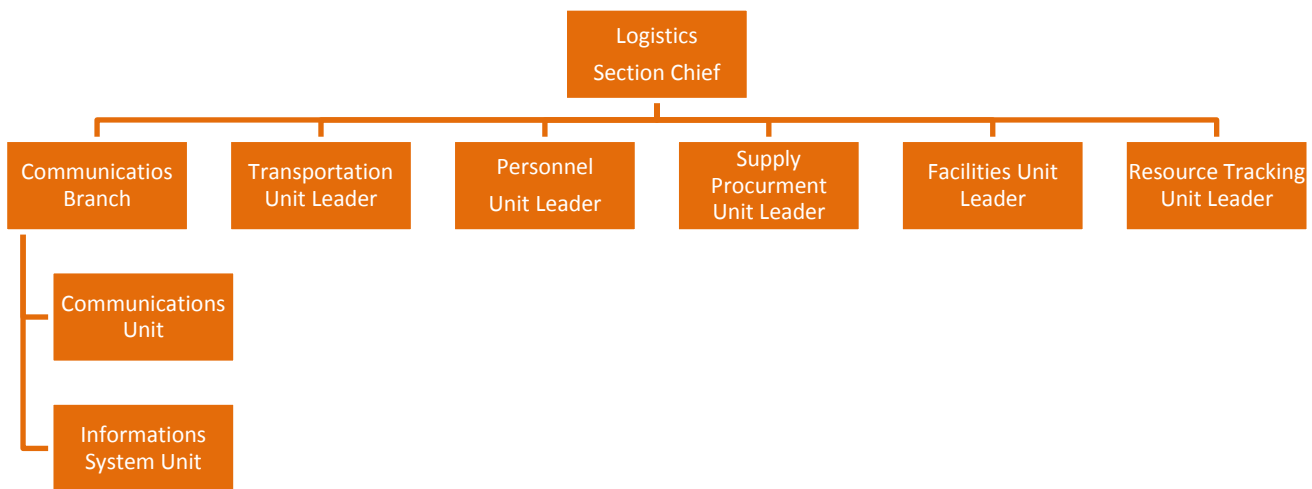
City of San Marcos
Emergency Operations Plan

Functional Annex
Planning Section

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LOGISTICS SECTION





City of San Marcos
Emergency Operations Plan

Functional Annex
Logistics Section

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LOGISTICS SECTION CHIEF

The Logistics Section Chief is responsible for providing facilities, services, and material support of the incident.

Logistics Section Chief As assigned by the EOC Director

Alternate As assigned by the EOC Director

Supervisor EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Logistics Section Chief**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Ensure Branches and Units with the Logistic Section to coordinate with appropriate Branches in the Operations Section to prioritize and validate resource requests from DOC's and Incident Command(s) in the field.
- ☐ Meet with EOC Director and identify immediate resource needs.
- ☐ Meet with the Finance Section Chief to determine level of purchasing authority for the Logistics Section.
- ☐ Assist Branch and Unit Leaders in developing objectives for the Logistics Section, as well as plans to accomplish their objectives within the fires operational period, on in accordance with the EOC Action Plan.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.



LOGISTICS SECTION CHIEF

Operational Phase

- ❑ Provide situation status and resource information to the Planning Section Chief.
- ❑ Identify and coordinate for the procurement of additional service and support requirements of personnel, supplies, and equipment to support incident operations.
- ❑ Meet regularly with section staff and work to reach consensus on section objective for forthcoming operational periods.
- ❑ Provide the Planning Section Chief with the Logistics Section objectives at least 30 minutes prior to each EOC Action Planning Meeting.
- ❑ Ensure the Supply Unit Leader coordinates closely with the Cost Unit Leader in the Finance Section, and all required documents and procedures are completed and followed.
- ❑ Ensure the Ground Support Unit Leader meets all transportation requirements in support of the Operations Section.
- ❑ Ensure the Facilities Unit Leader meets all requests for facilities and facility support.
- ❑ Ensure all resources are tracked and accounted for as well as resource ordered through Mutual Aid.
- ❑ Ensure all logistics requests are logged through WebEOC on Task Tracker / Logistical Request – Logistics.
- ❑ Make logistical arrangements to utilize other resources outside of impacted incident areas.
- ❑ Obtain, reproduce, and disseminate updated resource inventories and other information to all EOC Sections as necessary.
- ❑ Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.



LOGISTICS SECTION CHIEF

Deactivation Phase

- ☐ Authorize the deactivation of organization elements within the Logistics Section with they are no longer needed.
- ☐ Assist the EOC Director as required.
- ☐ Follow generic Deactivation Phase Checklist.



COMMUNICATIONS BRANCH COORDINATOR

The Communications Branch provides for the coordination of agency or jurisdiction communications services to meet incident, DOC or agency needs. These services will include electronic information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operating requirements.

Communications Branch Coordinator	As assigned by the Logistics Section Chief
Alternate	As assigned by the Logistics Section Chief
Supervisor	Logistics Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Communications Branch Coordinator**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Logistics Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Based on the situation, activate the necessary units within the Communications Branch:
 - ☐ Communications Unit
 - ☐ Information Systems Unit
- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase

- ☐ Ensure Branch and Unit position logs and other necessary files are maintained.
- ☐ Keep all sections informed of the status of the communications systems, particularly those that are being restored.



COMMUNICATIONS BRANCH COORDINATOR

- ❑ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- ❑ Ensure that the EOC Communications Center is activated to receive and direct all emergency related communications to appropriate destinations within the EOC.
- ❑ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ❑ Ensure that WebEOC communications links, if available, are established with the Operational Area EOC.
- ❑ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- ❑ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- ❑ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ❑ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ❑ Keep the Logistics Section Chief informed of the status of the communications systems.
- ❑ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- ❑ Refer all contacts with the media to the Public Information Branch.

Deactivation Phase

- ❑ Authorize the deactivation of organization elements within the Communications Branch when they are no longer needed.
- ❑ Assist the Logistics Section Chief as required.



COMMUNICATIONS UNIT LEADER

The Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities, distribution of communications equipment to incident personnel, and the creation and maintenance of the Incident Communication Plan (ICS 205).

Communications Unit Leader	As assigned by Logistics Section Chief
Alternate	As assigned by Logistics Section Chief
Supervisor	Logistics Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Communications Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Logistics Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Ensure Communications Center is properly functioning and maintained.
- ☐ Provide communications personnel to EOC dispatch center as necessary.
- ☐ Create and implement Incident Communications Plan (ICS 205).
- ☐ Create and maintain Communications List (ICS 205A) as necessary.
- ☐ Coordinate activation and use of all Community Emergency Notification Systems with the Public Information Officer.



COMMUNICATIONS UNIT LEADER

- ❑ Keep the Logistics Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Keep all sections informed of the status of the communications systems, particularly those that are being restored.
- ❑ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- ❑ Meet periodically with the Operations Section Branches to ensure their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- ❑ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Authorize the deactivation of organizational elements within when authorized by the Logistics Section Chief.
- ❑ Follow generic Deactivation Phase Checklist.



INFORMATION SYSTEMS UNIT LEADER

The Information Systems Unit Leader is responsible for managing all computer and telephone needs of the EOC Staff.

Information Systems Unit Leader

Information Systems Manager

Alternate

Information Systems Analyst

Supervisor

Communications Branch Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Information Systems Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Communications Branch Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Logistics Section Chief.
- ☐ Prepare objectives for the Technology Branch and provide them to the Logistics Section Chief prior to the first EOC Action Planning Meeting.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Coordinate with all EOC Sections to determine telephone and computer equipment needs.
- ☐ Maintain the use of all EOC telephone and computer equipment.



INFORMATION SYSTEMS UNIT LEADER

- ❑ Coordinate with the Logistics Section Chief to procure additional telephones and computers as necessary.
- ❑ Keep the Logistics Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Follow generic Deactivation Phase Checklist.



TRANSPORTATION UNIT LEADER

The Transportation Unit Leader is responsible for developing a transportation plan including the arrangement for transportation to support EOC operations.

Transportation Unit Leader As assigned by the Logistics Section Chief

Alternate As assigned by the Logistics Section Chief

Supervisor Logistics Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Transportation Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Logistics Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ In conjunction with the Documentation Unit Leader, develop and maintain an EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ☐ Establish and maintain a position log and other necessary files.
- ☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.
- ☐ Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.



TRANSPORTATION UNIT LEADER

- ❑ Develop a Transportation Plan that identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and materiel.
- ❑ Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- ❑ Keeps the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Deactivation Phase

- ❑ Follow generic Deactivation Phase Checklist



PERSONNEL UNIT LEADER

The Personnel Unit Leader is responsible for supporting human resource operations and coordinating the provision of additional personnel and volunteers.

Personnel Unit Leader As assigned by the Logistics Section Chief

Alternate As assigned by the Logistics Section Chief

Supervisor Logistics Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Personnel Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Logistics Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ In conjunction with the Documentation Unit Leader, develop and maintain an EOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all EOC personnel.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure all EOC staff (including volunteers) receives a current situation and safety briefing upon check-in.
- ☐ Coordinate with the Liaison Officer and EOC Coordinator to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.



PERSONNEL UNIT LEADER

- ❑ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- ❑ Process all incoming requests for personnel support. Identify the number of personnel, special qualifications, or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- ❑ Assist the Fire & Rescue Branch Director and Law Enforcement Branch Director with ordering of mutual aid resources as required.
- ❑ To minimize redundancy, coordinate all requests for personnel resources from the field through the Operations Section **prior to acting on the request.**
- ❑ Document names, assignments, and duty hours of all incident personnel.
- ❑ Coordinate with the Finance Section to provide emergency timekeeping procedures with respect to salary, benefits, worker's compensation, and documentation consistent with Federal, State, County, and City guidelines. Assist City employees in implementation of these procedures, as needed.
- ❑ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- ❑ Arrange for childcare services for EOC personnel as required.
- ❑ If required, establish registration locations with sufficient staff to register spontaneous volunteers, and issue them disaster serviced worker identification cards.
- ❑ Keep the Logistics Section Chief informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Follow generic Deactivation Phase Checklist.



SUPPLY/PROCUREMENT UNIT LEADER

The Supply Unit Leader is responsible for ordering equipment and supplies required for incident operations.

Supply Unit Leader As assigned by the Logistics Section Chief

Alternate As assigned by the Logistics Section Chief

Supervisor Logistics Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Supply / Procurement Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Logistics Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Determine if requested types and quantities of supplies and material are available in inventory.
- ☐ Determine procurement spending limits with the Cost Unit Leader. Obtain a list of pre-designated emergency purchase orders as required.
- ☐ Whenever possible, meet with the requesting party to clarify types and amount of supplies and material, and verify the request has not been previously filled through another source.



SUPPLY/PROCUREMENT UNIT LEADER

- ❑ In conjunction with the Resource Unit Leader, maintain a status board or other reference depicting procurement actions in progress and their status.
- ❑ Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.
- ❑ The Finance Section must approve orders exceeding the purchase order limit before the order can be completed.
- ❑ If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance Section for development of necessary agreements.
- ❑ Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Ground Support Unit Leader.
- ❑ Ensure appropriate receipt paperwork is obtained from receiving personnel whenever possible.
- ❑ Working with the Ground Support Unit Leader, coordinate the moving of resources and supplies from hazard threatened areas.
- ❑ Maintain an inventory of all supplies available and expended, including donations.
- ❑ Advise on resources available in City inventory.
- ❑ Order, receive, store, and process all incident related resources and supplies, including purchasing or rental of resources.
- ❑ Alert procurement personnel, mutual aid partners, contractors, and emergency vendors of possible needs.
- ❑ Coordinate donated goods from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- ❑ Keep the Support Branch Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.



SUPPLY/PROCUREMENT UNIT LEADER

Deactivation Phase

- ☐ Ensure all rental equipment is accounted for during deactivation.
- ☐ Follow generic Deactivation Phase Checklist.



FACILITIES UNIT LEADER

The Facilities Unit Leader is responsible for maintaining the EOC and monitoring other City building and facilities. Ensures adequate facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and necessary materials.

Facilities Unit Leader	As assigned by the Logistics Section Chief
Alternate	As assigned by the Logistics Section Chief
Supervisor	Logistics Section Chief

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Facilities Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Logistics Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Ensure EOC facility and staff support needs are met, including hygiene, sanitation, and sleeping quarters.
- ☐ Ensure heating, ventilation, and air conditioning systems are functioning.
- ☐ Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.



FACILITIES UNIT LEADER

- ❑ Coordinate with the Operations Section to determine if assistance with facility acquisition and support is needed at the field level
- ❑ Maintain facilities, including lighting, sanitation, environmental systems, structure, etc.
- ❑ Provide City building and facility updates to the Situation Unit Leader.
- ❑ Document the location of each facility including a general description of furnishing, supplies, and equipment, hours of operation, and manager contact information.
- ❑ Maintain required records and documentation of personnel and equipment used during the incident.
- ❑ Keep the Support Branch Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ As facilities are vacated, coordinate the facilities return to its original condition. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- ❑ Ensure all field units are accounted for during deactivation.
- ❑ Follow generic Deactivation Phase Checklist.



RESOURCE TRACKING UNIT LEADER

The Resource Tracking Unit Leader is responsible for coordinating with other units in Logistics to capture and centralize necessary resource location status information and to display this information

Resource Tracking Unit Leader As assigned by the Logistics Section Chief

Alternate As assigned by the Logistics Section Chief

Supervisor Logistics Section Chief

Position Checklist

Activation Phase

- ❑ Report to the EOC and identify yourself as the **Resource Tracking Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ❑ Establish and maintain a position log and other necessary files.
- ❑ Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, Personnel, and Transportation.
- ❑ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- ❑ Status boards should track requests by providing at a minimum, the following information; date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- ❑ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- ❑ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following; actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.



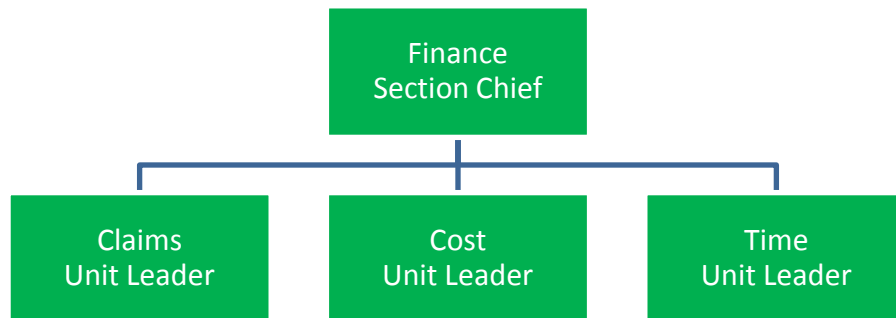
RESOURCE TRACKING UNIT LEADER

Deactivation Phase

- ☐ Follow generic Deactivation Phase Checklist.



FINANCE SECTION





City of San Marcos
Emergency Operations Plan

Functional Annex
Finance Section

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FINANCE SECTION CHIEF

The Finance Section Chief is responsible for all financial, administrative, and cost analysis aspects of the incident.

Finance Section Chief Director of Finance

Alternate Financial Analyst

Supervisor EOC Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Finance Section Chief**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the EOC Director on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- ☐ Prepare objectives for the Finance Section and provide them to the EOC Director prior to the first EOC Action Planning Meeting.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Ensure all financial functions of the incident are performed including maintain financial records of the incident, processing purchasing orders and contracts, worker's compensation claims, and handling travel expense claims as necessary.



FINANCE SECTION CHIEF

- ❑ Provide financial and cost analysis information, including estimates and recommendations for savings.
- ❑ Keep the EOC Director and Section Chiefs aware of the current fiscal situation.
- ❑ Ensure the Claims Unit Leader processes all workers' compensation claims, resulting from the emergency, in a reasonable period given the nature of the situation.
- ❑ Ensure the Time Unit Leader processes all time sheets promptly.
- ❑ Assist the Recovery Coordinator Officer in developing a recovery plan to include funding sources for significant expenditures expected during the recovery phase.
- ❑ Prepare applications and claims for state and federal reimbursement and assistance.
- ❑ Provide input in all plans for financial and cost analysis.
- ❑ Properly prepare and complete all financial obligation documents.
- ❑ Keep the EOC Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Provide a final report to the EOC Director on the total response costs, recovery activities, and reimbursement programs.
- ❑ Assist EOC Director as needed.
- ❑ Follow generic Deactivation Phase Checklist.



CLAIMS UNIT LEADER

The Claims Unit Leader is responsible for the overall management of claims relating to injury and management of claims related to property damage.

Claims Unit Leader Senior Human Resources Analyst

Alternate HR Risk Technician

Supervisor Finance Branch Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Claims Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Finance Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Process, track, and record all insurance claims resulting from the incident.
- ☐ Ensure all insurance claims for worker's compensation or physical damages are properly prepared, filed, tracked, and investigated with the Safety Officer.
- ☐ Investigate all damage claims, injuries, and fatalities as soon as possible.
- ☐ Coordinate with the Safety Officer regarding the mitigation of hazards.
- ☐ Maintain a log of injuries and illnesses, and property or equipment damage reported during the incident.



CLAIMS UNIT LEADER

- ❑ Document to the extent possible all information and evident regarding claims for property loss by the public. Use photographs and witness statement. Coordinate with the Legal Advisor.
- ❑ Document to the extent possible all information and evidence regarding injury claims by City personnel. Use photographs and witness statements. Coordinate with the Legal Advisor.
- ❑ Provide written authority for persons requiring medical treatment.
- ❑ Provide correct billing forms for transmittal to doctor and / or hospital.
- ❑ Keep informed and report on status of hospitalized personnel.
- ❑ Keep the Finance Branch Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ❑ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ❑ Coordinate with appropriate agencies for injured personnel in local hospitals after deactivation.
- ❑ Provide a final report detailing total reimbursements from insurance claims and expenditures relate to workers' compensation claims.
- ❑ Follow generic Deactivation Phase Checklist.



COST UNIT LEADER

The Cost Unit Leader is responsible for providing cost analysis data for the incident to help the planning and recovery efforts. Ensures all pieces of equipment and personnel that require payment are properly identified, obtain and record all cost data, analyze, prepare, and maintain accurate records of incident costs.

Cost Unit Leader	As assigned by the Finance Section Leader
Alternate	As assigned by the Finance Section Leader
Supervisor	Finance Branch Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Cost Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Finance Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Establish (or implement) an accounting system and special cost codes associated with this emergency.
- ☐ Maintain a fiscal record of all expenditures related to the incident.
- ☐ Ensure all obligation documents initiated at the incident are properly prepared and accurately identified.
- ☐ Maintain accurate information on the actual costs for the use of all assigned resources.



COST UNIT LEADER

- ☐ Ensure all items of equipment and personnel that require payments are properly identified and costs are tracked.
- ☐ Ensure all Section Chiefs maintain proper records and documentation to support claims.
- ☐ Make recommendations for savings to the Finance Section Chief as necessary.
- ☐ Coordinate with the Documentation Unit Leader on content and format of cost related files to be transferred.
- ☐ Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at the EOC Action Planning Meeting if required.
- ☐ Collect and compile cost information at the end of each shift.
- ☐ Compile cumulative cost records on a daily basis.
- ☐ Ensure estimate costs are replaced with actual costs where known.
- ☐ Prepare and maintain a cost report to include cumulative analysis, summaries, and total expenditures related to the emergency.
- ☐ Organize and prepare records for audits as necessary.
- ☐ Keep the Finance Branch Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ☐ Act as the liaison for the EOC with the Operational Area and other disaster assistance agencies to coordinate the cost recovery process.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Prepare incident cost summaries as necessary.
- ☐ Follow generic Deactivation Phase Checklist.



TIME UNIT LEADER

The Time Unit Leader is responsible for tracking, recording, and reporting all on-duty time for personnel and volunteers working during the incident. Ensures personnel time records, travel expense claims, and other related forms are properly prepared and submitted.

Time Unit Leader	As assigned by the Finance Section Leader
Alternate	As assigned by the Finance Section Leader
Supervisor	Finance Branch Director

Position Checklist

Activation Phase

- ☐ Report to the EOC and identify yourself as the **Time Unit Leader**, locate the appropriate position notebook, put on your vest, and display your nameplate.
- ☐ Review this entire checklist and the generic checklist before taking any action.
- ☐ Obtain briefing from the Finance Section Chief on the extent of the incident.
- ☐ Turn on your computer and log into WebEOC.
- ☐ Determine staffing requirements.
- ☐ Establish and maintain your position log (WebEOC) which chronologically describes your actions taken during your shift.
- ☐ Track all hours to ensure proper pay.

Operational Phase

- ☐ Ensure the accuracy of submitted time records from all personnel and volunteers.
- ☐ Obtain complete personnel rosters from the Personnel Unit Leader. Rosters should include EOC Staff and field personnel.
- ☐ Provide instructions to ensure time sheets and travel expense claims are properly completed and signed by each employee prior to submitting these forms.
- ☐ Establish a file for each employee or volunteer to maintain a fiscal record.



TIME UNIT LEADER

- ☐ Establish and maintain a file for time reports of rented equipment.
- ☐ Keep time records for each EOC shift.
- ☐ Ensure all Section Chiefs maintain proper supporting records and documentation to support claims.
- ☐ Keep the Finance Branch Director informed of the situation status, effectiveness of operations and special conditions as they arise.
- ☐ Provide a situational briefing at the end of your operational period to your replacement to ensure continuity of activities and needs, identify follow up items that need attention.

Deactivation Phase

- ☐ Provide a final report detailing personnel and volunteer time and expense.
- ☐ Follow generic Deactivation Phase Checklist.



HAZARD ANNEX



City of San Marcos
Emergency Operations Plan

Hazard Annex
Hazards Specific to San Marcos

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HAZARDS SPECIFIC TO SAN MARCOS

Existing Plans

The City of San Marcos has completed hazard identification and mitigation plans that have assessed the degree of the hazard and identified mitigation measures. These plans include:

- ❑ City of San Marcos General Plan, Safety Element (2013)
- ❑ Multi Hazard Mitigation Plan (2015)
- ❑ Wildland Hazard Risk Assessment (2007)
- ❑ Community Wildfire Protection Plan (2007)

Fire

The San Marcos Fire Department (SMFD) is the agency responsible for providing emergency services in the event of a fire emergency. The department protects a diverse community consisting of large areas of residential development, commercial/retail centers, office buildings, industrial parks, and educational centers such as California State University San Marcos and Palomar Community College. Urban fires in the community have the potential to cause significant loss of life and property; however, improvements in architecture, building design, construction materials, and emergency response reduce the likelihood of catastrophic occurrences.

San Marcos Wildland urban interface (WUI) areas have steep slopes, limited precipitation, and plenty of available fuel/combustible plant material. In an effort to reduce the threat posed by wildland fire events, the SMFD completed a comprehensive assessment of WUI fire hazards and prepared a Community Wildfire Protection Plan (CWPP) and Hazard Risk Assessment (HRA) for the San Marcos community and unincorporated areas in the San Marcos Fire Protection District. This assessment and the CWPP/HRA identify areas as WUI study areas to prioritize hazardous fuel removal and reduce overall community fire risks (SMFD 2007). The SMFD has mapped WUI areas denoting community hazard levels as part of the HRA. Brush management is required to be undertaken in these areas where urban development interfaces with open space so that fire fuel loads and potential fire hazards can be reduced. The CWPP/HRA also identifies actions to protect one or more WUI study area neighborhoods, and identifies training, public education, and local resource needs (SMFD 2007). The CWPP meets the requirements of the federal Healthy Forests Restoration Act (HFRA) of 2003 for community fire planning (SMFD 2007). In accordance with the CWPP and the Zoning Ordinance, all new development in identified community hazard areas requires a Fuel Management Plan. This includes clearing and maintaining defensible space of 100 to 150 feet around structures, depending on the structure and vegetation type. Safety development and fuel reduction zones will continue to be addressed by developers and SMFD.



HAZARDS SPECIFIC TO SAN MARCOS

Hazardous Materials

A hazardous material is defined as any injurious substance, including pesticides, herbicides, toxic metals and chemicals, explosives, and nuclear fuels and materials. The use of these hazardous materials is commonplace in commercial, industrial, and manufacturing activities. Because these materials are increasingly used in urban settings, there are activities within the City that expose residents to certain risks associated with hazardous materials. The use of combustibles and the use, transport, and disposal of hazardous and toxic waste pose certain risks to the general population. Hazardous materials require special methods of disposal, storage, and treatment. The release of hazardous materials requires an immediate response to protect human health and safety and/or the environment.

Hazardous material protocols and coordination procedures used between response organizations during emergencies and disasters are described in detail in the County of San Diego Operational Area Emergency Plan Annex H: Environmental Health Operations. Refer to this plan for additional information.

Flooding

The City of San Marcos central business district is located in flood prone areas (100-year floodplain). Risk of flooding and inundation due to dam failure is possible due to the prevalence of natural drainage corridors and the presence of human-made water reservoirs within the City of San Marcos. The business district and other productive areas of San Marcos lie within FEMA 100 year flood plains. Dam Failures at of the manmade reservoirs such as South Lake, Jacks Pond, Discovery Lake, or Lake San Marcos could cause potential downstream inundation and flooding. The difficulty in implementing mitigation measures due to state and federal regulations limits mitigations.

Drought

With a 90% dependence on imported water, the San Diego Operational Area is faced with the ever-present threat of drought or water shortage. If the San Diego region had to rely exclusively on locally produced water, a population of only about 300,000 could be sustained.

During an average rainfall year, the existing water reservoirs are far from full. In the event that additional local reservoirs were constructed, they would provide for additional short-term storage, but would have little impact on satisfying the water needs of this Operational Area.

Over the next 20-30 years, Arizona is expected to take more of its entitlement to Colorado River supplies, decreasing the amount of surplus water available to the Metropolitan Water District of Southern California (MWD). MWD's other supply source, the State Water Project (SWP), has yet to construct the facilities necessary to deliver the total amount of water for which MWD contracted in the 1960s. Therefore, there is some uncertainty over future imported water supplies for the Southern California region.



HAZARDS SPECIFIC TO SAN MARCOS

Efforts are being made to secure more water from both the Colorado River and the SWP. MWD is attempting to increase its firm Colorado River supplies by financing conservation programs on the river and using the conserved water. MWD is also seeking to store an increased amount of water in Lake Mead, and to gain water through improvements in reservoir operations and management.

These efforts are expected to improve the reliability of regional water supplies. MWD has a goal of meeting all of its member agency water demands, even during dry years. The San Diego County Water Authority's current reliability goal is to meet 100 percent of its member agency demand 90 percent of the time, 90 percent of the demand 98 percent of the time, and never deliver less than 80 percent of demand.

Water conservation is now considered a cost effective means of obtaining "new" water supplies. In addition, pricing adjustments and, if necessary, mandatory restrictions on water use are further measures which can be used to manage limited water supplies in times of emergencies.

Earthquake

A major earthquake occurring in the San Diego County Operational Area to the City of San Marcos could cause a great many casualties, extensive property damage, fires, flooding, and other ensuing hazards. The effects could be aggravated by aftershocks and by the secondary effects of fire, landslides, and dam failure. The time of day and season of the year would also have a profound effect on the number of dead and injured and the amount of damage sustained. Such an earthquake could be catastrophic in its effect on the population and could exceed the response capability of the City. Damage control and disaster relief support would be required from all local governments and private organizations as well as the state and federal governments.

Extensive search and rescue operations would be required to assist trapped or injured persons. Injured or displaced persons would need emergency medical care, food, and temporary shelter. Identification and burial of the dead would pose difficult problems; and public health would be a major concern. Mass evacuation could be essential to save lives, particularly in areas below dams. Many families would be separated, particularly if the earthquake should occur during working hours and a personal inquiry or locator system would be imperative to maintain family support systems. Emergency operations could be seriously hampered by the loss of communications; damage to transportation routes; and by the disruption of public utilities and services.

Extensive local, state and federal assistance would be immediately required and could continue over an extended period. These recovery efforts would require activities such as removal of debris and clearing roadways, demolishing unsafe structures, assisting in reestablishing public



HAZARDS SPECIFIC TO SAN MARCOS

services and utilities, and providing continuing care and welfare for the affected population, including temporary housing for displaced persons.

City of San Marcos Seismic Hazard

San Marcos is located within a tectonically active region known as the Cordilleran Mountain System. This area stretches from Alaska to South America, and represents the boundaries between several major crustal plates. Granitic foothills of the Southern California Peninsular Range surround the alluvial valley of San Marcos. A number of major active and inactive faults bisect and surround this Peninsular Range.

Remarkably, San Marcos is almost completely free of fault activity. Although a number of small local faults occur near San Marcos, there are no known faults located within the City Boundaries, with only two inferred faults crossing into the southwestern portion of the planning area near Del Dios. Because none of these faults exceeds five miles in length or is directly related to a larger fault system, they are not likely to present significant seismic hazards beyond their immediate traces.

Potential impacts to the San Marcos area from these faults would thus be limited to the two inferred fault traces, for which no evidence of displacement or recurrence intervals is known. Although this seems to indicate that there is little chance of seismic events originating or being centered within San Marcos, hazards from the surrounding larger faults must be considered.

Landslides

Seismically induced landslides are a function of the vibratory motion associated with ground shaking, which increases the potential for mass movement on slopes. The degree of impact from seismic activity depends on a number of factors, including earthquake magnitude, intensity, and duration, as well as natural slope stability. Considering the currently stable condition of most sloped areas in the San Marcos region, a generally low potential exists for seismically induced landslide effects. This would increase locally wherever slope conditions are less stable, particularly in developed areas where conditions of natural slope equilibrium have been altered.

Nuclear Incidents

The decommissioned San Onofre Nuclear Generating Station (SONGS) site is located on the coast of Southern California in San Diego County, approximately 50-60 miles equidistant from the cities of Los Angeles and San Diego. The 83.63-acre site is entirely contained within the 125,000-acre Camp Pendleton Marine Corps Base military reservation.

Interstate Highway 5 and the Santa Fe Railroad both pass within 1,000 feet of the plant site and run alongside the coast. In the Oceanside area, Highways 76 and 78 run inland and cross I-15 which travels in a north-south direction, about 25 miles east of the plant site.



HAZARDS SPECIFIC TO SAN MARCOS

The uncontrolled release of radioactive material is considered the main hazard resulting from an incident at SONGS. The radioactive inventory of the facility is comprised of spent fuel that is currently stored on site pending the identification of a long-term storage strategy.

The chances of a nuclear weapon or a dirty bomb affecting the City of San Marcos are very small; however, the City continues to train and prepare its employees and emergency responders to recognize and respond to these types of incidents. The likelihood of a transportation incident involving a nuclear material is present due to two major freeways in or near to the City, Interstate 15, and Highway 78. In the event of a radiological emergency involving the transportation of nuclear waste, nuclear utilities have signed a nationwide agreement providing that the closest facility offer equipment and technical assistance. Emergency responders within the City of San Marcos are also trained on a regular basis to respond to these types of emergencies.

Power Outages

San Diego Gas and Electric (SDG&E) services the City of San Marcos citizens. The City may be affected with power outages for various reasons, including high winds, storms, and damaged power poles. When a power outage occurs every effort is made to contact affected residents and assure that those with access and functional needs equipment have a contingency plan.

Public Health Emergency

During a public health emergency, state, local, and private stocks of medical supplies could be depleted quickly. Rapid access to large quantities of pharmaceuticals and medical supplies would be vital, although such quantities may not be readily available.

Terrorism

With the military bases, biomedical firms, and high tech research facilities spread throughout San Diego County, the San Diego County Operational Area could become a target for future terrorist attacks. Throughout the City of San Marcos, there are a limitless number of potential terrorism targets, including abortion clinics, religious facilities, government offices, public places, schools, power plants, hospitals, utility infrastructures, water storage facilities, dams, and private homes of prominent individuals, financial institutions, and other target locations.

Although San Marcos does not have a history of terrorist incidents, it is important to be prepared to take protective measures, in the event a Department of Homeland Security (DHS) National Terrorism Advisory System (NTAS) alert is issued for San Marcos or a nearby jurisdiction.

Additionally, please see the San Diego Urban Area Security Initiative (UASI) Threat and Hazard Identification and Risk Assessment (THRIA) dated December 2012, and the 2012 San Diego Urban Area Homeland Security Strategy, for further information on threats and hazards to the



OTHER HAZARDS SPECIFIC TO SAN MARCOS

City of San Marcos. As both of these documents are **For Official Use Only** (FOUO), and all portions of these documents are deemed by the City of San Marcos to be records of its homeland security preparedness, these documents are exempt from public disclosure by Section 6254 (aa) of the California Government Code and are included in this Plan by reference only.



APPENDICES



City of San Marcos
Emergency Operations Plan

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GLOSSARY OF TERMS

-A-

Access Control Point

The point of entry and exit from the control zones. Regulates access to and from the work areas.

Action Plan

(See Incident Action Plan)

Agency

An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency, and Multi-agency.)

Agency Dispatch

The agency or jurisdictional facility from which resources are allocated to incidents.

Agency Executive or Administrator

Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative

An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Operations Branch Director

The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Air Tanker

Any fixed wing aircraft certified by FAA as being capable of transport and delivery of fire retardant solutions.

Allocated Resources

Resources dispatched to an incident.



GLOSSARY OF TERMS

Area Command

An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assigned Resources

Resources checked in and assigned work tasks on an incident.

Assignments

Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.

Assistant

Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency

An agency directly contributing tactical or service resources to another agency.

Available Resources

Incident-based resources that is ready for deployment.

-B-

Base

The location at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Base.

Basic Operational Level

The Basic level represents the minimum capability to conduct safe and effective search and rescue operations at structure collapse incidents. Personnel at this level shall be competent at surface rescue that involves minimal removal of debris and building contents to extricate easily accessible victims from non-collapsed structures.



GLOSSARY OF TERMS

Branch

The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

-C-

Cache

A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp

A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command

A series of management positions in order of authority.

Check-In

The process whereby resources first report to an incident. Check-in locations include Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

Chief

The ICS title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.

Clear Text

The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Command

The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post

(See Incident Command Post)



GLOSSARY OF TERMS

Command Staff

The Command Staff consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Communications Unit

An organizational unit in the Logistics Section responsible for providing communication services at an incident. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts

Formal working agreements among agencies to obtain mutual aid.

Compensation Unit / Claims Unit

Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries, or fatalities at the incident.

Complex

Two or more individual incidents located in the same general area that is assigned to a single Incident Commander or to Unified Command.

Cooperating Agency

An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., Red Cross, telephone company, etc.).

Coordination

The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

Coordination Center

Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements

Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency and jurisdictional representatives at the incident.



GLOSSARY OF TERMS

Cost Unit

Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

-D-

Decontamination (DECON)

That action that is required to physically remove or chemically change the contaminants from personnel and equipment.

Delegation of Authority

A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit

Functional unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.

Deputy

A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director

The ICS title for individuals responsible for supervision of a Branch.

Dispatch

The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center

A facility from which resources are assigned to an incident.



GLOSSARY OF TERMS

Division

Divisions are used to divide an incident into geographical areas of operation. A Division is located within the ICS organization between the Branch and the Task Force/Strike Team (See Group). Divisions are identified by alphabetic characters for horizontal applications and, often, by floor numbers when used in buildings.

Documentation Unit

Functional unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.

-E-

Emergency Operations Center (EOC)

A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan

The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Manager

The individual within each political subdivision that has coordination responsibility for jurisdictional emergency management.

Engine Company

Any ground vehicle providing specified levels of pumping, water, hose capacity, and personnel.

Evacuation

The removal of potentially endangered persons from an area threatened by a hazardous incident. Entry into the evacuation area should not require special protective equipment.

Event

A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exclusion Zone

That area immediately around the spill. That area where contamination does or could occur. The innermost of the three zones of a hazardous materials site. Special protection is required for all personnel while in this zone.



GLOSSARY OF TERMS

Expanded Medical Emergency

Any medical emergency that exceeds normal first response capabilities.

-F-

Finance / Administration Section

The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

First Responder

Personnel who have responsibility to initially respond to emergencies such as firefighters, law enforcement, lifeguards, forestry, EMS, ambulance, and other public service personnel.

Food Dispenser

Any vehicle capable of dispensing food to incident personnel.

Food Unit

Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.

Fuel Tender

Any vehicle capable of supplying fuel to ground or airborne equipment.

Function

In ICS, function refers to the five major activities in ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function.

-G-

General Staff

The group of incident management personnel reporting to the Incident Commander. They may each have a deputy, as needed. The General Staff consists of:

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief



GLOSSARY OF TERMS

Geographic Information System (GIS)

A Geographic Information System (GIS) is an organized collection of computer hardware, software, geographic data, people, and methods designed to efficiently capture, store, update, analyze, and display all forms of geographically referenced information.

Ground Support Unit

Functional unit within the Support Branch of the Logistics Section responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

Group

Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

-H-

Hazardous Material

Any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combination, and requires special care in handling because of the hazards it poses to public health, safety, and / or the environment.

Hazardous Materials Incident

Uncontrolled, unlicensed release of hazardous materials during storage or use from a fixed facility or during transport outside a fixed facility that may affect the public health, safety, and/or environment.

Helibase

The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident.

Helicopter Tender

A ground service vehicle capable of supplying fuel and support equipment to helicopters.

Helispot

Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Hierarchy of Command

(See Chain of Command)



GLOSSARY OF TERMS

Hospital Alert System

A communications system between medical facilities and on-incident medical personnel, which provides available hospital patient receiving capability and/or medical control.

-I-

Incident

An occurrence, either human caused or by natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan

Contains objectives reflecting the overall incident strategy, specific tactical actions and supporting information for the next operational period. The Plan may be oral or written. When written, the Plan may have a number of forms as attachments (e.g., traffic plan, safety plan, communications plan, map, etc.).

Incident Base

Location at the incident where the primary logistics functions are coordinated and administered. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Command Post (ICP)

The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS)

A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

Incident Commander

The individual responsible for the management of all incident operations at the incident site.

Incident Communications Center

The location of the Communications Unit and the Message Center.

Incident Management Team

The Incident Commander, appropriate Command and General Staff personnel assigned to an incident.



GLOSSARY OF TERMS

Incident Objectives

Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Incident Support Organization

Includes any off-incident support provided to an incident. Examples would be Agency Dispatch centers, Airports, Mobilization Centers, etc.

Information Officer

A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants.

Initial Action

The actions taken by resources, which are the first to arrive at an incident.

Initial Response

Resources initially committed to an incident.

-J-

Jurisdiction

The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, state, or federal boundary lines) or functional (e.g., police department, health department, etc.). (See Multijurisdictional)

Jurisdictional Agency

The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

-L-

Landing Zone

(See Helispot)



GLOSSARY OF TERMS

LCES Checklist

In the wildland fire environment, Lookouts, Communications, Escape Routes, Safety Zones (LCES) is key to safe procedures for firefighters. The elements of LCES form a safety system used by firefighters to protect themselves. This system is put in place before fighting the fire: select a lookout or lookouts, set up a communication system, choose escape routes, and select a safety zone or zones.

Leader

The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

Liaison Officer

A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Life-Safety

Refers to the joint consideration of both the life and physical well-being of individuals.

Logistics Section

The Section responsible for providing facilities, services, and materials for the incident.

-M-

Major Medical Emergency

Any emergency that would require the access of local mutual aid resources.

Management by Objectives

In ICS, this is a top-down management activity that involves a three-step process to achieve the incident goal. The steps are establishing the incident objectives, selection of appropriate strategy(s) to achieve the objectives, and the tactical direction associated with the selected strategy. Tactical direction includes selection of tactics, selection of resources, resource assignments, and performance monitoring.

Medical Group / Division Organizational Structure

This is designed to provide the Incident Commander with a basic expandable system for handling patients in a multi-casualty incident.

Medical Supply Cache

A cache consists of standardized medical supplies and equipment stored in a predetermined location for dispatch to incidents.



GLOSSARY OF TERMS

Medical Team

Combinations of medical trained personnel who are responsible for on scene patient treatment.

Medical Unit

Functional unit within the Service Branch of the Logistics Section responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center

The Message Center is part of the Incident Communications Center and is co-located or placed adjacent to it. It receives records, and routes information about resources reporting to the incident, resource status, and administrative and tactical traffic.

Mobilization

The process and procedures used by all organizations federal, state, and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center

An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Morgue (Temporary on Incident)

Area Designated for temporary placement of the dead. The Morgue is the responsibility of the Medical Examiner's Office when a Medical Examiner's representative is on-scene.

Multi-Agency Coordination (MAC)

A generalized term which describes the functions and activities of representatives of involved agencies and/or jurisdictions who come together to make decisions regarding the prioritizing of incidents, and the sharing and use of critical resources. The MAC organization is not a part of the on-scene ICS and is not involved in developing incident strategy or tactics.

Multi-Agency Coordination System (MACS)

The combination of personnel, facilities, equipment, procedures, and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS.



GLOSSARY OF TERMS

Multi-Agency Incident

An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or unified command.

Multi-Casualty

The combination of numbers of injured personnel and type of injuries going beyond capability of an entity's normal first response.

Multijurisdictional Incident

An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement

Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

-O-

Officer

The ICS title for the personnel responsible for the Command Staff positions of Safety, Liaison, and Information.

Operational Period

The period scheduled for execution of a given set of operational actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although not over 24 hours.

Operations Coordination Center (OCC)

Primary facility where Multi-Agency Coordination System operations occur. It houses the staff and equipment necessary to perform the MACS functions.

Operations Section

The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

Out-of-Service Resources

Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.



GLOSSARY OF TERMS

-P-

Personal Protective Equipment (PPE)

That equipment and clothing required to shield or to isolate personnel from the chemical, physical, and biologic hazards that may be encountered at a hazardous materials incident.

Personnel Accountability

The ability to account for the location and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and personnel are working within these guidelines.

Planning Meeting

A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan.

Planning Section

Responsible for the collection, evaluation, and dissemination of tactical information related to the incident, and for the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Documentation, and Demobilization Units, as well as the Technical Specialists.

Procurement Unit

Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

-R-

Radio Cache

A supply of radios stored in a pre-determined location for assignment to incidents.

Recorders

Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance / Administration Units.

Refuge Area

An area identified within the Exclusion Zone, if needed, for the assemblage of contaminated individuals in order to reduce the risk of further contamination or injury. The Refuge Area may provide for gross decontamination and triage.



GLOSSARY OF TERMS

Reporting Locations

Location or facilities where incoming resources can check-in at the incident. (See Check-in)

Rescue

The removal of victims from an area determined to be contaminated or otherwise hazardous. Rescue shall be performed by emergency personnel using appropriate personal protective equipment.

Resources

Personnel and equipment available, or potentially available, for assignment to incidents. Resources are described by kind and type, e.g., ground, water, air, etc., and may be used in tactical support or overhead capacities at an incident.

Resources Unit

Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Responder Rehabilitation

Also known as “rehab”; resting and treatment of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

-S-

Safe Refuge Area (SRA)

An area within the Contamination Reduction Zone for the assemblage of individuals who are witnesses to the hazardous materials incident or who were on site at the time of the spill. This assemblage will provide for the separation of contaminated persons from non-contaminated persons.

Safety Officer

A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Search Marking System

A standardized marking system employed during and after the search of a structure for potential victims.



GLOSSARY OF TERMS

Section

That organizational level with responsibility for a major functional area of the incident, e.g., Operations, Planning, Logistics, Finance / Administration. The Section is organizationally between Branch and Incident Commander.

Segment

A geographical area in which a task force/strike team leader or supervisor of a single resource is assigned authority and responsibility for the coordination of resources and implementation of planned tactics. A segment may be a portion of a division or an area inside or outside the perimeter of an incident. Segments are identified with Arabic numbers.

SEMS (Standardized Emergency Management System)

A system utilizing ICS principles including the five elements of Command, Operations, Planning, Logistics, and Finance/ Administration. SEMS is used in California at five levels: Field Response, Local Government, Operational Areas, Regions, and State.

Service Branch

A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.

Single Resource

An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Site

That area within the Contamination Reduction Control Line at a hazardous materials incident.

Site Safety Plan

An Emergency Response Plan describing the general safety procedures to be followed at an incident involving hazardous materials.

Situation Unit

Functional unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of Control

The supervisory ratio of from three-to-seven individuals, with five-to-one being established as optimum.



GLOSSARY OF TERMS

Staging Area

Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Strategy

The general plan or direction selected to accomplish incident objectives.

Strike Team

Specified combinations of the same kind and type of resources, with common communications and a leader.

Structure / Hazards Marking System

A standardized marking system to identify structures in a specific area and any hazards found within or near the structure.

Supervisor

The ICS title for individuals responsible for command of a Division or Group.

Supply Unit

Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch

A Branch within the Logistics Section responsible for providing personnel, equipment, and supplies to support incident operations. Includes the Supply, Facilities, and Ground Support Units.

Support Resources

Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff.

Supporting Materials

Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.



GLOSSARY OF TERMS

-T-

Tactical Direction

Direction given by the Operations Section Chief which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Tactics

Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

Task Force

A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Team

(See Single Resource)

Technical Specialists

Personnel with special skills that can be used anywhere within the ICS organization.

Temporary Flight Restrictions (TFR)

Temporary airspace restrictions for non-emergency aircraft in the incident area. TFRs are established by the FAA to ensure aircraft safety, and are normally limited to a five-nautical-mile radius and 2000 feet in altitude.

Time Unit

Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

Triage

The screening and classification of sick, wounded, or injured persons to determine priority needs in order to ensure the efficient use of medical personnel, equipment, and facilities.

Triage Personnel

Responsible for triaging patient's on-scene and assigning them to appropriate Treatment Areas.

Triage Tag

A tag used by triage personnel to identify and document the patient's medical condition.



GLOSSARY OF TERMS

Type

Refers to resource capability. A Type I resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

-U-

Unified Area Command

A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command)

Unified Command

In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

Unit

The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command

The concept by which each person within an organization reports to one and only one designated person.



RESOURCE MANAGEMENT

Resource Management

Purpose

To maximize the survival of people, prevent and / or minimize injuries, and preserve property and resources in San Marcos by making use of all available work forces, equipment, and other resources in the event of a natural, man-made, or national security emergency / disaster affecting the City.

Effective response to any emergency or disaster requires the ability to find, obtain, distribute, and track resources in the most productive manner possible to satisfy needs that are generated by the emergency.

Resource Management involves coordination and use of personnel, equipment, supplies, facilities, and services.

Situation

The City of San Marcos is vulnerable to many types of disasters including: wildfires, earthquakes, floods, hazardous material incidents / accidents aircraft accidents, storms, energy / fuel shortages, water contamination, and terrorism.

Assumptions

1. The Emergency Manager will maintain the Resource Manager Inventory located in the Operational Area's WebEOC.
2. Response agencies will sustain themselves during the first 24 hours of an emergency.
3. Evacuees located in a mass care facility will receive necessary life-sustaining services from the facility.
4. The City of San Marcos will acknowledge the potential for donations, given any emergency; even a forecasted emergency; that generates sustained media coverage.
5. If the City is depending on mutual aid to cover resource shortfalls, it assumes some parties to the agreement will themselves be affected and unable to provide the resources.
6. Pressure on the Resource Management function to supply unmet needs of response agencies may be reduced by assistance from the next higher level of government.



RESOURCE MANAGEMENT

Concept of Operations

Determining Needs

The Operations Section in the EOC has the primary responsibility for determining resource needs, because Operations oversees the field personnel and field command post(s) responding to the incident. The Operations Section consists of five functions: Law Enforcement, Fire/Rescue, Public Works and Engineering, Utilities, and Care and Shelter.

The Planning Section in the EOC plays a support role in determining resource needs. The Planning Section is responsible for gathering and disseminating incident information, and as such has insight into future resource needs for the next operational period and beyond.

In determining resource needs and communicating those needs to the Logistics Section for resource ordering, the following essential information must be given:

- What is needed and why (be as specific as possible)
- How much is needed
- Who needs it
- Where is it needed.
- When is it needed.

Obtaining Resources

The Logistics Section has the primary responsibility for obtaining resources. If there is a Logistics function at the Incident Command Post in the field, they have the responsibility for ordering resources for that incident. The Logistics Section in the EOC has the responsibility for ordering emergency resources for the City as a whole, and in support of the incident, if requested by the Incident Command Post.

In most cases, the logistics section in the ICP will be the ones ordering additional personnel, equipment, and supplies for that incident. However, if the Incident Command Post requests resource-ordering support from the EOC, then the EOC should step in and order the requested resources.



RESOURCE MANAGEMENT

The Logistics Section in the EOC has sole responsibility for ordering emergency resources for the City as a whole. For example, ordering of food and water for an emergency shelter and ordering of personnel to staff the shelter should come from the Logistics Section in the EOC, not from the ICP.

Before ordering resources from outside the City, the Logistics Section should first look at City inventory, then local commercial sources, and if the necessary resources are not available locally, then the Logistics Section at the Operational Area EOC should be contacted.

The Logistics Section in the EOC is broken up into the following functions and responsibilities:

- Communications Branch: Responsible for the Communications Unit and Information Systems Unit.
 - Communications Unit: Responsible for developing plans for the effective use of incident communications equipment and facilities, distribution of communications equipment to incident personnel, and the creation and maintenance of the Incident Communication Plan.
 - Information Systems Unit: Responsible for managing all computer and telephone needs of the EOC Staff.
- Transportation Unit: Responsible for supplying food needs for the EOC staff, including all association locations.
- Personnel Unit: Responsible for supporting human resource operations and coordinating the provision of additional personnel and volunteers.
- Supply Unit: Responsible for ordering equipment and supplies required for incident operations.
- Facilities Unit: Responsible for maintaining the EOC and monitoring other City building and facilities. Ensures adequate facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and necessary materials.
- Resource Tracking Unit: responsible for coordinating with other units in Logistics to capture and centralize necessary resource location status information and to display this information



RESOURCE MANAGEMENT

Tracking Resources

The Logistics Section in the EOC, specifically the Resource Tracking Unit, is responsible for tracking resources. However, resources must also be tracked at the Incident Command Post, Check-In locations in the field, and at Staging Areas.

- Check-In: There may be one or more Check-In locations in the field that report to the Incident Command Post. Check-In is ideally co-located with Staging, but can also be located at the ICP or at the Incident Base. When resources report to staging, they are required to check-in so that they can be tracked. Resources will stay in staging until they are assigned to the incident, in which case their status will be updated with their assignment. Resources have three possible statuses: assigned (on the incident), available (at staging), or out of service (for rest, mechanical problems, etc.). When the status of a resource changes, it must be updated.
- Resource Unit (ICP): The Resource Unit at the Incident Command Post will track resources at Staging, assigned to the incident, or resting at the Incident Base. As with the Check-In locations, they will track and update the status of resources. If there are several command posts, each ICP will only track the resources assigned to them or at their staging and base areas. Therefore, on a major incident, it may be necessary to contact several command posts to gain a clear overall picture of resource status.
- Resource Unit (EOC): The Resource Unit in the EOC is responsible for providing a clear and up-to-date overall picture of resources responding to the disaster. The Resource Unit in the EOC is responsible for tracking City resources and mutual aid resources. The Resource Unit in the EOC needs to coordinate with the Resource Unit in the ICP (all of them if there is more than one) to maintain this overall “big picture” of resource status. If the incident does not directly affect San Marcos, but the EOC is activated and the City is in the position of sending considerable mutual aid resources to the impacted jurisdiction, then the Resource Unit in the EOC is responsible for tracking those City resources.



RESOURCE MANAGEMENT

Maintaining Financial Accountability

The Finance Section in the EOC is responsible for keeping records of purchases and rentals during a disaster. The Finance Section must differentiate between purchases and rentals for the incident, and those not related to the incident. This means that incident-related expenditures must be tracked separately from other expenditures. This rule also applies to personnel costs such as payroll, worker's compensation, and other such costs.

- Claims Unit: Responsible for the overall management of claims relating to injury and management of claims related to property damage.
- Cost Unit: Responsible for providing cost analysis data for the incident to help the planning and recovery efforts. Ensures all pieces of equipment and personnel that require payment are properly identified, obtain and record all cost data , analyze, prepare, and maintain accurate records of incident costs.
- Time Unit: Responsible for tracking, recording, and reporting all on-duty time for personnel and volunteers working during the incident. Ensures personnel time records, travel expense claims, and other related forms are properly prepared and submitted.



DONATIONS MANAGEMENT

Donations Management

An uncontrolled influx of donated goods has played havoc with emergency response operations many times in the past. When people see others suffering because of a disaster, they want to help. Many times, they help by donating goods in the form of food, clothing, and other items to disaster victims. However, tons of unsolicited donations arriving at an incident site can hinder rather than help the response.

Assumptions

1. Many people will lose property and may require sheltering and other services.
2. Many people will be in need of basic supplies such as food and water, and clothing.
3. People in other parts of the country will hear of the emergency and donate food and other material goods to relieve suffering.
4. Government organizations are not well equipped to receive, store and distribute massive amounts of donated goods.
5. Charitable organizations receive, store, distribute donated goods on a daily basis, and can do so effectively in an emergency.
6. The City of San Marcos will turn over responsibility for handling donated goods to Interfaith Community Services, the Salvation Army, and the American Red Cross as local charitable organizations.

Responsibilities

Liaison Officer

The Liaison Officer at the San Marcos EOC will be the single point of contact between the EOC and charitable organizations and will be responsible for coordinating donations management operations between the City of San Marcos and charitable organizations. Additionally, the Liaison Officer is responsible for designating a site to be used for an initial Donations Staging Area (DSA) if necessary. Donations would only be received at the Donations Staging Area if they cannot be redirected to the charitable organizations.

Public Information Officer

The Public Information Officer is responsible for assisting charitable organizations in releasing information and instructions to the public on what to donate, where to send donations, and how to donate.



AGENCY CONTACT LIST

County, State & Federal Disaster Agencies & Relief Organizations

211 San Diego	211
American Red Cross	858.309.1200
Blood Bank	619.441.1804
Burn Institute	858.541.2277
Cal OES Watch Center	916.845.8911
FEMA Watch Center	510.627.7802
Salvation Army Emergency Services	619.446.0200
SD County OES Duty Officer	858.688.9970

Law, Fire, & Other Organizations

Cal Fire Dispatch	619.442.1615
Caltrans Dispatch	858.467.3090
DEA – Drug Enforcement Agency	858.616.4100
Escondido Fire / Police Dispatch	760.801.2672
FBI San Diego	858.565.1255
NorthCom Fire Dispatch	858.756.3006
SD County Sheriff Department	858.565.5200
SD Joint Terrorism Task Force	858.320.1800
SDG&E Duty Officer	858.503.5152

Health Care Organizations & Local Hospitals

Center for Disease Control	800.232.4636
SD County Environmental Health	619.338.2222
SD County Health & Human Services	866.262.9881
Alvarado Hospital	619.287.3270
Fallbrook Hospital	760.728.1191
Kaiser Foundation Hospital	619.528.5000
Palomar Health Downtown Campus	760.739.3000
Palomar Medical Center	442.281.5000
Pomerado Hospital	858-613-4000
Rady Children's Hospital	858.576.1700
Scripps Hospital Encinitas	760.633.6501
Scripps Hospital La Jolla	858.626.4123
Sharp Memorial Hospital San Diego	858.939.3400
Tri-City Medical Center	760.724.8411



SUPPORTING DOCUMENTATION

Supporting Documentation

1. After action reports and corrective actions from previous training, planning, and exercises.
2. California Governor's Office of Emergency Services (Cal OES) Emergency Operations Plan (EOP) Crosswalk for Plan Review.