EMERGENCY
OPERATIONS PLAN

**City of
Garden Grove**

2022

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Promulgation Statement

The City of Garden Grove is dedicated to protecting the lives and property of the community. The elected and appointed leaders of the City of Garden Grove have developed an all-hazards Emergency Operations Plan (EOP) to ensure that the necessary and appropriate actions are taken to protect Garden Grove residents and visitors and their property from any threat or hazard.

The City of Garden Grove's governing body has reviewed and approved this plan, verifying its content to ensure it contains the required information and guidance for the City of Garden Grove to sustain its essential services and to minimize potential impacts during and following an emergency.

The EOP outlines the framework for the City's emergency organization, chain of command, policies, and procedures that allow the City to work seamlessly with local, State, and Federal organizations that may be involved in multi-jurisdictional emergency response efforts. This comprehensive EOP has integrated information from the City's General Plan, the 2020 Local Hazard Mitigation Plan (LHMP), and other discipline specific plans for a robust plan that is consistent with all other city plans.

The City of Garden Grove's EOP meets the State Mandated Standardized Emergency Management System (SEMS) and the Federal National Incident Management System (NIMS) and effectively coordinates emergency response at all levels in compliance with the Incident Command System (ICS) and per the California Office of Emergency Services (Cal-OES) Comprehensive Preparedness Guide (CPG-101). At this time Cal OES is no longer reviewing city EOP's.

The successful implementation of the EOP is, as always, dependent upon the skills and abilities of the participants. Continued training and revisions to this plan will ensure its viability and effectiveness in future events.

Therefore, in recognition of the emergency management responsibilities of the City and with the authority vested in me as Mayor, I hereby promulgate this EOP.

Sincerely,

City Mayor: _____ Date: 10/11/22

Plan Approval and Implementation

The City of Garden Grove has revised their Emergency Operations Plan (EOP) per the requirements of the CPG 101, and to initiate the immediate protection of the populace, property, and environment within the City in the event of a disaster.

The goal of this plan is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety is preserved. This plan provides coordination for planning efforts between various emergency staff utilizing the Incident Command System, (ICS), the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

This plan and its associated procedures have been reviewed by all departments assigned a primary function in emergency response and has been approved by the City Council. This plan supersedes all previous versions of the City's EOP.

_____   10/11/22
_____

Mayor, City of Garden Grove   Date

_____   10/11/22
_____

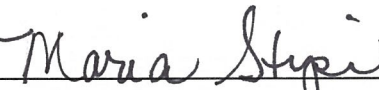City Manager, City of Garden Grove   Date

Resolution (to be inserted after approval by City Council)

Concurrence of the City of Garden Grove Emergency Operations Plan

The following department heads have reviewed the EOP and concur with how the plan describes their tasks and the overall revision of the plan:

Approved: _____ Date: 10/12/22

Scott C. Stiles, City Manager, City Manager's Office

Approved: _____ Date: 10/12/22

Maria Stipe, Assistant City Manager, City Manager's Office

Approved: _____ Date: 10/12/22

Lisa Kim, Assistant City Manager & Director, Community Economic Development Department

Approved: _____ Date: 10/12/2022

Patricia Song, Director Finance Department

Approved: _____ Date: 10/19/22

John Montanchez, Director, Community Services Department

Approved: _____ Date: 10/12/22

Laura Stover, Director, Human Resources Department

Approved: _____ Date: 10/12/22

Anand Rao, Director, Information Technology Department

Approved: _____ Date: 10 - 19. 23

Tom DaRe, Chief, Police Department

Approved: _____ Date: 10/18/22

Bill Murray, Director, Public Works Department

Approved: _____ Date: 10. 26. 2022

Craig Covey, Division Chief, Orange County Fire Authority

Introduction

The City of Garden Grove's Emergency Operations Plan (EOP) is considered a living document and provides for the effective mobilization of City resources to meet the needs of a non-emergency situation, such as a planned event and any emergency situation. It provides an overview of operational concepts and identifies components of the City's emergency management organization within the Standardized Emergency Management (SEMS) and the National Incident Management System (NIMS). The plan describes the overall responsibilities of the City for protecting life, property, the environment and assuring the overall well-being of the population. the organization, fundamental systems, strategies, responsibilities, and priorities the City will use to guide and support emergency management efforts.

The EOP takes an "all-hazards" approach to responding to an emergency within the City of Garden Grove. This plan describes the role of the City of Garden Grove's Emergency Operations Center (EOC) and the coordination that occurs between the EOC, City of Garden Grove departments, first responders and local agencies, the Orange County Operational Area, regional, state, and federal organizations.

Part One of the EOP provides a broad overview of the development and maintenance of the EOP along with the authorities and references used to revise the plan.

Part Two of the plan contains the EOP Checklists, which describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures, and related policies and procedures, and provides checklists for each position.

Part Three of the EOP contains Appendices. Subsequent plans and procedures developed in support of the EOP will be incorporated by reference and maintained separately from this EOP. During each revision of the EOP, the list of such documents will be updated.

Record of Changes

It is the responsibility of the City's Police Department to ensure that the plan is revised as necessary. The EOP should be reviewed annually, or when information has changed, or a disaster has occurred.

Date	Page No.	Description of Change Made and/or Annual Review Date	Person Making Change
Jan 2009		Initial Production of the EOP	
Dec 2016		Plan Updated for Compliance	City Fire Department
Aug 2022		Plan Updated for Compliance	Police Department, Emergency Manager

Plan Distribution

The Garden Grove Police Department Emergency Manager is responsible for developing, maintaining, and distributing the Garden Grove Emergency Operations Plan (EOP). The EOP will be made available to all city departments, the Operational Area, the California Office of Emergency Services, and others upon request.

Table 1.1: Plan Distribution List

Garden Grove City Departments	Number of Copies	Received by	Date
City Council	1		
City Manager	1		
Community and Economic Development Director	1		
Community Services Director	1		
Human Resources Director	1		
Information Technology Director	1		
Police Chief	1		
Police Emergency Manager	1		
Primary EOC	1		
Alternate EOC	1		
Public Works Director	1		
Orange County Fire Authority Division Chief	1		

Disclosure Exemptions

Portions of this document contain sensitive information pertaining to the deployment, mobilization, and operations of the City and County in response to emergencies. The majority of this EOP is available for public review; however, portions that include personal privacy information or information with significant implications on city, local, regional, state, or national security are placed in attachments that are exempt from public disclosure under the provisions of the California Public Records Act §6254.

Plan Development

The development of the EOP is a cooperative effort among all City departments and agencies that have an emergency response and recovery role. The planning process is designed to: ensure a commitment to the tenets contained in the plan, and to consider the needs of the community. Each department and stakeholders are equally engaged in the development of this EOP. Each comment or recommendation is carefully considered and, if appropriate, incorporated into the plan. The final draft EOP is submitted to department heads and to City Council for signature of approval.

The City's General Plan, the 2020 Local Hazard Mitigation Plan (LHMP), the 2021 Public Works Emergency Response Plan, and the 2021 Continuity of Operations Plan served as a reference for this plan. The 2019 Unified County of Orange and the Orange County Operational Emergency Operations Plan, and the California State Emergency Plan were reviewed to ensure that the revised plan aligned with the County and State plans.

Plan Maintenance

The EOP will be reviewed annually unless otherwise noted, or as necessary following an actual or training event to ensure that plan elements are valid and current. The Garden Grove Police Department Community Policing Bureau will lead the revision of the Emergency Operations Plan (EOP) with support from all City departments and will prepare, coordinate, publish any necessary changes to the EOP to all entities described in Record of Distribution section.

Emergency Operations Plan Revision Process

To maintain the EOP capabilities and to be prepared for any emergency or disaster that may affect the City of Garden Grove, an EOP revision strategy has been developed. Table 1.2 provides a standardized list of activities necessary to monitor the dynamic elements of the EOP and the frequency of their occurrence.

Table 1.2: EOP Maintenance Standards

Activity	Tasks	Frequency
Plan update	☐ Review entire plan for accuracy ☐ Incorporate lessons learned and changes in policy and procedures ☐ Manage distribution of updated plan	Annually
Orient new personnel including policy officials, senior leadership, and other staff	☐ Brief officials and staff on existence and concepts of the EOP	Within 90 days of appointment
Plan, train, and conduct exercises	☐ Brief officials of their EOP responsibilities ☐ Conduct internal EOP training and exercises ☐ Support and participate in local exercises	Semi-annually, or as necessary

The City's Police Department's Emergency Manager has primary responsibility to maintain the plan, coordinate and schedule meetings on a regular basis, and ensure the plan is kept up to date and in compliance with state and federal regulations.

Department Emergency Plans and Standard Operating Procedures

Departments and agencies that have responsibilities in this plan should have prepared internal emergency plans and/or Standard Operating Procedures (SOPs) detailing personnel assignments, policies, notification rosters, resource lists, and specific steps for accomplishing the functions assigned in this EOP. It is recommended that each City department annually revise their plans to maintain consistency with the EOP.

Training and Exercises

A well-developed training and exercise program is vital to ensuring overall readiness and preparedness. Training ensures personnel are prepared for their roles and responsibilities. The Garden Grove Police Department Community Policing Bureau, and other personnel as required, will conduct regular training and exercising of emergency response personnel in the use of this plan and other specific training as required for compliance with both SEMS and NIMS. The objective is to train and educate public officials, emergency response personnel, volunteers and other agencies as required who have a role in the EOC. Both training and exercises are important components to prepare personnel for managing disaster response operations.

Training includes classroom instruction and drills. All staff who may participate in emergency response in the EOC, in department operating centers, or at the field level must receive appropriate SEMS/NIMS/ICS training. Regular exercises are necessary to maintain the readiness of operational procedures. Exercises provide personnel with an opportunity to become thoroughly familiar with the procedures, facilities, and systems that will be used in a disaster. There are several forms of exercises:

- **Tabletop exercises** are designed to evaluate policy, plans, and procedures and resolve coordination and responsibilities. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- **Functional exercises** usually take place in the EOC and simulate an emergency in the most realistic manner possible, without field activities. They are used to test or evaluate the capabilities of one or more functions, such as evacuation, communications, public information, or overall city response.
- **Full-scale exercises** simulate an actual emergency, typically involving personnel in both the field and EOC levels and are designed to evaluate operational capabilities.

NIMS training, as identified in the National Incident Management System Training Program (May 2020) is available through FEMA's Independent Study program website http://training.fema.gov/IS/NIMS.aspx. Training requirements for specialized areas of response (law, fire, EMS, etc.) are the responsibility of individual departments to identify, develop, execute and document. NIMS represents a core set of doctrine, concepts, principles, terminology and organizational processes that enable effective, efficient and collaborative incident management across all emergency management and incident management response organizations and disciplines.

EOC training is also offered by the Orange County Operational Area (OC OA) and other agencies in the local area in which EOC personnel can attend.

Training and Exercises

Training and conducting exercises are essential at all levels of government to make emergency operations personnel operationally ready. One method of training a jurisdiction's staff to manage emergency operations is through exercises or drills. Exercises allow local personnel to become thoroughly familiar with the procedures, facilities and systems which will actually be used in emergency situations.

There are several forms of exercises or drills:

- Tabletop exercises provide a convenient and low-cost method designed to evaluate policy, plans, and procedures and resolve coordination and responsibility issues. Such exercises are a good way to see if policies and procedures exist to handle certain issues.
- Functional exercises are designed to test and evaluate the capability of an individual function such as evacuation, medical, communications, or public information. This type of exercise is generally associated with a full EOC response. It may or may not include multi-jurisdictions.
- Full Scale exercises simulate an actual emergency. They typically involve complete emergency management staff and are designed to evaluate the operational capability of the emergency management system. This type of exercise generally involves the actual movement of people from the site of the emergency to safer locations (i.e., the injured are field triaged, transported to a hospital, and treated at the hospital).

EOP training shall be refreshed on an annual basis with all levels of City staff involved. The scope of these exercises may vary, but it is City's policy to exercise the full EOC staff at least annually. In accordance with SEMS, the City is on a four-year exercise cycle, which includes the following:

Year One:

- Orientation briefing for all EOC and departmental command post staff
- Table top exercises to walk participants through the EOC operations with an emphasis on SEMS
- Functional EOC exercise

Years Two, Three, and Four:

- One Full Scale Exercise once every four years
- Functional exercises in all other years

Whenever possible, functional and full scale exercises should include other local governments, the OA coordinator, special districts, and other private response agencies. Results of these exercises may be used in subsequent revisions to the plan. Additionally, in compliance with NIMS, each department should coordinate the following NIMS training at relevant levels for emergency personnel.

Entry Level
- FEMA IS-700: NIMS, An Introduction
- ICS-100: Introduction to ICS or equivalent
- ICS-200: Basic ICS; or its equivalent

First Line, Single Resource, Field Supervisors
- IS-700
- ICS-100
- ICS-200

Middle Management: Strike Team Leaders, Division Supervisors, EOC Staff, etc.
- IS-700

- IS-800: National Response Plan
- ICS-100
- ICS-200
- ICS-300: Intermediate ICS

Command and General Staff; Area, Emergency and EOC Managers

- IS-700
- IS-800
- ICS-100
- ICS-200
- ICS-300
- ICS-400: Advanced ICS

In compliance with SEMS, each department should coordinate the SEMS training outlined in Table 4.2 at relevant levels for emergency personnel.

Mutual Aid Responsibility Designated by Disaster Type

Course Name	Target Audience
SEMS Introductory Course	For all personnel that may become involved in multi-agency or multi-jurisdictional response at any level.
ICS Orientation IS-100	A general orientation to ICS for personnel working in support roles, and for off incident personnel who require a minimum of ICS orientation.
ICS Basic IS-200	Personnel who respond to an incident to assist or support the organization but do not normally supervise others.
ICS Intermediate IS-300	Personnel who supervise an ICS branch, division, group or unit, or are members of the Command Staff.
ICS Advanced IS-400	Personnel who will supervise sections; Command Staff; Incident or Area Commanders, also those who may assume key agency management roles over incidents.
SEMS Emergency Operations Center Course	Support, supervisory, management and executive personnel in department level or agency EOCs or DOCs who would perform an EOC function at any SEMS level.
SEMS Executive Course	Executives, administrators, and policy makers within agencies that are required

Standard Operating Procedure Development
Within the City, the following agencies develop and maintain emergency response SOPs.

- Fire Department
- Police Department
- Public Works Department
- Water Services

These procedures supplement the EOP and provide specific response procedures for each response agency to ensure a coordinated and prepared response. Additionally, the EOP provides a framework for implementing the SOPs.

Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Americans with Disabilities Act of 1990 (A.D.A)
- ADA Amendments Act (ADAAA)
- Emergency Planning and Community Right-To-Know Act of 1986, also known as the Superfund Amendments and Reauthorization Act of 1986, Title III (42 U.S.C. §§ 11001-11050)
- Federal Civil Defense Act of 1950, Public Law 920, as amended
- Homeland Security Act, Public Law 107-296, as amended (6 U.S.C. §101-557)
- Homeland Security Presidential Directive (HSPD) – 5, NIMS, 2003
- Homeland Security Presidential Directive #8, December 17, 2005
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, Public Law 93288, as amended
- Volunteer Protection Act of 1997, Public Law 105-19 (42 U.S.C. §§ 14501-14505)
- Emergency Management Assistance Compact (EMAC), 2005
- Sandy Recovery Improvement Act of 2013
- United States Department of Homeland Security, National Response Plan

State

- California Emergency Services Act, Ch. 7 of Div. 1 of Title 2 of the Government Code
- California Disaster Assistance Act (CDAA), Title 19, Chapter 6 of the California Code of Regulations
- California Health and Safety Code, Division 20, Chapter 6.5, Sections 25115 and 25117, Chapter 6.95, Sections 2550 et seq., Chapter 7, Sections 25600 through 25610, dealing with hazardous materials.
- California Code of Regulations, Title 19 (Public Safety), Division 2 (CAL OES) Emergency and Major Disasters, Subchapter 3, Disaster Services Worker Volunteer Program
- The Standardized Emergency Management System (SEMS) Regulations, Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and Government Code Section 8607(a)
- The State of California Emergency Plan 2017, which is promulgated by the Governor, is published in accordance with the Act and provides overall statewide authorities and responsibilities and describes the functions and operations of government at all levels during emergencies or disasters. Section 8568 of the Act states, in part, that "the State Emergency Plan shall be in effect in each political subdivision of the state, and the governing body of each political subdivision shall take such action as may be necessary to carry out the provisions thereof". Local emergency plans are, therefore, considered to be extensions of the California Emergency Plan.
- California Master Mutual Aid Agreement
- Executive Order S-2-05, National Incident Management System Integration into the State of California
- "Good Samaritan" Liability

- Orders and Regulations Promulgated by the Governor to Take Effect upon the Existence of a State of War Emergency
- Orders and Regulations which may be Selectively Promulgated by the Governor during a State of Emergency
- Comprehensive Preparedness Guide (CPG 101) version 2: Developing and Maintaining Emergency Operations Plans

County

- County of Orange Resolution adopting the California Master Mutual Aid Agreement, November 28, 1950
- Orange County Board of Supervisors Ordinance 95-870 creating the Orange County OA
- Orange County Board of Supervisors Resolution No. 05-144, adopting the National IncidentManagement System, dated June 7, 2005
- Orange County Codified Ordinance, Title 3, Division 1 (Emergency Services)
- Orange County Operational Area Agreement, October 1995
- Orange County Operational Area Plan
- Orange County Operational Area Emergency Alert System (EAS) Plan
- Orange County Fire Service Operational Area Mutual Aid Plan, December 1997
- Orange County Law Enforcement Mutual Aid Contract, December 1977
- Unified County of Orange and Orange County Operational Area Emergency Operations Plan, February 2019
- County of Orange & Orange County Fire Authority Local Hazard Mitigation Plan 2021

Local

- City of Garden Grove Municipal Code, Volume 1, Chapter 6.08 Emergency Services 1971
- City of Garden Grove Resolution No. 309, Adopting the California Mutual Aid Agreement November 26, 1957
- City of Garden Grove Resolution No. 2571-63, approving Orange County as an Operational Area July 23, 1963.

References

Federal
- Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Hazardous Materials Emergency Planning Guide, NRT-1 and Plan Review Guide, NRT-1A: (Environmental Protection Agency's National Response Team)
- National Fire Protection Association (NFPA) Standard 1600
- National Incident Management System (NIMS): U.S. Department of Homeland Security
- National Response Framework: U.S. Department of Homeland Security, 2016
- National Disaster Recovery Framework: U.S. Department of Homeland Security, 2016
- Pre-Disaster Recovery Planning Guide for Local Governments: U.S. Department of Homeland Security, 2017
- NIMS Emergency Operations Plan (EOP) Compliance Checklist
- U.S. Dept. of Homeland Security: Local and Tribal NIMS Integration

State

- California Emergency Plan, 2017
- California (CAL OES) Emergency Planning Guidance for Local Government and Crosswalk (Checklist for Reviewing Emergency Plans)
- California Fire and Rescue Operations Plan
- California Hazardous Materials Incident Contingency Plan
- Standardized Emergency Management System (SEMS) Guidelines
- California (CAL OES) Implementation Guidelines for the National Incident Management System (NIMS)
- Assembly Bill 477 Emergency preparedness/Cervantes: vulnerable populations**.**
- Senate Bill 160: Emergency Services-Cultural Competence

Local

- Garden Grove Local Hazard Mitigation Plan 2019
- Garden Grove Emergency Response Plan 2021
- Garden Grove General Plan 2021-2030
- Garden Grove Emergency Operation Plan 2016

Section One - Overview

Section One - Overview

Purpose

The City of Garden Grove's Emergency Operations Plan (EOP) provides authority during an emergency for coordinating response and recovery operations in the City. The EOP establishes the framework for the effective and comprehensive integration and coordination of the emergency response and initial recovery actions within the City of Garden Grove. All response personnel are to be familiar with the EOP as a whole and those parts of the EOP specific to their needs, roles, and responsibilities.

The EOP incorporates and complies with the principles and requirements found in state and federal laws, regulations, and guidelines in accordance with the Statewide Standardized Emergency Management System (SEMS) as defined by *Government Code Section 8607* (a) and the National Incident Management Systems (NIMS) as defined by presidential executive orders for managing response to multi-agency and multi-jurisdictional emergencies. The SEMS/NIMS incorporate the use of the Incident Command System (ICS), Mutual Aid, the operational area concept, and multi-agency and inter-agency coordination. This plan has been developed following the Federal Emergency Management Agency (FEMA) Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101 Version 3.0 and the California Office of Emergency Services EOP Crosswalk. This plan is designed to be read, understood, and exercised prior to an emergency.

The purpose of this plan is as follows:

- Provides guidelines for implementing the EOP and activating the Emergency Operations Center
- Defines the organization and responsibilities of emergency response personnel for carrying out specific actions that exceed routine responsibility during an emergency
- Establishes lines of authority and organizational relationships in accordance with the ICS, SEMS, and NIMS
- Assigns responsibilities to departments and individuals for carrying out specific actions that exceed routine responsibility
- Outlines critical support services for coordinating and deploying essential resources
- Describes the hazards and threats that may impact the City of Garden Grove

Scope

The EOP provides users with a clear understanding of emergency management organization and the process for preparing for response and recovery operation during an emergency. The EOP is meant to provide individuals a point of reference, an overview of their responsibilities, and step-by-step procedures for actions to be taken during the emergency.

The City Manager serves as the Director of Emergency Services and will direct the city emergency organization during times of emergency and will activate the Emergency Operations Plan when an incident has occurred and when the activation of the EOC may be required. In the absence of the City Manager, alternates have been identified for continuity of operations.

The City of Garden Grove's EOP is designed to address all hazards that could adversely affect the City. It covers the full range of complex and constantly changing requirements to threats or actual emergencies and disasters. As such, it is the blueprint for the City of Garden Grove emergency and disaster operations, including natural disasters, technological disasters, and human-caused incidents, and will be implemented

in times of an emergency. To ensure consistency among internal plans and for a more comprehensive and inclusive EOP, the following plans were reviewed, and information integrated as appropriate:

- 2020 Garden Grove Local Hazard Mitigation Plan
- 2021 Garden Grove Continuity of Operations Plan
- 2021 Garden Grove Public Works Emergency Response Plan
- 2021-2030 Garden Grove General Plan and Safety Element

This plan is applicable to all City departments and employees. It describes the fundamental policies, strategies, and general concept of operations to be used to manage the emergency or disaster from its onset through the initial recovery phase. City personnel should familiarize themselves with the EOP procedures and checklists in advance of an emergency situation.

Planning Assumptions

The following assumptions were considered during the development of this plan:

- The City Manager will serve as the Director of Emergency Services and is responsible for coordinating emergency actions and activating the EOC
- City personnel understand their roles and emergency response procedures
- The City utilizes the Incident Command System (ICS), the Standardized Emergency Management (SEMS), and the National Incident Management System (NIMS) in response operations
- Disaster relief from agencies outside the City of Garden Grove may take 72 hours or more to arrive
- The City will commit its resources to a reasonable degree before requesting mutual aid assistance
- Mutual aid assistance will be requested when emergency incident relief requirements exceed the City's ability to meet them
- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events such as fires, explosions, structural collapse, contamination issues, and loss of critical infrastructure are a few of the significant factors that will affect casualties and damage
- Damages to infrastructure may diminish emergency response capabilities due to access and result in long-term economic losses due to the economic and physical limitations of recovery operations
- During an emergency, the City of Garden Grove may be required to coordinate operations and resources to address numerous casualties, fatalities, displaced people, property loss, disruption of normal life-support systems and critical infrastructure, essential public services or basic infrastructure, and significant damage to the environment
- Emergencies may occur at any time with little or no warning and may exceed capabilities of local, state, federal, tribal governments, and the private sector in the affected areas
- Disaster disproportionately affects individuals with access and functional needs
- Individuals with access and functional needs may require resources or assets such as durable medical equipment or other types of equipment
- Local authorities maintain operational control and responsibility for emergency management activities within their jurisdictions, unless otherwise superseded by statute or agreement

Preparing and Responding with the Whole Community Strategy

The City of Garden Grove incorporates the Whole Community perspective in its emergency planning. By planning for the Whole Community, complexities of the diversity in the City are assimilated into the City's planning strategy. Planning must reflect the diversity of the community by including community leaders and organizations, the private sector, and engaging the culturally diverse communities to set the stage for effective collaboration and coordination when disaster and emergencies occur.

Americans with Disabilities Act/Disabilities, Access, and Functional Needs

The City is committed to providing emergency information and services to meet the needs of the diverse communities within Garden Grove. The Garden Grove Police Department maintains a presence in the

geographically diverse areas of the City. Besides English, three other main languages are spoken which include Vietnamese, Spanish, and Korean. The City has bi-lingual personnel, certified translators and a Vietnamese Community Liaison who provides communication in areas where needed.

The Office of Community Relations (OCR), which is made up of the City's Public Information Office and the local GGTV3 cable operation coordinate to provide emergency information to the diverse communities. The local cable channel, GGTV3, also has the ability to do live news streaming on social platforms. Multi-media content, such as city council meeting recordings are uploaded to You Tube and Closed Captions are generated automatically by the streaming service.

To ensure compliance with the Americans with Disabilities Act (ADA) and to provide the best service to its citizens, the City adheres to the policy summarized below. In addition, considerations for special needs populations are built into

> ### _Government Code Section 8593.3_
>
> **Access and Functional Needs** is a term defined as individuals who have:
>
> - Developmental, intellectual, or physical disabilities
>
> - Chronic conditions or injuries
>
> - Limited English proficiency or who are non-English speaking
>
> Or individuals who are:
>
> - Older adults, children, or pregnant
>
> - Living in institutional settings
>
> - Low-income, homeless, and/or transportation disadvantaged

the responsibilities of each member of the EOC organization and are also addressed in supporting Standard Operating Procedures (SOPs) and checklists. The City coordinates with the multi-language press, local organizations, businesses, and chamber of commerce to share information on a daily basis. The City is also able to send out immediate notifications to subscribers of the City's mobile app.

The city will adhere to the following:

- Disability will not prevent accessibility to services or facilities provided
- Will not exclude or deny benefits of any sort based on a disability or access or functional need
- Work to accommodate people with disabilities and access and functional needs in the most integrated setting possible
- Make reasonable modifications to policies, practices, and procedures, if necessary, to ensure programmatic and architectural access for all residents during all phases of disaster response
- Shelter people with disabilities and access and functional needs with their families, friends, and/or neighbors in the most integrated setting possible

The countywide emergency notification system, AlertOC, is used by the City of Garden Grove and has the ability to interface with electronic mail, text message service and short message service (SMS), text pager, landline, registered Teletypewriter (TTY), and cellular and wireless devices. This system automatically detects TTY machines and sends messages in the appropriate format. It further has the option for all recipients to repeat emergency messages. The City also collaborates with the Orange County Operational Area and the American Red Cross, who provide additional resources in emergency situations. Emergency sheltering is coordinated with the American Red Cross and the Orange County Health Department in an effort to ensure designated shelters are compliant with the federal Americans with Disabilities Act.

Listed below are other communication networks and forums utilized to communicate and coordinate with the diverse communities on a daily basis and during a disaster to meet Assembly Bill 477 and Senate Bill 160:

- City of Garden Grove Website and Social Media
- Newspapers and Mailers
- Garden Grove Senior Center
- Meals on Wheels
- Vietnamese TV Stations and Vietnamese Newspapers
- Buena Clinton Service Area and Christ Cathedral - Serving the Hispanic community
- Faith Based Organizations
- Garden Grove Community Emergency Response Team (CERT)
- Police Department Advisory Council
- Open Street - hosted by the Police Department in geographically diverse locations in order to engage with the culturally diverse communities within the City
- Citizen's Academy
- Orange County Deaf Equal Access Foundation (OC DEAF) who are family outreach advocates who work with deaf, hard of hearing, deafblind, and deaf disabled youth plus their parents and/or legal guardians.
- 2-1-1 Orange County is an information and referral system that links Orange County residents to community health and human services. Callers seeking assistance are connected with certified, multi-lingual information and referral specialists who use a robust database to provide information on services. This system is available 24/7 and is used by the Orange County Operational Area during disasters.

Due to the ongoing Pandemic public meetings have been limited, however; ongoing measures will continue to meet Assembly Bill 477 and Senate Bill 160 as described below:

Assembly Bill B477 Emergency preparedness/Cervantes: vulnerable populations, requires a city and county, to include representatives from the access and functional needs population, as defined, in the next regular update to its emergency plan.

Senate Bill 160 Emergency Services-Cultural Competence contains 3 requirements: 1) Integrate cultural competence into emergency plan upon the next update to emergency plan, 2) Provide a forum for community engagement in geographically diverse locations in order to engage with culturally diverse communities within its jurisdiction, and 3) Establish a community advisory board for the purpose of co-hosting, coordinating, and conducting outreach for the community engagement forums.

City of Garden Grove Profile

Garden Grove is a city in northern Orange County located 34 miles southeast of the City of Los Angeles. It is bordered by Anaheim, Cypress, and Stanton to the north, Orange to the east, Santa Ana and Westminster to the south, and Los Alamitos and Seal Beach to the west. The City is the fourth largest in Orange County, covering 17.8 square miles with more than 10,000 businesses.

Population Demographics

Founded in the late 1800s and incorporated in 1956, the City of Garden Grove has experienced growth curves that mirror those of centrally located Orange and Los Angeles County communities. The City General Plan estimates the City population to be 173,258. The General Plan Land Use Element noted that the City of Garden Grove is a mature and fully built out urbanized city. Most of the land within the City has been developed (over 99 percent), and redevelopment is occurring throughout the City.

The diversity of origin emphasizes the need for effective communication in languages other than English during disasters. The Vietnamese and Spanish languages are widely spoken, as well as other languages. Approximately 10% of the total population are with disabilities, and 14% of the population are adults with income below property level.

Table 1.1: Garden Grove – Select Social and Economic Statistics

Population	City of Garden Grove
Population Estimates, July 1 2021, (V2021)	**170,488**
Population estimates base, April 1, 2020, (V2021)	172,144
Population, percent change - April 1, 2020 (estimates base) to July 1, 2021, (V2021)	-1.0%
Population, Census, April 1, 2020	171,949
Population, Census, April 1, 2010	170,883
Age and Sex	
Persons under 5 years, percent	5.3%
Persons under 18 years, percent	21.4%
Persons 65 years and over, percent	14.1%
Female persons, percent	49.7%
Race and Hispanic Origin	
White alone, percent	38.9%
Black or African American alone, percent	0.9%
American Indian and Alaska Native alone, percent	0.5%
Asian alone, percent	42.1%
Native Hawaiian and Other Pacific Islander alone, percent	0.2%

Population	City of Garden Grove
Two or More Races, percent	4.9%
Hispanic or Latino, percent	36.6%
White alone, not Hispanic or Latino, percent	18.7%
Population Characteristics	
Veterans, 2016-2020	4,935
Foreign born persons, percent, 2016-2020	43.7%
Housing	
Housing units, July 1, 2021, (V2021)	X
Owner-occupied housing unit rate, 2016-2020	53.7%
Median value of owner-occupied housing units, 2016-2020	$580,300
Median selected monthly owner costs -with a mortgage, 2016-2020	$2,344
Median selected monthly owner costs -without a mortgage, 2016-2020	$563
Median gross rent, 2016-2020	$1,631
Families & Living Arrangements	
Households, 2016-2020	47,837
Persons per household, 2016-2020	3.57
Living in same house 1 year ago, percent of persons age 1 year+, 2016-2020	92.0%
Language other than English spoken at home, percent of persons age 5 years+, 2016-2020	66.4%
Computer and Internet Use	
Households with a computer, percent, 2016-2020	94.1%
Households with a broadband Internet subscription, percent, 2016-2020	88.4%
Education	
High school graduate or higher, percent of persons age 25 years+, 2016-2020	75.1%
Bachelor's degree or higher, percent of persons age 25 years+, 2016-2020	22.8%
Health	
With a disability, under age 65 years, percent, 2016-2020	6.5%
Persons without health insurance, under age 65 years, percent	8.9%
Economy	
In civilian labor force, total, percent of population age 16 years+, 2016-2020	64.0%

Population	City of Garden Grove
In civilian labor force, female, percent of population age 16 years+, 2016-2020	58.1%
Total accommodation and food services sales, 2017 ($1,000)	673,587
Total health care and social assistance receipts/revenue, 2017 ($1,000)	746,024
Total transportation and warehousing receipts/revenue, 2017 ($1,000)	106,299
Total retail sales, 2017 ($1,000)	2,236,873
Total retail sales per capita, 2017	$12,887
Income & Poverty	
Median household income (in 2020 dollars), 2016-2020	$73,611
Per capita income in past 12 months (in 2020 dollars), 2016-2020	$27,003
Persons in poverty, percent	12.9%
Geography	
Population per square mile, 2020	9,576.1
Population per square mile, 2010	9,524.6
Land area in square miles, 2020	17.96
Land area in square miles, 2010	17.94
FIPS Code	0629000

Source: City of Garden Grove 2020 Local Hazard Mitigation Plan (2010 US Census, 2013-2017 US Census American Community Survey, Bureau of Labor Statistics)

Table 1.2: Sensitive Populations to Climate Change Effects

Populations Sensitive to Climate Change Exposures	Garden Grove	Orange County	Climate Effects			
			Extreme Heat	Flooding	Drought/ Water Shortages	Power Outages
Total Population (2019)	173,258	3,168,044				
Children (age 0 to 19)	24.1%	24.8%	X	X	X	X
Older Adults (age 65 and older)	14.3%	14.4%	X	X		X
Communities of Color: Minority population	80.5%	59.4%		X		X
Low-Income: Adults with income below poverty Level	14.3%	10.9%	X	X	X	X
Persons with Disabilities: Percent of total population	9.8%	8.5%	X	X		X
Language: Persons who speak a language other than English (over age 5)	67.2%	45.6%	X	X	X	X

Sources: U.S. Census American Community Survey, 2014-2019, 5-Year Estimates; American Public HealthAssociation Climate Changes Health: Vulnerable Populations, 2021. (Garden Grove General Plan 2030, Safety Element)

Government Services

The City is a full-service municipality with its own police department as well as its own school district. Fire protection for the City is provided by the Orange County Fire Authority. The City owns and operates its own water system and is served by the Garden Grove Sanitary District. The Garden Grove Unified School District (District) has 47 elementary, 10 intermediate, and 7 high schools. Total attendance exceeds 48,000 students according to the District's website. In addition, there are two adult and two special education centers, as well as nine colleges and universities within a 15-mile radius of the City. During 2019, the City of Garden Grove's Public Safety was enhanced by the successful transition of the Garden Grove Fire Department to the Orange County Fire Authority, who now provides fire and paramedic services to the City of Garden Grove.
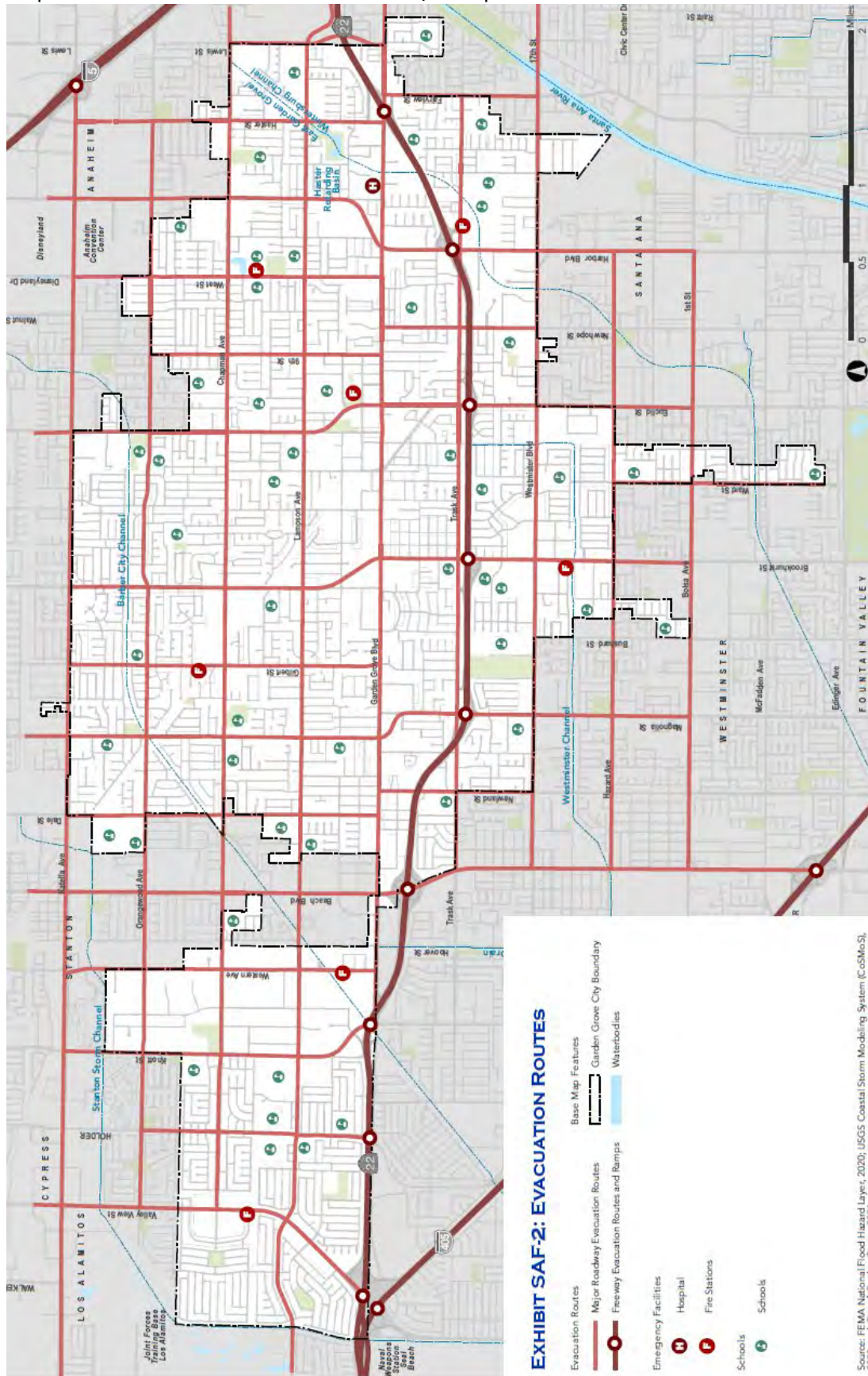
Economic Profile

The Garden Grove General Plan Economic Development Element notes that Garden Grove currently has a fiscally sustainable City budget, though it is highly dependent on retail sales tax revenue. In recent years, Garden Grove's revenue has grown strong. From fiscal year 1999 to 2007, revenues increased 60.8 percent, while inflation was just 30.9 percent during this timeframe. In addition, City revenue per capita grew 45.7 percent, indicating that the City has more purchasing power per resident to supply services. Like most of California and the rest of the County from 2007 to 2011, there was a loss of housing values. The 2018 Comprehensive Annual Financial Report stated that the City's local economy was stable, and the financial outlook was optimistic.

Transportation

The City is bisected by State Route 22 (SR-22) also known as the Garden Grove Freeway. SR-22 connects the City to Interstate 5, 405, and State Route 57. Map 1.1 shows SR-22 and evacuation routes out of the City.

Map 1.1:   Garden Grove Evacuation Routes/Transportation Routes

EXHIBIT SAF-2: EVACUATION ROUTES

Evacuation Routes
— Major Roadway Evacuation Routes
○ Freeway Evacuation Routes and Ramps

Emergency Facilities
Ⓗ Hospital
Ⓕ Fire Stations

Schools
🏫 Schools

Base Map Features
Garden Grove City Boundary
Waterbodies

Source: FEMA National Flood Hazard Layer, 2020; USGS Coastal Storm Modeling System (CoSMoS), 2020; and City of Garden Grove, 2021.

Industry: As stated in the City's General Plan, there are approximately 575 acres of industrial area in the City (including multi-use areas). The City has five industrial parks on the west side of the City. The area has underground utilities, rail service, and freeway access.

Housing: According to the 2010 U.S. Census, the City has approximately 47,755 households interspersed among its 20 city parks.

Topography: The City lies on the coastal plain of the Los Angeles Basin. The topography of the City is relatively flat and consists of gently sloping lowlands with the elevation ranging from 15 feet to 175 feet above mean sea level.

Climate: The City of Garden Grove climate is usually hot and dry in the summer and has mild winters. Data from the Western Regional Climate Center, from 1906 to 2016, shows the record maximum temperatures were a high of 112°F (on June 14, 1917) and a low of 22°F (on December 31, 1918). Average summer highs range from the lower to upper 80s. Average winter lows range from the lower to upper 40s. Garden Grove averages 25 days each year with temperatures exceeding 90°F. Annual precipitation averages just over 13 inches in the Garden Grove vicinity; more than 50 percent of the annual precipitation normally occurs from December through February. Record 24-hour rainfall for the City was 4.69 inches on February 16, 1927. The highest annual precipitation for the City occurred in 1941 when over 32 inches of rain fell in the City.

Planning During the Coronavirus Pandemic
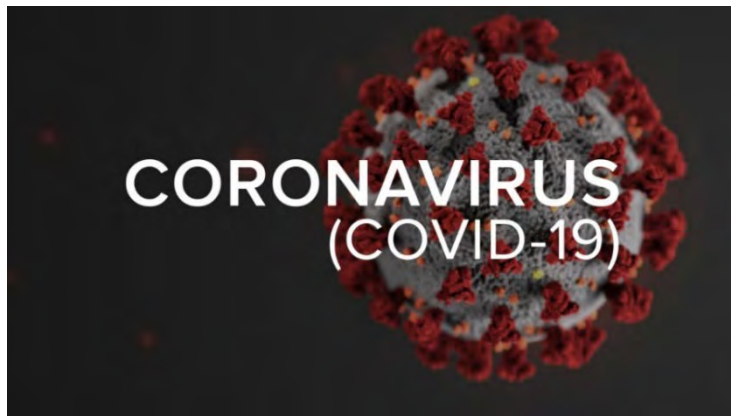
The Coronavirus, known as COVID-19, began to sweep across the world in 2019, severely affecting the national and global economies. The virus was thought to have originated in China. In February 2020, the County of Orange proclaimed a local emergency for COVID-19. This infectious respiratory disease, caused by the novel coronavirus SARS-CoV-2, results in symptoms of fever, coughing, and shortness of breath with outcomes ranging from mild to severe illness, and in some cases, death. On March 4, 2020, the Governor declared a State of Emergency to help with additional resources, formalize emergency actions across multiple state agencies and departments, and help the state prepare for larger spread of the virus.[1] On March 11, 2020, the World Health Organization announced that the COVID-19 outbreak was declared a global pandemic.[2] On March 13, 2020, the President of the United States, proclaimed that the COVID-19 outbreak in the United States constituted a national emergency, beginning March 1, 2020. At the time the EOP is being revised, August 2022, the global pandemic continues with an unknown resolution and recovery timeline. Public meetings continue to be limited during the pandemic.

Major Declaration Event Number: FEMA-4482-DR-CA (DR-4482)
Name: California Covid-19 Pandemic
Declared Counties: All 58 of California's Counties
Incident Period: January 20, 2020 and continuing

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1 https://www.gov.ca.gov/2020/03/04/governor-newsom-declares-state-of-emergency-to-help-state-prepare-for-broader-spread-of-covid-19/
2 https://time.com/5791661/who-coronavirus-pandemic-declaration/

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Section Two – Situation Overview and Hazard Identification

Section Two – Situation Overview and Hazard Identification

This section of the Basic Plan provides a summary of threats based on the Garden Grove's Local Hazard Mitigation Plan, Garden Grove Continuity of Operations Plan, and the Garden Grove General Plan (Safety Element). The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event occur.

The City of Garden Grove prepares for emergencies on a daily basis and provides emergency preparedness information on the city's website, the local cable channel, through emergency preparedness presentations and material available at city departments which is provided in multiple languages to the community and to personnel. Education is provided on the hazards identified in an effort to have a more prepared community.

Hazard Identification

The goal of the hazard identification process in the revision of the EOP is to determine the natural and human-caused hazards that pose a significant threat to the community as well as the City's ability to provide public services. All areas of the City of Garden Grove are at risk for two types of threats or hazards:

Natural Hazards: Emergencies that are caused by forces extraneous to man in elements of the natural environment such as drought, earthquake, epidemic, flood/dam failure, landslide, severe weather (rain, wind, lightning, etc.), and wildfires.

Human-Caused Hazards: Disasters include transportation incidents involving hazardous substances, major air and ground transportation incidents, civil disturbances, school violence, power failure, technological/cyber security incidents, terrorists or bomb threats, sabotage, radiological release, and nuclear, biological, or chemical attack.

The City of Garden Grove's 2020 Local Hazard Mitigation Plan (LHMP) Planning Committee conducted a hazard identification study to determine the natural hazards that threaten the City. Data resources included the City of Garden Grove's 2030 General Plan Safety Element, 2021 Orange County and Orange County Fire Authority Local Hazard Mitigation Plan, and the 2018 State of California Hazard Mitigation Plan. Using existing natural hazards data and hazards data from Cal OES, the Federal Emergency Management Agency (FEMA) and the National Oceanic and Atmospheric Administration (NOAA), as well as other sources were examined to assess the significance of the hazards.

A worksheet was completed by the Hazard Mitigation Planning Committee to identify, profile, and rate the significance of identified hazards, which include those hazards determined to be of medium or higher significance as rated in Table 2.1. Only the more significant (or priority) hazards have a more detailed hazard profile and are analyzed further in the LHMP Section 4.3 Vulnerability Assessment. This assessment was utilized in the revision of hazards in the EOP.

Table 2.1   Garden Grove 2020 LHMP Hazard Identification Assessment

Hazard	Geographic Extent	Likelihood of Future Occurrences	Magnitude/ Severity	Significance	Climate Change Influence
Climate Change	Extensive	Likely	Negligible	Medium	–
Dam Failure	Significant	Unlikely	Catastrophic	High	Medium
Drought and Water Shortage	Extensive	Likely	Limited	Medium	Medium
Earthquake	Extensive	Highly Likely/Occasional	Catastrophic	High	Low
Earthquake: Liquefaction	Limited	Occasional	Critical	Medium	Low
Flood: (100/500 year)	Extensive	Occasional/Unlikely	Critical	High	High
Flood: Localized/Stormwater	Significant	Highly Likely	Limited	Medium	High
Levee Failure	Limited	Unlikely	Limited	Medium	Medium
Severe Weather: Extreme Heat	Extensive	Highly Likely	Negligible	Low	Medium
Severe Weather: Heavy Rains and Storms	Extensive	Highly Likely	Limited	Medium	Medium
Severe Weather: High Winds	Extensive	Highly Likely	Limited	Medium	Low
Wildfire (Conflagration)	Extensive	Highly Likely	Catastrophic	Medium	Medium

Geographic Extent
Limited: Less than 10% of planning area
Significant: 10-50% of planning area
Extensive: 50-100% of planning area

Likelihood of Future Occurrences
Highly Likely: Near 100% chance of occurrence in next year, or happens every year.
Likely: Between 10 and 100% chance of occurrence in next year, or has a recurrence interval of 10 years or less.
Occasional: Between 1 and 10% chance of occurrence in the next year, or has a recurrence interval of 11 to 100 years.
Unlikely: Less than 1% chance of occurrence in next 100 years, or has a recurrence interval of greater than every 100 years.

Magnitude/Severity
Catastrophic: More than 50 percent of property severely damaged; shutdown of facilities for more than 30 days; and/or multiple deaths
Critical: 25-50 percent of property severely damaged; shutdown of facilities for at least two weeks; and/or injuries and/or illnesses result in permanent disability
Limited: 10-25 percent of property severely damaged; shutdown of facilities for more than a week; and/or injuries/illnesses treatable do not result in permanent disability
Negligible: Less than 10 percent of property severely damaged, shutdown of facilities and services for less than 24 hours; and/or injuries/illnesses treatable with first aid

Significance
Low: minimal potential impact
Medium: moderate potential impact
High: widespread potential impact

Climate Change Influence
Low: minimal future impact
Medium: moderate future impact
High: widespread future impact

Table 2.2 shows hazards were identified in the 2021 County of Orange and the Orange County Fire Authority Local Hazard Mitigation Plan, hazards identified in the 2020 Garden Grove Local Hazard Mitigation Plan, and hazards were identified for inclusion in this 2022 revision of the EOP. This table also summarizes the EOC Committee's discussion for each of the hazards. This table is consistent with the hazards identified as part of FEMA's hazard mitigation planning guidance.

Table 2.2   Garden Grove Hazard Identification

Hazard	Identified in 2021 Orange County LHMP	Identified in 2020 Garden Grove LMHMP	Included in the Garden Grove EOP 2022 Update	Preliminary Disposition
Agricultural Pests	No	No	No	Not a substantial threat
Avalanche	No	No	No	Not a substantial threat
Climate Change	Yes	Yes	No	Addressed in the 2020 LHMP
Coastal Erosion	No	No	No	No coastline
Coastal Storm	No	No	No	Not beach city
Dam Failure	Yes	Yes	Yes	
Drought	Yes	No	Yes	
Earthquake	Yes	Yes	Yes	
Epidemic/Pandemic	Yes	No	Yes	
Extreme Heat	No	Yes	Yes	
Flood	Yes	Yes	Yes	
Hurricane	No	No	No	Not a substantial threat
Land Subsidence	No	No	No	Not a substantial threat
Landslide and Mudslide	Yes	No	No	Not a substantial threat
Santa Ana Winds	No	Yes	Yes	Included as Severe Weather: High Winds
Severe Winter Storms	No	Yes	Yes	Included as Severe Weather: Heavy Rain and Storms
Human-Caused	No	No	Yes	• Civil Unrest • Energy Shortage/Power Outage • Hazardous Materials Release • Infectious Disease/Pandemic • Terrorism/National Security Threat
Tornado	No	Yes	Yes	Included as Severe Weather: High Winds
Tsunami	Yes	No	No	Not beach city
Urban Fire	No	Yes	Yes	
Volcano	No	No	No	Not a substantial threat
Waterspouts	No	No	No	Not a substantial threat
Wildland Fire	Yes	No	No	No wildland area in the city
Wildland/Urban Interface	No	No	No	No wildland urban interface in the city
Windstorm	No	Yes	Yes	Included as Severe Weather: High Winds

Selected Hazards

As a result of discussions with the EOP Committee, and analysis of the 2016 EOP and other related plans, the following hazards have been selected for inclusion in the EOP. These hazards are presented in alphabetical order and are not listed in order of priority or importance.

2022 Emergency Operations Plan (EOP)

Natural

- Drought/Water Shortage
- Earthquake
- Flooding
  (1% and 0.2% Annual Chance)
  (Localized/Stormwater)
  (Dam/Levee Failure)
- Urban Fires
- Severe Weather
  (Extreme Heat)
  (High Winds)
  (Heavy Rain and Storms)

Human-Caused

- Civil Unrest
- Energy Shortage/Power Outage
- Hazardous Materials Release
- Infectious Disease/Pandemic
- Terrorism/National Security Threat

Analysis Methodology

In accordance with CPG 101 and Hazard Mitigation guidance, the local hazards were assessed based on relative probability and impact. The EOP Committee evaluated the hazards identified in the 2016 EOP and analyzed the natural and human-caused hazards for description and analysis in the revised 2021 EOP.

Hazards were reviewed in the Unified County of Orange and Orange County Operational Area Emergency Operations Plan, along with the disaster declaration history of Orange County to ensure that the EOP Committee had reviewed all potential hazards that may impact the City of Garden Grove.

The EOP Committee used a Microsoft Excel-based tool to prioritize the identified hazards by assigning each hazard a ranking based on probability of occurrence and potential impact. These rankings were based on group discussion, knowledge of past occurrences, and familiarity with the City's infrastructure vulnerabilities.

The EOP Committee carefully considered changes in development patterns and the new hazard impacts that were identified in the updated Hazard Assessment of the City's 2020 LHMP. As new stakeholders and

partners have come to the table and helped identify the changing community needs and capabilities, the City's Planning Team established new priorities.

Four criteria were used to establish priority:

- **Probability** (likelihood of occurrence)
- **Affected Area** (size of potentially affected area)
- **Primary Impacts** (intensity of damage)
- **Secondary Impacts** (severity of impacts to community)

A value of 1-4 was assigned for each criterion. The four criteria were then weighted based on the Planning Team's opinion of each criterion's importance.

Table 2.3 describes the scoring method for each of the criteria listed above and the process for calculating a total score used to determine the planning consideration level.

Table 2.3   Hazard Ranking Worksheet Legend

Probability	
Based on estimated likelihood of occurrence from historical data	Score
Unlikely - Less than 1% probability in next 100 years or has a recurrence interval of greater than every 100 years.	1
Somewhat Likely - Between 1 and 10% probability in next year or has a recurrence interval of 11 to 100 years.	2
Likely - Between 10 and 100% probability in next year or has a recurrence interval of 10 years or less.	3
Highly Likely - Near 100% probability in next year or happens every year.	4
Importance =X	2.0

Affected Area	
Based on size of geographical area of community affected by hazard	Score
Isolated	1
Small	2
Medium	3
Large	4
Importance =X	0.8

Primary Impacts	
Based on percentage of damage to typical facility in the City of Garden Grove	Score
Negligible - less than 10% damage	1
Limited - between 10% and 25% damage	2
Critical - between 25% and 50% damage	3
Catastrophic - more than 50% damage	4
Importance =X	0.7

Secondary Impacts	
Based on estimated secondary impacts to the City of Garden Grove at large	Score
Negligible - no loss of function, downtime, and/or evacuations	1
Limited - minimal loss of function, downtime, and/or evacuations	2
Moderate - some loss of function, downtime, and/or evacuations	3
High - major loss of function, downtime, and/or evacuations	4
Importance =X	0.5

Total Score = Probability x Impact, where:		
Probability = (Probability Score x Importance)		
Impact = (Affected Area + Primary Impacts + Secondary Impacts), where:		
Affected Area = Affected Area Score x Importance		
Primary Impact = Primary Impacts Score x Importance		
Secondary Impacts = Secondary Impacts Score x Importance		

Hazard Planning Consideration		
Total Score (Range)		Hazard Level
0.0	11.0	Low
11.1	42.0	Medium
42.1	64.0	High

Notes: The probability of each hazard is determined by assigning a level, from unlikely to highly likely, based on the likelihood of occurrence from historical data. The total impact value includes the affected area, primary impact, and secondary impact levels of each hazard. Each level's score is reflected in the matrix. The total score for each hazard is the probability score multiplied by its importance factor times the sum of the impact level scores multiplied by their importance factors. Based on this total score, the hazards are separated into three categories based on the hazard level they pose to the community: High, Medium, and Low.

Based on a ranking exercise with the City's EOP Committee and follow-up discussion with City staff, the following identified hazards were confirmed and corresponding planning consideration levels established for this revised EOP as listed in Table 2.4 and Table 2.5.

Table 2.4   Hazard Evaluation Matrix

Hazard Type	Probability Score	Probability Factored x 2.0	Affected Area Score	Affected Area Factored x .8	Primary Impact Score	Primary Impact Factored x .7	Secondary Impact Score	Secondary Impact Factored x .5	Sum of Factored Impacts	Total Score (Sum of Factored Impacts) x (Factored Probability)	Hazard Planning Consideration
Civil Unrest	2.5	5.0	1.7	1.3	1.6	1.1	1.6	0.8	3.2	16.2	Medium
Climate Change	1.6	3.2	2.4	1.9	1.5	1.1	1.2	0.6	3.6	11.3	Medium
Drought/Water Shortage	3.2	6.3	3.5	2.8	2.0	1.4	1.8	0.9	5.1	32.1	Medium
Earthquake	2.8	5.7	3.4	2.7	3.3	2.3	3.1	1.5	6.6	37.1	Medium
Energy Shortage/Power Outage	2.9	5.8	2.7	2.1	2.3	1.6	2.2	1.1	4.9	28.3	Medium
Fire	2.8	5.7	1.8	1.4	1.8	1.3	1.9	1.0	3.6	20.6	Medium
Flood (1% and 5% Annual Chance)	1.5	3.0	2.3	1.9	2.1	1.5	2.1	1.0	4.4	13.1	Medium
Flood (Localized/Stormwater)	2.2	4.3	1.9	1.5	1.8	1.3	1.6	0.8	3.6	15.6	Medium
Flood (Dam/Levee Failure)	1.2	2.3	2.0	1.6	2.2	1.5	1.9	1.0	4.1	9.5	Low
Hazardous Materials Release	2.0	4.0	1.8	1.4	1.8	1.2	1.9	1.0	3.6	14.3	Medium
Infectious Disease/Pandemic	2.3	4.7	3.7	2.9	2.5	1.8	2.5	1.3	5.9	27.7	Medium
Severe Weather (Extreme/Heat)	2.7	5.3	3.3	2.7	1.4	1.0	1.3	0.7	4.3	23.1	Medium
Severe Weather (Heavy Rain and Storms)	2.3	4.5	3.3	2.6	1.9	1.3	1.8	0.9	4.9	21.9	Medium
Severe Weather (High Winds)	2.8	5.7	3.2	2.5	1.8	1.2	1.7	0.8	4.6	26.0	Medium
Terrorism/National Security Threat	1.8	3.7	1.7	1.3	1.8	1.2	2.0	1.0	3.6	13.0	Medium

Table 2.5   Ranking of Hazards by the Garden Grove EOP Committee

Hazard	Score	Rank	Probability	Affected Area/Population	Primary Impact	Secondary Impacts
Earthquake	37.1	1	Somewhat Likely/Likely	Medium	Critical	Moderate
Drought/Water Shortage	32.1	2	Likely	Medium	Limited	Negligible/Limited
Energy Shortage/Power Outage	28.3	3	Somewhat Likely/Likely	Small	Limited	Limited
Infectious Disease/Pandemic	27.7	4	Somewhat Likely/Likely	Medium	Limited	Limited
Severe Weather: (High Winds)	26.0	5	Somewhat Likely/Likely	Medium	Negligible/Limited	Negligible
Severe Weather: (Extreme Heat)	23.1	6	Somewhat Likely	Medium	Negligible	Negligible
Severe Weather: (Heavy Rain and Storms)	21.9	7	Somewhat Likely	Medium	Limited	Limited
Fire	20.6	8	Somewhat Likely/Likely	Isolated/Small	Negligible/Limited	Negligible/Limited
Civil Unrest	16.2	9	Somewhat Likely	Isolated	Negligible	Negligible
Flood: (Localized/Stormwater)	15.6	10	Somewhat Likely	Isolated/Small	Negligible/Limited	Negligible
Hazardous Materials Release	14.3	11	Somewhat Likely	Isolated/Small	Negligible/Limited	Negligible/Limited
Flood: (1% and 5% Annual Chance)	13.1	12	Unlikely	Small	Limited	Negligible
Terrorism/National Security Threat	13.0	13	Unlikely/Somewhat Likely	Isolated	Negligible/Limited	Limited
Climate Change	11.3	14	Unlikely	Small	Negligible	Negligible
Flood: (Dam/Levee Failure)	9.5	15	Unlikely	Small	Limited	Negligible/Limited

Natural Hazards

Earthquake

Probability of Occurrence: **Likely** (10-100% probability in next year or a recurrence interval of <10 yrs)
Vulnerability: **Extremely High**
Affected Area/Population: **Medium**
Severity Potential: Primary Impact **Critical** (between 10% and 25% damage)
                       Secondary Impact **Moderate** (some loss of function, downtime, and/or evacuations)

Hazard/Problem Description

An earthquake is caused by a sudden slip on a fault. Stresses in the earth's outer layer push the sides of the fault together. Stress builds up, and the rocks slip suddenly, releasing energy in waves that travel through the earth's crust and cause the shaking that is felt during an earthquake. Earthquakes can cause structural damage, injury, and loss of life, as well as damage to infrastructure networks such as water, power, gas, communication, and transportation.

Liquefaction is a byproduct of earthquakes and soils. The ground acceleration and duration of the earthquake must be of sufficient energy to induce liquefaction. Liquefaction can occur during periods of intense ground shaking. This happens during large earthquake events.

Probability

The City of Garden Grove is located in a geologically active part of the United States placing the entire city at risk to earthquakes from multiple faults. The region's geology is dominated by the intersection of the Pacific and North American tectonic plates, two components of the earth's crust that are moving in opposite directions. Large earthquake faults have developed in response to the stress between the plates. When enough strain builds up along a fault line, the plates slip, and an earthquake occurs.

Extent

According to the City of Garden Grove's 2030 General Plan Environmental Impact Report, Section Five – Geology, there are no Alquist Priolo Earthquake Fault Zones located within the City of Garden Grove. However, two fault splays associated with the in-active Pelican Hills Fault Zone traverse the central and western portions of the City in a northwest to southeast trending direction.

Additionally, there are several potentially active faults within proximity to the City. The Whittier, Palos Verdes, and the Newport-Inglewood faults are the most likely to cause high ground acceleration in the City. The San Andres Fault is capable of producing a magnitude eight (Richter Scale) and has the highest probability of generating a maximum credible earthquake in California. The Norwalk Fault, though closer to the City, is predicted to generate smaller magnitude earthquakes as it is not a designated Alquist Priolo Earthquake Fault.

Map 2.1 depicts the location of faults in southern California.

Map 2.1   Potentially Active Faults In or Near the City of Garden Grove

Liquefaction hazard maps from the City's General Plan Safety Element (sourced from the California Geological Survey) indicate a majority of Garden Grove is subject to liquefaction.

There is no scientific measurement of liquefaction. It should be noted that liquefaction extent is derived from the amount of shaking that occurs during the earthquake coupled with the level of the water table. GIS analysis was performed to determine what percentages of the City would be affected by liquefaction (using USGS data). 92.4% of the City of Garden Grove lies in an area with liquefaction potential, with the exception of areas along the northeast border of Anaheim. This can be seen in Table 2.6.

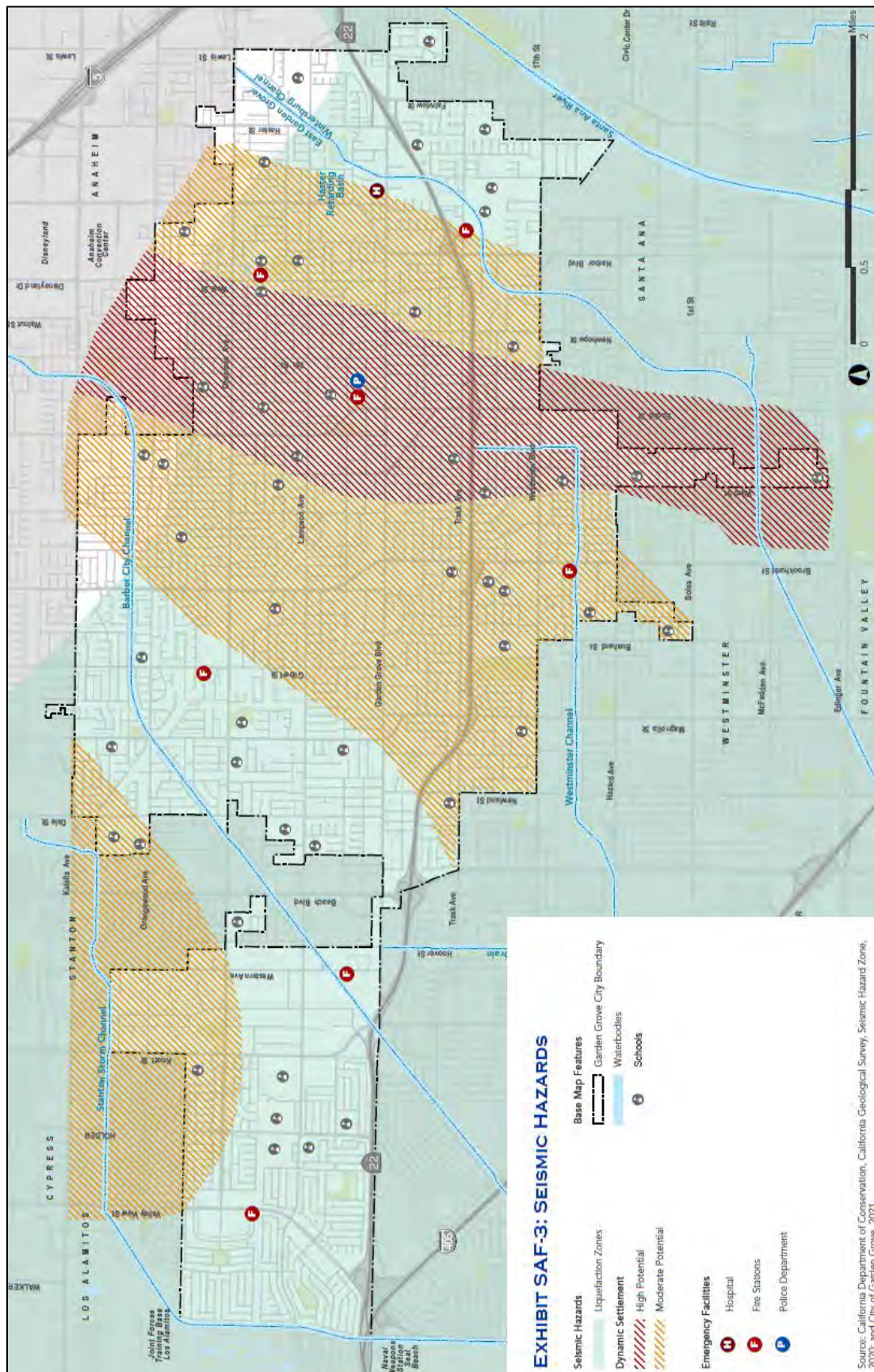Table 2.6   City of Garden Grove – Liquefaction Extents in USGS Zones

Liquefaction Area	Total Acres	% of Total Acres
Inside Liquefaction Potential Zone	8,310	92.4%

Source: USGS

Map 2.2 shows the seismic hazards in the City of Garden Grove.

Map 2.2   Seismic Hazards in the City of Garden Grove

EXHIBIT SAF-3: SEISMIC HAZARDS

Seismic Hazards
Liquefaction Zones

Dynamic Settlement
////: High Potential
////: Moderate Potential

Emergency Facilities
Hospital
Fire Stations
Police Department

Base Map Features
Garden Grove City Boundary
Waterbodies
Schools

Source: California Department of Conservation, California Geological Survey, Seismic Hazard Zone, 2020; and City of Garden Grove. 2021.

Past Occurrences

There have been two state and federal disaster declarations related to earthquakes in Orange County. The Garden Grove LHMP states that both of these events caused minimal damage in the City. The most recent damaging earthquake event affecting Southern California was the 1994 Northridge Earthquake, which was a 6.7-magnitude earthquake. It affected a populated area of Los Angeles located 20 miles northwest of downtown LA, with damages estimated at more than $20 billion and resulted in 57 deaths. The 1987 5.9-magnitude Whittier Narrows earthquake occurred and lasted about 20 seconds, killed eight people, and damaged thousands of buildings. Damages are estimated at $100 million. The earthquake occurred on the Whittier fault, which runs from Chino Hills to Whittier and is part of the larger Puente Hills Fault that stretches from just west of downtown Los Angeles to the Puente Hills area.

Table 2.7   Orange County Disaster Declarations from 1950 - 2019 for Earthquakes

Disaster Type	State Declarations		Federal Declarations	
	Count	Years	Count	Years
Northridge Earthquake	1	1994	1	1994
Whittier Narrows Earthquake	1	1987	1	1987

Source: Cal OES, FEMA

Impact

The hazard analysis from the City of Garden Grove's 2020 Local Hazard Mitigation Plan (LHMP) was used to determine the potential impact of an earthquake on the City and concluded that it is likely that the City of Garden Grove will be subject to minor earthquakes in the future. In addition to damage caused directly by ground shaking and related ground failure, other hazards such as fires can easily start during and shortly after an earthquake. Fires may spread quickly in densely built neighborhoods like the City of Garden Grove due to broken water pipes, and the number of ignitions and may overwhelm the abilities of firefighters to control them.

A major earthquake occurring in or near Garden Grove could cause many casualties and deaths, along with extensive property damage. Ensuing incidents could involve fires, damaged roads and utilities, power outages, and hazardous materials spills. Significant aftershocks could also increase damage to structures already weakened by the initial quake. There is also the possibility of flooding because of the potential for dam failures.

A major earthquake could exceed response capabilities of first responders, the Orange County Operational Area, and Cal OES. Damage control and disaster relief support would be likely required from other agencies and organizations. Emergency medical care, food and water, and sheltering would be needed for injured and displaced persons; identification of deceased persons would pose challenges, and public health would be a major concern. Mass evacuations could be required, and families may be separated. Emergency operations could be seriously hampered by the loss of communication systems, utilities, and transportation routes.

The impact of a major earthquake on the Garden Grove economy could be considerable. Damage could occur to computer systems, disrupting the operations of banks and other elements of the financial community, which would affect the ability of the local government to make payments and purchases. Addition information of the probability, extent, and impacts of an earthquake on the City can be found in the 2020 Garden Grove Local Hazard Mitigation Plan.

Severe Weather: (Extreme Heat)

Probability of Occurrence: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence interval of 11 to 100 years)

Vulnerability: **Medium**

Affected Area/Population: **Medium**

Severity Potential: Primary Impact **Limited** (Between 10% and 25% damage)

Secondary Impact **Limited** (Minimal loss of function, downtime, and/or evacuations)

Hazard/Problem Description

According to information provided by FEMA, extreme heat is defined as temperatures that hover 10 degrees or more above the average high temperature for the region and last for several weeks. Heat kills by taxing the human body beyond its abilities. In a normal year, about 175 Americans succumb to the demands of summer heat. In the 40-year period from 1936 through 1975, nearly 20,000 people were killed in the United States by the effects of heat and solar radiation. In the heat wave of 1980, more than 1,250 people died.

Heat disorders generally have to do with a reduction or collapse of the body's ability to shed heat by circulatory changes and sweating or a chemical (salt) imbalance caused by too much sweating. When heat gain exceeds a level at which the body can remove it, or when the body cannot compensate for fluids and salt lost through perspiration, the temperature of the body's inner core begins to rise, and heat-related illness may develop. Elderly persons, small children, chronic invalids, those on certain medications or drugs, and persons with weight and alcohol problems are particularly susceptible to heat reactions.

Probability

Temperature extremes are likely to continue to occur annually in the City Planning Area. Temperatures at or above 90°F can occur on summer days in the City.

Per the 2021 General Plan Safety Element on extreme heat, a study by the California Energy Commission states that "over the past 15 years, heat waves have claimed more lives in California than all other declared disaster events combined," and the State continues to get warmer. The City of Garden Grove does benefit from its proximity to the Pacific Ocean with substantial cooler summer temperatures compared to inland areas.

Extent

Based on the Cal Adapt Annual Average Maximum Temperature Climate Tool, Garden Grove's annual average maximum temperature is anticipated to increase by 2.0 %, from 76.7˚ F to 78.2˚ F, over the next 20 years (from 2021 to 2040). Although this is an annual average temperature, in the summer, temperatures may soar above 78˚ F as heat waves will be more common in the future.

Figure 2.1 illustrates the increase in temperature across California in the past and into the future.

Figure 2.1   California Historic and Projected Temperature Increases – 1981 to 2099
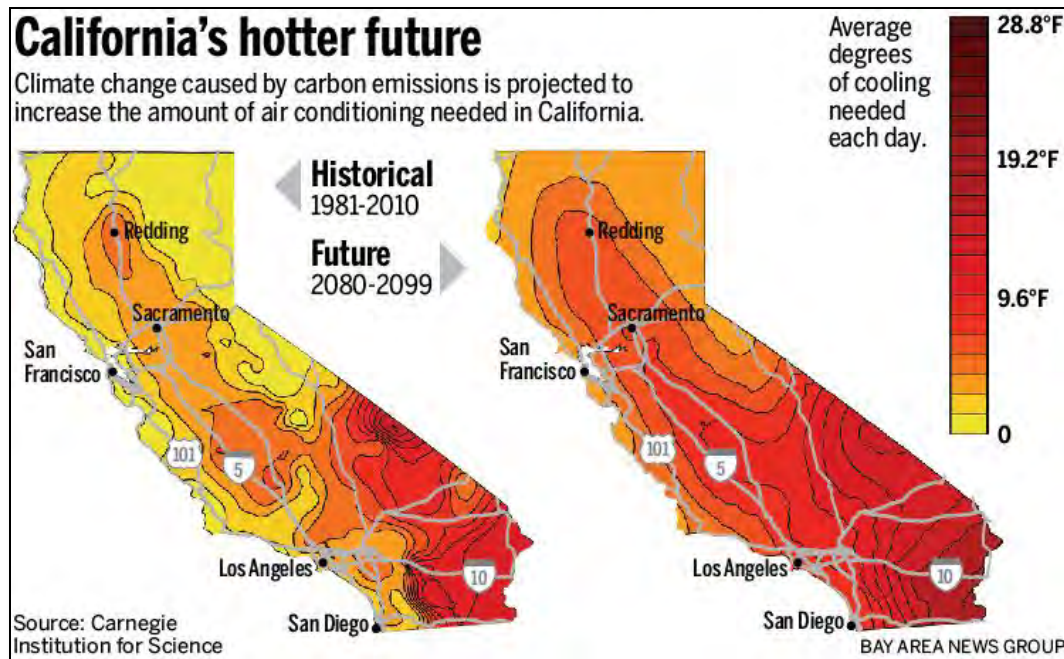
Past Occurrences

There have been no FEMA or Cal OES disasters related to extreme heat in the City of Garden Grove.

The National Climate Data Center (NCDC) has tracked heat and extreme heat events since 1996 for Orange County. Twenty three excessive heat events were recorded for Orange County, as shown in Table 2.8. Specifics on damages in the City were not included in the database.

Table 2.8   Heat Events in Orange County from 1996 to 2021

Event Type	Date	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Excessive Heat	8/2/1997	0	0	0	0	$0	$0
Excessive Heat	9/1/2002	0	0	0	0	$0	$0
Excessive Heat	7/21/2006	0	0	0	0	$0	$0
Excessive Heat	9/1/2007	0	1	0	0	$0	$0
Excessive Heat	10/25/2017	0	0	0	0	$0	$0
Excessive Heat	11/21/2017	0	0	10	0	$0	$0
Excessive Heat	11/22/2017	0	0	1	0	$0	$0
Excessive Heat	11/23/2017	1	0	1	0	$0	$0
Excessive Heat	8/6/2018	0	0	0	0	$0	$0
Excessive Heat	9/13/2019	0	0	0	0	$0	$0
Excessive Heat	10/21/2019	0	0	0	0	$0	$0
Excessive Heat	10/22/2019	0	0	0	0	$0	$0
Excessive Heat	7/8/2020	0	1	0	0	$0	$0

Event Type	Date	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Excessive Heat	8/14/2020	0	0	0	0	$0	$0
Excessive Heat	9/17/2020	0	0	0	0	$0	$0
Excessive Heat	9/29/2020	0	0	0	0	$0	$0
Excessive Heat	10/12/2020	0	0	0	0	$0	$0
Excessive Heat	4/1/2021	0	0	0	0	$0	$0
Excessive Heat	4/28/2021	0	0	0	0	$0	$0
Excessive Heat	6/14/2021	0	0	0	0	$0	$0
Excessive Heat	8/2/2021	0	0	0	0	$0	$0
Excessive Heat	8/25/2021	0	0	0	0	$0	$0
Excessive Heat	9/21/2021	0	0	0	0	$0	$0
Total		1	2	12	0	$ 0	$ 0

Source: NCDC
*Note: Losses reflect totals for all impacted areas, some of which fell outside of the City of Garden Grove and outside of Orange County.

Impact

Given higher temperatures, the City is expected to experience more extreme heat events, and these are expected to occur more frequently and to persist for longer time periods. City residents may face increased risk of death from dehydration, heat stroke, heat exhaustion, and respiratory distress caused by extreme heat. In response, the City may need to designate more cooling centers and take preventive actions such as integrating passive cooling building strategies to help cool buildings and planting more trees to help cool neighborhoods.

Extreme heat, when combined with wind, can lead to Public Safety Power Shutdown (PSPS) events in the larger Orange County area that could extend into the City. Elderly persons, small children, chronic invalids, those on certain medications or drugs, and persons with weight and alcohol problems are particularly susceptible to heat reactions. In the event of a power shutdown or power outage, cooling centers have been identified for residents to go to escape the extreme heat. All portions of the City are at risk to extreme heat.

Garden Grove Cooling Centers

In the event of extreme heat, when temperatures reach above 90° F, the City has identified two Cooling Centers, managed by the City's Community Services Department, that may be activated to provide relief from the heat to the residents of Garden Grove.

The City of Garden Grove Cooling Centers are located:

Garden Grove H. Louis Lake Senior Center, (10,503 Square Feet, 1500 Chairs)
11300 Stanford Avenue, Garden Grove, CA 92840

Garden Grove Sports & Recreation Center, (15,925 Square Feet)
13641 Deodara Drive, Garden Grove, CA 92844

Severe Weather: (Heavy Rain and Storms)

Probability of Occurrence: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence interval of 11 to 100 years)

Vulnerability: **Medium**

Affected Area/Population: **Medium**

Severity Potential: Primary Impact **Limited** (Between 10% and 25% damage)
Secondary Impact **Limited (M**inimal loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Storms in the City Planning Area are generally characterized by heavy rain often accompanied by strong winds and infrequently, lightning and hail. Approximately 10% of the thunderstorms that occur each year in the United States are classified as severe. A thunderstorm is classified as severe when it contains one or more of the following phenomena: hail that is three-quarters of an inch or greater, winds in excess of 50 knots (57.5 mph), or a tornado. Heavy precipitation in the Garden Grove area falls mainly in the fall, winter, and spring months.

Probability

Based on the National Oceanic and Atmospheric Administration (NOAA), National Climatic Data Center's (NCDC) data, and the City's 2020 Local Hazard Mitigation Plan, 30 heavy rain, hail, lightning, and thunderstorm wind incidents over a 69-year period (1950-2018) equates to a severe storm event every 2.3 years. Severe weather is a well-documented seasonal occurrence that will continue to occur often in the City of Garden Grove.

Extent

Heavy rain events occur on a regional basis. Rains and storms can occur in any location of the City, County, and Los Angeles Basin. All portions of the City are at risk to heavy rains. Most of these rains occur during the winter months.

Past Occurrences

Heavy rains and storms have caused flooding in the County and the City of Garden Grove Planning Area. Events where flooding resulted in a state or federal disaster declaration are shown in Table 2.9.

Table 2.9   Orange County – Disaster Declarations from Heavy Rain and Storms (and Floods) 1950-2019

Disaster Type	Federal Declarations		State Declarations	
	Count	Years	Count	Years
Flood (Heavy Rains and Storms)	19	1950, 1955, 1958 (twice), 1969, 1978, 1980, 1982, 1988, 1992, 1993, 1995 (twice), 1997, 1998 2005 (twice), 2011, 2017	17	1955, 1958, 1969, 1978, 1980, 1982, 1983, 1988, 1992, 1993, 1995 (twice), 1998, 2005 (twice), 2011, 2017

Source: FEMA, Cal OES

Impact

The National Climate Data Center's (NCDC) data recorded 30 hail, heavy rain, and winter weather incidents for Orange County since 1950. A summary of these events is shown in Table 2.10.

Table 2.10   Orange County NCDC Heavy Rain and Storm Events 1955-10/31/2018*

Event Type	Number of Days with Events	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Hail	12	1	0	0	0	$80,600	$0
Heavy Rain	34	1	0	19	1	$36,280,000	$0
Lightning	4	0	0	0	0	$62,000	$0
Total	**30**	**2**	**0**	**19**	**1**	**$36,417,100**	**$ 0**

Source: NCDC
*Note: Losses reflect totals for all impacted areas, some of which fell outside of the City of Garden Grove and outside of Orange County.

There is no scientific scale by which heavy rains and storms are measured. Magnitude of storms is measured often in rainfall and damages. The speed of onset of heavy rains can be short, but accurate weather prediction mechanisms often let the public know of upcoming events. Duration of thunderstorms in California is often short, ranging from minutes to hours.

Severe Weather: (High Winds)

Probability of Occurrence: **Likely** (Between 10 and 100% probability in next year or has a recurrence interval of 10 years or less)

Vulnerability: **Medium**

Affected Area/Population: **Medium**

Severity Potential: Primary Impact **Limited** (Between 10% and 25% damage)

Secondary Impact **Negligible** (No loss of function, downtime, and/or evacuations)

Hazard/Problem Description

High winds, often accompanying severe storms and thunderstorms, can cause significant property damage, threaten public safety, and have adverse economic impacts from business closures and power loss. High winds, as defined by the National Weather Service (NWS) glossary, are sustained wind speeds of 40 mph or greater lasting for 1 hour or longer, or winds of 58 mph or greater for any duration. These winds may occur as part of a seasonal climate pattern or in relation to other severe weather events such as heavy rains and thunderstorms.

Straight-line winds may also exacerbate existing weather conditions by increasing the effect on temperature and decreasing visibility due to the movement of particulate matters through the air, as in dust and snowstorms. The winds may also exacerbate fire conditions by drying out the ground cover, propelling fuel around the region, and increasing the ferocity of existing fires. These winds may push automobiles off roads, damage roofs and structures, down trees, cause utility outages, and cause secondary damage due to flying debris.

Santa Ana Winds

Of special concern in the City are Santa Ana winds. The National Weather Service (NWS) defines Santa Ana winds as strong downslope winds that blow through the mountain passes in southern California. These offshore winds that blow from the northeast or east must reach 30 mph or more below passes and canyons to reach minimum criteria for Santa Ana wind advisories. Typically, wind speeds are in the 40 to 55 mph range, and in extreme cases, winds can gust locally to over 100 mph.

Santa Ana winds often bring the lowest relative humidity of the year to coastal Southern California. This low humidity combined with the warm, compressionally-heated air mass, plus the high wind speeds, create critical fire weather conditions in wildfire prone areas.

Tornados

Tornadoes are another severe weather hazard that, though rare, can affect Garden Grove and the surrounding cities. Tornadoes form when cool, dry air sits on top of warm, moist air. Tornadoes are rotating columns of air marked by a funnel-shaped downward extension of a cumulonimbus cloud whirling at destructive speeds of up to 300 mph, usually accompanying a thunderstorm. Tornadoes are the most powerful storms that exist.

Probability

Based on data from the National Oceanic and Atmospheric Administration (NOAA) National Climatic Data Center's (NCDC), there were 176 high wind events reported between 01/01/1955 and 12/31/2021. The data indicates that severe wind events occurred multiple times each year. High winds are a well-documented seasonal occurrence that will continue to occur annually in the City creating a high likelihood of further occurrences.

It is difficult to predict a tornado or the conditions that preclude a tornado far in advance. Tornadoes can strike quickly with very little warning. In California, it is rare for tornadoes to exceed the Enhanced Fujita Scale (EFS) 3 magnitude. Most tornadoes that touch down are not long lived. Tornadoes, while rare, can occur at any location in the City.

Extent

The City's 2020 Local Hazard Mitigation Plan noted that Santa Ana winds can affect the entire Garden Grove area. Winds tend to channel below specific passes and canyons, coming in gust clusters. High winds may blow in one neighborhood, while a few blocks away there are only gentle warm breezes.

Map 2.3 depicts wind zones for the United States. The map denotes that Garden Grove falls into Zone I, which is characterized by high winds of up to 130 mph. Areas near the City fall into Zone II, due to the Santa Ana winds, which can occur in those areas.

Map 2.3   Wind Zones in the United States
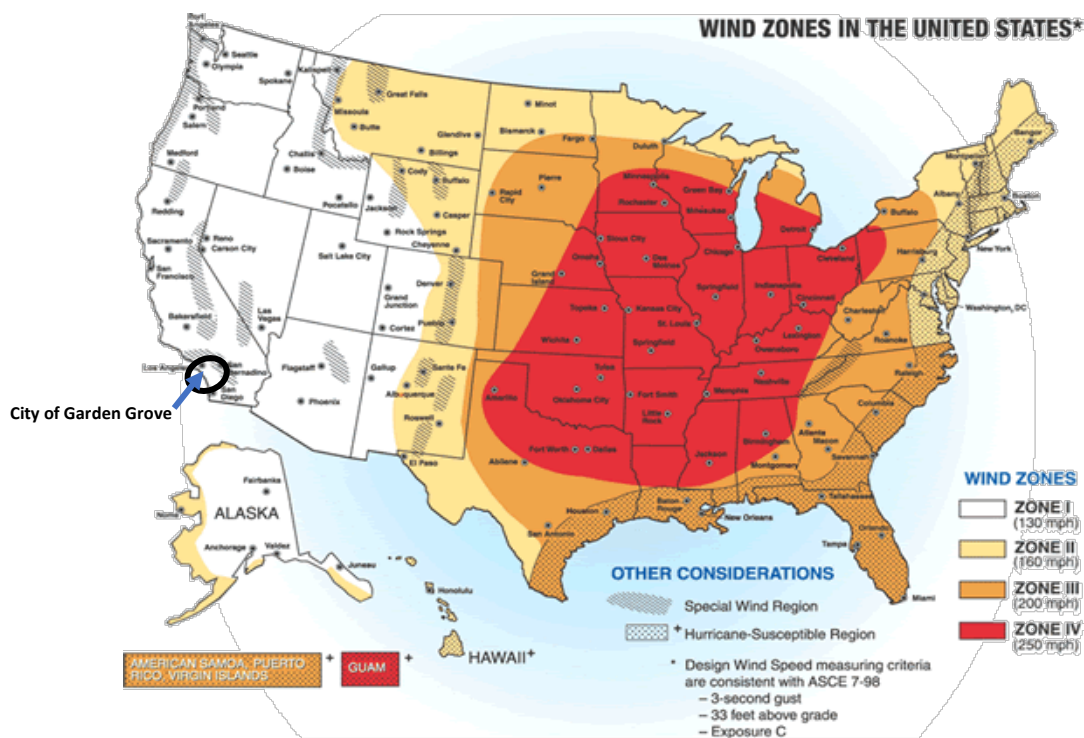
The entire City is subject to significant, non-tornadic (straight-line) winds as well as Santa Ana winds, as previously described. Each area of the City is at risk to high winds.

Past Occurrences

There have been no past federal or state disaster declarations due to high winds.

National Climatic Data Center (NCDC) data recorded 279 high wind and tornado incidents for Orange County since 1955. A summary of these events is shown in Table 2.11.

Table 2.11   Orange County NCDC High Wind and Tornado Events 1955-12/31/2021*

Event Type	Number of Day with Events	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Dust Devil	1	0	0	0	0	$6,000	$0
Funnel Cloud	27	0	0	0	0	$0	$0
High Wind	158	1	0	0	0	$633,000	$1,000
Strong Wind	13	0	0	0	0	$538,000	$0
Thunderstorm Wind	32	0	0	0	0	$1,246,000	$20,000
Tornado	27	0	0	0	0	$13,994,500	$0
Waterspout	12	0	0	0	0	$0	$0
Total	**270**	**1**	**0**	**0**	**0**	**$16,417,500**	**$21,000**

Source: NCDC
*Note: Losses reflect totals for all impacted areas, some of which fell outside of the City of Garden Grove and outside of Orange County.

Impact

Windstorms can cause damage to structures and power lines, which in turn can create hazardous conditions for people. Debris flying from high wind events can shatter windows in structures and vehicles and can harm people that are not adequately sheltered.

Winds can affect urban trees, especially when they are already weakened from drought or disease. The impact of Santa Ana Winds would be minimal with regards to personal injuries from trees or utility poles falling. The strong winds, dry weather, and drought conditions cause fires to spread quickly, which may impact the City's heavily dense industrial areas on Knott Avenue, which extends out close to the 22 freeway and could lead to major transportation issues.

Future losses from straight line winds include:

- Increased fire risk
- Downed trees (there is a significant tree population in the City)
- Power line impacts and economic losses from power outages
- Occasional building damage, primarily to roofs

Climate Change

Probability of Occurrence: **UnLikely** (Less than 1% probability in next 100 years or has a recurrence interval of greater than every 100 years.)

Vulnerability: **Low**

Affected Area/Population: **Small**

Severity Potential: Primary Impact: **Negligible** (Less than 10% damage)

Secondary Impact: **Negligible** (No loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Climate change is a long-term shift in global or regional climate patterns. Climate adaptation refers to the process of preparing for these evolving environmental conditions. The City's General Plan includes policies and strategies that will strengthen local resiliency by enabling the City and community to adapt to the effects of climate change.

The leading cause of the Earth's rapidly changing climate are the greenhouse gas (GHG) emissions we generate. Greenhouse gases play an important role in keeping the planet warm and inhabitable, but the level of these gases in our atmosphere has soared since industrialization began in the 19th century. The burning of fossil fuels—coal, oil, and gas—for electricity, heat, and transportation is the primary source of human-generated emissions. Curbing the increasingly dangerous effects of climate change will require very deep cuts in emissions, as well as the use of alternatives to fossil fuels worldwide.

California law requires that the City of Garden Grove take actions to reduce local greenhouse gas emissions to meet the State reduction goals. The GHG reduction laws mandate all Californians to work together to effect change on a larger scale. State legislation under AB 320 (2006) set out goals to reduce emissions by at least 40 percent below 1990 levels by 2030, with this target date subject to change based on measured progress.

By itself, the mitigation of greenhouse gases as required by State law will not be enough to protect the community from the dangerous effects of climate change. In particular, climate change will exacerbate the numerous natural hazards that face the community. These natural hazards are identified in the Local Hazards Mitigation Plan (LHMP) 2020, developed by the City. The LHMP also describes the ways in which the potential severity of these impacts will likely worsen due to climate change. With this knowledge and foresight, the City can take protective steps to reduce its climate change vulnerability, enabling it to adapt and continue to thrive and prosper in spite of this environmental challenge.

Probability

Climate change is virtually certain to continue without immediate and effective global action, and the probability of these effects having an impact on the City of Garden Grove is highly likely. According to NASA, 2018 was on track to be one of the hottest years on record, and 16 of the 18 hottest years ever have occurred since 2000. Without significant global action to reduce greenhouse gas emissions, the IPCC concludes in its Fifth Assessment Synthesis Report (2014) that average global temperatures are likely to exceed 1.5° C by the end of the 21st century, with consequences for people, assets, economies, and ecosystems, including risks from heat stress, storms and extreme precipitation, inland and coastal flooding, landslides, air pollution, drought, water scarcity, sea level rise, and storm surges.

Extent

There is no one scale to measure the extent of climate change. Climate change exacerbates other hazards, such as drought, extreme heat, flooding, wildfire, and others. The speed of onset of climate change is very slow. The duration of climate change is not yet known but is feared to be tens to hundreds of years.

Past Occurrences

Climate change has never been directly linked to any declared disasters in the United States.

Impact

Climate change increases the likelihood and exacerbates the severity of extreme weather – more frequent or intense storms, floods, droughts, heat waves, and wildfires. Consequences for human society include loss of life and injury, damaged infrastructure, long-term health effects, loss of agricultural crops, disrupted transport and freight, and more. Climate change is not a discrete event but a long-term hazard, the effects of which communities are already experiencing.

The 2021 Orange County and Orange County Fire Authority Local Hazard Mitigation Plan noted that each year it seems to get a bit warmer. It appears that the temperatures have been increasing more in the early fall (September/October). It was also noted that 2017 was one of the wettest years ever. California's Adaptation Planning Guide: Understanding Regional Characteristics has divided California into 11 different regions based on political boundaries, projected climate impacts, existing environmental setting, socioeconomic factors, and regional designations. Orange County falls within the South Coast Region. Table 2.12 provides a summary of Cal-Adapt Climate Projections for the South Coast Region.

Table 2.12   Cal-Adapt Climate Projections for the South Coast Region

Effect	Ranges
Temperature Change 1990-2100	January increase in average temperatures: 1°F to 2.5°F by 2050 and 5°F to 6°F by 2100 Temperature Change, July increase in average temperatures: 3°F to 4°F by 2050 and 5°F to 10°F by 2100 with larger 1990-2100 increases projected inland. *(Modeled high temperatures; high carbon emissions scenario)*
Precipitation	Annual precipitation will vary by area but will decline overall throughout the century. Low-lying coastal areas will lose up to 2 inches by 2050 and 3 to 5 inches by 2090, while high elevations will see a drop of 4 to 5 inches by 2050 and 8 to 10 inches by 2090. *(Community Climate System Model 3 (CCSM3) climate model; high emissions scenario)*
Sea Level Rise	By 2100, sea levels may rise up to 66 inches, posing considerable threats to coastal areas in the region including Venice Beach, the Port of Long Beach, the South Coast naval stations, and San Sea Level Rise Diego Harbor. As a result of sea level rise, 45 percent more land in Los Angeles County, 40 percent more land in San Diego County, 35 percent more land in Ventura County, and 28 percent more land in Orange County will be vulnerable to 100-year floods.
Heat Wave	Along the coast, a heat wave is five days over temperature in the 80s. Inland, the temperature must hit the 90s and 100s for five days. All areas can expect 3 to 5 more heat waves by 2050 and 12 to 14 by 2100 in most areas of the region.
Wildfire	Little change is projected in the already high-fire risk in this region, save for slight increases expected in a few coastal mountainous areas such as near Ojai and in Castaic, Fallbrook, and Mission Viejo.

Source: The Orange County and Orange County Fire Authority Local Hazard Mitigation Plan

Drought and Water Shortage

Probability of Occurrence: **Likely** (10-100% probability in next year or a recurrence interval of <10 yrs.)
Vulnerability: **Medium**
Affected Area/Population: **Medium**
Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)
        Secondary Impact: **Negligible** (no loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Drought is a gradual phenomenon. Although droughts are sometimes characterized as emergencies, they differ from typical emergency events. Most natural disasters, such as floods or forest fires, occur relatively rapidly and afford little time for preparing for disaster response. Droughts occur slowly, over a multi-year period, and it is often not obvious or easy to quantify when a drought begins and ends.

Probability

Recent historical data for water shortage indicates that it is likely that the City may at some time be at risk to both short and prolonged periods of water shortage. Based on this, it is possible that water shortages will affect the City in the future during extreme drought conditions. However, to date, Garden Grove has continued to have a relatively consistent water supply.

Extent

Southern California's water resources have historically been affected by periodic drought cycles. Multi-year droughts in particular have significantly diminished the supply of water available to Garden Grove Water Services Division customers. Since water shortage happens on a regional scale and water supply sources are similar throughout the City, the entirety of the City is at risk.

There is no established scientific scale to measure water shortage. The speed of onset of water shortage tends to be lengthy. The duration of water shortage can vary, depending on the severity of the drought that accompanies it.

Past Occurrences

California is no stranger to drought; it is a recurring feature of the climate. Recent droughts include the 5-year event of 2012-2016, and other notable historical droughts included 2007-09, 1987-92, 1976-77, and off-and-on dry conditions spanning more than a decade in the 1920s and 1930s.

There have been two state and one federal disaster declarations for Orange County. These are shown in Table 2.13.

Table 2.13   Orange County – State and Federal Drought Disaster Declarations 1950-2019

Disaster Type	State Declarations		Federal Declarations	
	Count	Years	Count	Years
Drought	1	2014	0	–

Source: Cal OES, FEMA

There have been 26 NCDC drought events in Orange County, as shown in Table 2.14. All of the events were from the 2007-2009 drought that affected the County. No injuries, damages, or deaths were reported due to these events.

Table 2.14   Orange County NCDC Drought Events 1/1/1950-10/31/2018*

Event Type	Number of Days with Events	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Drought	26	0	0	0	0	$0	$0

Source: NCDC

*Note: Losses reflect totals for all impacted areas, some of which fell outside of the City of Garden Grove and outside of Orange County.

Impact

The Garden Grove 2020 LHMP provides an in-depth discussion on the impact of climate change on the City of Garden Grove and the County of Orange. Data on the discussion came from the following sources:

- Orange County Climate Change and Health Profile Report
- California Adaptation Planning Guide
- Proceedings of the National Academy of Sciences

Each of these studies indicated that there will be negative impacts on communities due to the effects of climate change. Those impacts include the following:

- Increased temperatures
- Reduced precipitation
- Sea level rise
- Reduced tourism
- Reduced water supply
- Wildfire risk
- Public health - heat and air quality
- Coastal erosion
- Increase in vector-borne illnesses
- Food insecurity
- Increased mold
- Decrease of indoor air quality
- Socioeconomic disruption

Flood: (1% and 0.2% Annual Chance)

Probability of Occurrence: **Unlikely** (Less than 1% probability in next 100 years or has a recurrence interval of greater than every 100 years)

Vulnerability: **Medium**

Affected Area/Population: Small

Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)

Secondary Impact: **Negligible** (No loss of function, downtime, and/or evacuations)

Hazard∕Problem Description

According to the California Department of Water Resources (Cal DWR), flooding is the rising and overflowing of a body of water onto normally dry land. Floods are among the costliest natural disasters in terms of human hardship and economic loss nationwide. Floods can cause substantial damage to structures, landscapes, and utilities as well as life safety issues. Floods can be extremely dangerous, and even six inches of moving water can knock over a person given a strong current. A car will float in less than two feet of moving water and can be swept downstream into deeper waters. This is one reason floods kill more people trapped in vehicles than anywhere else. During a flood, people can also suffer heart attacks or electrocution due to electrical equipment short outs. Floodwaters can transport large objects downstream, which can damage or remove stationary structures. Ground saturation can result in instability, collapse, or other damage. Objects can also be buried or destroyed through sediment deposition. Floodwaters can also break utility lines and interrupt services. Standing water can cause damage to crops, roads, foundations, and electrical circuits. Direct impacts, such as drowning, can be limited with adequate warning and public education about what to do during floods.

Probability

1% Annual Chance Flood: Occasional

This is the flood that has a 1% chance of being equaled or exceeded in any given year. Portions of the City are located in the 1% annual chance floodplain; however, since the construction of the levees on the Santa Ana River, there has been minimal flood issues in the City.

0.2% Annual Chance Flood: Unlikely

The flood has a 0.2% chance of being equaled or exceeded in any given year. There are large amounts of 0.2% annual chance floodplain in the City.

Extent

The main source of the flood hazard within the City of Garden Grove is the Santa Ana River. While the Santa Ana River does not enter Garden Grove, the floodplain of the River extends into the City. Originating near the summit of Mount San Gorgornio at the 8,000-foot level, it extends 90 miles and drains into both the San Bernardino and Santa Ana mountain ranges in three counties over a total of 3,200 square miles. Over 27 miles of the river's course flows through the County. One- third of this is natural and the remaining two-thirds is leveed, sand-bottom channel. Once the largest river in Southern California, the Santa Ana River previously enjoyed perennial flow. It is now dry most of the year due to the construction of the

Prado Dam, increased upstream usage, and the development of settling basins in the northern part of the County.

The City consists of gently sloping lowlands with the elevation ranging from 15 feet to 175 feet above mean sea level. Mean annual rainfall is about 12 inches, occurring mainly during the period of December to April. Nearly all the drainage is developed. Open spaces have been replaced by population and ground cove while watersheds have been replaced by impervious substances, such as streets and buildings. Rainwater that can no longer filter into the soil gathers as runoff and must be collected and redistributed, thus adding to the burden of the natural drainage system.

Floodplain Mapping

FEMA established standards for floodplain mapping studies as part of the National Flood Insurance Program (NFIP). The NFIP makes flood insurance available to property owners in participating communities adopting FEMA-approved local floodplain studies, maps, and regulations. Floodplain studies that may be approved by FEMA include federally funded studies; studies developed by state, city, and regional public agencies; and technical studies generated by private interests as part of property annexation and land development efforts. Such studies may include entire stream reaches or limited stream sections depending on the nature and scope of the study. A general overview of floodplain mapping and associated products is provided in the following paragraphs.

Flood Insurance Study (FIS)

The FIS develops flood-risk data for various areas of the community that will be used to establish flood insurance rates and to assist the community in its efforts to promote sound floodplain management. The current Orange County FISs, which include the City of Garden Grove, are dated December 3, 2009, and March 21, 2019.

Digital Flood Insurance Rate Maps (DFIRM)

As part of its Map Modernization program, FEMA is converting paper FIRMS to digital FIRMs, DFIRMS. These digital maps:

- Incorporate the latest updates
- Utilize community supplied data
- Verify the currency of the floodplains and refit them to community supplied basemaps
- Upgrade the FIRMs to a Geographic Information System (GIS) database format to set the stage for future updates and to enable support for GIS analyses and other digital applications
- Solicit community participation

Garden Grove Watersheds, Streams, Drainage, and Channels

The City of Garden Grove is within the Westminster watershed. The Westminster Watershed covers 74.1 square miles in the southwestern corner of Orange County. In addition to Garden Grove, the watershed includes the cities of Anaheim, Cypress, Fountain Valley, Huntington Beach, Los Alamitos, Santa Ana, Seal Beach, Stanton, and Westminster. Three main tributaries drain this watershed. The Los Alamitos Channel drains into the San Gabriel River; the Bolsa Chica Channel empties into the Anaheim

Bay-Huntington Harbour complex; and the East Garden Grove-Wintersburg Channel drains through Bolsa Bay into Huntington Harbour.

There are five drainage channels in the City:

- Bolsa Chica Channel
- Stanton Storm Drain
- Anaheim-Barber City Channel
- Westminster Channel
- East Garden Grove-Wintersburg Channel

The Bolsa Chica Channel and the Stanton Storm Drain serve the westerly portion of the City. The Anaheim-Barber City channel drains in the central area of the City, while the Westminster Channel drains most of the easterly portion of the City. The East Garden Grove-Wintersburg Channel drains in the eastern fringe of the City and a portion of the City of Orange. These major drainage facilities were constructed by the Orange County Flood Control District. The eastern boundary of the City is only a short distance from the Santa Ana River levees.
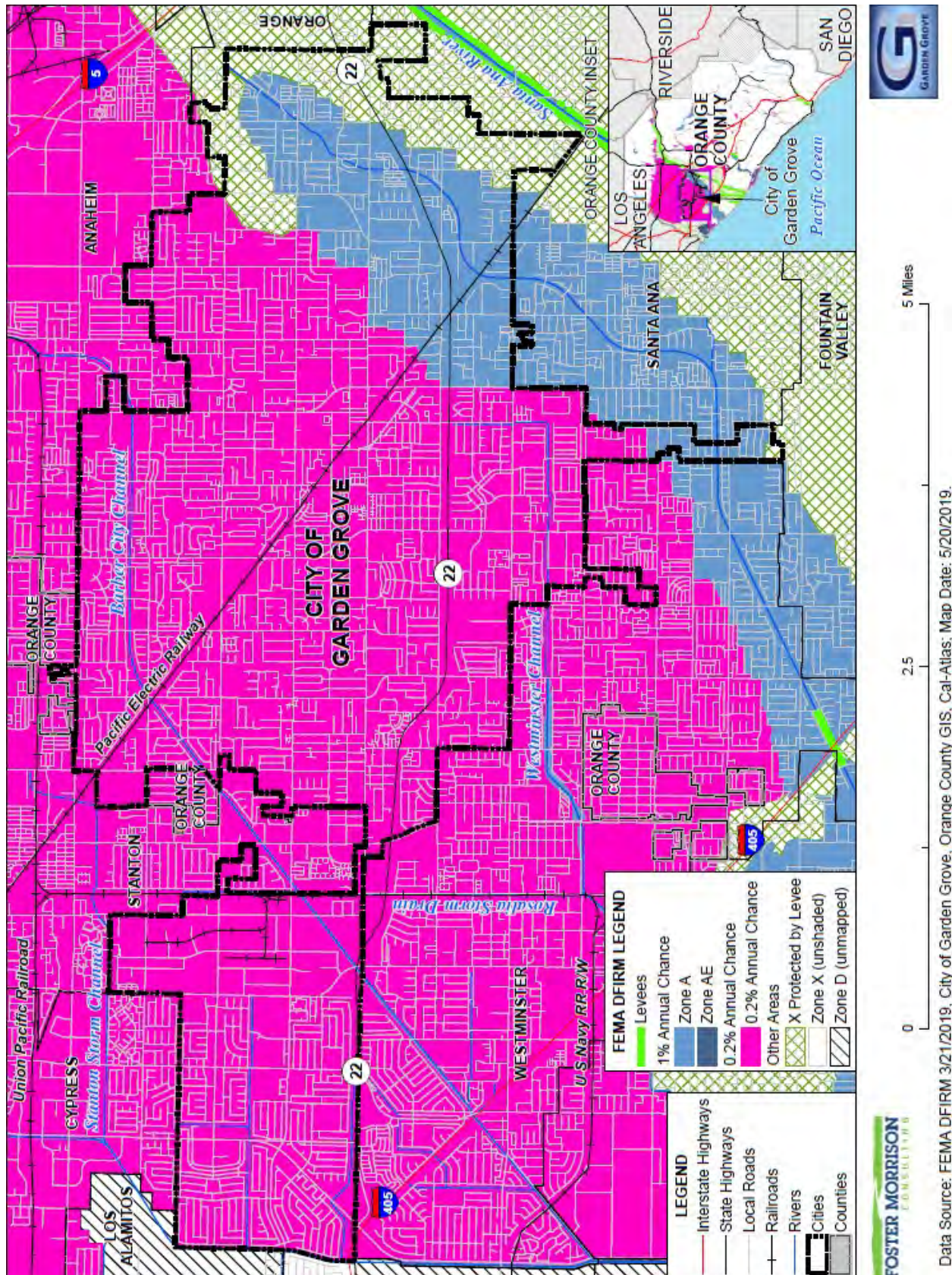
Types and Sources of Flooding in Garden Grove

According to the City of Garden Grove 2030 General Plan EIR report and the Orange County FIS, the City is within designated Flood Zones A and X (shaded). Flood Zone A is an area subject to inundation by the 1% annual chance of a flood event and mandatory flood insurance purchase requirements and floodplain management standards apply. However, the portion of the City within Flood Zone X (shaded) are located outside the 1% annual chance floodplain and flood insurance purchase is not required in this area. This Zone X (shaded) is the 500-year or 0.2% annual chance floodplain.

This can be seen in Map 2.4. The City is considered to be in Zones A (1% annual chance), X Protected by Levee, and X (shaded) (0.2% annual chance).

Map 2.4   City of Garden Grove – DFIRM Flood Zones

Data Source: FEMA DFIRM 3/21/2019, City of Garden Grove, Orange County GIS, Cal-Atlas; Map Date: 5/20/2019.

Past Occurrences

There have been 19 state and 17 federal disaster declarations due to flooding, as shown in Table 2.15.

Table 2.15   Orange County Disaster Declarations 1950-2021 from Flood

Disaster Type	State Declarations		Federal Declarations	
	Count	Years	Count	Years
Flood (including heavy rain and storms)	19	1950, 1955, 1958 (twice), 1969, 1978, 1980, 1982, 1988, 1992, 1993, 1995 (twice), 1997, 1998, 2005 (twice), 2011, 2017	17	1955, 1958, 1969, 1978, 1980, 1982, 1983, 1988, 1992, 1993, 1995 (twice), 1998, 2005 (twice), 2011, 2017

Source: Cal OES, FEMA

The National Climate Data Center (NCDC) tracks flood events for the County since 1996. These are shown in Table 2.16.

Table 2.16   Orange County NCDC Flood Events 1/1/1996-12/31/2021*

Event Type	Number of Days with Events	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Flash Flood	34	0	0	0	0	$63,930,000	$480,000
Flood	38	0	0	3	0	$40,735,000	$242,000
Total	**4**	**0**	**0**	**3**	**0**	**$1,020,000**	**$ 0**

Source: NCDC

*Note: Losses reflect totals for all impacted areas, some of which fell outside of the City of Garden Grove and outside of Orange County.

Impact

Floods and their impacts vary by location and severity of any given flood event and will likely only affect certain areas of the City during specific times. Based on the risk assessment, it is evident that floods will continue to have potentially devastating economic impacts to certain areas of the City. However, many of the floods in the City are minor, localized flood events that are more of a nuisance than a disaster. Impacts that are not quantified, but can be anticipated in large future events, include:

- Injury and loss of life
- Commercial and residential structural and property damage
- Disruption of and damage to public infrastructure and services
- Health hazards associated with mold and mildew, contamination of drinking water, etc.
- Damage to roads/bridges resulting in loss of mobility
- Significant economic impact (jobs, sales, tax revenue) to the community
- Negative impact on commercial and residential property values
- Significant disruption to students and teachers as temporary facilities and relocations would likely be needed
- Impact on the overall mental health of the community

There are large amounts of 0.2% annual chance floodplains in the City, while most areas of the City are located in the 1% annual chance floodplain; however, since the construction of the levees on the Santa

Ana River, there have been minimal flood issues in the City. Floods may create health hazards due to the discharge of raw sewage and flammable, explosive, or toxic materials carried off by flood waters.

Population at Risk

Those residential parcel centroids that intersect the DFIRM flood zones were counted and multiplied by the 2010 Census Bureau average household factors for the City of Garden Grove (3.06). According to this analysis, there is a total population of 11,306 and 91,894 residents in Garden Grove in 1% annual chance and 0.2% annual chance floodplains, respectively. This is shown in Table 2.18. It should be noted that all of the residents in the 1% annual chance floodplain would also fall in the 0.2% annual chance flood plain.

Table 2.17   City of Garden Grove – Count of Residential Parcels and Population by DFIRM Flood Zone

DFIRM Flood Zone/ Jurisdiction	1% Annual Chance		0.2% Annual Chance	
	Improved Residential Parcels	Population	Improved Residential Parcels	Population
Garden Grove	3,007	11,306	24,440	91,894

Source: FEMA September 30, 2005, DFIRM, US Census Bureau, City of Garden Grove March 2019 Parcel/Assessor's Data

Flood: (Localized/Stormwater)

<u>Probability of Occurrence</u>: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence interval of 11 to 100 years)

<u>Vulnerability</u>: **Medium**
<u>Affected Area/Population</u>: Small
<u>Severity Potential</u>: Primary Impact: **Limited** (Between 10% and 25% damage)
                         Secondary Impact: **Negligible** (No loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Localized, stormwater flooding occurs throughout the City during the rainy season from November through April. Prolonged heavy rainfall contributes to a large volume of runoff resulting in high peak flows of moderate duration. Flooding is more severe when previous rainfall has created saturated ground conditions. Urban storm drainpipes and pump stations have a finite capacity. When rainfall exceeds this capacity, or the system is clogged, water accumulates in the street until it reaches a level of overland release. This type of flooding may occur when intense storms occur over areas of development.

The City of Garden Grove's General Plan's Infrastructure Element noted that the City of Garden Grove's Public Works Department is responsible for constructing and maintaining flood control channels and storm drains within the City. The system is designed to control the movement of rainwater to a safe location where it can re-charge our natural and man-made water supplies. Most of the collected rainwater is directed to a flood control channel where it flows to the ocean.

Probability

Urban storm drainage systems have a finite capacity. When rainfall exceeds this capacity or systems clog, water accumulates in the street until it reaches a level of overland release. Heavy rains causing localized flooding in the City are highly likely to occur. Although the City is considered built out, due to aging infrastructure, this type of flooding will continue to occur during heavy rains.

Climate Change and Localized Flood

While average annual rainfall may decrease slightly, the intensity of individual rainfall events is likely to increase during the 21st century, increasing the likelihood of overwhelming stormwater systems built to historical rainfall averages. This makes localized flooding more likely.

Extent

There is no established scientific scale or measurement system for localized flooding. Localized flooding is generally measured by depth of flooding, velocity of waters, and the area affected. Heavier rains lead to larger affected areas. Localized flooding often happens quickly and has a short speed of onset. Localized flooding often has a short duration.

Numerous parcels and roads throughout Garden Grove are subject to localized flooding in heavy rains. These are delineated in Table 2.18 and also shown on Map 2.5. Flooding of these areas is the primary concern. Additional impacts such as pavement deterioration and other issues are limited due to the 24/7

servicing of problem areas. The frequency and type of damage or flooding that occurs varies from year to year, depending on the quantity of runoff.
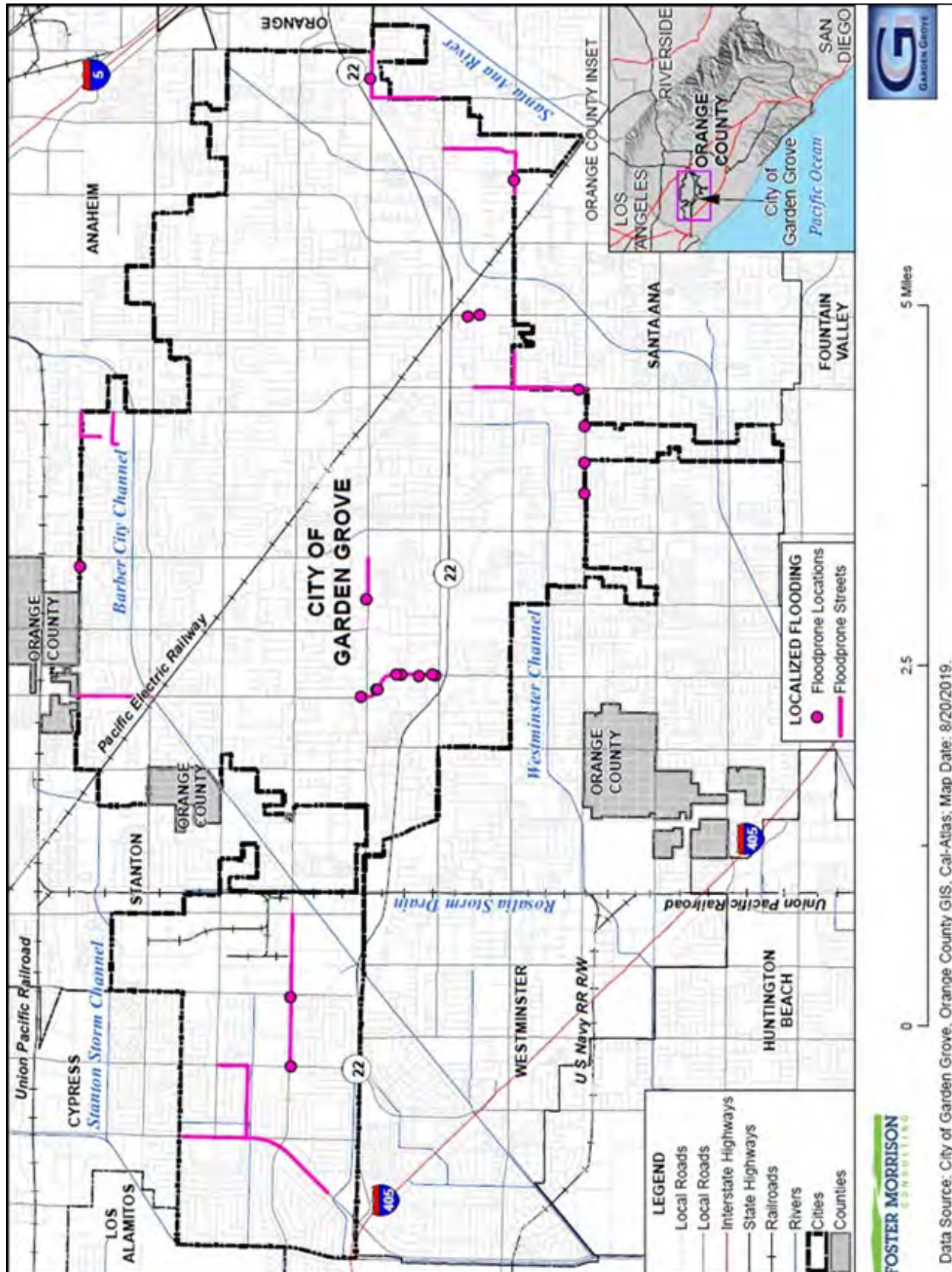
Table 2.18   City of Garden Grove–Localized Flooding Areas

Road/Area Name	Flooding	Pavement Deterioration	Washouts	High Water⁄ Creek Crossing	Landslides⁄ Mudslides	Debris	Downed Trees
Magnolia St. between Trask Ave. and Garden Grove Blvd.	X	X					
Bonzer Ave.	X	X					
Garden Grove Blvd. and Fairview St.	X	X					
Lampson St. Between Knott Ave. and Western St.	X	X					
Fairview St. and Garden Grove Blvd.	X	X					
Trask Ave. and Fairview St.	X						
Roxey Dr. from Trask Ave. to Westminster Ave.	X						
Westminster Ave. from Roxey Dr. to Harper St.	X						
Westminster Ave. from Rosita Pl. to Euclid St.	X						
Euclid St. from Woodbury Rd. to Hazard Ave.	X						
Palma Vista Ave. and Steele St.	X						
Garden Grove Blvd. from Brookhurst Way to Galway St.	X						
Magnolia St. from Katella Ave. to Orangewood & Bowles Ave.	X						
Magnolia St. from Garden Grove Blvd. to Trask Ave.	X						
Springdale St. from Chapman Ave. to Belgrave Ave.	X						
Valley View St. and Tiffany Ave.	X						

Source: City of Garden Grove

Map 2.5   City of Garden Grove – Localized Flooding Areas

Past Occurrences

There have been no state or federal disaster declarations related to localized flooding in the City of Garden Grove.

The City of Garden Grove's General Plan's Infrastructure Element noted that the City has, in the past, been subjected to extensive street flooding and occasional property damage, particularly during the 1960s and earlier. Major floods also occurred during 1938, 1969, 1978, and 1983, which affected various parts of the City. During peak winter storms, localized flooding damages properties and hinders travel along certain arterial streets.

The 2020 Hazard Mitigation Planning Committee (HMPC) noted that, in 2011, rains fell, which caused flooding in the City. Multiple areas in the City had drainage systems overwhelmed. City Public Works responded by cleaning catch basins and screens to prevent flooding, removing downed trees and limbs, and working to fill sandbags at local fire stations.

Impact

The City of Garden Grove's 2018 Pavement Management Program's Updated Final Report noted that the City owns and maintains approximately 361.1 centerline miles of pavement, which includes 74.1 miles of the Master Plan of Arterial Highways' (MPAH) streets and 287 miles of local streets, representing a total replacement cost of $565.5 million.

In 2020, the HMPC also noted that heavy rains may produce ponding around storm drains, but these events are short in duration and do not typically cause property damage. Impacts include damages to infrastructure, roads, bridges, and public property. Impacts to property and life safety are generally low. The most significant impact to City from localized flooding is street flooding and closures. Most drainage channels in the City are only designed to the 10-year event. Backbone drainage structures supporting the City are provided by the County.

Flood: (Dam/Levee Failure)

Probability of Occurrence: **Unlikely** (Less than 1% probability in next 100 years or has a recurrence interval of greater than every 100 years)

Vulnerability: **Small**
Affected Area/Population: **Small**
Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)
Secondary Impact: **Negligible** (No loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Dam Failure

Dams are manmade structures built for a variety of uses including flood protection, power generation, agriculture, water supply, and recreation. When dams are constructed for flood protection, they are usually engineered to withstand a flood with a computed risk of occurrence. For example, a dam may be designed to contain a flood at a location on a stream that has a certain probability of occurring in any one year. If prolonged periods of rainfall and flooding occur that exceed the design requirements, that structure may be overtopped or fail. Overtopping is the primary cause of earthen dam failure in the United States.

Dam failures can also result from any one or a combination of the following causes:

- Earthquake
- Inadequate spillway capacity resulting in excess overtopping flows
- Internal erosion caused by embankment or foundation leakage, or piping or rodent activity
- Improper design
- Improper maintenance
- Negligent operation
- Failure of upstream dams on the same waterway

Water released by a failed dam generates tremendous energy and can cause a flood that is catastrophic to life and property. A catastrophic dam failure could challenge local response capabilities and require evacuations to save lives. Impacts to life safety will depend on the warning time and the resources available to notify and evacuate the public. Major loss of life could result as well as potentially catastrophic effects to roads, bridges, and homes. Electric generating facilities and transmission lines could also be damaged and affect life support systems in communities outside the immediate hazard area. Associated water supply, water quality, and health concerns could also be an issue. Factors that influence the potential severity of a full or partial dam failure are the amount of water impounded; the density, type, and value of development and infrastructure located downstream; and the speed of failure.

The California Department of Water Resources (Cal DWR) Division of Safety of Dams has jurisdiction over impoundments that meet certain capacity and height criteria. Embankments that are less than six feet high and impoundments that can store less than 15 acre-feet are non-jurisdictional. Additionally, dams that are less than 25 feet high can impound up to 50 acre-feet without being jurisdictional. Cal DWR Division of Safety of Dams assigns hazard ratings to large dams within the State. The following two factors are considered when assigning hazard ratings: existing land use and land use controls (zoning)

downstream of the dam. Dams are classified in four categories that identify the potential hazard to life and property:

Extremely High Hazard – Expected to cause considerable loss of human life or would result in an inundation area with a population of 1,000 or more.

High Hazard – Expected to cause loss of at least one human life.

Significant Hazard – No probable loss of human life but can cause economic loss, environmental damage, impacts to critical facilities, or other significant impacts.

Low Hazard – No probable loss of human life and low economic and environmental losses. Losses are expected to be principally limited to the owner's property.

Levee Failure

A levee is a raised area that runs along the banks of a stream or canal. Levees reinforce the banks and help prevent flooding by containing higher flow events to the main stream channel. By confining the flow to a narrower steam channel, levees can also increase the speed of the water. Levees can be natural or man-made. A natural levee is formed when sediment settles on the stream bank, raising the level of the land around the stream. To construct a man-made levee, workers place dirt or concrete along the stream banks, creating an embankment. This embankment is flat at the top and slopes at an angle down to the water.

Levees provide strong flood protection, but they are not failsafe. Levees are designed to protect against a specific flood level and could be overtopped during severe weather events or dam failure. Levees reduce, not eliminate, the risk to individuals and structures located behind them. A levee system failure or overtopping can create severe flooding and high-water velocities. It's important to remember that no levee provides protection from events for which it was not designed, and proper operation and maintenance are necessary to reduce the probability of failure.

Under-seepage refers to water flowing under the levee through the levee foundation materials, often emanating from the bottom of the landside slope and ground surface and extending landward from the landside toe of the levee. Through-seepage refers to water flowing through the levee prism directly, often emanating from the landside slope of the levee. Both conditions can lead to failure by several mechanisms, including excessive water pressures causing foundation heave and slope instabilities, slow progressing internal erosion, and piping leading to levee slumping. Figure 2.2 depicts the causes of levee failure.

Figure 2.2   Potential Causes of Levee Failure
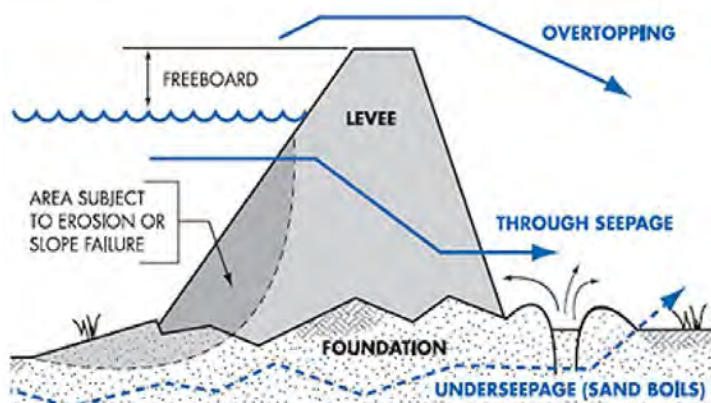
Probability

Overflow from the Santa Ana River is possible as a result of breaching the levees both upstream and downstream of the City limits, according to the Flood Insurance Study for the City (March 1957) prepared by the Los Angeles District, Army Corps of Engineers. This is the result of breakouts from the Santa Ana River. These levees are certified to protect from a 100-year or 1% annual chance flood. The flood channels are capable of carrying up to the 100-year peak flows with few exceptions. Those areas would be flooded from 2-3 feet. According to the Army Corps of Engineers' predictions, a 500-year breakout will completely inundate the City to a depth of 1.5 to 2 feet of water. This is the result of both local flow and breached Santa Ana River flood flows.

There have been no recorded events of dam failure in or around Garden Grove. None of the dams of concern have ever been at risk of failure in the past. Based on past occurrences, it is unlikely a dam failure will occur in the future that would impact the City of Garden Grove.

Due to the limited area within the City protected by a levee, upstream protection from Prado Dam, and the lack of previous levee failures on this levee system, the likelihood of levee failure is unlikely.

Climate Change and Dam Failure/Levee Failure

Increases in both precipitation and heat causing snow melt in areas upstream of dams could increase the potential for dam failure and uncontrolled releases on dams that could result in levee failure affecting the City of Garden Grove.

Extent

Dams with Potential to Impact Orange County

According to data provided by County of Orange, the California Department of Water Resources (Cal DWR), and the California Office of Emergency Services (Cal OES), there are 43 dams in Orange County constructed for flood control, storage, electrical generation, and recreational purposes. Of these dams, 16 are rated as extremely high, 22 are rated as high hazard, 3 are rated as significant hazard, and 2 are rated as low hazard.

Of the 43 dams, only 4 were thought to have the possibility to impact the City of Garden Grove. These dams are shown in Table 2.19. Of these 4, only the Prado Dam was found to have a potential to impact to the city.

Table 2.19   City of Garden Grove – Dams of Concern

Dam Name	Why a Source of Concern	Comments
Prado Dam (in San Bernardino County)	City inside Cal OES inundation area. Noted in the 2016 City EOP.	Dam analysis was performed on this dam in this LHMP. The whole of the City falls within this Dam inundation area.
Seven Oaks Dam	HMPC comment	Dam is upstream on the Santa Ana River. There was concern about the dam failing/overtopping in 2010. This dam is located in San Bernardino County. Inundation mapping indicated that the City did not fall into the inundation area.

Dam Name	Why a Source of Concern	Comments
Santiago Creek	Thought to be in Cal OES inundation area. Noted in the 2016 City EOP.	Dam analysis was performed on this dam. The Cal OES dam inundation zone falls outside of the City.
Villa Park	Thought to be in Cal OES inundation area. Noted in the 2016 City EOP.	Dam analysis was performed on this dam. The Cal OES dam inundation zone falls outside of the City.

Source: City of Garden Grove

The US Army Corp of Engineers (USACE) noted that Prado Dam is a flood risk management project constructed, owned, and operated by the USACE Los Angeles District. The dam is located in San Bernardino County, California, approximately 2 miles west of the City of Corona and on the lower Santa Ana River approximately 30.5 miles upstream from the confluence with the Pacific Ocean. Prado Dam and Reservoir serve as the principal regulating structure on the Santa Ana River and is comprised of more than 11,500 acres: 4,100 acres of which are riparian habitat; 4,823 acres are recreation areas, and 2,400 acres are owned by the Orange County Water District.

Dam inundation from a Prado Dam failure could affect the entirety of the City. This can be seen in Table 2.20.

Table 2.20   City of Garden Grove – Geographical Extent affected by Dam Failure

Dam Inundation Area	Total Acres	% of Total Acres
Prado Dam	8,994	100.0%
Grand Total	**8,994**	**100.0%**

Source: Cal OES

Levees Protecting Garden Grove

No levees exist in the City of Garden Grove. However, levees exist to the south of the City, which do provide some flood protection within the City limits. These levees are known by the US Army Corps of Engineers (USACE) as the Santa Ana River 1 Levee System. This levee system can be seen in Map 2.7.

Since there is only one levee outside of the City limits along the Santa Ana River that provides flood protection for a small area within the City, the extent of levee failure in the City is limited. The levee is approximately 10' high. The flood channels are capable of carrying up to the 100-year peak flows with few exceptions. Those areas would be flooded from 2-3 feet. According to the Army Corps of Engineers' predictions, a 500-year breakout will completely inundate the City to a depth of 1.5 to 2 feet of water. This is the result of both local flow and breached Santa Ana River flood flows. The extent of area within the City that falls inside this levee protected area, based on FEMA DFIRMs, can be seen in Table 2.21.

Table 2.21   City of Garden Grove – Geographical Extents of Levee Protected Areas

Levee Protected Areas	Total Acres	% of Total Acres
X Protected by Levee	586	6.5%

Source: DFIRM

Past Occurrences

Past Dam Failures

The City of Garden Grove has never been impacted by a major dam failure. However, on January 13 and 14, 2005, the Army Corp of Engineers reported seepage from the dam. The following are news articles and personal recollections of the incident:

- *A great deal of water escaped into the sea during big storms in 2005. The Jan. 13-14, 2005, deluge underscored the risk of flooding. It triggered seepage in a dike behind the dam, resulting in evacuations of some Corona residents as well as pupils at Riverdale and Woodsboro elementary schools in Anaheim Hills.*

- *CORONA, Calif. Authorities are evacuating 500 homes and 330 mobile homes this morning because of a possible leak in the Prado Dam east of Los Angeles. The neighborhood is near the city of Corona and north of the 91 freeway. Corona police Sergeant Jerry Rodriguez says a series of rainstorms caused water level to rise to the point where the dam is releasing 10-thousand cubic feet of water per second. He says the evacuation is a "precautionary measure."* KESQ News

The County of Orange, affected Cities, and other public agencies were all notified of the January 2005 Prado Dam incident by the Orange County Operational Area Emergency Operations Center (EOC). No further damaged occurred, water levels were reduced, and repairs were made without causing any harm to downstream communities.

There have been no disaster declarations related to dam failure in Orange County.

Past Levee Failures

There have been no state or federal disaster declarations due to levee failure in Orange County.
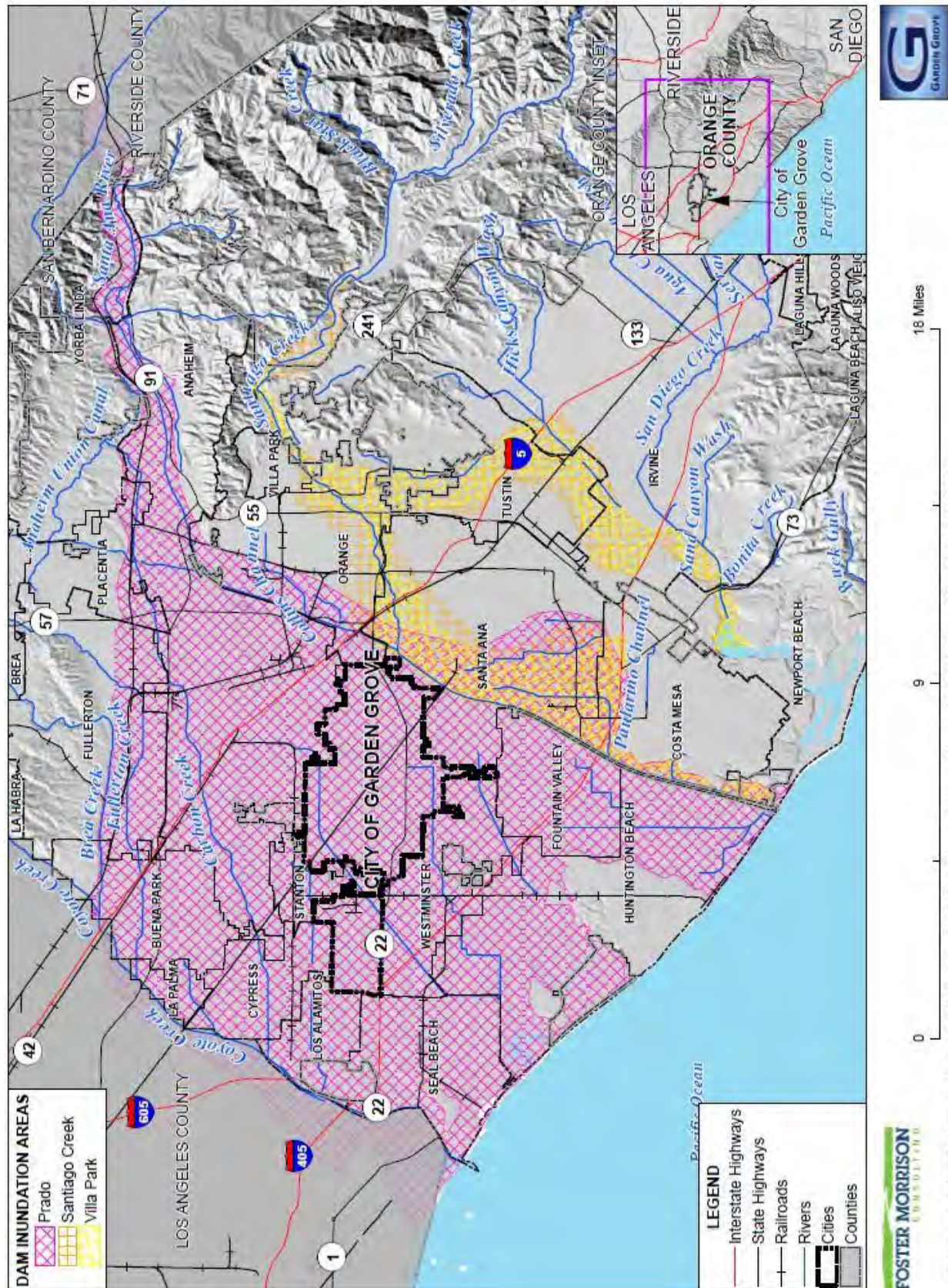
Impact

Impact of Dam Failure

Dam failure is a natural disaster from two perspectives. First, the inundation from released waters resulting from dam failure is related to naturally occurring floodwaters. Second, dam failure would most probably happen in consequence of the natural disaster triggering the event. There is no scale with which to measure dam failure, only a scale to measure dam failure vulnerability based on size of dam and proximity to development. Dam failure may range from a small breach to a total failure. While a dam may fill slowly with runoff from winter storms, a dam break can have a very quick speed of onset. The duration of dam failure is not long – only as long as it takes to empty the reservoir of water the dam held back. In a Prado Dam breach event, the 2-mile reach upstream from Imperial Highway would have a surge wave depth and velocity of about 36 feet and 24 feet per second respectively. Between Imperial Highway and the Santa Ana Freeway, depths range from 9 feet to 32 feet with velocities from 5 to 9 feet per second. Specific depths in the City were unavailable.

Map 2.6 shows the City of Garden Grove in relation to the Prado Dam inundation area.

Map 2.6   City of Garden Grove – Dam Inundation Areas

Impact of Levee Failure

Levee failure flooding would vary in the City depending on which structure fails and the nature and extent of the failure and associated flooding. This flooding presents a threat to life and property, including buildings, their contents, and their use. Large flood events can affect lifeline utilities (e.g., water, sewerage, and power), transportation, jobs, tourism, the environment, and the local and regional economies. Levee failure floods and their impacts vary by location and severity of any given flood event and will likely only affect certain areas of the City during specific times.

Map 2.7   City of Garden Grove – Levees in the Planning Area

Source: USACE Levee Safety Program Santa Ana River 1 Levee System Report

Wildfire

Probability of Occurrence: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence
interval of 11 to 100 years)

Vulnerability: **Medium**
Affected Area/Population: **Small**
Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)
Secondary Impact: **Limited** (Minimal loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Risk and vulnerability to the City of Garden Grove from wildfire, fire, and a possible conflagration is a concern, with some areas of the City being at greater risk than others as described further in this section. The City is not generally at great risk from a wildland-urban interface (WUI) fire, and the City does not have any WUI areas. Similar to most urban environments, structure fires occur periodically but are mostly limited in scope. The City noted the greater risk from urban conflagration fires. The biggest fire issue would be some type of conflagration associated with a structure or grass fire combined with Santa Ana winds that would spread through adjacent roofs and eves where embers build up and continue to spread the fire. Also of concern are those fires that can start and spread quickly as a result of another type of disaster such as an earthquake.

Population at Risk

A separate analysis was performed to determine population in fire hazard severity zones. Using GIS, the CAL-FIRE Fire Hazard Severity Zones (FHSZ) data sets were overlaid on the improved residential parcel data. Those parcel centroids that intersect each FHSZ were counted and multiplied by the Census Bureau average household size (3.76) for the City; results were tabulated by jurisdiction and fire hazard severity zones. According to this analysis shown in Table 2.22, all of the population falls within the urban unzoned FHSZ indicating limited risk to wildfire.

Table 2.22   City of Garden Grove– Improved Residential Parcels and Populations at Risk in Very High Fire
Hazard Severity Zones

FHSZ/ Jurisdiction	Moderate		High		Very High	
	Improved Residential Parcels	Population	Improved Residential Parcels	Population	Improved Residential Parcels	Population
Garden Grove	0	0	0	0	0	0

Source: CAL FIRE, US Census Bureau, City of Garden Grove March 2019 Parcel/Assessor's Data

Probability

From May to October of each year, Garden Grove faces an indirect threat from wildland fire in the surrounding communities. Due to its summer fire weather conditions, the City of Garden Grove is highly likely to continue to be at risk of wildfire.

Extent

Fires can have a quick speed of onset, especially during periods of drought. Fires can burn for a short period of time or may have durations lasting for a week or more. Fires can affect any area of the City. CAL FIRE has mapped areas in California that are at risk to wildfire and categorizes them by risk. It should be noted that CAL FIRE looks at wildfire rather than urban conflagration type fires. GIS analysis was performed to determine what percentages of the City would be at risk to wildfire (using CAL FIRE Fire Hazard Severity Zone data). 100% of all parcels in the Garden Grove Planning Area fall into the Urban Unzoned FHSZ. This can be seen in Table 2.23.

Table 2.23   City of Garden Grove – Wildfire Extents

Fire Hazard Severity Zone	Total Acres	% of Total Acres
Urban Unzoned	8,994	100.0%
Grand Total	**8,994**	**100.0%**

Source: CAL FIRE

Past Occurrences

Between 1980 and 2021 there have been 17 federal disaster declarations due to fire in Orange County.

Table 2.24   Federal Disaster Declarations from Wildfire in Orange County 1980 to 2021

Disaster Number	(Fiscal) Year	Incident Type	Incident Title
FM-5383	2021	Fire	BOND FIRE
FM-5381	2021	Fire	BLUE RIDGE FIRE
FM-5380	2021	Fire	SILVERADO FIRE
FM-5268	2018	Fire	WILDFIRES (HOLY FIRE)
DR-4344	2018	Fire	CANYON 2 FIRE
FM-5213	2017	Fire	CANYON FIRE
FM-2792	2008	Fire	FREEWAY FIRE COMPLEX
DR-1810	2008	Fire	WILDFIRES
FM-2737	2007	Fire	SANTIAGO FIRE
FM-2683	2007	Fire	241 FIRE
EM-3279	2007	Fire	WILDFIRES
DR-1731	2007	Fire	WILDFIRES, FLOODING, MUD FLOWS, AND DEBRIS FLOWS
FM-2630	2006	Fire	SIERRA FIRE
FM-2405	2002	Fire	ANTONIO FIRE
EM-3120	1996	Fire	SEVERE FIRESTORMS
DR-657	1982	Fire	URBAN FIRE
DR-635	1980	Fire	BRUSH & TIMBER FIRES

Source: Unified County of Orange and Orange County Operational Area LHMP Plan 2021

The National Climate Data Center (NCDC) contains 30 wildfire events for Orange County. The NCDC did not indicate that any had affected the City of Garden Grove.

Table 2.25   Orange County NCDC Wildfire Events 1/1/1996-12/31/2021*

Event Type	Number of Events	Deaths	Deaths (indirect)	Injuries	Injuries (indirect)	Property Damage	Crop Damage
Wildfire	32	0	0	27	3	$31,635,000	$0

Source: NCDC
*Note: Losses reflect totals for all impacted areas, some of which fell outside of the City of Garden Grove and outside of Orange County.

Impact

While not generally prone to wildland fires, Garden Grove is affected by nearby wildland fires through providing mutual aid. Nearby wildfires can also cause air quality issues in the City that can last for days. The threat of catastrophic wildfires under Santa Ana wind conditions presents risks and impacts to public health and safety, homes, and property at risk from wildfire. The hot and dry periods of late summer and fall in the City, seasonal wind patterns, flammable vegetation, and dense development patterns all contribute to creating a substantial regional fire threat.

Although the physical damages and casualties arising from wildfires may be severe, it is important to recognize that they also cause significant economic impacts by resulting in a loss of function of buildings and infrastructure. In some cases, the economic impact of this loss of services may be comparable to the economic impact of physical damages or, in some cases, even greater. Economic impacts of loss of transportation and utility services may include traffic delays/detours from road and bridge closures and loss of electric power, potable water, and wastewater services. Fires can also cause major damage to power plants and power lines needed to distribute electricity to operate facilities.

Southern California Edison noted that there are distinguishable differences between the risks to and vulnerability of the gas system compared to the electric system during times of flooding. They noted that the underground natural gas system is more resilient than the above ground electric system. Above ground electric systems can be damaged by earthquakes, which can cause issues for power companies and their customers. For example, in 2017, the Thomas Fire damaged electric power lines throughout the City of Ventura. Because the City's water pumps to supply water to firefighters ran on electricity without any other form of backup power, firefighters were unable to get water from the pumps to put out burning residences. If the water pumps had been connected to a backup power system, such as a natural gas generator, firefighters would have been able to access the water.

Public Safety Power Shutoff (PSPS)

Recent wildfires in California have started as a result of downed power lines or electrical equipment that come into contact with trees, branches, and other dried fuels. This was the likely cause of the Thomas Fire in Southern California in 2018 that destroyed 1,000 structures and led to a landslide that killed 22 people, and the 2018 Camp Fire in the Town of Paradise in Butte County that killed at least 85 people and destroyed 14,000 homes. During the summer of 2018, at least 17 other major wildfires were triggered by power lines. While the California Public Utilities Commission (CPUC) estimates that only about 10% of fires in California are a result of power lines, the frequency and severity of these wildfires have caused the CPUC to expand its probe into utility companies. As a result, California's three largest energy companies (including Southern California Edison (SCE), at the direction of the CPUC, are coordinating to prepare all Californians for the threat of wildfires and power outages during times of extreme weather. To help protect customers and communities during extreme weather events, electric power may be shut off for public safety in an effort to prevent a wildfire. This is called a Public Safety Power Shutoff (PSPS).

Map 2.8   CPUC Fire Threat Map
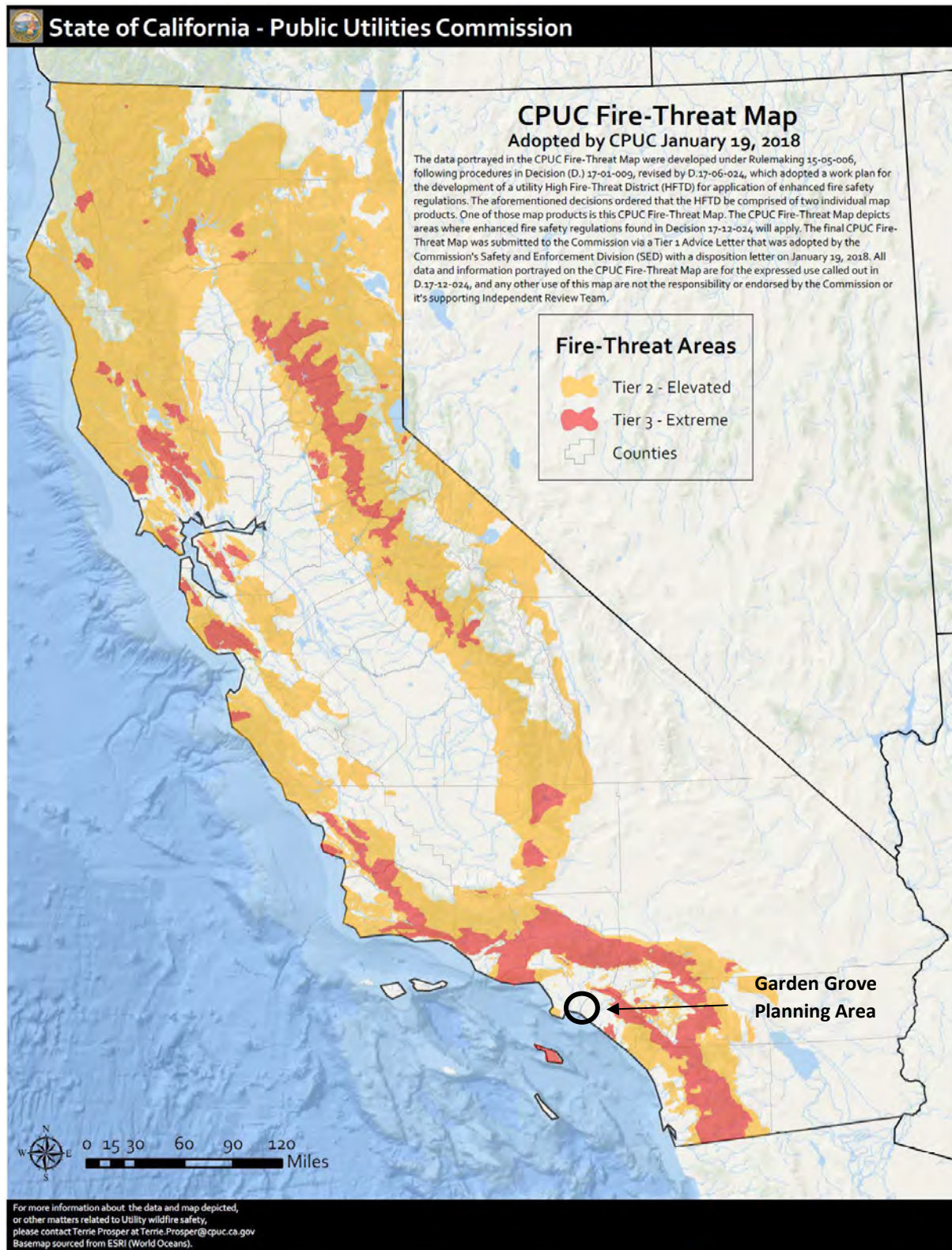
Infectious Disease/Pandemic

Probability of Occurrence: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence interval of 11 to 100 years)

Vulnerability: **Medium**

Affected Area/Population: **Medium**

Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)

Secondary Impact: **Limited** (Minimal loss of function, downtime, and/or evacuations)

Hazard/Problem Description

An infectious disease is any disease that passes between people or animals. People sometimes refer to infectious diseases as "communicable" or "transmissible" diseases. Pathogens such as bacteria, viruses, fungi, and protists cause transmission of infectious diseases. A person may develop an infectious disease after becoming infected by the pathogen. This may happen through:

- direct contact with a person carrying the pathogen
- contact with contaminated fluids, such as blood, mucus, or saliva
- inhaling contaminated droplets from another person's cough or sneeze
- receiving a bite from an animal or insect carrying the pathogen
- consuming contaminated water or foods

Once a pathogen has entered a person's body, it will begin replicating. The individual may then begin to experience symptoms. Some symptoms are a direct result of the pathogen damaging the body's cells. Others are due to the body's immune response to the infection. Infectious diseases are usually mild, and symptoms pass after a few days. However, some can be serious and potentially life threatening.

Four main types of pathogens cause infection: viruses, bacteria, fungi, and protists.

- **Viruses:** Viruses are tiny pathogens that contain genetic material. Unlike other pathogens, they lack the complex structure of a cell. To replicate, they must enter the cells of other living beings. Once inside, they use the cell's machinery to make copies of themselves.
- **Bacteria:** Bacteria are microscopic, single celled organisms. They exist in almost every environment on earth, including inside the human body. Many bacteria are harmless, and some help the body to function. However, bacteria can also cause infections that damage the body.
- **Fungi:** Fungi are a type of organism that includes yeasts, molds, and mushrooms. There are millions of different fungi, but only around 300 cause harmful illnesses. Fungal infections can occur anywhere in the body, but they commonly affect the skin and mucus membranes.
- **Protists:** Protists are microscopic organisms that typically consist of a single cell. Some protists are parasitic, meaning they live on or inside another organism and use the organism's nutrients for their own survival. Parasitic protists can cause various diseases. The protist *Plasmodium* causes the tropical disease malaria. The parasite can pass from person to person through mosquito bites. Without proper treatment, malaria can be life threatening.

Most disease outbreaks occur due to respiratory viruses. A respiratory virus with pandemic potential is a highly contagious respiratory virus that spreads easily from person to person and for which there is little human immunity.

According to the Center of Disease Control and Prevention (CDC), occasionally, the amount of disease in a community rises above the expected level.

Epidemic refers to an increase, often sudden, in the number of cases of a disease above what is normally expected in that population in that area.

Outbreak carries the same definition of epidemic but is often used for a more limited geographic area.

Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people.

Pandemic

Pandemics are not necessarily defined by their growth rate but rather by the spread of the disease. Understanding the growth rate of a pandemic can still help health officials prepare for an outbreak.

The World Health Organization (WHO) is responsible for announcing the emergence of a new pandemic based on how the spread of the disease fits into the following 6 phases:

Phase 1. Viruses circulating among animal populations have not been shown to transmit to human beings. They are not considered a threat, and there's little risk of a pandemic.

Phase 2. A new animal virus circulating among animal populations has been shown to transmit to human beings. This new virus is considered a threat and signals the potential risk of a pandemic.

Phase 3. The animal virus has caused disease in a small cluster of human beings through animal to human transmission. However, human to human transmission is too low to cause community outbreaks. This means that the virus places humans at risk but is unlikely to cause a pandemic.

Phase 4. There has been human-to-human transmission of the new virus in considerable enough numbers to lead to community outbreaks. This kind of transmission among humans signals a high risk of a pandemic developing.

Phase 5. There has been transmission of the new virus in at least two countries within the WHO region. Even though only two countries have been affected by the new virus at this point, a global pandemic is inevitable.

Phase 6. There has been transmission of the new virus in at least one additional country within the WHO region. This is known as the **pandemic phase** and signals that a global pandemic is currently occurring.

Probability

It is difficult to predict when the next disease outbreak will occur and how severe it will be since viruses are always changing. However, based on previous occurrence, there is a high probability of a future disease outbreak event that could affect the City of Garden Grove.

As devastating as the COVID-19 pandemic has been, scientists had expected something like it. Extreme global connectivity has meant that the next epidemic is often only a flight away. In 2018, the World Health Organization (WHO) listed several infectious diseases that pose a serious threat to public health, most of which have no vaccines yet and few medicines, with the aim of galvanizing research into them. It called one of them 'Disease X' – a future disease that humans had never seen before that would cause a pandemic. COVID-19 has proven to be disease X, and we are now racing to develop treatments and vaccines to fight it. Many diseases identified by WHO normally exist in animals, so the likelihood of outbreaks increases when animals and people more frequently come into close contact, such as through habitat encroachment, animal husbandry, and wildlife trade. This, combined with other factors like air travel, urbanization, and climate change, means that even after this COVID-19 pandemic is under control, the probability for a future disease outbreak is highly likely.

Extent

The exact size and extent of an infected population depends on how easily the illness is spread, the mode of transmission, and the amount of contact between infected and uninfected individuals. The transmission rates of pandemic illnesses are often higher in more densely populated areas. The transmission rate of infectious diseases will depend on the mode of transmission of a given illness.

Past Occurrences

1918-1920 (H1N1 virus): "Spanish Flu" Estimated 20-50 million deaths world-wide.

1957-1958 (H2N2 virus): "Asian Flu" Estimated 1-4 million deaths world-wide.

1968-1969 (H3N2 virus): "Hong Kong Flu" Estimated 1-4 million deaths world-wide.

2002-2003 (SARS-CoV): "Severe Acute Respiratory Syndrome" Estimated 1-4 million deaths world-wide.

2009 (H1N1pdm09 virus): "Swine Flu" Estimated 574,400 deaths world-wide.

2012-2013 (MERS-CoV): "Middle East Respiratory Syndrome" Estimated 866 deaths world-wide.

2014-2016 (Hemorrhagic Fever): "Ebola" Estimated 11,323 deaths world-wide.

2019-Ongoing (SARS-CoV-2): "COVID-19" As of June 18, 2021, 3.84 million deaths world-wide and 601,000 deaths in the U.S.

In 2020, Orange County, California was included in two disease outbreak-related emergency (EM) declarations. Table 2.26 lists the dates and declaration numbers for disease related events that affected Orange County.

Table 2.26   Disease Outbreak-Related FEMA Declarations for California and Orange County

Date(s) of Event	FEMA Declaration Number	Event Type
January 20, 2020	EM-3428-CA	California Covid-19
March 22, 2020	DR-4482-CA	California Covid-19 Pandemic

Source: FEMA

Communicable Disease Outbreaks in Orange County

Known disease outbreak events that have impacted Orange County between 2014 and 2020 are identified in Table 2.27. Since 2015, there have been 191 reported human cases of West Nile Virus in Orange County. Between 2014 and 2020, there were 0 confirmed cases of Lyme Disease and 44 cases of Zika Virus in Orange County.

Table 2.27   Orange County, Reportable Diseases and Conditions by Year, 2015-2019

Mid-Year Population*	2016 3,179,394		2017 3,203,517		2018 3,215,372		2019 3,220,987		2020 3,220,987	
Disease	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]
Amebiasis	14	0.4	11	0.3	7	0.2	12	0.4	0	--
Botulism - Total	3	--	3	--	0	--	0	--	1	--
Brucellosis	2	--	2	--	2	--	1	--	3	--
Campylobacteriosis	488	15.3	544	17.0	575	17.9	651	20.2	333	10.3
Chancroid	0	--	0	--	0	--	0	--	0	--
Chlamydial Infection	12,837	403.8	13,997	436.9	14,277	444.0	14,139	439.0	11,166	346.7
Cholera	0	--	0	--	0	--	0	--	0	--
Coccidioidomycosis	116	3.6	211	6.6	242	7.5	320	9.9	270	8.4
Chikungunya [2]	2	--	2	--	0	--	2	--	1	--
Creutzfeldt-Jakob Disease	1	--	1	--	4	--	2	--	2	--
Cryptosporidiosis	26	0.8	35	1.1	26	0.8	43	1.3	27	0.8
Cysticercosis	4	--	5	0.2	2	--	0	--	0	--
Dengue	12	0.4	10	0.3	12	0.4	19	0.6	7	0.2
Encephalitis, Total	15	0.5	16	0.5	9	0.3	12	0.4	11	0.3
Encephalitis, Bacterial	3	--	0	--	2	--	2	--	1	--
Encephalitis, Fungal	0	--	0	--	0	--	0	--	0	--
Encephalitis, Other/Unknown	3	--	3	--	4	--	1	--	3	--
Encephalitis, Viral	9	0.3	13	0.4	3	--	9	0.3	7	0.2
Escherichia coli / Shiga Toxin Producing Infection - Total	50	1.6	45	1.4	105	3.3	140	4.3	84	2.6
E. coli O157:H7 Infection	16	0.5	16	0.5	0	--	0	--	0	--
E. coli Shiga Toxin Producing (non-O157)	32	1.0	27	0.8	103	3.2	138	4.3	81	2.5
E. coli / Shiga Toxin Producing Infection with Hemolytic Uremic Syndrome (HUS)	2	--	2	--	2	--	2	--	3	--
Giardiasis	177	5.6	126	3.9	134	4.2	163	5.1	69	2.1
Gonococcal Infection	3,060	96.2	3,511	109.6	3,887	120.9	3,873	120.2	4,599	142.8
Haemophilus influenzae, Invasive Disease, less than 15 years of age	1	--	7	0.2	0	--	6	0.2	0	--
Hemolytic Uremic Syndrome (non-*E. coli* or STEC)	1	--	0	--	0	--	0	--	1	--

	2016		2017		2018		2019		2020	
Mid-Year Population*	3,179,394		3,203,517		3,215,372		3,220,987		3,220,987	
Disease	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]
Hepatitis A	26	0.8	19	0.6	10	0.3	18	0.6	19	0.6
Hepatitis B, Acute	5	0.2	13	0.4	10	0.3	7	0.2	2	--
Hepatitis B, Perinatal	1	--	4	--	0	--	--			0
Hepatitis C, Acute	6	0.2	10	0.3	5	0.2	1	--	1	--
Hepatitis D (Delta)	1	--	0	--	0	--	2	--	1	--
Hepatitis E	3	--	1	--	0	--	0	--	1	--
Legionellosis	57	1.8	69	2.2	40	1.2	72	2.2	55	1.7
Leprosy (Hansen's Disease)	1	--	0	--	0	--	1	--	0	--
Listeriosis	5	0.2	16	0.5	9	0.3	7	0.2	13	0.4
Lyme Disease	0	--	0	--	0	--	0	--	0	--
Malaria	9	0.3	3	--	4	--	5	0.2	3	--
Measles (Rubeola)	0	--	3	--	1	--	5	0.2	0	--
Meningitis, Total	234	7.4	199	6.2	172	5.3	132	4.1	85	2.6
Meningitis, Bacterial	38	1.2	24	0.7	37	1.2	24	0.7	28	0.9
Meningitis, Fungal	7	0.2	12	0.4	14	0.4	2	--	13	0.4
Meningitis, Parasitic	0	--	0	--	0	--	0	--	0	--
Meningitis, Unknown	0	--	0	--	0	--	0	--	0	--
Meningitis, Other	0	--	0	--	0	--	0	--	0	--
Meningitis, Viral (Aseptic)	189	5.9	163	5.1	121	3.8	106	3.3	44	1.4
Meningococcal Disease, Total	11	0.3	2	--	2	--	1	--	1	--
Mumps	5	0.2	27	0.8	13	0.4	31	1.0	5	0.2
Outbreaks, Total	155	4.9	141	4.4	155	4.8	145	4.5	119	3.7
Foodborne Disease Outbreaks	28	0.9	18	0.6	24	0.7	34	1.1	4	--
Other Outbreaks	127	4.0	120	3.7	131	4.1	111	3.4	115	3.6
Waterborne Outbreaks	0	--	3	--	0	--	0	--	0	--
Pertussis (Whooping Cough)	65	2.0	182	5.7	141	4.4	159	4.9	54	1.7
Psittacosis	0	--	0	--	0	--	0	--	0	--
Q-Fever	0	--	0	--	2	--	2	--	0	--
Relapsing Fever	0	--	0	--	1	--	0	--	0	--
Respiratory syncytial virus, deaths under 5 years of age	1	--	1	--	2	--	0	--	1	--
Rocky Mountain Spotted Fever	0	--	0	--	0	--	2	--	14	0.4
Rubella (German Measles)	0	--	0	--	0	--	0	--	0	--
Rubella Syndrome, Congenital	0	--	0	--	0	--	0	--	0	--
Salmonellosis (Non-Typhoid Fever)	358	11.3	366	11.4	437	13.6	428	13.3	0	--
Scombroid Fish Poisoning	1	--	4	--	3	--	5	0.2	327	10.2
Shigellosis, Total	71	2.2	96	3.0	178	5.5	176	5.5	8	0.2
Shigella dysenteriae, Group A	1	--	1	--	0	--	1	--	86	2.7
Shigella flexneri, Group B	27	0.8	22	0.7	48	1.5	65	2.0	0	--
Shigella boydii, Group C	0	--	0	--	0	--	2	--	33	1.0
Shigella sonnei, Group D	40	1.3	71	2.2	64	2.0	40	1.2	0	--

	2016		2017		2018		2019		2020	
Mid-Year Population*	3,179,394		3,203,517		3,215,372		3,220,987		3,220,987	
Disease	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]	Number	Rate [1]
Shigella - Species Unknown	3	--	2	--	66	2.1	68	2.1	20	0.6
Streptococcal Infection, Food & Dairy Workers	0	--	0	--	0	--	0	--	33	1.0
Syphilis, Total, All Stages	904	28.4	1,130	35.3	1,221	38.0	1,437	44.6	0	--
Syphilis, Congenital	3	--	11	0.3	14	0.4	14	0.4	1,434	44.5
Syphilis, Early Latent	240	7.5	312	9.7	326	10.1	373	11.6	18	0.6
Syphilis, Latent	91	2.9	159	5.0		--	0	--	404	12.5
Syphilis, Late Latent	239	7.5	267	8.3		--	0	--	0	--
Syphilis, Primary	104	3.3	123	3.8	142	4.4	172	5.3	0	--
Syphilis, Secondary	204	6.4	248	7.7	302	9.4	366	11.4	149	4.6
Syphilis, Other	23	0.7	10	0.3	9	0.3	16	0.5	341	10.6
Syphilis, Unknown or Late [4]		--		--	428	13.3	496	15.4	26	0.8
Taeniasis	0	--	0	--	0	--	0	--	496	15.4
Tetanus	0	--	0	--	0	--	0	--	0	--
Tularemia	0	--	0	--	0	--	0	--	0	--
Typhoid Fever, Carrier	0	--	0	--	0	--	0	--	0	--
Typhoid Fever, Case	4	--	7	0.2	3	--	7	0.2	0	--
Typhus & Other Non-Spotted Fever Rickettsioses	15	0.5	13	0.4	18	0.6	18	0.6	1	--
Varicella Hospitalization	5	0.2	7	0.2	3	--	8	0.2	3	--
Vibrio Infections (non-Cholera)	12	0.4	19	0.6	31	1.0	24	0.7	15	0.5
West Nile Infections, Total	36	1.1	38	1.2	13	0.4	7	0.2	19	0.6
West Nile Neuroinvasive Disease	26	0.8	24	0.7	8	0.2	3	--	11	0.3
West Nile Fever	6	0.2	8	0.2	2	--	2	--	6	0.2
West Nile Asymptomatic/Blood Donor Positive	4	--	6	0.2	3	--	2	--	2	--
Yersiniosis	24	0.8	14	0.4	13	0.4	32	1.0	26	0.8
Zika Virus Infection [3]	30	0.9	12	0.4	1	--	2	--	1	--

Source: Orange County Health Care Agency

Impact

Low impact outcomes of vaccine-preventable diseases are school absenteeism and disease transmission amongst unvaccinated household members. Major impacts include severe morbidity that require admission to the intensive care unit and even mortality. Vaccinations play a vital role in reducing the burden of disease amongst our youngest community members.

The true impact of an actual epidemic, pandemic, or vector-borne disease outbreak cannot be predicted precisely, as it will depend on the virulence of the virus, the speed at which the virus spreads, the availability of vaccines and antivirals, and the effectiveness of medical and non-medical containment measures.

Viruses may emerge, or re-emerge, that could be more transmissible than the COVID-19 virus, more virulent, or both. It is essential to harness the lessons learned from previous pandemics to be better prepared in the future.

Impact on Schools

Due to the COVID-19 pandemic, as of January 2021, schools across the nation are operating in a hybrid virtual and in-person capacity, with almost 20% of states and territories mandating partial or full closure, and nationally, almost half of enrolled students attending in a non-traditional manner.

Per the White House Strategy for the COVID-19 Higher January 2021[1], college enrollment for high school graduates was down more than 20% in 2020 compared to 2019, and students from low-income families were nearly twice as likely to report canceling their plans to attend college. Reopening and keeping colleges open is critical to ensuring that all Americans have a shot at a college credential - but it must be done safely, to protect the health of students, faculty, staff, and the broader community. To support colleges through the pandemic, President Biden in February 2021 requested that Congress provide an additional $35 billion in emergency stabilization funds for higher education.

Impact on Life and Safety

Healthcare providers and first responders have an increased risk of exposure due to their frequent contact with infected populations. Areas with a higher population density also have an increased risk of exposure or transmission of disease due to the proximity of population to potentially infected people.

Most recently with COVID-19, the Centers of Disease Control and Prevention (CDC) have indicated that persons over 65 years and older, persons living in a nursing home or long-term care facility, and persons with underlying medical conditions such as diabetes, severe obesity, serious heart conditions, etc. are at a higher risk of getting severely ill (CDC 2020).

Impact on the Economy

The COVID-19 pandemic caused the sharpest decline in economic growth in more than a half a century. The economic effects of COVID-19 will be severe and, in many cases, permanent. Due to stay-at-home orders, and other restrictions in place, businesses have been impacted with some having to close their

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[1] https://www.dropbox.com/s/eu3jhuwn0biozmm/White%20House%20Strategy%20for%20the%20COVID19_higher%20ed_012121.pdf?dl=0

business. California has suffered a higher unemployment rate than the nation in part because of stringent pandemic restrictions that shut businesses and schools.

According to ABC 7 News, 3/13/21, California lost close to 70,000 jobs in January as the coronavirus pandemic stretched into the new year, but the unemployment rate dropped slightly as more people stopped looking for work amid another round of state-imposed lockdowns. Since January 2020, more than 768,000 people have stopped looking for work, a number likely driven by the demands of caring for children during virtual learning and people seeking advanced degrees as they wait for the economy to improve. This past January, 36,500 people left the workforce, contributing to the unemployment rate falling to 9% from 9.3% in December despite the state posting a net job loss. The biggest losses were in the leisure and hospitality sector, which includes restaurants and hotels that have been hit hardest by public health orders restricting travel and dining. The sector lost 70,600 jobs in January 2021, and it is down nearly 800,000 jobs since January 2020.

The first quarterly UCLA Anderson Forecast of 2021 expects robust growth for the U.S. and California as the COVID-19 pandemic abates. The Anderson Forecast's December 2020 report offered hope of a strong recovery, dependent on mass vaccinations. With vaccines becoming widely available, the March 2021 forecast now anticipates such a recovery, as well as the establishment of a new post-pandemic norm for the economy.[2]

Current Impacts of COVID-19

The COVID-19 pandemic has affected all facets of life and there is a high likelihood of further occurrences as proven by historical data. Many lessons have already been learned from the ongoing COVID-19 global pandemic. Mitigation measures in response to the pandemic have significantly changed everyday life, including stringent restrictions such as stay at home orders and wearing of face masks, social distancing, working remotely, and widespread closure of businesses and schools. The response to COVID-19 has emphasized the importance of enhancing response capabilities, of being better prepared by developing more detailed plans, and training adequate personnel to support disaster response.

The complexity and magnitude of the COVID-19 response led to challenges in coordination and communication, difficulty in allocation of resources, ambiguity in cost share obligations, and delays in engagement. According to the FEMA's Pandemic Response to Coronavirus Disease 2019 (COVID-19) Initial Assessment Report, which covers FEMA operations from January through September 2020, Federal pandemic planning was found to be insufficient for a national incident: lack of interagency communication hampered the pandemic planning and response, lack of sufficient resources to meet national demands such as personal protective equipment and medical supplies, lack of a centralized system to effectively manage resources, existing pandemic plans lacked the specificity and guidance to establish a data collection, and reporting mechanisms for effective decision-making for a national event.

State and local agencies were also impacted by lack of appropriate personal protective equipment (PPE), lack of emergency staffing for ongoing emergency operations, and lack of appropriate plans to address personnel to telecommute from home. Additionally, due to limited vaccines and the tiered approach for vaccinations, schools were closed, and families had to stay home to care for their loved ones.

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[2] UCLA Anderson School of Management

Human-Caused Hazards

Hazardous Materials Release

Probability of Occurrence: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence interval of 11 to 100 years)
Vulnerability: **Medium**
Affected Area/Population: **Small**
Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)
Secondary Impact: **Limited** (Minimal loss of function, downtime, and/or evacuations)

Hazard/Problem Description

California law defines a hazardous material as any substance that has at least one of the following properties:

- May cause an increase in mortality or an increase in serious, irreversible, or incapacitating illness
- May pose a substantial hazard to human or environmental health if improperly treated, stored, transported, disposed of, or otherwise managed

This definition covers a wide range of substances, including materials that are toxic, flammable, explosive, corrosive (e.g., acids), biologically infectious (e.g., germs), or radioactive. A hazardous material can be dangerous at all times, or it may only be dangerous under particular conditions. For example, some flammable materials are completely harmless and inert unless exposed to a spark or heat source, at which point they may ignite and pose a health or safety risk. Hazardous materials include both manufactured compounds and naturally occurring substances.

Probability

Hazardous material incidents are a significant threat to the City mainly because of the large quantity used and transported by businesses within the City limits. The City has not had any significant hazardous material incidents to date. However, reports of hazardous material spills and releases are increasingly commonplace in the State and across the United States.

As long as hazardous materials are present in the City of Garden Grove, either permanently or temporarily, there is some chance of a hazardous material release. There is no indication that the amounts of hazardous materials in the City will change substantially in the future, but such events are possible. Given that hazardous material releases have occurred in the past, all expectations are that similar releases will continue to occur. Assuming there are no substantial deviations from past trends, most releases are likely to be small-scale events with rare larger releases.

Extent

Despite the potential dangers, hazardous materials are widely used. Virtually all City facilities have some products that qualify as hazardous, such as cleaning supplies. Hazardous materials are common in educational facilities, where they are used in a variety of applications such as photography labs, art studios, science labs, horticulture facilities, technical trade shops, and maintenance facilities.

Table 2.28 illustrates the nine classes of hazardous materials according to the 2016 Hazardous Materials Emergency Response Guidebook and the divisions within each of the classifications.

Table 2.28   Department of Transportation (D.O.T.) Hazard Classifications

Class	Type of Material	Divisions	
1	Explosives	Division 1.1 –	Explosives with a mass explosion hazard
		Division 1.2 –	Explosives with a projection hazard but not a mass explosion hazard
		Division 1.3 –	Explosives which have a fire hazard and either a minor blast hazard or a minor projection hazard or both, but not a mass explosion hazard
		Division 1.4 –	Explosives which present no significant blast hazard
		Division 1.5 –	Very insensitive explosives with a mass explosion hazard
		Division 1.6 –	Extremely insensitive articles which do not have a mass explosion hazard
2	Gases	Division 2.1 –	Flammable gases
		Division 2.2 –	Non-flammable, non-toxic gases
		Division 2.3 –	Toxic gases
3	Flammable liquids (and combustible liquids)		
4	Flammable solids; spontaneously combustible materials	Division 4.1 –	Flammable solids, self-reactive substances, and solid desensitized explosives
		Division 4.2 –	Substances liable to spontaneous combustion
		Division 4.3 –	Substances which in contact with water emit flammable gases
5	Oxidizing substances and organic peroxides	Division 5.1 – Oxidizing substances	
		Division 5.2 – Organic peroxides	
6	Toxic substances and infections substances	Division 6.1 –	Toxic substances
		Division 6.2 –	Infectious substances
7	Radioactive materials		
8	Corrosive materials		
9	Miscellaneous hazardous materials/products, substances, or organisms		

Transportation of Hazardous Materials

Hazardous materials are transported throughout the City, causing the potential for a major transportation spill. The SR-22 freeway traverses the City and accommodates numerous trucks hauling problem chemicals. It is estimated that one out of every ten trucks carry some form of hazardous material. Transportation accidents can be particularly deadly because of improper placarding of the transporting vehicle.

The City also has a number of underground product lines that run through the area. There are currently four oil lines, one natural gas line, and two gasoline lines. All of these parallel along Knott Avenue, except the natural gas line, which runs along Lampson Avenue.

Hazardous materials incidents are a significant threat to the City mainly because of the large quantity used and transported by businesses within the City limits. The City has not had any significant hazardous material incidents to date. However, reports of hazardous material spills and releases are increasingly commonplace in the State and across the U.S.

Hazardous Materials at Fixed Sites

The State of California sets reportable quantities of hazardous gases, liquids, and solids as:

>=200 Cubic Feet of Compressed Gas
>= 55 Gallons of Hazardous Liquid
>=500 Pounds of Hazardous Solids

The increasing number of hazardous material incidents has prompted the City policy makers to develop hazardous material legislation as a means of protecting the general public, business owners and their employees, and public safety personnel from the potentially serious effects of such incidents.

The Environmental Health Division was designated as the Certified Unified Program Agency (CUPA) for the County of Orange by the State Secretary for Environmental Protection on January 1, 1997. The Hazardous Material Disclosure and Business Emergency Plan programs require Orange County businesses to:

- Inventory their hazardous materials
- Develop a site map
- Develop an emergency plan
- Implement a training program for employees

The Orange County CUPA verifies information disclosed by businesses and provides it to agencies that are responsible for the protection of public health and safety and the environment, such as fire departments, hazardous materials response teams, and other local environmental regulatory groups. The public also has a right to review this information, with the exception of documents containing trade secrets or other confidential information. The City contracts for fire and rescue services from the Orange County Fire Authority, which staffs two Hazardous Materials Response Teams.

Chemical Spill Reporting

The extent of chemical spills at fixed sites varies and depends on the type of chemical that is released, with most events localized to the facility. The probable extent of chemical spills during transportation is difficult to anticipate and also depends on the type and quantity of chemical released.

The Comprehensive Environmental Response, Compensations, and Liability Act (CERCLA), Emergency Planning and Community Right-to-Know Act (EPCRA), and California law require responsible parties to report hazardous material releases if certain criteria are met.

CERCLA requires that all releases of hazardous substances (including radionuclides) exceeding reportable quantities be reported by the responsible party to the National Response Center at (800) 424-8802. Additionally, CERCLA provides a reduced reporting requirement for continuous releases of hazardous substances that exceed the Reportable Quantity (RQ). Notification of continuous releases that equal or exceed the RQ need only be given once, with one follow-up report on the first anniversary of the initial report, following the continuous release reporting process. Thereafter, only "statistically significant increases" need be reported. The purpose of the continuous release mechanism is to reduce unnecessary release notifications for releases of hazardous substances.

If an accidental chemical release exceeds the EPCRA applicable minimal reportable quantity, the facility must notify State Emergency Response Commissions (SERCs) and Local Emergency Planning Committees (LEPCs) for any area likely to be affected by the release and the National Response Center at (800) 424-8802 and provide a detailed written follow-up as soon as practicable. Information about accidental chemical releases must be made available to the public.

Past Occurrences

The City has had three hazardous material incidents involving motor oil since 2016. 1. Incident at 11652 Markon Drive, 12/10/2020, 35 gallons of motor oil illegally dumped. 2. Incident at 13862 A Better Way, 12/14/2020, involved 30+ gallons of motor oil from a retail store fire. 3. Incident at 11711 Westminster Boulevard, 9/16/2021, unknown quantity of oil spilled from private property to public property. Remediation was provided by OCFA and a local contractor retained by the City.

Impact

There was limited damage from previous incidents. Hazardous materials in various forms can cause fatalities, serious injuries, long-lasting health effects, and damage to buildings, facilities, and other property. Hazardous materials may be explosives, flammable and combustible substances, poisons, and radioactive materials. Chemicals posing a health hazard include carcinogens, toxic agents, reproductive toxins, irritants, and many other substances that can harm human organs or vital biological processes.

Table 2.29   Chemical Spill Impacts

Sector	Impacts
People	- Those near spills could have minor to moderate health impacts, depending on the chemical agent released - Possible evacuation will be more difficult for those with disabilities, and some with cultural barriers
Economic	- A long-term evacuation of the emergency planning zone would have a negative effect on operations in the area
Built Environment	- Risk of fire or explosion
Infrastructure	- Transportation routes can be closed during evacuations
Critical Facilities	- Critical facilities are at risk of evacuation and property damage

Depending on the type of hazardous materials release, evacuation of buildings, homes, and portions of the City could be necessary. However, it is generally anticipated that the Orange County Fire Authority and its two highly trained and equipped Hazardous Materials Response Teams can cope with most incidents within the City.

Energy Shortage/Power Outage

Probability of Occurrence: **Likely** (Between 10 and 100% probability in next year or has a recurrence interval of 10 years or less)

Vulnerability: **Low**
Affected Area/Population: **Small**
Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)
Secondary Impact: **Limited** (Minimal loss of function, downtime, and/or evacuations)

Hazard/Problem Description

California consumers are vulnerable to two major types of energy loss:

- Power outage caused by disasters
- Effects of supply and demand on the power grid system

The electrical grid within the state and surrounding areas was originally designed to minimize cascading outages; however, cost-cutting, neglect, and unaccommodated growth have made power outages more common. Any number of events could generate a localized power outage, ranging from weather to traffic accidents.

The following schematic provides an example of the vast SCE electricity system:

Figure 2.3   Southern California Edison Electrical Power Distribution
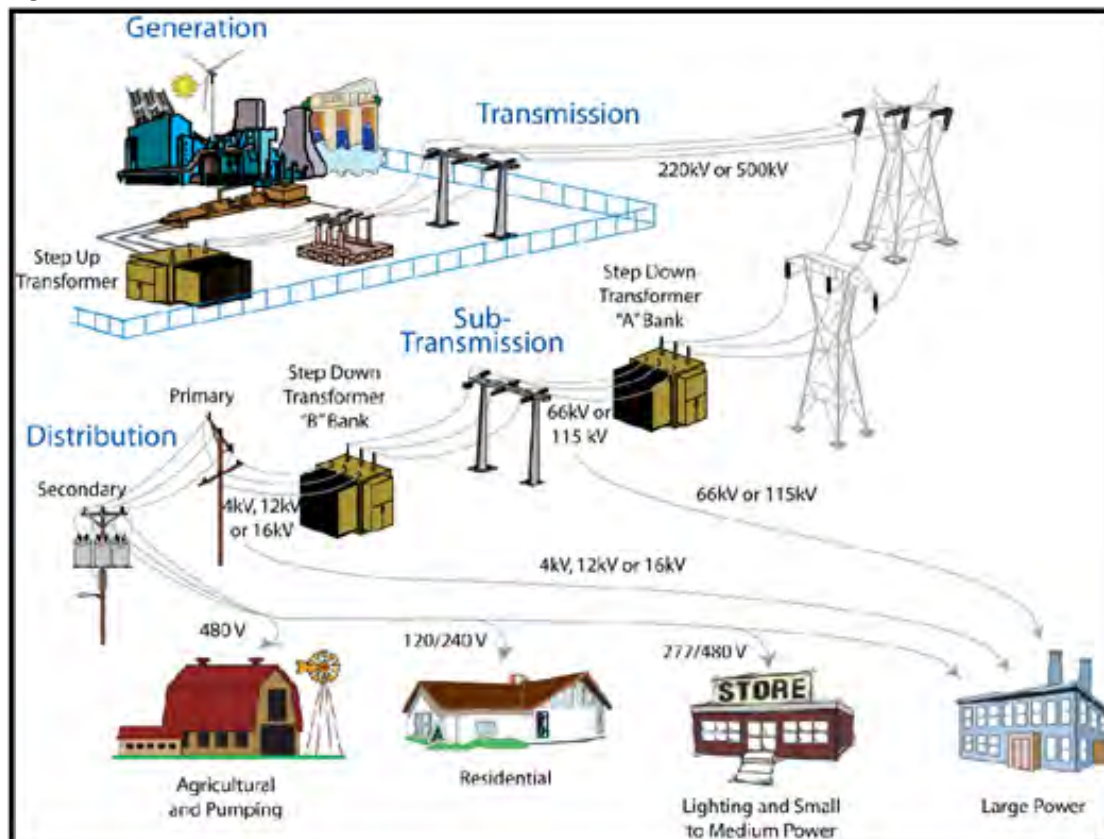
Source: Southern California Edison Circuit Reliability Review for City of Garden Grove 2021

Causes of Power Outages

According to the 2021 Southern California Edison Circuit Reliability Review for Garden Grove, the following was identified as the causes for power outages.

Figure 2.4   Causes of Repair Outages in Garden Grove in 2020 System Average Interruption Duration Index (SAIDI)

Equipment Failure e.g., in-service failure of transformer, switch, or conductors

Vegetation/Animal e.g., tree branch, rodent, or bird causing a short circuit between conductors

Other e.g., patrolled but no cause found

Operations e.g., urgent maintenance w/o 3-day notice

3rd Party e.g., balloon, car hit pole, dig-in

PSPS e.g., Public Safety Power Shutoff

System Average Interruption Duration Index (SAIDI)
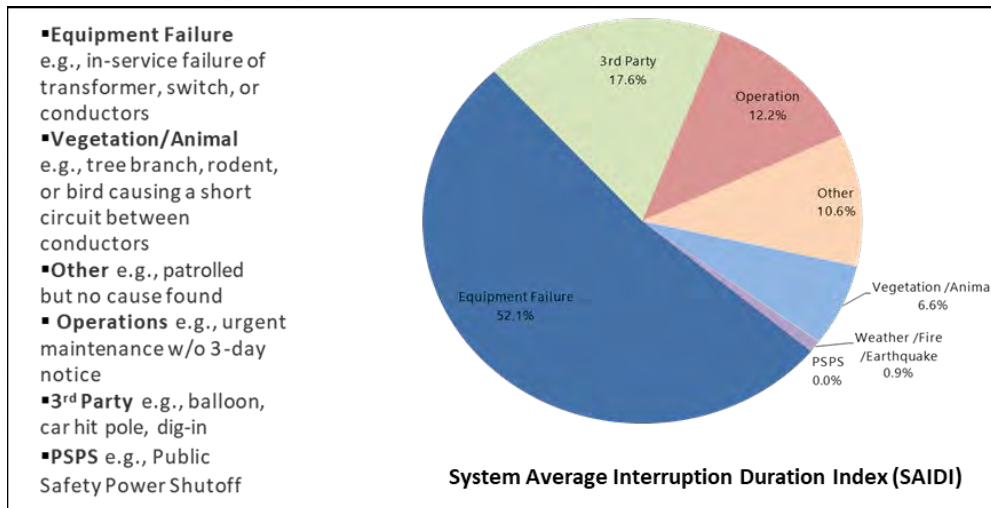
SAIDI is the average duration of interruptions per consumers during the year. It is the ratio of the annual duration of interruptions (sustained) to the number of consumers. If duration is specified in minutes, SAIDI is given as consumer minutes.

SAIDI = total duration of sustained interruptions in a year / total number of consumers

Figure 2.5   Causes of Repair Outages in Garden Grove in 2020 System Average Interruption Frequency Index (SAIFI) by Outage Cause

Equipment Failure e.g., in-service failure of transformer, switch, or conductors

Vegetation/Animal e.g., tree branch, rodent, or bird causing a short circuit between conductors

Other e.g., patrolled but no cause found

Operations e.g., urgent maintenance w/o 3-day notice

3rd Party e.g., balloon, car hit pole, dig-in

PSPS e.g., Public Safety Power Shutoff

Contributions to the System Average Interruption Frequency Index (SAIFI) by Outage Cause
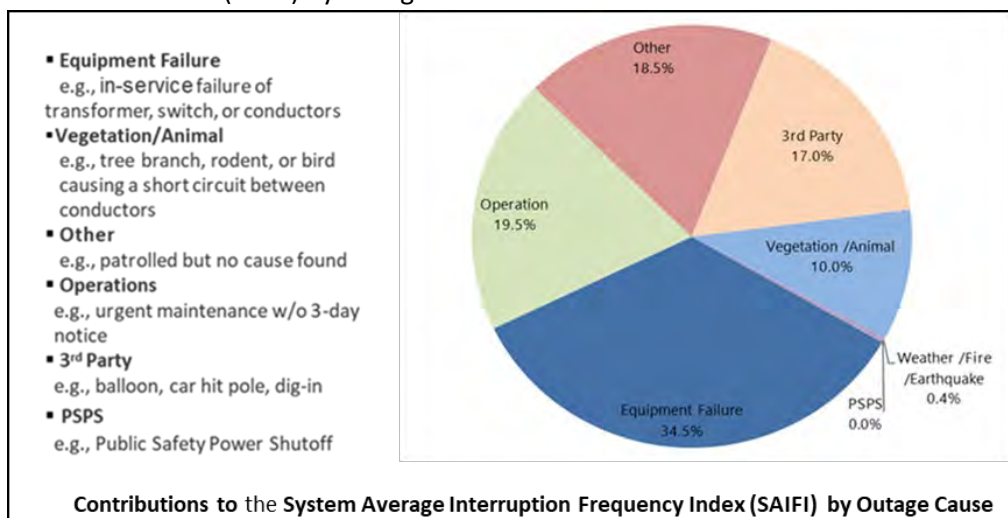
SAIFI is the average number of sustained interruptions per consumer during the year. It is the ratio of the annual number of interruptions to the number of consumers.

SAIFI = (total number of sustained interruptions in a year) / (total number of consumers)

Outages Due to Earthquake

The City's power is supplied by Southern California Edison (SCE). In a disaster, Edison's major power plants are expected to sustain some damage as a result of an earthquake, such as liquefaction and the intensity of an earthquake. Additionally, a certain percentage of the system load may be interrupted following the initial shock.

Controlled Outages

Controlled rotating outages, or "rolling blackouts," can become necessary when a statewide Stage 3 Emergency is declared. The California Independent System Operator (CAISO) orders the State's investor-owned utilities, including SCE, to reduce electrical load immediately by a specific amount of megawatts. To reduce its electrical load, SCE initiates a plan of controlled rotating outages throughout its service territory that has been ordered and approved by the California Public Utilities Commission (CPUC).

Probability

Energy shortages are likely to occur when demand for power exceeds the capacity to produce power. To reduce the potential for a sudden surge of demand exceeding production capabilities, the state instituted a program of alerts to warn consumers as demand begins to rise. This condition is most likely to occur in the hot summer months between late morning and early evening.

Extent

The City of Garden Grove relies on Southern California Edison for all of its electrical power needs. Damage to the electrical grid within or well outside of the city can potentially cause a power outage affecting the City of Garden Grove. In addition to outages caused by equipment damage, the City of Garden Grove is subject to power outages caused by extremely high demand during peak usage hours as well as public safety outages during times of high fire danger.

Map 2.9   Power Distribution Circuits in the City of Garden Grove
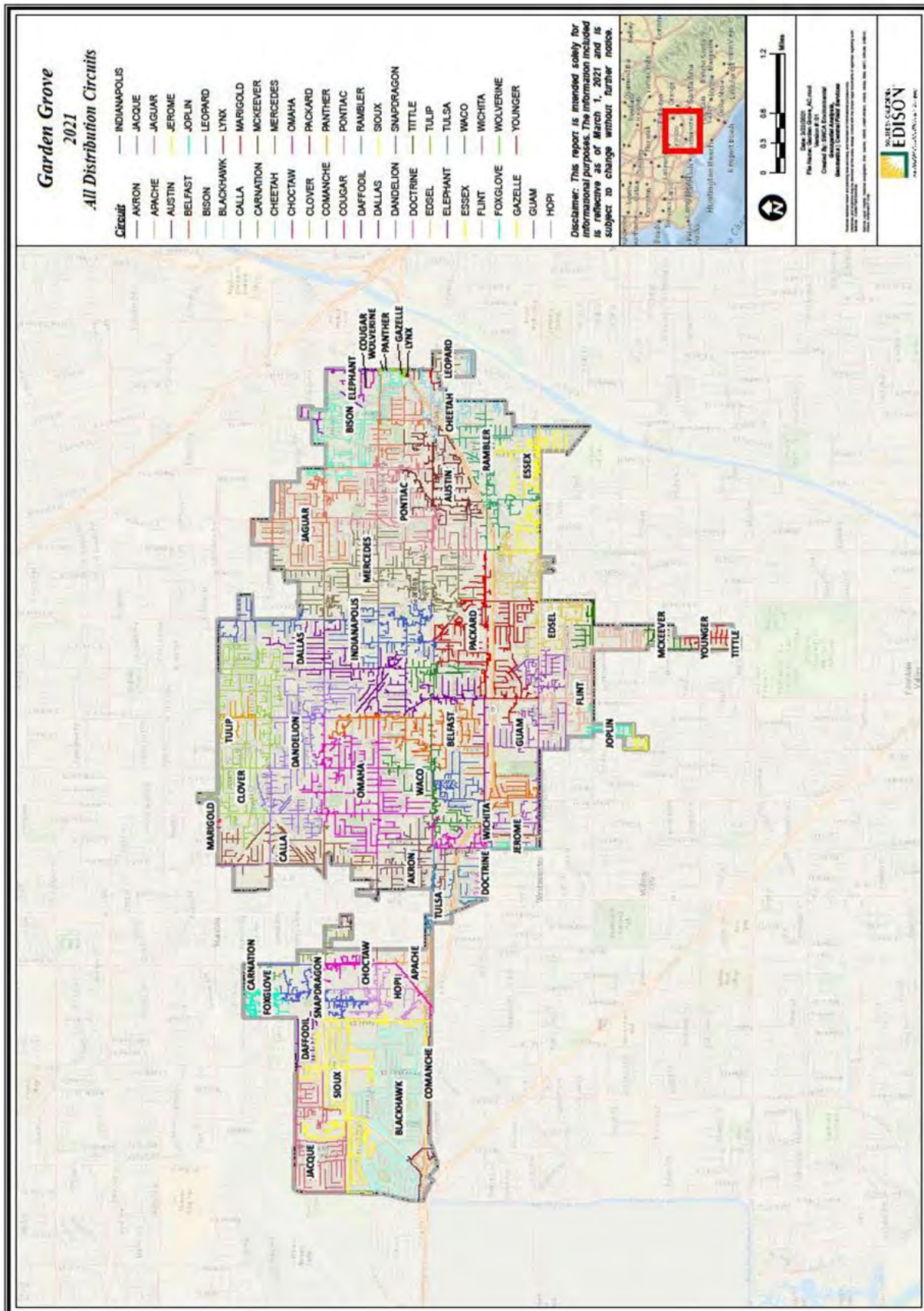
Table 2.30   Southern California Edison Electrical Circuits in Garden Grove

Circuit Type	Customers	Circuit Type	Customers
AKRON(12KV)	3,333	JACQUE(12KV)	2,029
APACHE(12KV)	886	JAGUAR(12KV)	2,321
AUSTIN(12KV)	1,861	JEROME(12KV)	2,336
BELFAST(12KV)	2,668	JOPLIN(12KV)	2,720
BISON(12KV)	2,512	LEOPARD(12KV)	1,932
BLACKHAWK(12KV)	2,731	JACQUE(12KV)	2,029
CALLA(12KV)	2,370	LYNX(12KV)	689
CARNATION(12KV)	1,407	MARIGOLD(12KV)	2,610
CHEETAH(12KV)	2,863	MCKEEVER(12KV)	3,792
CHOCTAW(12KV)	53	MERCEDES(12KV)	2,679
CLOVER(12KV)	3,516	OMAHA(12KV)	3,310
COMANCHE(12KV)	1,822	PACKARD(12KV)	2,300
COUGAR(12KV)	592	PANTHER(12KV)	114
DAFFODIL(12KV)	1,123	PONTIAC(12KV)	2,238
DALLAS(12KV)	3,239	RAMBLER(12KV)	3,583
DOCTRINE(4.16KV)	299	SIOUX(12KV)	2,045
EDSEL(12KV)	2,102	SNAPDRAGON(12KV)	87
ELEPHANT(12KV)	819	TITTLE(12KV)	2,646
ESSEX(12KV)	2,197	TULIP(12KV)	2,863
FLINT(12KV)	1,909	TULSA(12KV)	2,410
FOXGLOVE(12KV)	1,401	WACO(12KV)	1,981
GAZELLE(12KV)	38	WICHITA(12KV)	1,909
GUAM(12KV)	2,653	YOUNGER(12KV)	2,662
HOPI(12KV)	176	DANDELION(12KV)	1,915
INDIANAPOLIS(12KV)	3,477	**Grand Total**	**97,218**

Past Occurrences

Widespread power outages happen in California, as seen during the San Diego Gas and Electric blackout in September 2011. The 2012 winter windstorm in the San Gabriel Valley left some Los Angeles and San Bernardino County residents without power for days. These events, while usually short-lived, should serve as warnings and can have consequences if not addressed.

Impact

Large-scale power outages have short-term and long-term impacts. Some of the more critical and less apparent impacts of a power outage are the somewhat obscure physical, cyber, logistical, and geographic interrelationships or interdependencies among the various infrastructures. These include electric power, natural gas/oil, telecommunications, transportation, water/sewer systems, banking/finance, agriculture, food production and sale, and emergency services. These interdependencies can lead to a cascading effect that translates into disruptions in areas or other infrastructures that may not even be closely related. Other types of infrastructure potentially affected could include lifeline support of homebound medically dependent persons, homeless shelters and their support systems, mail delivery, bus services, school systems, recreational outlets, and tourism.

The City of Garden Grove owns and maintains a system of pumps to maintain water service within the City. The City of Garden Grove Water Services Division, Water System Emergency Response Plan, identifies actions for addressing the consequences of a total loss of power affecting Water Services operations.

Civil Unrest

Probability of Occurrence: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence interval of 11 to 100 years)

Vulnerability: **Low**
Affected Area/Population: **Small**
Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)
                    Secondary Impact: **Negligible** (No loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Civil unrest, also known as civil disorder or civil disruption, is an activity arising from a mass act of civil disobedience (such as a demonstration, riot, or strike) in which the participants become hostile toward authority, and authorities incur difficulties in maintaining public safety and order over the disorderly crowd. Incidents of civil unrest often occur when groups or individuals, whose sole purpose is to create shock or simply challenge the police to get the desired publicity for their cause, act out.

For the purposes of this hazard analysis, the term civil unrest can be used interchangeably with:

- Civil disobedience
- Civil disorder
- Civil disturbance
- Demonstration
- Flash mob
- Unnoticed event
- Riot
- Unauthorized assembly
- Unlawful assembly

Civil unrest and disturbances are human-caused events with the potential for causing damage. Although these events can be taken for granted since they occur infrequently, they often occur at times of already heightened societal tensions.

Under the rights guaranteed by the First Amendment to the United States Constitution, the public has the right to assemble in large numbers for the purpose of demonstrating their opinion. The government has the obligation to protect the public's First Amendment right by maintaining order and protecting lives and property during such assembly demonstrations.

In the California Emergency Services Act, the terms "State of Emergency" and "Local Emergency" include riot but specifically exclude conditions resulting from a labor controversy.

When the magnitude of the disturbance reaches serious or major proportions, public safety resources must be mobilized. Civil disturbance can be both lawful and unlawful.

Civil disturbances or demonstrations can be identified in three (3) categories:

1. Peaceful, Non-Obstructive Demonstrations
2. Non-Violent, Disruptive Demonstrations
3. Violent, Disruptive Demonstrations

Probability

The growing conflict between political opponents raises concerns about future violence. It is possible that extreme political groups will continue to use violence if there continues to be feelings of deep political divides in the United States.

In Orange County, civil unrest may be triggered by a number of events:

- Spontaneous reactions to verdicts in high-profile trials (retaliation or celebration)
- Spontaneous reactions to organized sporting event outcomes
- Organized reactions or demonstrations
- Political rallies or demonstrations

Although it is impossible to know what groups or issues could be involved in a future conflict, the worst type of incident the City could face would feature a large, violent crowd, an overwhelmed police force, and conflict between groups. Demonstrations are often unplanned and arise out of the result of an emotional response to current social and political issues. The threat of disturbances are always present as local governments attempt to respond to changes in the political climate. Stresses on communities resulting from the COVID-19 pandemic, combined with the emotionally charged political atmosphere, create an environment where some form of civil unrest is likely.

Extent

The location of civil disturbance events is unpredictable, yet spatial distribution patterns of riots in the past suggest that cities, universities, sporting events, and where large crowds gather are probable areas for a civil disturbance event to ensue. The severity of civil disturbance depends on the nature of the disturbance.

There is a low, medium, and high range that can be associated with the severity of the hazard of civil disturbance. A localized civil disturbance that involved a small segment of the population, for instance, workers who chose to strike, and established a picket line or some other small-scale demonstration would have a low severity rating. In the instance of a low severity civil disturbance, police might be called upon to ensure that protestors do not block traffic corridors or intrude on private property. A moderately severe civil disturbance would be one wherein the protests create safety concerns and possibly cause property damage. In this instance, law enforcement intervention would be required to restore order. A severe civil disturbance would involve rioting, arson, looting, and possibly assault.

Past Occurrences

Southern California has faced civil unrest in various forms since the Watts riots in 1964, the Huntington Beach Surf riots in August 1986 and July 2013, the 1992 Rodney King verdict, the Westminster Little Saigon demonstration in February 1999, the Anaheim Civil Unrest during the summer of July 2012, the Fullerton Kelly Thomas trial in January 2014, and the Trump Rally in April 2016.

In 2020, Orange County, among many other jurisdictions across the United States experienced unprecedented levels of civil unrest stemming from the death of a suspect in Minneapolis, Minnesota. Widespread looting, arson, vehicular assaults, and civil disobedience occurred for several weeks. Some metropolitan areas continued to deal with forms of civil unrest for months following the initial events.

Local law enforcement, National Guard, and federal law enforcement entities were deployed to multiple areas across the nation to re-establish law and order. Hundreds of millions of dollars in property damage were attributed to these instances of civil unrest. On May 30, 2020, the California State Governor proclaimed a state of emergency in Los Angeles County and the City of Los Angeles and deployed the California National Guard to support response efforts in Los Angeles County and the City of Los Angeles.

The Garden Grove Police Officers were also deployed in response to the request of the City of Santa Ana for mutual aid after several hundred protestors gathered in Santa Ana with some throwing rocks, bottles and mortars and igniting fireworks in the direction of police officers, and thereafter vandalized and looted public and private properties during the civil unrest.

On June 2, 2020, the Garden Grove City Manager proclaimed a local emergency and established curfews on the evenings of June 2-4, in preparation for planned protests that were scheduled on June 3, 2020. Approximately 1,000 protesters arrived in Garden Grove on June 3ʳᵈ to protest the death of George Floyd with no reported damage.

On January 6, 2021, the storming of the United States Capital Building demonstrated that no agency or institution is immune to extremism that could manifest itself in violence.

Impact

Civil unrest is generally the result of, and a form of protest against, some form of socio-political issue. It typically consists of a disruption of normal, orderly conduct in urban areas or a large outbreak of rioting or violence across an area. Examples of civil unrest might include illegal parades, sit-ins, riots, sabotage, and other forms of crime. It is typically spurred by specific events, such as criminal trials, sporting events, or political disfavor. Damages to local City buildings, critical facilities, and infrastructure resulting from these types of demonstrations could potentially leave citizens without critical resources. Incidents of civil unrest often occur sporadically and without warning.

Civil unrest is usually acknowledged when normal, on–duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the time that civil disturbance can grow to large proportions while the threat to law enforcement and safety personnel can be severe and bold in nature. Securing essential facilities and services is necessary due to the fact that looting and fires can take place as a result of perceived or actual non-intervention by authorities.

Civil unrest can range from minor to significant events that can disrupt the functioning of a community for days or even months. Involved citizens may target public facilities, target private highly visible establishments, and perform indiscriminate acts of arson and vandalism. The outbreak of widespread rioting or looting could have potential impact on local government agencies' abilities to provide services and conduct their normal operations. Similar to government facilities, public and private infrastructure can become targets of civil unrest. Damage to transportation, communications, or utilities infrastructure could further exacerbate the situation.

Civil unrest could prove economically crippling to the City.

Terrorism

Probability of Occurrence: **Somewhat Likely** (Between 1 and 10% probability in next year or has a recurrence
interval of 11 to 100 year)

Vulnerability: **Low**

Affected Area/Population: **Isolated**

Severity Potential: Primary Impact: **Limited** (Between 10% and 25% damage)

Secondary Impact: **Limited** (Minimal loss of function, downtime, and/or evacuations)

Hazard/Problem Description

Terrorism is a continuing threat throughout the world and within the United States. There is no history of terrorist acts or terrorist groups operating in the City. Consequently, the probability of a terrorist attack is considered low. Nevertheless, it is still important to consider the potential for terrorist activities especially since there are a variety of political, social, religious, cultural, and economic factors that underlie the broad term "terrorist".

In response to a growing concern about terrorism at the federal, state and local level, the city regularly participates and is an active member of the County's Terrorism Early Warning Group, Terrorism Working Group, and the Joint Regional Information Center.

Following is a general overview of potential terrorist targets in Orange County and specifically the city:

- Facilities that store, manufacture, or transport hazardous materials
- Highways and freeways
- Telecommunications facilities
- Federal, state, county, and city offices
- Shopping malls
- Local festivals
- Schools, churches, and religious centers
- Medical facilities
- Electrical facilities
- Water and wastewater facilities
- Bridges and overpasses
- Water reservoirs

For the purpose of this hazard analysis, an adversarial or human-caused event such as terrorism, whether international or domestic, is any unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

There are many types of human-caused incidents, and the results of which can range from a single low-profile incident to acts of "violence" where a terrorist might be targeting mass destruction of property and lives. Some of the more common types of human-caused incidents include:

- Cyber security
- Airline attacks
- Assassinations

- Bombings
- Chemical/biological, or nuclear attacks
- Fire/property attacks
- Infrastructure attacks
- School/workplace violence
- Protest/civil unrest

Probability

The probability of a terrorist attack in the City of Garden Grove is considered low. Nevertheless, it is still essential to consider the potential for terrorist activities, especially since there are various political, social, religious, cultural, and economic factors that underlie the broad term "terrorist."

Extent

Chemical Incidents

Early recognition is the most important factor in identifying that a chemical agent has been used. Signs that should alert you to the possibility that a chemical agent has been used are:

- Rapid incapacitation of victims
- Large number of victims
- Large area of involvement
- Numerous victims with the same symptoms
- Presence of a dissemination device
- Dead animals in the area
- Statements of victims/witness

Biological Agents

Biological weapons rely on bacteria, rickettsia, virus, toxin, and fungi to infect the host (people, plants, or animals), which cause illness, disease, and death. Regardless of which agent is used, the onset of symptoms typically begins within 3-7 days after exposure and generally present as flu-type symptoms. In rare cases, symptoms may appear as soon as 1 day and as late as 3 weeks.

A biological release, unless identified at the time of the release by a person or group involved, will evidence itself only when a large number of victims exhibit symptoms of a disease not normally seen in that area. The nature of the biological incident may leave one or more areas contaminated with organisms or toxins. However, the persons infected will probably appear across a large geographical area as they disperse and begin to seek treatment in emergency rooms, urgent cares, or private clinics.

Early recognition is the most important factor in identifying a Weapons of Mass Destruction (WMD) biological event. There are several signs that will alert you to the possibility of biological weapon involvement such as:

- Large epidemic with a high illness or death rate
- Predominate respiratory symptoms in large numbers of people
- Infectious diseases in non-endemic areas

- Multiple spontaneous outbreaks
- Multi-drug-resistant pathogens

Both strict site control and quarantine of suspected exposures are essential. Site control will limit the spread of the material and contamination. Quarantine of possible exposures will limit the spread of the disease.

Early notification of health officials is critical, and quarantine must be considered if the disease produced by the agent is communicable. Generally, transporting a few patients away from the scene is a reasonable plan of action.

The facility to which they are being transported must be alerted and capable of isolating the patients when they arrive. When large numbers of exposures are involved, it may be useful to consider quarantine at or near the incident site and then begin treatment.

When a biological agent is suspected, all exposed persons should be considered to be contagious and treated as such until a competent medical authority can evaluate the situation and provide specific information and guidance.

Nuclear Incidents

Radiation occurs in many forms, most of which are harmless (light, sound, and solar). For the purposes of this document, we will focus only on the harmful or ionizing radiation.

Ionizing radiation occurs when an electron is stripped from an atom. Ionizing radiation effects the body in two ways; cell destruction occurs by changing H_2O into H_2O_2 (hydrogen peroxide), which becomes toxic to the body resulting in DNA mutation. Cell destruction and DNA mutation occur at a rate proportionate to the amount of radiation-absorbed dose (RAD).

Once exposure has taken place, cell destruction takes place rapidly. Depending on the type and the amount of radiation, signs and symptoms may be immediate or may take 4 to 5 days to manifest. Where significant exposure has taken place, DNA mutation may affect multiple generations.

Early recognition is the most important factor in identifying a WMD nuclear/radiological event. There are no outward signs to identify a radiation source may be present. Confirmation that radiological materials are present must be done using radiological monitoring devices.

The Department of Energy and Nuclear Regulatory Commission have developed exposure guidelines for radiological workers. For exposure levels, consult the Orange County Health Department.

Past Occurrences

Terrorism is a continuing threat throughout the world and within the United States. There is no history of terrorist acts or terrorist groups operating in the City.

Impact

Management of an incident involving chemical, biological, and nuclear warfare agents should be conducted in a manner similar to managing a conventional hazardous materials incident. Unique challenges may present themselves in many forms, including lack of specific information, multiple casualties or fatalities, a large-scale crime scene, or direct attack on public facilities and personnel.

Incidents of this type will usually necessitate the response of multiple agencies from all levels of government. Aside from the immediate public safety concerns, parallel operations may be underway in the interest of national security and law enforcement. A unified command will be necessary to ensure the safety and effectiveness of all response efforts. All actions must be based on an acceptable level of risk with a high degree of benefit.

Targets

Military: It is reasonable to assume, in the event of a nuclear war, civilian facilities and military targets like the Orange County and Los Angeles airports as well as the Long Beach Naval Base could be targets. In this event, everything within a 10 miles radius could be destroyed. The rest of the countryside could also experience fallout from these bursts.

Local Industry: The City is heavily industrialized and many facilities may be targets. Swedlow, Perkin-Elmer, and McDonald-Douglas are all defense subcontractors that could be possible targets.

Economic and Agriculture: The disruptive effect on industry in the area would certainly produce severe economic losses for the communities in and around the City. Depending on the time of year, crop losses (either due to direct weapons effects or the failure to reach maturation and be harvested) may be extreme and may result in major economic losses as well as lost food stores. Other areas of the nation, which normally rely on California to supply food, would be left without that source.

Public Services, Systems, and Facilities:
Highways – The City of Garden Grove is traversed or surrounded by five major freeways (I-5, SR-57, SR-55, SR-22, and SR-91), which are expected to be closed (road damage, collapsed overpasses) and could not be opened within 72 hours. Major landslides or movements would be distinctly possible in heavy ground motion, and major stretches of these freeways would be badly damaged.

Orange County Airport - The Orange County Airport could be expected to be closed for at least 72 hours - perhaps as long as several weeks. Practical land access will not exist due to freeway and highway damage. This will effectively isolate the airport and nearby facilities. The Los Alamitos Joint Forces Training Base may be open for emergency flights after 24 hours.

Railroads - The Southern Pacific Railroad and the Union Pacific Railroad lines running around and through the City will be damaged to an unknown extent. Also, since many of the tracks are on levees and bridges, some damage is expected. Time to repair and continued operation is dependent upon the extent of the damage and the availability of repair equipment.

Marine Facilities - Marine facilities at the Ports of Long Beach and Los Angeles may be damaged and not totally operational. The extent of damage and the time to return to operation is unknown.

Communications Systems - Telephone and radio systems will be anywhere from 40 to 60 percent operational during the first 72 hours. Overloading and direct effects of the blast will be the major contributors to this situation. Repair and restoration is dependent upon technicians and proper equipment, which may not be available.

Natural Gas - Damage to natural gas facilities will consist primarily of some isolated breaks in the major transmission lines and numerous breaks in main and individual service connections within the distribution systems, particularly in the areas of intense ground shaking nearer the rivers and low laying areas. These leaks in the distribution system will affect major portions of the urban areas, resulting in a loss of service for an extended period of time. Sporadically distributed fires should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the Garden Grove area and surrounding urban areas are most vulnerable to damage.

Other Pipelines - Rupture of pipeline sections may occur. This could cause utilities, primarily natural gas, and water systems to be non-operational for an extended period of time. Planning efforts should consider how these services will be provided during the emergency.

Hazard Mitigation

Based on the hazard analysis and hazard assessment in the 2020 Garden Grove Local Hazard Mitigation Plan, the City has designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the effects or consequences of an incident. These mitigation activities are detailed in the 2020 LHMP. The LHMP incorporates the 2020 Preliminary Resilience Assessment that was completed for the plan. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level.

Vulnerability Assessment

Public Utility Damage

Both public and private utility systems are generally designed to withstand some disaster damage and function at least at partial capacity. However, major quake-caused structural damage to natural gas, electric, sanitation, water, telephone, and petroleum lines could have a serious impact on response to and recovery from a major disaster.

Natural Gas

Orange County has four major gas transmission pipelines that cross the San Andreas Fault. A large earthquake would most likely rupture at least two, causing immediate shut-off and re-routing from the ruptured lines to the remaining intact lines. Delivery would be at approximately 75% of demand, with gas service being rationed to critical business and residential users. Emergency response predictions for the area estimate the ruptured gas lines would be repaired within 3-5 days.

Electrical Energy Disruption

It is estimated that damage to electrical generating plants could reduce generating capacity by 50%. The first 72 hours will be the most critical for responders as virtually all facilities are expected to experience some temporary loss of power. When a generator outage does occur, the load may be picked up by other

interconnected units. This interconnection may reduce power outage time. Critical users, such as medical facilities, certain public buildings, water wells, and sewage pumping facilities, will have restoration priority in a power outage.

Energy disruption may have significant effects on the City's economy, environment, and standard of living. During extreme weather, an energy disruption may result in a risk to public health and safety. The City of Garden Grove obtains electric power from the Southern California Edison Company generated from a variety of in- and out-of-state sources, including gas-fired power plants, nuclear power plants, hydropower, and renewable sources such as wind, geo-thermal, and solar power. The City of Garden Grove's energy supply and distribution systems are vulnerable to physical hazards as well as shortages caused by market forces, weather, and operating conditions.

Sanitation

Orange County sewage treatment plants are primarily situated on potentially geologically unstable land with high shaking and liquefaction possibilities. At least one of the County's two plants is expected to suffer at least moderate damage from a major earthquake, but some districts can bypass the affected plant and divert sewage to an alternate site for treatment.

The pumping plants pose the most serious problem since an electrical power outage would disable pumping capacity. Another problem is rupture of collection lines causing contamination of groundwater and water wells, as well as presenting potential health hazards to residents.

Communications Damage

Telephone communications are expected to be adversely affected due to overloading as a result of post-earthquake calls within the area and from the outside. This situation may be of some duration due to loss of electrical power and subsequent failure of some auxiliary power sources. Key system failures are anticipated near the San Andreas Fault in areas projected to experience intense ground shaking. It is likely that the City's telephone systems will have systemic failures, which are not readily bypassed by alternate traffic routing. Additionally, it is probable that recovery efforts will be delayed because many telephone company employees will have difficulty accessing damaged areas to accomplish repairs.

It is estimated that radio systems will generally operate at 40% effectiveness for the first 12 hours after a large earthquake, increase to 50% for the second 12 hours, and then begin to slowly decline to approximately 40% within 36 hours. The long-term implications are that individual systems gradually will become less useful to the overall recovery effort when supplanted by systems relocated from outside the disaster area. It is unlikely that public safety radio systems would become saturated with non-critical communications from mobile units. However, it is clear that radio traffic densities on redundant (non-emergency designated) channels would increase, particularly when remote base station and repeater failures would tend to limit the number of redundant channels available. Nonetheless, after 12 hours, at which time the number of operable units will have declined (because of exhaustion of emergency fuel) and because recovery efforts will have restored some order, the radio traffic density problem will ease.

The City of Garden Grove does not have its own amateur radio group and may need to request support from the Orange County Radio Amateur Civil Emergency Service (RACES) who may be called upon to provide support communications.

Commercial Broadcasters

All radio and television facilities are expected to be out of operation in Los Angeles and Orange Counties for 24 hours due to in-house problems, and/or power supply problems, and/or transmission line problems. Elsewhere in the area, a third of the facilities are also expected to be out of service for 24 hours. Only 50% of facilities for the entire area are expected to be in operation.

Collateral Earthquake Hazards

Flooding

With major disruptions in power and communications systems, warning may not be received from dam sites in time to initiate an organized evacuation or broadcast warnings via emergency radio stations. If a credible prediction was initiated, then preparations for a damaging earthquake could begin and residents and business owners, within dam inundation areas, could be directed to evacuation sites to wait for official word regarding safe reentry. This method of direction and control could substantially reduce potential loss of life if enough warning is available. More information on flooding can be found in the 2020 Garden Grove Local Hazard Mitigation Plan (LHMP) Section 4.3.8.

Liquefaction

Within the City, there are some structures, including residences and businesses, constructed in potential liquefaction areas. As described above, liquefaction is the process in which water saturated sediments lose strength and fail from strong shaking during a moderate to severe earthquake. Structures in these areas could sustain more damage than others with a more stable geological substrata and deeper groundwater table. More information on liquefaction can be found in the Local Hazard Mitigation Plan Section 4.3.7.

Fire

One of the greatest potential secondary hazards associated with earthquakes is fire. Fire may be caused by a variety of factors, including electrical shorting, gas explosions, unsecured water heaters, unsecured kitchen contents landing on hot stoves, chemical fires, etc. As an example, 90% of the damage during the 1906 San Francisco Earthquake was the result of fire. Securing gas appliances and hazardous substances can prevent many fires from occurring. Lack of water pressure from underground line damage could reduce the effectiveness of conventional firefighting methods. Restricted access to fire sites could also delay response, increasing the resulting damage. With the increased potential for numerous fires igniting within minutes of the earthquake, firefighting equipment and personnel could be rapidly overwhelmed. Fire involving hazardous materials generally cannot be controlled using conventional techniques or apparatus and will require particular consideration in the planning process. More information on fire can be found in the LHMP Section 4.3.14.

Highways

State Route (SR)-22 runs through the southern border of the City and is a main artery carrying thousands of commuters each day through the area. Additionally, heavy truck traffic travels this route daily carrying

hazardous materials, some of which could be radiological in nature. These major routes are vulnerable to damage during an earthquake event.

Other major transport routes and streets within the City are vulnerable to minor and moderate structural damage. Flooding and sewage discharge could cause some streets and highways to be impassable. Fallen rocks, trees, utility lines, and poles could not only block traffic but damage vehicles and injure occupants. In areas with multistory buildings, transportation access will be determined by the amount of building debris in the roadways and street width.

The effectiveness of road clearance operations will be determined by the access and availability of equipment to the problem areas, the availability of and access to fuel and maintenance, and the ability to communicate with and mobilize crews to staging locations.

Buildings

The following building types and uses are considered in describing the earthquake threat to the City:

Residential: Single family homes are expected to suffer some structural damage and loss of contents, although not general collapse. Wood frame structures, which have natural flexibility, will probably sustain less damage than brick and masonry construction. Many newer homes (post 1970) within the City are built of wood frame construction with chicken wire beneath the stucco. This provides added structural cohesiveness. Older structures may require bolting of their foundations and seismic engineering studies to determine other possible safety reduction measures. Multistory residential units are generally more vulnerable to higher shaking intensities and, therefore, pose a greater hazard to life safety.

Mobile homes within the City could be subject to shifting off their foundation supports. Attached awnings, porches, and skirting could be subject to separation, and utilities could be sheared off where they enter the coach. Seldom would collapse of the structure itself occur unless nearby trees and power poles toppled.

Schools and Churches: There are many schools and churches in the City which may sustain varying degrees of damage. Schools within the City are generally earthquake resistant and may withstand intensities of up to VII on the Modified Mercalli Scale. Poorly built or designed churches may experience partial collapse while interiors are expected to experience heavy damage.

Businesses and Industrial Facilities: There are five industrial parks covering more than 700 acres in the City. Many of these businesses will suffer major dollar losses due to damaged stock, interruption of business, and damage to structures. Many of the older brick and wood joist structures may suffer moderate to severe damage. Well-built ordinary structures will suffer slight to moderate damage at a VII level on the Modified Mercalli Scale. At a level IX earthquake, specially designed earthquake resistant structures may suffer serious damage and lesser buildings will be destroyed. Hazardous materials facilities may experience a release and cause long term significant problems including health issues for citizens in the surrounding area.

Medical and Custodial Care Facilities: Garden Grove Medical Center is the only general hospital in the City and has 175 beds. This facility is of concern because of the non-ambulatory nature of some of the occupants. Special planning is imperative to effectively handle the evacuation and relocation of special needs residents. There are six skilled nursing facilities in addition to the hospital, each with approximately 50 to 75 beds.

Critical care and extended care facilities may suffer loss of power, phone communication, and sanitation. Damage and interruption of the normal range of activities is expected beginning at a level VI on the Modified Mercalli Scale. Included in this section are also Residential Care Facilities, which house individuals not capable of living on their own but not requiring a skilled nursing facility or acute care. There are four such facilities in the City, each with approximately 75 beds.

Government Buildings: Government buildings vary in criticality and structural design as do other structures throughout the City. It is vital that the City government continues to function after the initial shock. Alternate locations for seat of government and the EOC are specified in Section 4.7 of the EOP.

Grocery Stores: Because of the fast-paced nature of society, citizens are very dependent upon a ready availability of food. However, following a major earthquake, that source will be severely interrupted. Structural damage notwithstanding, most stores may suffer major damage and disruption inside due to inventory loss. Shelves are not designed to contain products subjected to any appreciable degree of shaking. Clean up will be a major problem before the public may once again have access. Also, since most stores receive deliveries on a daily basis, resuming shipments of supplies may be a serious concern requiring specific logistical support.

Hardware/Building Supply Stores: Following a major earthquake, rescuing trapped people from damaged structures will be the first priority. Hardware and building supply stores should be secured to procure emergency supplies to aid in the rescue efforts. Short term, follow-up reconstruction and shoring to stabilize damaged structures requires initial reliance on the supplies available through these local resources.

Gas Stations: Fuel sources may quickly become quite critical. Special attention will have to be paid to gas stations to ensure that their hazard potential is kept low (from fire or hazardous material incidents through leakage) while, at the same time, remain a viable source of fuel to aid recovery operations.

Pharmacies: Besides the obvious need for medical supplies, a great number of people are also dependent on prescription medications. Unfortunately, pharmacies are as vulnerable to internal damage as grocery stores. Most of their inventory is kept on unprotected shelves, and a great deal of cleanup and restocking may be required before the pharmacies are once again operational.

Overall Community Impact

The overall impact to the community from earthquake includes:

- Injury and loss of life
- Commercial and residential structural and property damage
- Damage to natural resource habitats and other natural resources
- Disruption of and damage to public infrastructure and services
- Loss of water, power, roads, phones, and transportation, which could impact, strand, and/or impair mobility for emergency responders and/or area residents
- Economic losses (jobs, sales, tax revenue) associated with loss of commercial structures
- Loss of churches, which could severely impact the social fabric of the community
- Loss of schools, which could severely impact the entire school system and disrupt families and teachers, as temporary facilities and relocations would likely be needed
- Negative impact on commercial and residential property values

Critical Facilities

For purposes of this plan, a critical facility is defined as:

"***Any facility, including without limitation, a structure, infrastructure, property, equipment, or service, that if adversely affected during a hazard event, may result in severe consequences to public health and safety or interrupt essential services and operations for the community at any time before, during, and after the hazard event".***

A critical facility is classified by the following categories:

- Essential services facilities
- At-risk populations facilities
- Hazardous materials facilities

Table 2.31   City of Garden Grove Critical Facility Summary by Category

Critical Facility Category	Facility Count
Essential Services Facilities	35
At Risk Population Facilities	113
Hazardous Materials Facilities	10
Grand Total	**158**

Source: City of Garden Grove GIS

Table 2.32   City of Garden Grove – Critical Facility Counts by Category and Facility Type

Critical Facility Category	Facility Type	Facility Count
Essential Services Facilities	Fire Stations	7
	Government Buildings	4
	Police Stations	1
	Public Buildings	6
	Public Works Facilities	17
	Total	**35**
At Risk Population Facilities	Entertainment	2
	Hospital/Medical	7
	Hotels	3
	Parks	21
	Religious Assemblies	15
	Schools	57
	Senior Housing	8

Critical Facility Category	Facility Type	Facility Count
	Total	**113**
Hazardous Materials Facilities	Covered Landfills	2
	Hazmat	8
	Total	**10**
Grand Total		**158**

Source: City of Garden Grove GIS

Map 2.10   City of Garden Grove – Critical Facilities
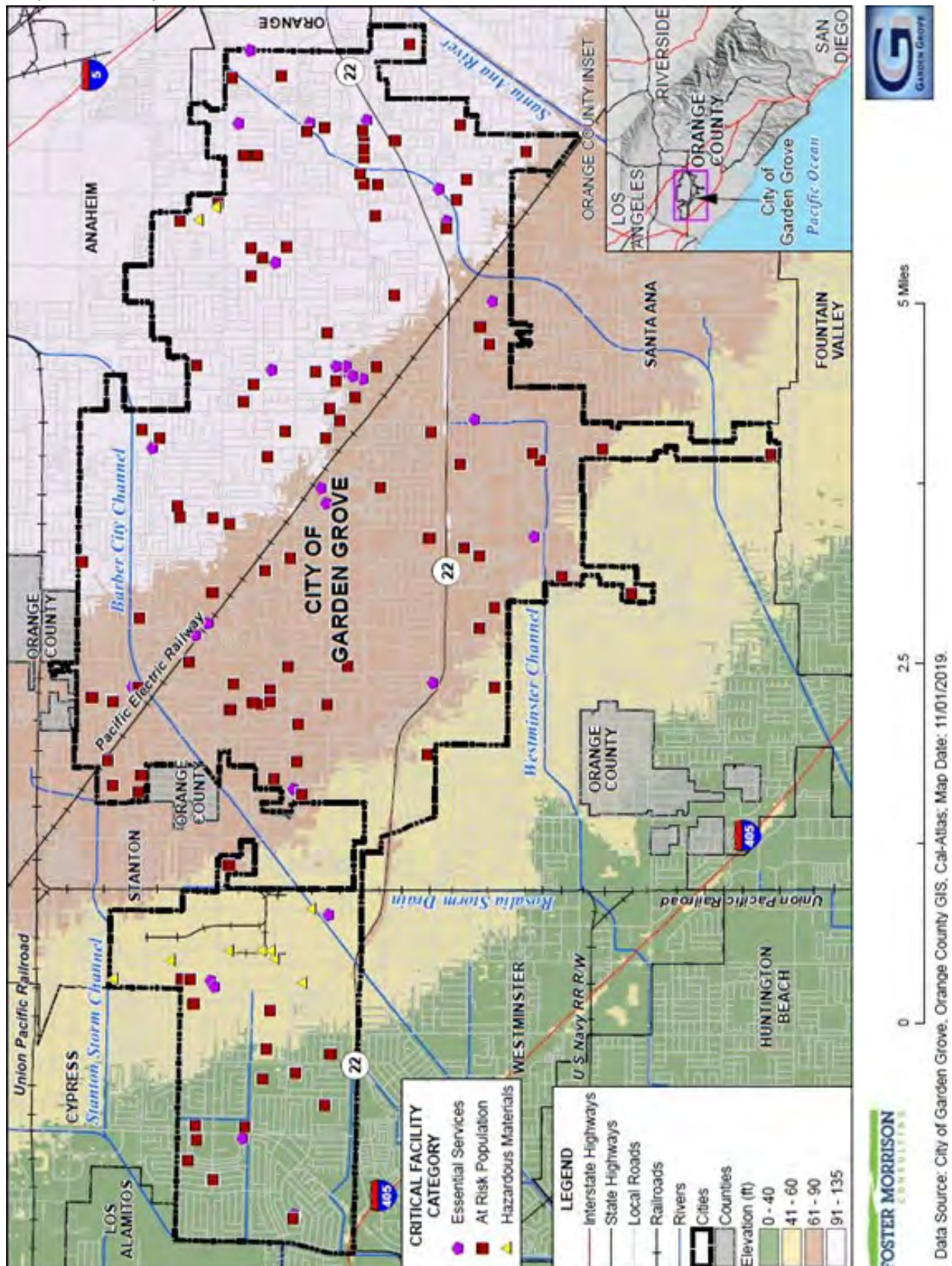
Map 2.11   City of Garden Grove – Emergency Services Facilities

EXHIBIT SAF-1: EMERGENCY SERVICE FACILITIES

Emergency Facilities
- Orange County Fire Authority Fire Stations
- Garden Grove Police Department
- Garden Grove Hospital and Medical Center

Base Map Features
- Garden Grove City Boundary
- Waterbodies
- Schools

Source: City of Garden Grove, 2021.
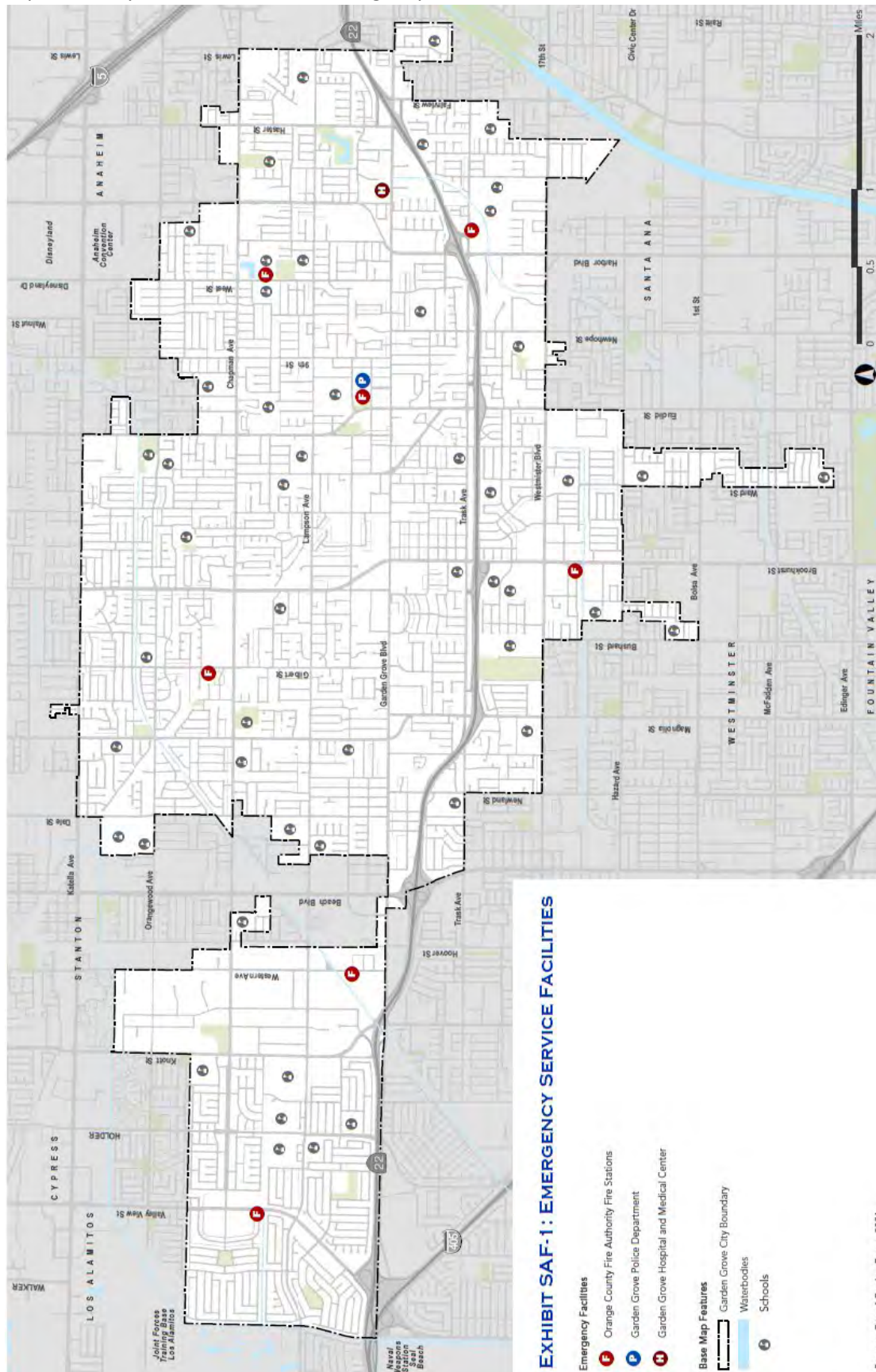
Capability Assessment

The City of Garden Grove Regulatory Mitigation Capabilities include the following:

Mitigation Planning Capability

- City of Garden Grove General Plan, Safety Element 2021
- City of Garden Grove Public Works Emergency Response Plan (ERP) 2021
- City of Garden Grove Local Hazard Mitigation Plan (LHMP) 2020

Administrative and Technical Mitigation Capabilities

Table 2.33   City of Garden Grove Administrative/Technical Mitigation Capabilities

Administration	Y/N	Describe capability Is coordination effective?
Planning Commission	Y	Planning Department and Building Services work in tandem to review designs before approving. Coordination is effective.
Mitigation Planning Committee	Y	Created for this Plan. It brings together people from other departments.
Maintenance Programs to Reduce Risk (e.g., tree trimming, clearing drainage systems)	Y	Drains are cleared and the urban forest is maintained on an as needed basis.
Mutual Aid Agreements	Y	Countywide mutual aid agreement adhered to and implemented upon type of incident. Coordination is long-standing and is well coordinated.
Staff	**Y/N FT/PT**	**Is staffing adequate to enforce regulations? Is staff trained on hazards and mitigation? Is coordination between agencies and staff effective?**
Chief Building Official	Y FT	Staff is trained and adequate. Coordination is effective but could be improved
Floodplain Administrator	Y FT	Staff is trained and adequate. Coordination is effective but could be improved
Emergency Manager	Y FT	Currently in process of selecting EOC. Currently looking at training opportunities. Coordination is effective but could be improved.
Community Planner	Y FT	Staff is trained and adequate. Coordination is effective but could be improved
Civil Engineer	Y FT	Staff is trained and adequate. Coordination is effective but could be improved
GIS Coordinator	Y FT	In the Information Technology department. Staff is trained and adequate. Coordination is effective but could be improved.

Technical	Y/N	Describe capability Has capability been used to assess/mitigate risk in the past?
Warning Systems/Services (Reverse 911, outdoor warning signals)	Y	The City can use social media platforms to disseminate information. We would also utilize our Reverse 9-1-1 to reach out to the community with vital information during a major event. If, for some reason, communication is lost at a significant level, we would go into what we call "sectoring" where police units address the community through their Public Address system in their vehicles.
Hazard Data and Information	Y	The City has not used this to assess/mitigate risk in the past.
Grant Writing	Y	The City has grant writers; however, writers have not been used to assess/mitigate risk in the past.
HAZUS Analysis	N	
How can these capabilities be expanded and improved to reduce risk?		
Coordinate with department managers to annually review the LHMP and progress toward implementation. Identify information that should be included in future updates.		

Source: Garden Grove 2020 Local Hazard Mitigation Plan

Fiscal Mitigation Capabilities

Table 2.34   City of Garden Grove Fiscal Mitigation Capabilities

Funding Resource	Access/ Eligibility (Y/N)	Has the funding resource been used in past and for what type of activities? Could the resource be used to fund future mitigation actions?
Capital improvements project funding	Y	The funding resource has not been used in the past for mitigation actions.
Authority to levy taxes for specific purposes	Y	The funding resource has not been used in the past for mitigation actions.
Fees for water, sewer, gas, or electric services	Y	The funding resource has not been used in the past for mitigation actions.
Impact fees for new development	Y	The funding resource has not been used in the past for mitigation actions.
Storm water utility fee	Y	The funding resource has not been used in the past for mitigation actions.
Incur debt through general obligation bonds and/or special tax bonds	Y	The funding resource has not been used in the past for mitigation actions.
Incur debt through private activities	Y	The funding resource has not been used in the past for mitigation actions.

Funding Resource	Access/ Eligibility (Y/N)	Has the funding resource been used in past and for what type of activities? Could the resource be used to fund future mitigation actions?
Community Development Block Grant	Y	The funding resource has not been used in the past for mitigation actions.
Other federal funding programs	Y	The funding resource has not been used in the past for mitigation actions.
State funding programs	Y	The funding resource has not been used in the past for mitigation actions.
How can these capabilities be expanded and improved to reduce risk?		
Coordinate with other departments, organizations, and agencies to identify potential assets and resources that may not currently be considered.		

Source: Garden Grove 2020 Local Hazard Mitigation Plan

Mitigation Education, Outreach, and Partnerships Capabilities

Table 2.35   City of Garden Grove Mitigation Education, Outreach, and Partnerships

Program/Organization	Yes/No	Describe program/organization and how relates to disaster resilience and mitigation. Could the program/organization help implement future mitigation activities?
Local citizen groups or non-profit organizations focused on environmental protection, emergency preparedness, access, and functional needs populations, etc.	Y	CERT will be under the EOC of the police department and is currently in a standby mode until selection of the EOC.
Ongoing public education or information program (e.g., responsible water use, fire safety, household preparedness, environmental education)	Y	Will be done by CERT and the EOC.
Natural disaster or safety related school programs	N	
StormReady certification	N	
Firewise Communities certification	N	
Public-private partnership initiatives addressing disaster-related issues	N	
How can these capabilities be expanded and improved to reduce risk?		
Work with other organizations, such as the Red Cross, to identify educational resources available to the public and opportunities to provide the information to the community. Identify a variety of opportunities to provide hazard information to the community and ways they can minimize impacts associated with a disaster event.		

Source: Garden Grove 2020 Local Hazard Mitigation Plan

Section Three – Emergency Management Structure

Section Three – Emergency Management Structure

National Incident Management System (NIMS)

NIMS establishes standardized incident management processes, protocols, and procedures that all responders will use to coordinate and conduct response actions. NIMS incorporates incident management best practices developed and proven by thousands of responders and authorities across the country, including SEMS. These practices, coupled with consistency and national standardization, will be carried forward throughout incident management processes, such as exercises, qualification and certification, communications interoperability, doctrinal changes, training, publications, public affairs, equipping, evaluating, and incident management.

Legal Basis for the National Incident Management System

The legal basis for the implementation of NIMS in this Emergency Operations Plan (EOP) is through Homeland Security Presidential Directive (HSPD) – 5. On March 1, 2004, the Department of Homeland Security issued NIMS to provide a comprehensive national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. The City operates in compliance with NIMS as described and required by HSPD-5 for managing response to multi-agency and multi-jurisdictional emergencies.

Key Features of the National Incident Management System

NIMS is comprised of several key features: ICS, Communication and Information Management, Preparedness, Joint Information System (JIS), and the NIMS Integration Center (NIC). These features are discussed in detail in the following subsections.

Incident Command System

NIMS establishes ICS as a standard incident management organization with five functional areas for management of all major incidents: command, operations, planning, logistics, and finance/administration. To ensure further coordination, and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions but also provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

Communications and Information Management

Standardized communications during an incident are essential, and NIMS prescribes interoperable communications systems for both incident and information management. Responders and managers across all agencies and jurisdictions must have a common operating picture for efficient and effective incident response.

Preparedness

Preparedness includes a range of measures, actions, and processes that must be accomplished before an incident happens. NIMS' preparedness measures include planning, training, exercises, qualification and certification, equipment acquisition and certification, and publication management. All of these serve to ensure that pre-incident actions are standardized and consistent with mutually agreed doctrine. NIMS further places emphasis on mitigation activities to enhance preparedness. Examples of mitigation activities include public education and outreach, structural modifications to reduce the loss of life and property, code enforcement in support of zoning rules, land management, building codes, and implementing property upgrades as well as obtaining flood insurance for frequently flooded areas. The City of Garden Grove participates in local and regional emergency preparedness training and exercises. Additionally they train internally and provide preparedness materials in the lobby of City Hall.

Joint Information System

NIMS organizational measures enhance the public communication effort. The JIS provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers (JIC) and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that Federal, State, and local levels of government are releasing the same information during an incident. The Orange County Operational Area provides training on the joint information system and the joint information center to better coordinate information with all jurisdictions. The City of Garden Grove will coordinate with the Operational Area on disaster related press releases and emergency information.

NIMS Integration Center

To ensure that NIMS remains an accurate and effective management tool, the NIC will be established by the Secretary of Homeland Security to assess proposed changes to NIMS, capture and evaluate lessons learned, and employ best practices. The NIC will provide strategic direction and oversight of NIMS, supporting both routine maintenance and continuous refinement of the system in the long term. The NIC will develop and facilitate national standards for NIMS education and training, first responder communications and equipment, acquisition of resources, qualification and credentialing of incident management and responder personnel, and standardization of equipment maintenance and resources. The NIC will continue to use the collaborative process of Federal, State, tribal, local, multi-discipline, and private authorities to assess prospective changes and assure continuity and accuracy.

Standardized Emergency Management System (SEMS)

For Federal, State, and county declared emergencies, City employees may become emergency workers under those jurisdictions' control.

Legal Basis for the Standardized Emergency Management System

The legal basis for the implementation of SEMS in this EOP is through Senate Bill (SB) 1841, which was passed by the State Legislature and became effective January 1, 1993. The law was passed in response to emergency coordination problems encountered during the 1991 East Bay Hills Fire in Oakland and is found

in Section 8607 of the California Government Code. The intent of the law is to improve the coordination of State and local Emergency Responders to disasters in California.

The City operates in compliance with the SEMS as described and required by Government Code Section 8607(a) for managing response to multi-agency and multi-jurisdiction emergencies in California.

Planning and Coordination Levels

SEMS is an integrated management system, which provides for five emergency response levels, including Field Response Level, Local Government level, Operational Area Level, Regional Level, and State level. A brief description of each is given in the paragraphs below.

Field Response Level

The Field Response Level comprises of emergency response personnel and resources carrying out tactical decisions and activities in direct response to an incident or threat.

Local Government Level

The definition of local government includes cities, counties, and special districts. They manage and coordinate the overall emergency response and recovery activities within their jurisdictions. Local governments are required to use SEMS when their EOCs are activated or when a Local Emergency has been proclaimed.

Operational Area Level

The Operational Area is an intermediate level of SEMS, which comprises of a county and all political subdivisions within the county, including special districts. The operational area staff manages and/or coordinates information, resources, and priorities among local governments within the operational area and serves as the communication link between the Local Government Level and Regional Level.

Regional Level

The SEMS regions are also known as mutual aid regions. There are six regions, and their purpose is to provide for more effective application and coordination of mutual aid and other emergency-related activities. At the Regional Level, information and resources are managed and coordinated among operational areas within the Region, between the operational areas, and at the State Level. In addition, coordination of State agency support for emergency response within the Region occurs at this level.

State Level

At the State Level (State Operations Center in Sacramento), State resources are assigned in response to the needs of other levels, and mutual aid is coordinated among the mutual aid regions and between the Regional and the State Levels. The coordination and communication link between the State and Federal disaster response systems also occurs at this level.

Key Features of the Standardized Emergency Management System

SEMS provides effective Emergency Response Management and assigns response functions into various sections based upon commonalties, relationships, and agency assignments. The following is a description of each of those response function sections.

Essential Management Functions

At the Field Response Level, the five primary ICS functions of command, operations, planning and intelligence, logistics, and finance and administration are used. At the Local Government, Operational Area, Regional, and State Levels, the term management is used instead of command, and the titles of other functions remain the same.

Management by Objectives

As it applies to SEMS, management by objectives means that each level of operations establishes measurable and attainable objectives to be accomplished for each established operational time period. Each objective may have one or more strategies and performance actions. The operational period is the time period set by management for the completion of the objectives. It may vary from a few hours to days as determined by the situation.

Action Planning

There are two variations of action planning under SEMS. First, Incident Action Plans, which are written or oral action plans at the Field Response Level, reflect the overall strategy and specific tactical action and support information for the next specified operational period. Second, EOC Action Plans are developed at the Local, Operational Area, Regional, and State Levels to provide designated personnel with knowledge of the objectives to be achieved and the steps required. Action plans provide a basis for measuring achievement of objectives and overall performance in addition to providing direction.

Modular Organization

Modular organization allows only those organizational elements to be activated, which are required to meet current objectives and enables all organizational elements to be arranged in various ways under SEMS essential functions (Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration). Each activated element must have a person in-charge. Additionally, a supervisor may be in-charge of more than one element.

Organizational Unity

Every individual within the organization has a designated supervisor or management under the concept of organizational unity. Also, all organizational elements within each activated level are linked together to form a single overall organization within acceptable span-of-control limits.

Span-of-Control

Maintenance of an acceptable span-of-control is the responsibility of every supervisor. The optimum span-of-control is one supervisor with authority over five subordinates. The recommended span-of-

control at all levels is one supervisor with three to seven subordinates. A larger span-of-control may be acceptable if the supervised positions are all performing a similar function.

Personnel Accountability

The intent of personnel accountability is to ensure that proper safeguards are in place so that personnel are accounted for at all times. This is accomplished through organizational unity and hierarchy of management using check-in forms, position logs, and other status-keeping systems.

Common Terminology

Common terms are used for all organizational elements, position titles, and facility designations and resources ensuring consistency and standardization within and between SEMS levels. It enables multi-agency, multi-jurisdictional organizations, and resources to work together rapidly and effectively.

Resource Management

In SEMS, functional activities relate to managing resources at all levels. Resource Management describes the ways in which field resources are handled and how inventory is maintained. Resource Management activities vary from level to level and may include direction, control, coordination, and maintenance of inventory. Procedures for each level of resource management will vary accordingly.

Integrated Communication

At the Field Response Level, integrated communication is used in any emergency. Throughout EOCs and among SEMS levels, communication systems must be compatible so that planning and information flow can occur in an effective manner. Integrated communication refers to hardware systems, planning for system selection and linking, and procedures for transferring information.

SEMS is comprised of several different components; ICS, Multi-Agency Coordination Systems (MACS), Mutual Aid Agreements, and Operational Areas (OA). The following is a description of each individual component of SEMS.

Incident Command System

ICS was developed as part of the FIRESCOPE program during the 1970's by an inter-agency working group representing Local, State, and Federal Fire Services in California. The ICS was adopted by the Fire Services in California as their standard response system for all hazards. The ICS was also adopted by the Federal land management agencies as the standard for response to all wild land fires nationally. A national, generic version of ICS is now in place.

Multi-Agency Coordination System

The Multi-Agency Coordination System (MACS,) as it applies to SEMS, outlines the framework for inter-agency coordination and deals with the participation of agencies and disciplines involved at any level of the SEMS organization. These agencies work together in a coordinated effort to facilitate decisions for overall emergency response, sharing critical resources, and prioritizing incidents.

Master Mutual Aid Agreement

The Master Mutual Aid Agreement was initially signed in California in 1950 and was an agreement among cities, counties, and the State to join together in a comprehensive program to provide voluntary services, personnel, and facilities when local resources were inadequate to handle an emergency. The Master Mutual Aid Agreement now contains discipline-specific Mutual Aid Systems that function on a statewide basis.

Any emergency not specifically indicated in the table below would be assigned to a Mutual Aid Coordinator, as defined by the type of emergency and applicable State or Federal laws. Coordination of resources under Fire, Law Enforcement, and other systems with formal adopted Mutual Aid plans will follow their respective systems, protocols, and procedures.

Table 3.1   Mutual Aid Responsibility Designated by Disaster Type

Disaster Type	Mutual Aid Responsibility			
	Law Enforcement	Public Works	Fire/Rescue	Heath Care
Earthquake	X			
Civil Disturbance	X			
Nuclear Power Plant Emergency	X			
Terrorism	X			
Act of War	X			
Dam Failure		X		
Flood		X		
Storm		X		
Fire			X	
Oil Spill			X	
Hazardous Materials Release			X	
Mass Casualty			X	
Threat of Declared Epidemic				X

Operational Areas

Operational Areas (OAs) consist of counties and all political subdivisions within a county area. The governing bodies of each county, and the political subdivisions within each county, have organized and structured their individual OAs. The OA is responsible for the coordination of resources and information and acts as a link for communications and coordination between the State's Regional EOC (REOC), the County EOC, and the County individual jurisdictions' EOCs. OA management staff and mutual aid coordinators locate and mobilize resources requested by local governments.

The City of Garden Grove is part of the Orange County Operational Area in the California Office of Emergency Services (Cal OES) Southern Region as shown in Map 3.1.

The Operational Area provides OA 1 Radios to all jurisdictions to ensure communication countywide. Each city is required to participate in the monthly test of the OA 1 Radios. In a disaster, briefings countywide could be conducted through the OA Radio if necessary.

Map 3.1   Cal OES Southern California Operational Areas
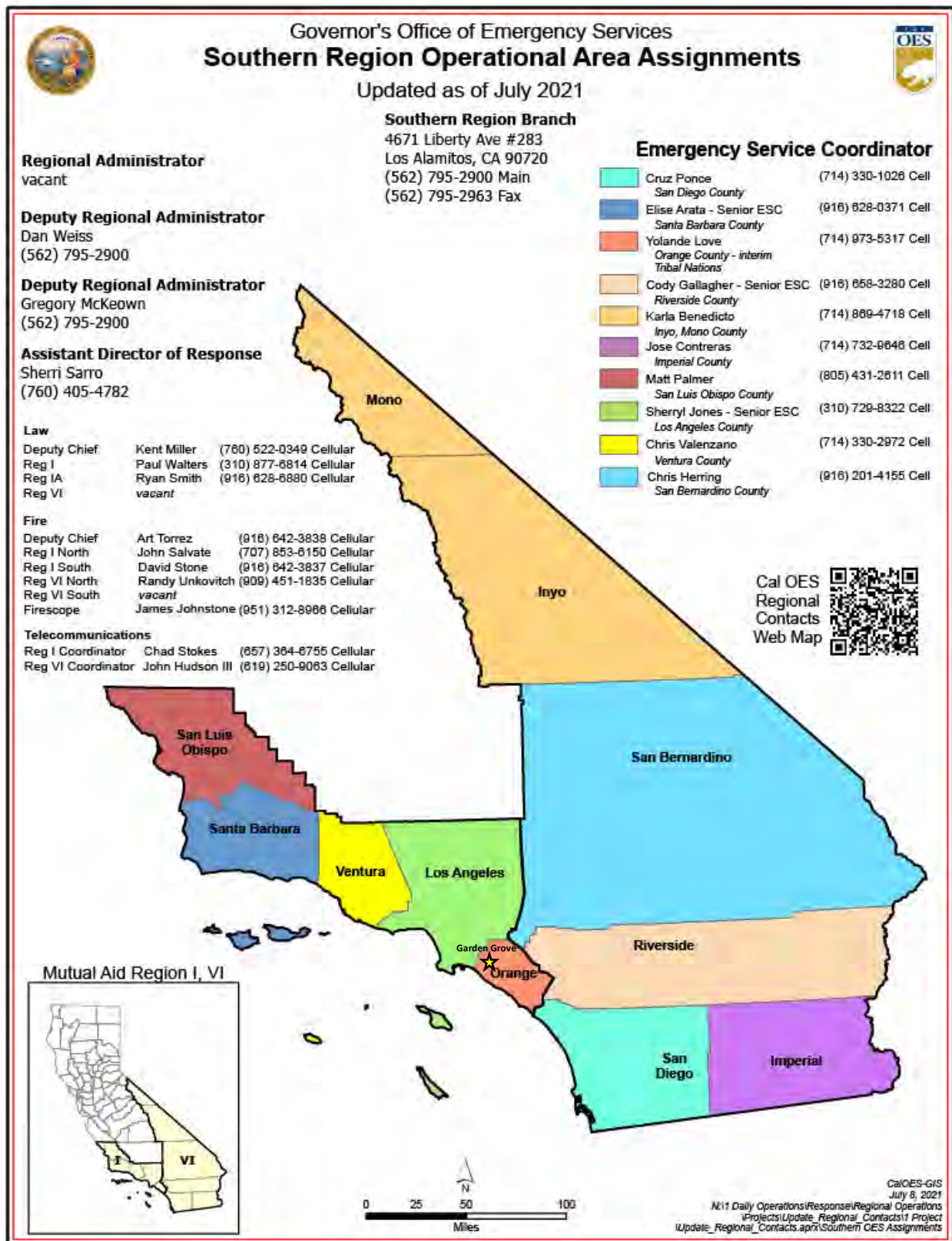
Operational Area Satellite Information System

The Operational Area Satellite Information System (OASIS) is a satellite-based communications system with a high frequency radio backup. OASIS provides the capability to rapidly transfer a wide variety of information between agencies using the system. In SEMS, OASIS can be viewed as both a communications network and an information dissemination system, linking three of the five emergency response levels (State, Region, and OA). The information processing component of OASIS contains fifteen forms that provide a rapid and accurate means of transferring information between locations on the OASIS network.

As required by law under SEMS, the following elements have been incorporated into the City's EOP.

- Use of SEMS in all future emergencies
- Use of the SEMS functions (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration)
- Management by objectives, action planning, modular organization, organizational unity and hierarchy of management, span of control, personal accountability, common terminology, resource management, and integrated communications
- Use of ICS at the Field Response Level by all responding units and personnel
- Arrangements for the provision of direction and control, including internal personnel notification/recall rosters and implementation methods
- Specific emergency authorities that may be assumed by a designated successor during emergency situations when certain emergency authorities are terminated
- Designation and establishment of communication systems and dispatch centers to manage resources and response personnel and maintain contact with the EOC during emergencies
- Designation of a representative to report to the EOC during an emergency, to advise the Policy Group, and coordinate response efforts with other responding entities
- Mechanisms for reporting appropriate information on casualties, evacuation status, damage sustained, radiation levels, chemical exposure, etc. to the EOC Staff during an emergency
- Support of clean-up and recovery operations during and after emergencies
- Training of assigned response staff and volunteers
- The four phases of emergency management – mitigation, preparedness, response, and recovery

NIMS/SEMS Organizational Level's Key Activities

Table 3.2 provides a description and key activities of the City of Garden Grove SEMS/NIMS organizational levels, and Figure 3.1 diagrams the coordination and flow of resource requests and resources in accordance with SEMS/NIMS when an emergency or disaster occurs.

Table 3.2   SEMS/NIMS Organizational Level's Key Activities

Level	Description	Key Activities
Field	The field level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident.	• First responders arrive at incident and assess the situation • Set up incident command to manage tactical operations • A unified command may need to be established • Identify existing resources and resource needs
Local	Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use ICS/SEMS/NIMS when their Emergency Operations Center (EOC) is activated, or a local emergency is proclaimed in order to be eligible for state reimbursement of response-related costs.	• Activate the Garden Grove EOC • Receive information from first responders • Determine resource needs • Coordinate with the Orange County Operational Area for resources • Coordinate and communicate with field resources
Operational Area	An Operational Area is the intermediate level of the emergency management organization, which encompasses a county's boundaries and all political subdivisions located within those boundaries, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the local level and regional level. State, federal, and tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level. For the City of Garden Grove, Orange County serves as the Operational Area.	• Activate Operational Area EOC • Receive request from Garden Grove EOC • Activate memoranda of understanding (MOU)/memoranda of agreement (MOAs) • Determine resource gaps • Initiate requests for assistance to the region • Continue coordination with Oakland and the region

Level	Description	Key Activities
State Region	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 level. The regional level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Coastal, Inland, and Southern – which are further divided into six mutual aid regions. The regional level operates out of the Regional Emergency Operations Center (REOC). The City of Garden Grove is part of Mutual Aid Region II and the California Governor's Office of Emergency Services (Cal OES) Southern Region 1.	• Activate the REOC • Activate regional MOU/MOAs • Initiate requests for assistance to the state • Continue coordination with the Operational Area and the state level
State	Cal OES prioritizes tasks and coordinates state resources in response to the requests from the regional level and coordinates mutual aid among the mutual aid regions and between the regional level and state level. The state level also serves as the coordination and communication link between the state and the federal emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency (FEMA) whenfederal assistance is requested. The state level operates out of the state operations center (SOC).	• Activate the SOC • Receive request from the Operational Area or regional level • Prioritize resources and activate MOU/MOAs with other states • Identify gaps and communicate to FEMA • Continue coordination with county, region, other states, and FEMA
Federal	FEMA coordinates the federal response to a disaster that has occurred in the United States and that overwhelms the resources of local and state authorities. Unless the disaster occurs on federal property, the Governor must declare a State of Emergency and formally request from the President that FEMA and the federal government respond to the disaster. FEMA provides specialized expertise, equipment, and funding for disaster response and recovery efforts as requested through the state.	• Implement the National Response Framework (NRF) • Implement the National Disaster Recovery Framework (NDRF) • Organize the federal response • Coordinate with all federal and state partners

Figure 3.1   EOC Coordination and Flow of Resource Requests and Resources

Emergency Command Structure

As required by the Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS), the City of Garden Grove's (City) response operations will be managed and directed by City personnel using the Incident Command System (ICS). During the course of an incident or emergency, the first responder will initially act as the Incident Commander, and the level of response may be escalated based on their judgment at the time of the event. The first responder, subsequent line managers, and the City Department Managers and Directors are expected, and fully empowered, to act as the Incident Commander and direct all response activities until termination of the emergency or until relieved by a person of higher authority. The City endorses the principle of "over responding", and employees should not hesitate to engage whatever resources they feel are necessary to effectively mitigate an emergency.

The City's overall response to an emergency will be coordinated by the Emergency Operations Center (EOC) Director. The EOC Director will provide city-wide strategic oversight and support of field activity from the City's EOC location, with the direct involvement and support of the EOC Command and General Staff.

Note: Consistent with the 1994 Uniform Fire Code, Section 104.1, "Authority at Fires and Other Emergencies," municipal authorities have sole authority over the abatement of fires, acute hazardous conditions, and related emergencies, both on-site and off-site. The municipal authority does not have the latitude to relinquish its authority and/or responsibility for emergency response and abatement within its jurisdictional boundaries.

During the assessment period, emergency response, and recovery phase, all EOC staff will be under the direction of the EOC Director. Centralization of responsibilities is critical in order to ensure that all actions will be properly organized and coordinated. Key EOC Director responsibilities include:

- Evaluating the potential risk
- Determining the source and possible effect

- Delegating responsibilities and authority
- Assessing priorities with regard to allocating manpower, materials, and equipment
- Mobilizing and managing proper response efforts (internal and external)
- Establishing communications upstream and downstream of the EOC

The EOC Director will be assisted by City Department Managers and Directors. The primary objectives of this group include assisting in the decision-making process prior to the declaration of an emergency, providing expert assistance to the EOC Director during an emergency, and interfacing with outside agencies and parties during emergency response.

Unified Command

One of the key reasons for using a standardized ICS approach is the ability to adapt the emergency response to the particular event. ICS provides an organized platform for readily and rapidly integrating other emergency response organizations that also use a standardized ICS, e.g., municipal emergency response organizations and industrial mutual aid companies.

Following the arrival of multi-agency Emergency Services, and at the discretion of the Incident Commander, a Unified Command ICS structure may be established. In a Unified Command structure, a single ICS organization is maintained, and a single set of incident priorities is established that are reflected in a single Incident Action Plan that has been generated cooperatively by all response agencies participating in the Unified Command. Each agency retains its jurisdictional or functional authority. The success of the Unified Command relies on cooperation and integration of the broad range of legitimate issues and priorities for the incident. These authorities apply to command and control issues as well as location of the Incident Command Post. If a Unified Command is established, Incident Commanders should be co-located to facilitate Unified Command communication.

Area Command

An Area Command is established either to oversee the management of multiple incidents that are being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations. This would likely be the case for incidents that are not site specific, geographically dispersed, or evolve over longer periods of time (e.g., bioterrorism event). According to NIMS, an Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations. An agency administrator or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command oversees management of the incident while an EOC coordinates support functions and provides resources support. Because tactical operations are determined on-scene, the Area Command does not include an Operations Section in the Incident Command

Area Command responsibilities include the following:

- Setting overall incident related priorities
- Allocating critical resources
- Ensuring incidents are properly managed
- Ensuring incident management priorities are met and do not conflict
- Identifying critical resource needs and reporting them to the EOC
- Ensuring short-term recovery is coordinated

Phases of Emergency Management

The four phases of emergency management employed before, during, and after an incident are identified as Preparedness, Response, Recovery, and Mitigation (as represented in the figure below). The purpose of this section is to illustrate the application of these phases in City emergency planning.

Figure 3.2 Four Phases of Emergency Management

NOTE: In this EOP, the term "mitigation" refers to the process of eliminating or reducing the effects of future emergencies and disasters. It is a phase within the overall concept of operations. However, within the hazardous materials discipline, the term "mitigation" is used within the response phase to mean the stopping or elimination of the cause/source of a release, or a reduction of the serious health and safety or environmental risks it poses; and within the recovery phase to refer to the process of cleaning up or restoring the environment to a safe or original (pre-release) state. (Source: California Hazardous Materials Incident Contingency Plan, January 1990)

Preparedness

The preparedness phase consists of conducting hazard or risk analysis; identification of roles and responsibilities; developing emergency response plans and procedures; mutual aid or assistance agreements; response resources; and conducting training, drills, and exercises to test the plans, procedures, and training. It also includes a medical surveillance program to protect the health and safety of responders. Preparedness also includes the development of inspection and enforcement programs.

City Departments that have emergency responsibilities will participate in developing operating procedures and checklists describing how resources will be used in an emergency. Such operating procedures will provide for coordination and communications among agencies and organizations of other jurisdictions. These response specific operating procedures will be maintained separately from this document within the specific department (e.g., police, fire, utilities) and will address the following elements.
- Arrangements for the provision of direction and control within the agency
- Specific emergency authorities that may be assumed by a designated successor during emergency situations

- Circumstances under which successor emergency authorities would become effective, and when they would be terminated
- Current internal personnel notification rosters and a means to implement them. This should include a communication system to implement call-down rosters for personnel assigned to the EOC; support functions; contract agency Department Operating Centers (DOC); and field response teams
- Designation and establishment of a DOC to manage organizational resources and response personnel while maintaining contact with the EOC during emergencies
- Designation of a representative to report to the EOC during an emergency to advise decision makers and coordinate response efforts with other responding entities
- Reporting of appropriate information (casualties, damage observations, evacuation status, radiation levels, chemical exposure, etc.) to the EOC during an emergency
- Support of clean-up and recovery operations during disasters
- Training of assigned response staff and volunteer augmentees to perform emergency functions

City Departments should consider increasing their readiness for an emergency upon the elevation of the Department of Homeland Security threat level, issuance of an accredited long-term earthquake prediction, the receipt of a flood advisory that could impact the County, or a rapidly deteriorating international situation that could lead to a possible nuclear attack upon the United States. Actions to be accomplished during this phase include, but are not limited to:

- Review and update of emergency plans and operating procedures
- Dissemination of accurate, timely emergency public information
- Accelerated training of permanent and auxiliary staff
- Inspection of critical facilities
- Recruitment of additional staff and Disaster Service Workers, and
- Mobilization of resources

Response Phase

The response to emergency situations includes measures such as the implementation of emergency plans; activation of EOCs; mobilization of resources; issuance of health and safety warnings and directions; evacuations; provision of medical and social services assistance; enforcement of laws and regulations; and declaration of emergencies as enabled by appropriate legislation. This phase is designed to eliminate or control the immediate, acute threat to public health and the environment. It should be noted that a successful response may or may not completely eliminate the threat to human health and the environment.

The nature of the City's emergency operations will depend on the characteristics and requirements of the situation. The City's Emergency Organization will be activated as required to cope with the specific situation and each element will operate according to the provisions of this plan. Priority will be given to the following operations.

- Disseminating warning, emergency public information, advice, and action instructions to the public
- Surveying and evaluating the emergency situation

- Marshaling, allocating, and positioning personnel and equipment
- Conducting evacuation and/or rescue operations as required
- Providing for the care and treatment of casualties
- Collecting, identifying, and disposing of the dead
- Providing for the mass care (food, lodging, etc.) needs of displaced persons
- Enforcing police powers in controlling the locations and movement of people, establishing access controls, erecting traffic barricades, etc.
- Implementing health and safety measures
- Protecting, controlling, and allocating vital resources
- Advising industry, schools, and businesses of possible phased shutdowns
- Restoring or activating essential facilities and systems

When local resources have been exhausted and additional material and/or personnel are required to respond to an emergency, requests for mutual aid will be initiated. Fire and law enforcement agencies will request or render mutual aid directly through established channels. Any actions which involve financial outlay by the City, or a request for military assistance, must be authorized by the EOC Director.

If warranted by the situation, a Local Emergency will be proclaimed, and a formal request will be submitted through the California Governor's Office of Emergency Services (Cal OES) requesting that the Governor proclaim a State of Emergency.

Through the California Emergency Services Act, the Governor is empowered to proclaim of State of Emergency in any portion of the State when emergency conditions exist. When a State of Emergency is declared, Mutual Aid is mandatory.

Recovery Phase

The recovery phase restores communities and/or the environment to a safe or pre-emergency condition and includes measures such as investigation and cleanup of remaining hazardous substances contamination, physical restoration and reconstruction of damaged facilities and the environment, counseling of victims, performing economic impact studies and implementing financial assistance programs, providing temporary housing or permanently relocating victims, and providing health and safety information. Post incident critique and follow-up are considered an important part of the recovery phase and are conducted as soon after the incident as possible.

Mitigation Phase

The mitigation phase is the ongoing effort to prevent or reduce the impact that a disaster event will have on people, property, and the environment. It is preventative by definition and should not be confused with "site mitigation programs" designed to investigate and clean up hazardous contamination. Mitigation processes include laws and regulations mandating prevention, inspection, and enforcement programs, development of zoning and land use management plans, education, as well as tax and insurance incentives.

Section Four – Concept of Operations

Section Four – Concept of Operations

The concept of operations of City of the Garden Grove Emergency Operations Plan (EOP) addresses how the City of Garden Grove (City) will work together with nongovernmental and private entities to promptly and effectively respond to any emergency. The City referenced the Comprehensive Preparedness Guide, CPG 101, in the revision of this EOP to ensure continued consistency in emergency planning at the local, state, and federal level. This process along with the utilization of SEMS and NIMS helps the departments and agencies accomplish a mission or set of goals to save lives and protect the health and safety of residents and the community. The incorporation of SEMS/NIMS/ICS into the EOP provides a clear methodology to realize the City's goals in execution of the plan.

The concept of operations defines the organization of the response, the roles and responsibilities of the responding departments and organizations, and outlines operations and the manner in which the City will respond to an emergency or disaster. The City collaborates with the community, special districts, and other organizations, and with Orange County Operational Area on a monthly basis.

The City has integrated the National Incident Management System (NIMS), California Standardized Emergency Management System (SEMS), and the Incident Command System (ICS) into their emergency plans. Additionally, SEMS and NIMS training is provided by the City, the Operational Area, and the California Office of Emergency Services for emergency response personnel and volunteers.

> ### *Government Code Section 8560*
>
> "Emergency Plans" means those official and approved documents which describe the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies.
>
> These plans include such elements as continuity of government, the emergency services of governmental agencies, mobilization or resources, mutual aid, and public information.

Emergency Management Goals

- Saving lives and protecting the health and safety of residents, visitors, first responders, and employees
- Caring for people with disabilities and others with access and functional needs
- Protecting property
- Protecting the environment
- Restoring basic services
- Encouraging timely and effective community and economic recovery

Normal Operations

Normal operations for the City of Garden Grove reflect a constant state of readiness. The three levels of readiness conditions that apply to the City of Garden Grove emergency operations prior to activation are as follows:

1. Preparedness Level
2. Increased Readiness Level
3. Alert Level

Although these levels are described progressively, conditions may require escalating and de-escalating or skipping from one level directly to another without passing through each level. Commencement of each level will be made by the EOC Director/City Manager or as delegated. The decision is frequently based on a recommendation from the Garden Grove Police Department (GGPD), Orange County Fire Authority (OCFA), or the Garden Grove Department of Public Works (GGPW).

Preparedness Level

During the preparedness level, awareness of the hazards and how the city can be prepared is available on the City's website and is also shared through presentations and the volunteer community. The City participates in the annual California Drop, Cover, and Hold On Drill, which encourages the whole city to be prepared for the local hazards and participate in the drill. The City Public Information Officers and the Emergency Operations Coordinator provide information and presentations on preparedness to various organizations. Related information is also posted on the City's website and the local cable channel.

Increased Readiness Level

An increased readiness level may occur when severe weather is forecast for the near future that could threaten the community. Episodes of extreme heat have the potential to cause power outages that would cause people to seek out cooling centers and require vulnerable residents with medical conditions that require a constant source of power to emergency seek assistance. During the increased readiness level, information is shared with the community at large to help prepare for an event.

Alert Level

An alert level occurs when a storm or other emergency is imminent, and the community needs to take action. Information is provided by the Public Information Officers (PIOs), City Manager's office, cable channel, and the City's website.

Watches, Warnings, and Advisories

If any dispatcher receives a "Watch," "Warning," or "Advisory" message from the National Oceanic Atmospheric Administration (NOAA), it should be immediately relayed to the Police Chief, the on-duty OCFA Battalion Chief, or Division Chief for further dissemination within the city organization, if appropriate. According to the National Oceanic Atmospheric Administration (NOAA), watch, warning, and advisories can be defined as follows.

Warning: A warning is issued when a hazardous weather or hydrologic event is occurring, imminent, or likely. A warning means weather conditions pose a threat to life or property.

Watch: A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location, or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible.

Advisory: An advisory is issued when a hazardous weather or hydrologic event is occurring, imminent, or likely. Advisories are for less serious conditions than warnings that cause significant inconvenience and if caution is not exercised, could lead to situations that may threaten life or property.

In any of these situations, the Police Chief or the on-duty OCFA Battalion Chief may be required to contact some or all of the above-named city officials to discuss the situation and appropriate succeeding actions. However, it is the responsibility of the Police Department and/or the Emergency Operations Coordinator to notify Orange County Communications (Control One) and the OA Coordinator, as necessary.

The City's emergency management organization will be notified once the decision has been made to activate the EOC and the level of activation required. Not all designated EOC positions need to be activated at the same time. The functions of those positions not staffed need to be carried out by the next level of supervision in the EOC structure, but the position itself does not need to be filled. Positions should be filled as the span of control increases and necessitates additional staff. The rule is generally to delegate and activate other positions when the management load exceeds seven direct reports for any one supervisor in the ICS organization.

Local government is responsible for warning the populace within the jurisdiction. This is normally accomplished through the Police Department and use of AlertOC or the City's Reverse 911 mass notification systems designed to keep residents and businesses informed of emergencies and certain community events. For both systems, the City may submit emails, text messages, or recorded voice messages to be delivered to each system's list of subscribers.

Continuity of Government

Article 15, Section 8637 of the Emergency Services Act (ESA) authorizes political subdivisions to provide for the succession of officers (department heads) who have duties related to law and order and/or health and safety. Article 15, Section 8644 of the ESA establishes a method for reconstituting the governing body. It stipulates that when all members, including standbys, are unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is located. If the chairman of the board is unavailable or unable to make the appointment, then:
- By the chairman of the board of any other county within 150 miles (from the nearest and most populated down to the farthest and least populated). If the chairman of the board is unavailable or unable to make the appointment, then:
- By the Mayor of any city within 150 miles (from the nearest and most populated down to the farthest and least populated).

Article 15, Section 8642 of the California Emergency Services Act (ESA) authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision.

Article 15, Section 8643 of the ESA describes the duties of a governing body during emergencies as follows:

- Assess the damage to the jurisdiction, its personnel, and property
- Reconstitute itself and any subdivisions
- Perform functions in preserving law and order and furnishing local services

The City of Garden Grove's Continuity of Operations Plan (COOP) provides detailed information to ensure that the capability exists to continue the City's essential functions across a wide range of potential

emergencies. The City's COOP provides policy and guidance to implement actions to continue mission essential functions within the recovery priority time frames established by the Continuity Planning Team and to maintain mission essential functions for up to 30 days.

This Continuity Plan helps to ensure that critical activities within the City of Garden Grove, and the activities of external organizations relying on the City, will be sustained throughout the entire emergency cycle. The City COOP establishes procedures that the City leadership can use to strategically minimize risk to its employees, operations, and facilities.

Any natural, catastrophic disaster that occurs may be a condition that would initiate activation of the Continuity of Operations Overarching Plan; however, each situation will be evaluated on a case-by-case basis by the City Manager and Department Directors. Incidents that adversely affect or render City Hall unsafe or nonfunctional will generate an automatic activation of the City of Garden Grove's overarching Continuity Plan. External utility service interruption or disruptions of IT services are also triggers that may result in activation of the overarching Continuity Plan.

Lines of Succession, Duration, and Authority

The first step in assuring continuity is to have personnel who are authorized and prepared to carry out emergency actions for the government in the event of a natural, technological, human-caused, or national security disaster.

Should the City Manager be unavailable or unable to serve, the positions listed below, in order, shall act as the City Manager in a localized emergency or widespread emergency not requiring relocation. Notification of any successor changes shall be made through the established chain of command. A successor to the position of City Manager is appointed by the City Council. Table 4.1 shows the order of succession should the City Manager be unable to serve.

Table 4.1   City Manager Order of Succession

Position	Successor	Authority Limitations
Primary	City Manager	None
First Alternate	Assistant City Manager	None
Second Alternate	Assistant City Manager/Director of Economic & Community Development	None
Third Alternate	Director of Finance	None

In accordance with the City's Continuity of Operations Plan (COOP), departments and agencies have designated lines of succession to ensure continuity of operations in an emergency. The alternate shall only be empowered to exercise the powers and authorities of the position if the primary person serving in that position is absent or otherwise unable to serve.

The alternate shall have all the authorities of the position unless otherwise designated by law or regulation. The alternate will serve until the primary can resume his/her responsibilities or until the Mayor or City Council can appoint a person to serve in that position.

Table 4.2 provides a line of succession for key departments and agencies.

Table 4.2   Line of Succession for Key Government Officials

Office/Department	Title/Position
City Manager's Office	1. City Manager
	2. Assistant City Manager
	3. Assistant City Manager/CEDD Director
	4. Finance Director
City Clerk	1. City Clerk
	2. Assistant City Clerk
	3.
	4.
Police Department	1. Chief of Police
	2. Community Policing Bureau Captain
	3. Support Services Bureau Captain
	4. Admin. Services Bureau Captain
Orange County Fire Authority (OCFA)	1. Orange County Fire Authority Fire Chief, Division II
	2. Orange County Fire Authority Fire Battalion Chief
	3.
	4.
Public Works Department	1. Director
	2. Parks & Facilities Manager
	3. Principal Administrative Analyst
	4.
Community and Economic Development Department	1. Director
	2. Building Services Manager/Chief Building Official
	3. Economic Development Manager
	4.

Office/Department	Title/Position
Community Services Department	1. Director
	2. Department Manager
	3. Division Supervisor
	4. Division Supervisor #2
Finance Department	1. Director
	2. Budget/Risk Management Manager
	3. Purchasing Manager
	4. Accounting Supervisor
Human Resources Department	1. Director
	2. Human Resources Manager
	3. Benefits Supervisor
	4. Recruitment Supervisor
Information Technology Department	1. Director
	2. IS Manager
	3. Sr. IT Analyst
	4.

Alternate Seat of Government

As required by SEMS and in accordance with Section 23600 of the California Government Code, the City of Garden Grove has designated an alternate location to serve as government offices for performing day-to-day functions. In the event the primary location (City Hall) is not usable because of emergency conditions, the temporary seat of city government will be as follows.

1st Alternate: City Yard
2nd Alternate: Public Safety Building

Alternate City Government Facilities

Depending on the scenario, the alternate locations may not be able to accommodate all of the City departments needing to relocate. As a result, an executive level decision may need to be made based on the overall City's essential functions' priorities. The City of Garden Grove Continuity of Operations Plan

(COOP) Annex B lists a chart of the majority of City owned facilities that could be used as an alternate location. The chart contains occupancy loads, kitchen facilities, communications support capabilities, and the address and phone number of the location. Departments have pre-identified alternate locations in the event of any departmental continuity plan activation, which are listed in each Departmental Appendix and Annex A of the COOP. In the event of an activation of the COOP Overarching Plan, the Central Management will prioritize and assign alternate facilities to those departments that are affected. Generally, relocation to alternate facilities' priority will be given to departments supporting the City's essential functions or will be determined on a case-by-case basis.

Table 4.3   Primary and Alternate Locations for City Departments

Department	Primary Location	Alternate Location 1	Other Alternate Locations
City Manager's Office	City Hall 11222 Acacia Parkway Garden Grove, CA 92840	City Yard 13802 Newhope Street Garden Grove, CA 92840	Public Safety Building 11301 Acacia Parkway Garden Grove, CA 92840
	Housing Authority 11277 Garden Grove Blvd. Garden Grove, CA 92840	Community Meeting Center 11300 Stanford Avenue Garden Grove, CA 92840	Courtyard Center 12732 Main Street Garden Grove, CA 92840
Community and Economic Development Department	City Hall 11222 Acacia Parkway Garden Grove, CA 92840	Community Meeting Center 11300 Stanford Avenue Garden Grove, CA 92840	Courtyard Center 12732 Main Street Garden Grove, CA 92840
Community Services Department	City Hall 11222 Acacia Parkway Garden Grove, CA 92840	Courtyard Center 12732 Main Street Garden Grove, CA 92840	Public Safety Building 11301 Acacia Parkway Garden Grove, CA 92840
	Community Meeting Center 11300 Stanford Avenue Garden Grove, CA 92840	Courtyard Center 12732 Main Street Garden Grove, CA 92840	Public Safety Building 11301 Acacia Parkway Garden Grove, CA 92840
Finance Department	City Hall, 3rd Floor 11222 Acacia Parkway Garden Grove, CA 92840	City Yard 13802 Newhope Street Garden Grove, CA 92840	Community Meeting Center 11300 Stanford Avenue Garden Grove, CA 92840
Human Resources Department	City Hall 11222 Acacia Parkway Garden Grove, CA 92840	Community Meeting Center 11300 Stanford Avenue Garden Grove, CA 92840	None
Information Technology Department	City Hall 11222 Acacia Parkway Garden Grove, CA 92840	Public Safety Building 11301 Acacia Parkway Garden Grove, CA 92840	Public Works, City Yard 13802 Newhope Street Garden Grove, CA
Police Department	Public Safety Building 11301 Acacia Parkway Garden Grove, CA 92840	Community Meeting Center 11300 Stanford Avenue Garden Grove, CA 92840	Garden Grove High School 11271 Stanford Avenue Garden Grove, CA 92840
	Special Services Building 11400 Stanford Avenue Garden Grove, CA 92840	Community Meeting Center 11300 Stanford Garden Grove, CA 92840	Garden Grove High School 11271 Stanford Avenue Garden Grove, CA 92840
Public Works Department	Public Works, City Yard 13802 Newhope Street Garden Grove, CA 92840	City Hall 11222 Acacia Parkway Garden Grove, CA 92840	Garden Grove Park 9301 Westminster Avenue Garden Grove, CA 92844
	City Hall 11222 Acacia Parkway Garden Grove, CA 92840	Public Works, City Yard 13802 Newhope Street Garden Grove, CA 92840	None

Preservation of Vital Records

In the City of Garden Grove, the following individuals are responsible for the preservation and maintenance of vital records:

- City Clerk and the City Clerk's Office
- IT Director and Information Technology Department
- Department Heads

Vital records are those that are essential to governmental operations and general functions:

- Protect and preserve the rights and interests of individuals, governments, corporations, and other entities. Examples include vital statistics, land and tax records, license registrations, and articles of incorporation.
- Conduct emergency response and recovery operations. Records of this type include utility system maps, locations of emergency supplies and equipment, emergency operations plans and procedures, personnel rosters, etc.
- Reestablish normal governmental functions and protect the rights and interests of government. Examples include constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records.

Vital records of the City of Garden Grove, including City Council actions and other formal functions, are routinely stored off-site by the IT Department. The IT Department is responsible for the routine back-up of information. Additional information regarding a back-up system may be obtained through the IT Director. Each department head and agency are also responsible for gathering and securing their records.

Emergency Proclamations

In the absence of a declared disaster or State of Emergency, the City's Emergency Operations Coordinator and first responders of the Orange County Fire Authority (OCFA), City of Garden Grove Police Department, Garden Grove Public Works, and other city departments and personnel will respond to emergencies within the City of Garden Grove with the authorities vested in them by law and local policy. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a Local Emergency proclamation or a declaration of a State of Emergency to enable them.

Emergency proclamations expand the emergency powers and authorities of the City of Garden Grove and facilitate the process for flow of resources and obtaining support from unaffected jurisdictions, the county, state, and the federal government. If the incident exceeds the state's capabilities, the Governor may request assistance from the federal government through a presidential declaration.

Examples of City Proclamations can be found in the appendix.

Local Emergency Proclamation Process

California Government Code 8630(a), which is part of the California Emergency Services Act (ESA), and the City of Garden Grove Municipal Code Chapter 6.08 Emergency Services authorizes a local government body to proclaim a local emergency and to authorize interim succession and emergency powers to be established in the City of Garden Grove as a disaster(s) occurs.

The purpose of the regulatory code is to enable the City of Garden Grove to respond quickly and effectively to emergencies threatening lives, property, public health, welfare, and/or safety within the City's jurisdiction. This code establishes the process of proclaiming a local emergency and the responsibilities that lay therein for the City of Garden Grove.

The Garden Grove City Council may proclaim a local emergency if there is extreme peril to the safety of persons and property within the territorial limits of the City when it is overwhelmed and unable to abate an existing or potential emergency and requires resources from other unaffected political subdivisions and jurisdictions. In situations where the Local Emergency Proclamation is made by the City Administrator, the Local Emergency Proclamation must be ratified by the City Council within seven days and re-evaluated for continuation by the City Council every 30 days thereafter, until terminated.

A proclamation of a local emergency provides the City of Garden Grove with expanded emergency police powers and authorities, which include:

- Authorization to promulgate and suspend local orders and regulations necessary to provide for the protection of life and property
- Authority to acquire or commandeer supplies and equipment for public use
- Power to conduct and perform emergency response activities under emergency conditions with broadened immunities from legal liability for performance or failure of performance

Operational Area Notification

The City of Garden Grove's EOC advises the Operational Area EOC, if activated, or the Orange County Emergency Management Division of the emergency proclamation, and, in turn, the Operational Area advises the Cal OES Regional Administrator.

Cost Reimbursement Potential for Local Emergency Proclamation

Request for Cal OES Director's Concurrence: Local governments can request cost reimbursement from the state for costs related to the permanent repair, restoration, or replacement of City owned or operated facilities under the California Disaster Assistance Act (CDAA) following the proclamation of a local emergency. To qualify for CDAA assistance, the local proclamation must be made within 10 days of incident occurrence, and an application for assistance must be submitted within 60 days of the date of the local emergency proclamation.

Request for the Governor to Proclaim a State of Emergency: When emergency conditions exceed, or have the potential to exceed, local resources and capabilities, local government may request state assistance under the California Emergency Services Act (ESA). The formal request may be included in the original emergency proclamation or as a separate resolution. As with the Cal OES Director's Concurrence for CDAA assistance, the local emergency proclamation must be made within 10 days of incident occurrence to qualify for CDAA assistance and an application for CDAA assistance must be filed within 60 days of the date of the emergency proclamation. CDAA assistance may be used to fund debris removal, emergency protective measures, and permanent work to repair, restore, and replace City facilities.

Initial Damage Estimate: The request should include a copy of the proclamation document and an Initial Damage Estimate (IDE) that estimates the severity and extent of the damage caused by the emergency. An IDE may not be required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

Analysis of Request: The Cal OES Region reviews the request and the IDE and makes recommendations to the Governor through the Director of Cal OES.

California Proclamation of a State of Emergency

The Governor proclaims a State of Emergency based on conditions of extreme peril, when requested to do so by a local governing body, or if a local authority is unable to cope with the effects of an emergency. The proclamation will be in writing and signed by the Governor and will take effect immediately upon issuance. Under a proclamation of a State of Emergency, the Governor assumes expanded powers. The Governor:

- Has the right to exercise police power, as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct state agencies to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities

Governor's Proclamation Without a Local Request: A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capacity and capabilities of the local authorities.

Proclamation of a State of War Emergency: In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

State Request for a Presidential Declaration: When it is clear that state capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), as amended. The Stafford Act authorizes the President to provide financial and other assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following a presidential emergency or major disaster declarations.

Small Business Administration (SBA) Disaster Declaration: Because the State does not provide for individual assistance, aside from the State Supplemental Grant Program that provides assistance in conjunction with FEMA's Individual and Households Program, a declaration from SBA may be sought to provide relief to homeowners, renters, and businesses. There are two potential types of SBA declarations:

- **Physical Disaster Declaration**: Applicable when there are at least 25 homes and/or businesses or other eligible institutions each sustaining uninsured losses of at least 40 percent or more of the estimated fair replacement value or pre-disaster fair market value of the damaged property. Local jurisdictions have 30 days to submit the appropriate damage assessment information and forms to the state to apply for this type of assistance. The damage assessment must be confirmed through an Individual Assistance Preliminary Damage Assessment (PDA) prior to a request moving forward. If warranted, a request for an SBA disaster declaration will be submitted by the Cal OES Director. *Note: homes and businesses can include renters and home-based businesses; a rental property can be counted as a business and as a renter; when assessing apartments, each unit with at least 40 percent of uninsured personal property losses will be counted as one.*

- **Economic Injury Disaster Declaration**: Applicable when at least five small businesses in a disaster area have suffered substantial economic injury as a result of the disaster. Cal OES Individual Assistance will work with the local government to survey businesses in the affected area for economic losses by completing an Economic Injury Disaster Loan (EIDL) worksheet. A local jurisdiction has 60 days to request this type of assistance.

Preliminary Damage Assessment: Upon submission of the request, FEMA coordinates with the state to conduct a PDA and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. Similar to the IDE, the PDA may not be required if immediate response assistance is necessary.

Federal Analysis of the State's Request: The FEMA Administrator assesses the situation and the request and makes a recommendation to the President through the Federal Department of Homeland Security. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the state, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history, and the state's hazard mitigation history.

Progression of Emergency Management Operations Response

An incident may start out small and escalate quickly, or a major incident may occur at any time. As soon as an incident occurs, the Garden Grove Police Department and the Emergency Operations Coordinator begins monitoring the situation. The EOC may be placed on standby and/or partial activation. Emergency response operations will operate under the following policies during an emergency or disaster:

- NIMS/SEMS/ICS will be established and/or maintained throughout the duration of the event
- All existing City of Garden Grove and departmental standard operating procedures will be adhered to unless modified by a local proclamation of a local emergency
- All on-duty personnel are expected to remain on duty until officially relieved of duty
- Off-duty personnel will be expected to return to work in accordance with departmental policies
- During the disaster response, operational periods (shifts) will be determined by the incident commander and/or EOC Management
- Personnel should anticipate initial operational periods lasting 12 hours, for example, from 8:00 a.m. to 8:00 p.m. and 8:00 p.m. to 8:00 a.m. or as required by the situation.

Emergency Operations Center Level of Activation

The City of Garden Grove emergency response and recovery operations will be managed at one of three levels based on the magnitude of the emergency.

EOC Level Three — (Standby, Monitoring, and Alert)

Minor to moderate emergency where local resources are adequate and available. A local emergency may or may not be proclaimed. The City of Garden Grove EOC may or may not be activated. Off-duty personnel may be recalled.

EOC Level Two — (Partial or Full Activation)

Moderate to severe emergency where local resources are not adequate and mutual aid or operational area resource coordination may be required on a regional or even statewide basis. The EOC will be activated either in-person or virtually when anticipating operational area activation or resource coordination. Off-duty personnel may be recalled. A local emergency may be proclaimed, and a state of emergency may be proclaimed.

EOC Level One — (Full Activation)

Major local or regional disaster where resources in or near the affected area are overwhelmed and state and/or federal resources are required. A local emergency will be proclaimed. A state of emergency proclamation and a presidential declaration of an emergency or major disaster will be requested. All response and early recovery activities will be conducted from the EOC. All key off-duty personnel will be recalled.

The EOC will be activated with the positions and staffing to reflect the level of the city response required. Table 4.4 shows the minimum staffing guidelines for each level of EOC Activation.

Table 4.4   EOC Minimum Staffing Guide

EOC Activation Level	Event/Situation	Minimum Staffing
III	• Unusual occurrences with potential to adversely impact the City • Impacts on the health and safety of the public and/or environment • Severe weather issuances from the National Weather Service • Significant incidents involving two or more agencies or departments	EOC Director or Other Designees Note: may be limited to Department Operations Center (DOC) activation

EOC Activation Level	Event/Situation	Minimum Staffing
II	• Earthquake Advisory/Prediction Level One • Earthquake with damage reported • Earthquake Advisory/Prediction Level Two or Three • Major wind or rainstorm • Two or more large incidents involving two or more agencies/departments • Fire affecting the area • Major scheduled event • Severe hazardous materials incident involving large-scale evacuations • Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	EOC Director Section Chiefs, Branch Directors, Unit Leaders, and/or other staff as appropriate Liaison Officer/Agency Representatives as appropriate
I	• Major City or regional emergency • Multiple agencies/departments with heavy resource involvement • Earthquake (with damage) • Unusual occurrences with severe potential impacts on the health and safety of the public and/or environment	All EOC positions

Emergency Operations Plan Implementation/Activation

The philosophy of the City of Garden Grove is that all personnel should be aware of the Emergency Operations Plan and fully understand their role in an emergency to reflect a constant state of readiness. The Emergency Operations Plan will be implemented when an incident or event is considered imminent or probable and the implementation of this plan and the activation of the City of Garden Grove EOC is considered a prudent, proactive measure. The EOP will be implemented at the appropriate response level when the City Manager or the City Council has proclaimed a local emergency, or at the discretion of the City Manager as the Director of Emergency Services.

Emergency Operations Center (EOC)

The City's EOC is managed by the Garden Grove Police Department Emergency Operations Coordinator and/or alternates. They have the responsibility to ensure the EOC is properly set up when and EOC activation occurs. The EOC provides a central location for emergency management coordination among the City of Garden Grove, nongovernmental, and private sector entities engaged in responding to an emergency. The following functions are performed in the City of Garden Grove EOC:

- Manage and coordinate emergency operations
- Receive and disseminate warning information
- Develop emergency policies and procedures
- Collect intelligence from and disseminate information to the various EOC representatives and, as appropriate, to county and state, military, and federal agencies

- Prepare intelligence/information summaries, situation reports, operational reports, and other reports as required
- Maintain general and specific maps, information display boards, and other data pertaining to emergency operations
- Continue analysis and evaluation of all data pertaining to emergency operations
- Control and coordinate, within established policy, the operational and logistical support of departmental resources committed to the emergency
- Maintain contact and coordination with support DOCs, other local government EOCs, and the Orange County Operational Area
- Provide emergency information and instructions to the public, making official releases to the news media, and scheduling press conferences as necessary

Emergency Operations Center (EOC) Organizational Structure

The City's emergency response personnel, EOC personnel, and Policy Group are organized following NIMS, SEMS, and ICS principles and structure. The policy group is an advisory body comprised of the City of Garden Grove officials that may convene during an emergency or as necessary in order to:

- Advise the Mayor on policy issues affecting the City
- Respond to requests for policy direction from the EOC

The roles and responsibilities of the Policy Group are as follows:

- Convene as needed to address policy issues (e.g., curfew, authorization of evacuation orders)
- Prepare mayoral directives, orders, resolutions, and/or ordinates as necessary
- Support decisions and actions of the EOC and ensure adherence to policies and objectives
- Respond to requests from the Joint Information Center
- Interface with community leaders
- Act as a liaison to local, state, and federal officials

Figure 4.1   EOC Policy Group

Figure 4.2   City of Garden Grove's EOC Structure
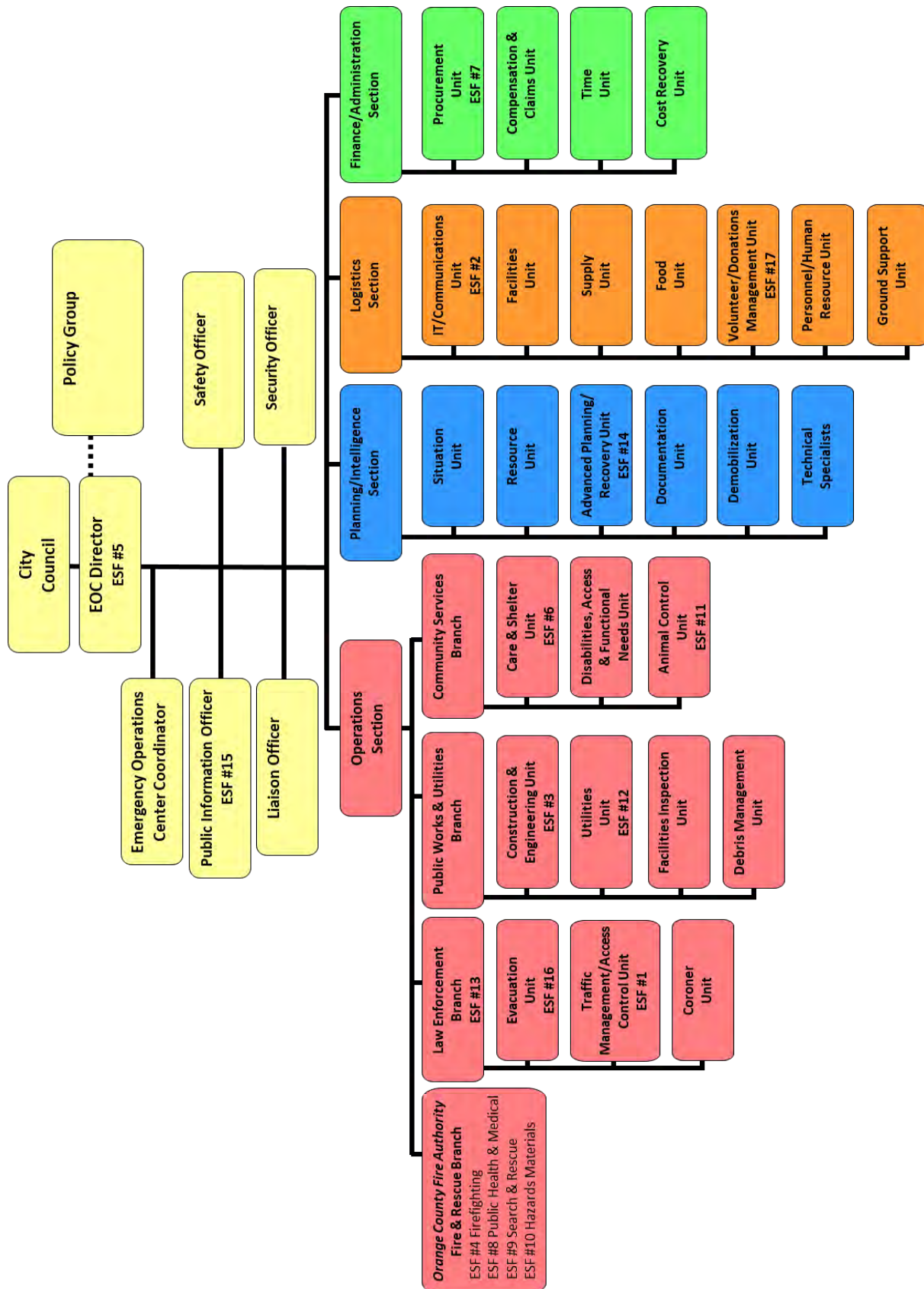
Individuals Authorized to Activate the EOC

The following individuals, either acting as the EOC Director or on behalf of the EOC Director or their appointed representatives (per continuity of government lines of succession), are authorized to activate the EOC when an emergency situation or disaster has occurred:

- City Manager
- Assistant City Manager
- Chief of Police
- Director of Public Works
- OCFA Battalion Chief

Activating and Deactivating the EOC

The following is the process for **activating** the EOC in unplanned events:

1. Contact the Police Department Communications Center
2. Identify yourself and provide a callback confirmation phone number if requested
3. Indicate your authority to activate the EOC
4. Designate or request designation of appropriate personnel to report to the EOC
5. Briefly describe the disaster or emergency situation causing this request
6. Request EOC Level I, II, or III activation depending on the situation
7. If not the City Manager, request notification of the City Manager and other appropriate personnel, including EOC Level I, II, or III staff as required for activation
8. Send EOC activation notification through alerting system to the distribution list based on activation level
9. Notify the Orange County Operational Area of EOC Activation and related details

Deactivation will occur when coordination and monitoring of response activities are no longer necessary.

The following steps outline the process for **deactivating** the EOC.

1. Recommendation for deactivation of the EOC submitted to the EOC Director
2. The EOC Director reviews the current situation and approves or disapproves the EOC deactivation in coordination with the Policy Group if necessary
3. Notify OCFA and Police Communications Center of EOC deactivation
4. EOC Staff complete their deactivation procedures prior to release
5. Send EOC deactivation notification through alerting system to the distribution list based on activation level
6. Phone numbers and messages used for the response should be changed to reflect that the EOC has been deactivated and how the caller can reach key emergency management personnel for further assistance or information

Emergency Operations Center Locations

The City of Garden Grove has a primary and an alternate EOC. The alternate EOC would be activated if the primary EOC is not safe to use.

Table 4.5   City of Garden Grove EOC Locations and Descriptions

EOC	Location / Description
Primary EOC	**City Hall/EOC** **11222 Acacia Parkway, Garden Grove** **Third Floor** Room 323: The City's primary EOC totals 616 square feet and includes the EOC Director, Operations, Planning and Intelligence Sections. The EOC Sections are located in various meeting rooms on the third floor: Room 140: PIO Room 300: EOC Policy Group /Council Conference Room Room 308: EOC Finance and Logistics Sections Room 327: Message Center and Documentation • Restrooms and kitchen areas are on the same floor • Emergency power is provided by a diesel generator • The emergency fuel reserve is sufficient for 5 days • Resupply of emergency fuel will be obtained through the Logistics Section • Generator Power will provide for lighting panels, selected wall circuits, phones, and radios
Alternate EOC	**Garden Grove Municipal Services Center** **13802 Newhope Street, Garden Grove** **Public Works Training Room** • The Alternate EOC is activated if the primary EOC is inoperable or needs to close (due to damage or inaccessibility) and/or if the evacuation of EOC staff become necessary • Emergency power is provided by a diesel generator • The emergency fuel reserve is sufficient for 5 days • Resupply of emergency fuel will be obtained through the Logistics Section • Power will provide for lighting panels, selected wall circuits, phones, and radios • On-site services include a small kitchen and restrooms

Emergency Operations Center Layout

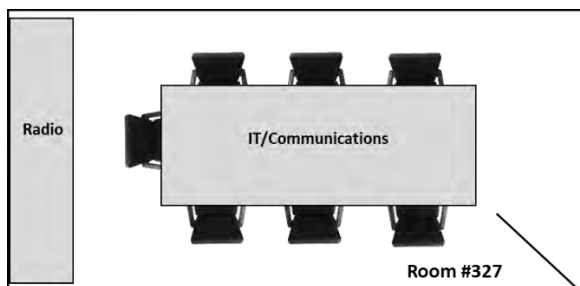Figure 4.3   Primary Garten Grove EOC Layout (City Hall/EOC 11222 Acacia Parkway)
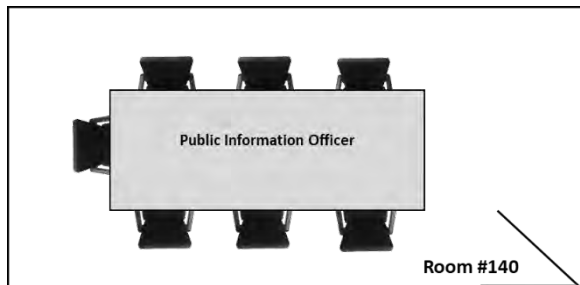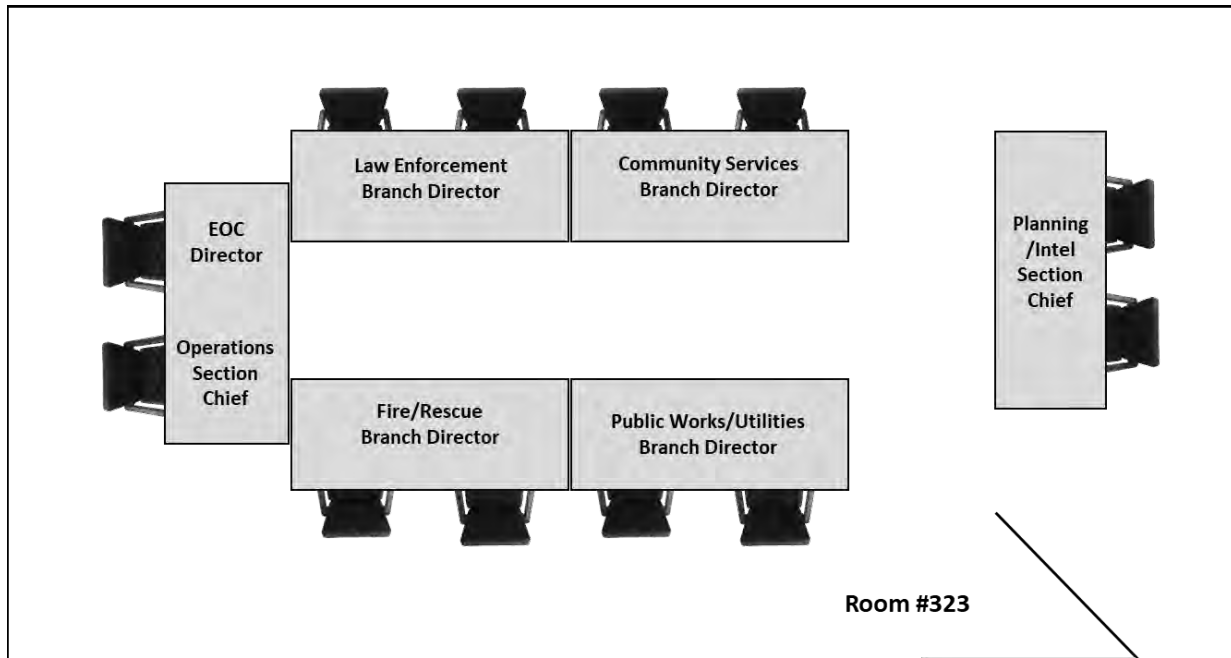
Figure 4.4   Alternate EOC Layout (Garden Grove Municipal Services Center 13802 Newhope Street)
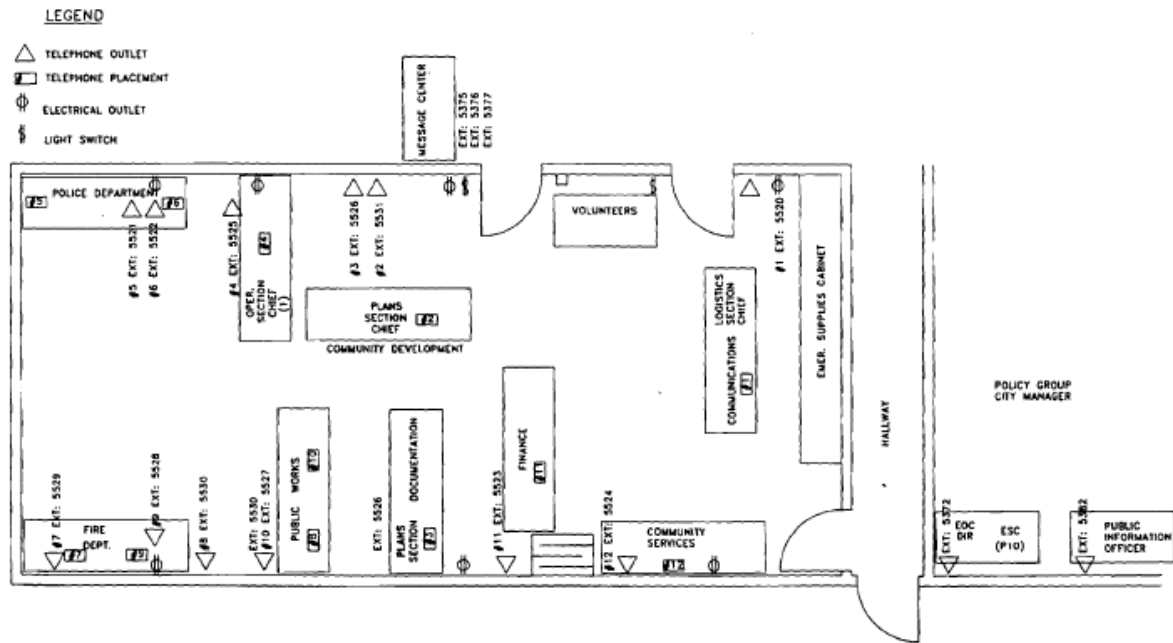
Emergency Operations Center Supplies

- **EOC Vests:** As personnel arrive, they are issued their position vest and kit. The vests are to be worn the entire time of an operation and will returned upon departure from the EOC

- **EOC Operations Kits:** Each department has a file box stored at the EOC containing basic office supplies needed to begin operations. Included are pencils, pens, message pads, tablets, etc. Each department is required to provide additional items as needed to fulfil their role in the EOC including standard operation procedures, rosters of department personnel, equipment lists, telephone numbers used on a daily basis, open account list, mutual aid support agencies list, and any other special resources needed to assist response efforts. It is the responsibility of the Police Department Emergency Operations Coordinator or designee to ensure that these "Operational Kits" are stocked and immediately ready for any EOC activation.

- **Status Boards:** The following status boards will be provided in the EOC to assist with visual documentation of emergency status and statistics in the City:

    - Casualty/Damage Status Board/Planning Section
    - EOC Assignments Board/Planning Section
    - Care and Shelter Board/Operations Section
    - Fire Medical Board/Operations Section
    - Incident Status Board/Planning Section
    - Resource Needs Status board/Logistics Section
    - Road Status board/Operations Section

Emergency Operations Center Activation Notification

Effective emergency management depends upon timely notification that an emergency exists and activation and staffing of the EOC. The activation process is initiated by contacting the on-duty Watch Commander in the Police Department. The following information should be provided.

- Caller's name
- Title
- Nature (description) of the situation

The Police Department will assess the situation and may do one of the following:

- Determine the need for immediate protective action to protect the public by beginning an evacuation or the process of alerting residents in the City of imminent danger
- Contact the City Manager, Police Chief, Director of Public Works, OCFA Fire Division Chief, and the Police Emergency Operations Coordinator to determine the need for activating the City's EOC and its emergency organization
- Activate the EOC to the level necessary, request the Police Department Dispatch Center to alert and notify all appropriate city staff

NOTE: If none of the above listed City officials are available, the on-duty Police Lieutenant, or a designee becomes the City's EOC Director until relieved by designated City staff.

Personnel Reporting

In the event the EOC is activated, on-duty supervisory personnel will contact and recall off duty employees, as necessary. Staff recall rosters are the responsibility of each department supervisor or director to maintain and keep current. A general recall of City staff will be done at the direction of the EOC Director.

If at home and aware that a significant incident has occurred, City employees are expected to perform the following tasks:

- Ensure the safety of their family and home
- Attempt to contact the City EOC or Police Dispatch to notify the City of their status
- If unable to use the telephone, remain at home unless called by a City staff member, and
- Monitor the local Emergency Alert System (EAS) radio station

If at work when incident notification occurs, City employees are expected to perform the following tasks:

- Ensure personal safety and the safety of those around you
- Report into the employee's direct supervisor
- Each level of management should report to the next highest level the status of their staff and work area
- If time permits, review this plan and individual emergency procedures
- Follow instructions provided by each supervisor
- Do not try to use the City telephone; the EOC staff will make arrangements for each staff member to contact their family

Emergency Operations Center Coordination

The primary purpose of activating the EOC is to develop and maintain emergency situational awareness, to provide timely and verified emergency public information, and to coordinate resources/logistical support for emergency responders. Maintaining situational awareness and developing a common operational picture is critical for effective coordination of field information and resources, good decision-making, and timely and accurate release of information to the public. This section describes the process by which the EOC will coordinate with other entities.

Table 4.6 shows the coordination between all levels of government and the flow of resource requests and resources and provides a comparison to the coordination that occurs in the field.

Table 4.6   Comparison of Field and EOC SEMS/NIMS/ICS Functions

SEMS/NIMS/ICS Section	Field Response Level	EOC
Policy Group	N/A	In the EOC, the Policy Group provides guidance and advice to EOC Management and EOC Sections. The Policy Group addresses policy issues associated with the incident (for example, establishing a curfew) as well as prepares and executes mayoral directives, orders, resolutions, and/or ordinances, as necessary.
Incident Command & EOC Management	Field incident commanders are responsible for directing, ordering, and controlling resources, assets, and personnel and providing information to the EOC.	EOC management is responsible for facilitation and execution of overall policy, coordination and directing support to first responders in the field.
Operations	Implement tactical field operations as specified by the incident action plan in a coordinated manner.	Coordinate and/or support all emergency response operations in accordance with the EOC Action Plan.
Planning and Intelligence	Collect, evaluate, and document intelligence and situational understanding of the emergency.	Collect, evaluate, and disseminate information and maintain documentation related to the City of Garden Grove's emergency response activities.
Logistics	Provide facilities, services, personnel, equipment, and materials to support the emergency.	Provide facilities, services, personnel, equipment, and materials to support the emergency.
Finance and Administration	Provide financial and cost analysis and administrative support not handled by the other sections.	Coordinate and support administrative and fiscal responsibilities for the overall emergency.

Emergency Support Functions (ESF)

Federal ESFs

emergency Support Functions (ESFs) are resources organized into 15 categories that are available under the National Resource Framework (NRF), such as oil and hazardous material response, transportation, and firefighting. ESFs provide the structure for grouping functions most frequently used to provide Federal support to states and federal-to-federal support, both for declared disasters and emergencies under the Stafford Act as well as for non-Stafford Act incidents.

When a Presidential Disaster Declaration is issued, or FEMA resources are needed, various FEMA response, communications, and coordination capabilities are activated to support the response. Initial response activities on the ground help evaluate the situation and assess what other resources will be needed. This information, along with input from state, territorial, tribal, and or local jurisdictions, is used to activate additional resources under the National Response Framework (NRF), the various Emergency ESFs, and Support Annexes.

For non-Stafford Act incidents where the federal government is involved, the president may designate, or the federal agencies involved may choose to recognize an agency to serve as the lead federal agency to the response. Typically, the lead activates the response structures appropriate to its authorities. To coordinate a federal response the lead employs the National Incident Management System (NIMS) and the NRF. Details regarding federal operations for non-Stafford incidents are contained within these relevant statutes and policies. Because the NRF is always in effect, ESFs may be activated and deployed to help manage any response in support of the lead.

However, ESFs are not solely attributed to any single organization, nor are they mechanisms for executing an agency's statutory authorities. The federal ESFs bring together the capabilities and resources of federal departments, agencies, and other national-level assets.

Along with other stakeholders, ESF resources are assigned according to their capabilities, taskings, and requirements to support all levels of a federal response, such as the Joint Field Office (JFO), Regional Response Coordination Center (RRCC), or National Response Coordination Center (NRCC).

At the federal level, ESFs are groups of organizations that work together to deliver FEMA core capabilities to stabilize community lifelines in support of an adequate response. Table 4.7 shows the ESFs, the coordinating Federal agencies, and example actions that each ESF may take to support an incident.

Table 4.7   Emergency Support Functions, Coordinators, Support Actions or Capabilities

ESF	ESF Coordinator	Support Actions or Capabilities
ESF #1 Transportation	Department of Transportation	Coordinate the opening of roads and manage aviation airspace for access to health and medical facilities or services.
ESF #2 Communications	DHS/ Cybersecurity and Infrastructure Security Agency	Provide and enable contingency communications required at health and medical facilities.

ESF	ESF Coordinator	Support Actions or Capabilities
ESF #3 Public Works & Engineering	DOD/U.S. Army Corps of Engineers	Install generators and provide other temporary emergency power sources for health and medical facilities.
ESF #4 Firefighting	USDA/U.S. Forest Service and DHS/FEMA/U.S. Fire Administration	Coordinates federal firefighting activities and supports resource requests for public health and medical facilities and teams.
ESF #5 Information & Planning	DHS/FEMA	Develop coordinated interagency crisis action plans addressing health and medical issues.
ESF #6 Mass Care, Emergency Assistance, Temporary Housing, & Human Assistance	DHS/FEMA	Integrate voluntary agency and other partner support, including other federal agencies and the private sector, to resource health and medical services and supplies.
ESF #7 Logistics	General Services Administration and DHS/FEMA	Provide logistics support for moving meals, water, or other commodities.
ESF #8 Public Health & Medical Services	Department of Health and Human Services (HHS)	Provide health and medical support to communities, and coordinate across capabilities of partner agencies.
ESF #9 Search & Rescue	DHS/FEMA	Conduct initial health and medical needs assessments.
ESF #10 Oil & Hazardous Materials Response	Environmental Protection Agency	Monitor air quality near health and medical facilities close to the incident area.
ESF #11 Agriculture & Natural Resources	Department of Agriculture	Coordinate with health and medical entities to address incidents of zoonotic disease.
ESF #12 Energy	Department of Energy	Coordinate power restoration efforts for health and medical facilities or power-dependent medical populations.

ESF	ESF Coordinator	Support Actions or Capabilities
ESF #13 Public Safety & Security	Department of Justice/Bureau of Alcohol, Tobacco, Firearms, and Explosives	Provide public safety needed security at health and medical facilities or mobile teams delivering services.
ESF #14 Cross-Sector Business and Infrastructure	DHS/Cybersecurity and Infrastructure Security Agency	Be informed of and assess cascading impacts of health or medical infrastructure or service disruptions, and de-conflict or prioritize cross-sector requirements.
ESF #15 External Affairs	DHS	Conduct public messaging on the status of available health and medical services or public health risks.

The federal government and many state governments, including California, organize their response resources and capabilities under the ESF construct.

California Emergency Support Functions (ESFs)

The 2009 State of California Emergency Plan established the California Emergency Functions. The 2017 State of California Emergency Plan transitions from Emergency Functions (EFs) to Emergency Support Functions (ESFs). California Emergency Support Functions (CA-ESFs) consist of 18 primary disciplines or activities essential to addressing the emergency management needs of communities in all phases of emergency management. Led by a State agency, each CA-ESF is designed to bring together discipline-specific stakeholders at all levels of government to collaborate and function within the four phases of emergency management: mitigation, preparedness, response, and recovery. At the state level, the CA-ESFs consist of an alliance of State agencies, departments, and other stakeholders with similar discipline-specific responsibilities. This grouping will allow each CA-ESF to collaboratively mitigate, prepare for, cohesively respond to, and effectively recover from an emergency.

Table 4.8   California Emergency Support Functions, Lead Agency, and Points of Contact

CA-ESF#	Emergency Support Function	Lead California Agency	Point of Contact
1	Transportation	CA Transportation Agency (Caltrans)	Gerald Kracher (916) 956-9321 gerald.kracher@dot.ca.gov Derek Kantar (916) 862-2393 derek.kantar@dot.ca.gov

2	Communications	CA Governor's Office of Emergency Services (Cal OES)	Shelly McMahon (916) 657-9719 shely.mcmahon@caloes.ca.gov Devin Clarke (916) 894-5009 devin.clarke@caloes.ca.gov
3	Construction and Engineering	CA Department of General Services (DGS)	Debbie DeAnda (916) 376-5452 debbie.deanda@dgs.ca.gov Thomas Ruelas (916) 202-3096 thomas.ruelas@dgs.ca.gov
4	Fire and Rescue	CA Governor's Office of Emergency Services (Cal OES)	Brian Marshall (916) 845-8726 brian.marshall@caloes.ca.gov Larry Collins (916) 845-8751 larry.collins@caloes.ca.gov
5	Management	CA Governor's Office of Emergency Services (Cal OES)	Moustafa Abou-Taleb (916) 845-8791 moustafa.abou-taleb@caloes.ca.gov Mike Massone (916) 636-3827 mike.massone@caloes.ca.gov
6	Care and Shelter	CA Department of Social Services (CDSS)	JR Antablian (916) 247-1361 jr.antablian@dss.ca.gov Joanne Brandani (916) 247-7109 joanne.brandani@dss.ca.gov
7	Resources	CA Department of General Services (DGS)	Michael Thomas (916) 376-5286 michael.thomas@dgs.ca.gov Thomas Ruelas (916) 202-3096 thomas.ruelas@dgs.ca.gov
8	Public Health and Medical	Emergency Medical Services Authority (EMSA) CA Department of Public Health (CDPH)	Craig Johnson (916) 508-7849 craig.johnson@emsa.ca.gov Tom Ahrens (916) 650-6438 tom.ahrens@cdph.ca.gov
9	Search and Rescue	Merged with ESF 4 and ESF13 as appropriate for the discipline.	
10	Hazardous Materials	CA Environmental Protection Agency (CalEPA)	Jason Boetzer (916) 327-9558 jason.boetzer@calepa.ca.gov Kristi Placencia (916) 327-7780 kristi.placencia@calepa.ca.gov Caroline Godkin (916) 322-7188 caroline.godkin@calepa.ca.gov John Elkins (916) 804-8349 john.elkins@calepa.ca.gov

11	Food and Agriculture	CA Department of Food and Agriculture (CDFA)	Asha Raj (916) 216-1913 asha.raj@cdfa.ca.gov
12	Utilities	California Energy Commission (CEC) CA Utilities Emergency Association (CUEA)	Justin Cochran (916) 698-2549 justin.cochran@energy.ca.gov Don Boland (916) 845-8517 don.boland@caloes.ca.gov
13	Law Enforcement	CA Governor's Office of Emergency Services (Cal OES)	Gary Yandell (916) 767-8793 gary.yandell@caloes.ca.gov Steve Schory (916) 845-8704 steve.schory@caloes.ca.gov
14	Recovery	CA Governor's Office of Emergency Services (Cal OES)	Robert Troy (916) 328-7581 robert.troy@caloes.ca.gov Bill Simonson (916) 328-7591 bill.simonson@caloes.ca.gov
15	Public Information	CA Governor's Office of Emergency Services (Cal OES)	Shawn Boyd (916) 845-8456 shawn.boyd@caloes.ca.gov Jon Gudel (916) 845-8813 jon.gudel@caloes.ca.gov
16	Evacuation	Merged with ESF 13	
17	Volunteers and Donations Mgmt	California Volunteers	Josh Fryday (916) 261-2544 josh.fryday@cv.ca.gov Jacqueline Yannacci (916) 584-0532 jacqueline.yannacci@californiavolunteers.ca.gov
18	Cyber Security	CA Governor's Office of Emergency Services (Cal OES)	Jonathan Nunez (916) 636-2965 jonathon.nunez@caloes.ca.gov

Emergency Support Functions provide the structure for coordinating Federal and State Interagency support for a response to an Incident. The emergency support function concept is embedded throughout the EOC structure. ESFs are assigned to the five EOC sections, as appropriate:

A complete description of each of the Emergency Support Functions can be found in Part 2.

Operational Priorities

The City of Garden Grove has established the following general priorities for creating emergency response goals, prioritizing actions, and developing operational strategies:

Saving Lives: The preservation of life is the top priority for the City of Garden Grove and takes precedence over all other considerations.

Addressing Human Needs: Beyond the simple preservation of human life, all possible efforts should be made to provide for basic human needs, including food, water, shelter, and security.

Caring for People with Disabilities and others with Access or Functional Needs: People with disabilities and others with access or functional needs may require assistance in providing time-sensitive needs or support services to maintain health and safety and maximize independence. The needs of this population should be considered and addressed as a high priority.

Protecting Property: All feasible efforts must be made to protect public and private property and resources (including critical infrastructure) from damage during and after an emergency.

Protect the Environment: All possible efforts must be made to preserve the environment and protect it from damage during and after an emergency.

Restore Basic Services: Power, water, sanitation, transportation, and other essential services must be restored as rapidly as possible to enable residents and businesses to resume their normal activities.

Support Community and Economic Recovery: City of Garden Grove representatives must work with the community to ensure that recovery operations are conducted efficiently, effectively, and equitably, promoting expeditious recovery of the affected areas.

Coordination with Field Response Level, DOCs and EOCs

Coordination among the field level and the EOC is necessary for an effective emergency response. All field personnel are trained in ICS. In an emergency, the City of Garden Grove's EOC may be activated to support and help coordinate the overall response. Response activities and priorities will be determined by the scope, extent, and severity of the emergency.

Incident Commanders in the field will report to their DOCs if activated, who in turn will coordinate with the EOC. It is also possible for area commands to be established between the incident command teams and the EOC. During a major citywide disaster, the City of Garden Grove may be divided into areas, with an area command overseeing the incident command teams within each area. The area commands would receive policy direction from the EOC. An EOC area command interaction might also be established when several, similar incidents occur in close proximity but in different jurisdictions. A unified area command may be established to oversee incident command teams operating in general proximity to each other. The unified area command would coordinate with activated local government EOCs.

Field/EOC Direction and Control Interface

In the event of a major event which inhibits the ability of the City to function effectively, the City's EOC would be activated for coordination of resources and high-level direction (including public safety dispatch coordination). Should an event include one or multiple locations, an Incident Command Post may be established at each location. Incident Commanders work to stabilize the situation and will report incident status to their department operations center or directly to the EOC through established channels. The EOC will use the information to allocate critical resources, determine if or when mutual aid is required, and provide status updates to the Operational Area, appropriate EOC divisions, and the public.

Coordination with the Operational Area Level (Orange County)

The City of Garden Grove will coordinate with the Orange County Operational Area. During an EOC activation, communication will occur directly between the City and Orange County Operational Area EOCs via pre-established communication channels. If the Orange County Operational Area EOC is not activated, communication may occur between the City EOC and the designated Orange County Operational Area Duty Officer. The City has an agreement with the Orange County Operational Area that was revised on February 2, 2021.

The Orange County Operational Area will direct the most heavily impacted cities to coordinate and communicate directly with the Operational Area EOC.

Operational Area Emergency Operations Center Activation

In the event an emergency which involves several departments or agencies from within the same jurisdiction, and/or agencies from more than one jurisdiction which require close coordination, it is most likely that the OA would be activated. Key management level personnel from the principal involved agencies will either co-locate at the OA EOC or send a liaison representative. The OA activities can include, but are not limited to:

- Establishing an area-wide situation assessment function
- Establishing an area-wide public information function
- Determining resource requirements for the affected area and coordinating resource requests
- Establishing and coordinating the logistical systems necessary to support multi-incident management
- Establishing priorities for resources allocation

Note: These functions are supplementary to those which may be performed by a single agency or within a single jurisdiction.

In this mode, the OA EOC is activated and forms a coordination group or, if the OA EOC is not activated, a coordination group should meet at a 24-hour dispatch facility located in or immediately adjacent to the affected area.

ICS established by local jurisdictions would continue to report through their established 24-hour dispatch facility or EOC. Information is provided to the OA EOC or coordination group by agency dispatch facilities and/or by liaison personnel.

Regional Emergency Operations Center and State Operations Center

The Orange County Operational Area will facilitate communications between the City of Garden Grove and the Cal OES Regional Emergency Operations Center (REOC) and the State Emergency Operations Center (SOC).

The SOC provides resource coordination statewide. One key role of the SOC is to identify and designate scarce or potentially scarce resources and ensure proper prioritization and effective use of such resources. A major incident that affects the entire state may result in many resources becoming scarce, with little or no timely assistance from the federal government.

Interagency Coordination

In a disaster, the City of Garden Grove will coordinate with a variety of government and non-government agencies. Close communication and actively sharing information if key to accessing resources and assistance.

Federal Operations Coordination

If federal assistance is required, the SOC will contact FEMA to provide needed federal resources to support emergency operations. When multiregional events occur, Emergency Support Function (ESF) coordination will be centralized at the SOC level with staff representation at the individual REOCs as appropriate.

In a few instances, there may be federal, or state agencies involved in field operations. In these cases, the federal or state field operations should communicate and coordinate with the Garden Grove EOC and the Orange County Operational Area EOC as appropriate.

If necessary, the federal government will establish a joint field office (JFO). The JFO is a temporary federal multi-agency coordination center established locally to facilitate field-level incident management activities. The JFO provides a central location for the coordination of federal, state, local, tribal, nongovernmental, and private sector organizations to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination.

Coordination with Special Districts External Agencies and the Private Sector

Special districts are defined under SEMS as local governments. Coordination and communication should be established among special districts that are involved in an emergency response, other local government, and the Operational Area. This may be accomplished in various ways depending on the local situation.

Typically, the special district or private sector organization will coordinate with the City of Garden Grove by either sending a representative to the City of Garden Grove EOC, DOCs, Incident Command Posts (ICPs) in the field, or by establishing communication with the appropriate Emergency Support Function (ESF).

Examples of special districts include but are not limited to the Orange County Transportation District, the Garden Grove Unified School District, and the Orange County Mosquito and Vector Control District. If possible, representatives from these agencies should be included in the City's EOC for coordination. An example of this is the American Red Cross as part of the staffing for the Care and Shelter function in the EOC.

Coordination with the private sector is accomplished through the City's EOC. The EOC serves as the focal point for coordination of all non-governmental agencies.

Coordination with Volunteer and Nonprofit Organizations

The City of Garden Grove EOC will establish communication with private and volunteer agencies that provide services to the City of Garden Grove. City volunteer organizations include the following:

- American Red Cross

- Salvation Army
- Citizen Emergency Response Team (CERT)

Wherever possible, key volunteer agencies that play an important role in response may provide liaisons to the City of Garden Grove EOC. If an agency supports several functions and has only one representative at the EOC, the agency representative should be located at the liaison area. If an agency is supporting only one function, its representative may be located with that section. Some agencies may have several personnel participating in sections in the EOC and they may be assigned to a specific Emergency Support Function (ESF). For example, Red Cross personnel may be part of the staffing for *ESF #6 – Mass Care and Shelter* within the Operations Section Community Services Branch/Care & Shelter Unit of the EOC. In some cases, these agencies may have countywide or regional response roles and would respond directly to the Orange County Operational Area EOC as directed.

Coordination with volunteer organizations that do not have representatives at the EOC may be accomplished through telecommunication and liaison with community councils that represent several agencies or involvement of agencies in special multi-agency groups on specific issues.

Mutual Aid

The City of Garden Grove is a signatory jurisdiction to the California's Disaster and Civil Defense Master Mutual Aid Agreement (MMAA). This Agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state monies may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available.

Mutual aid is intended to ensure that adequate resources, facilities, and other emergency support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

To facilitate coordination and flow of mutual aid, Cal OES over sees six mutual aid regions among the three administrative regions. The City of Garden Grove is located in Mutual Aid Region 1 within the Cal OES Southern Region.

California's mutual aid system is discipline specific: law enforcement, fire service and rescue, emergency services and medical and health services.

Law Enforcement Mutual Aid

The Law Enforcement Mutual Aid System is an ongoing cooperative effort among law enforcement agencies to coordinate state resources in support of local law enforcement during a wide range of emergencies. The Cal OES Law Enforcement Branch coordinates all inter-regional and state agency activity relating to mutual aid under the Law Enforcement Mutual Aid Plan, Search and Rescue Mutual Aid Plan, and the Coroner Mutual Aid Plan. Law enforcement mutual aid is coordinated through seven mutual aid regions in California.

Law Enforcement Mutual Aid Plan: The Law Enforcement Mutual Aid Plan delineates current state policy concerning law enforcement mutual aid. The plan describes the standard procedures used to acquire law

enforcement mutual aid resources and the method to ensure coordination of law enforcement mutual aid planning and readiness at the local, state, and federal levels.

Search and Rescue Mutual Aid Plan: The Search and Rescue (SAR) Mutual Aid Plan supports and coordinates responses of personnel and equipment to SAR incidents that include:

- Searching for, locating, accessing, stabilizing, rescuing, and transporting victims in/from locations that are not reasonably accessible from roadways
- Searching for downed aircraft
- Conducting high-angle rope rescue
- Implementing water rescues from the ocean, swift water, or flood
- Operating in areas where access to victims requires equipment and personnel transported by foot or unconventional vehicles
- Operating in locations remote from vehicular access
- Operating in situations that require responder personal self-sufficiency
- Operating during prolonged operational periods in wilderness terrain and dangerous weather, and
- Investigations of missing person incidents that may involve criminal act

Fire Service and Rescue Mutual Aid System

The Cal OES Fire and Rescue Branch coordinates all inter-regional and state agency activity relating to mutual aid under the California Fire Service and Rescue Mutual Aid Plan. The mutual aid plan provides for systematic mobilization, organization, and operation of necessary fire and rescue resources on local, operational area, regional, statewide basis in order to mitigate the effects of disasters, whether natural or human-caused. For additional information regarding this system's organization, responsibilities, and procedures, refer to the California Fire Service and Rescue Emergency Mutual Aid System, Mutual Aid Plan.

Urban Search and Rescue Mutual Aid Program: The Cal OES Fire and Rescue Branch supports and coordinates responses of personnel and equipment to Urban Search and Rescue (US&R) incidents that include searching for, locating and rescue of victims from locations that are reasonably accessible from roadways as well as for locating and rescuing victims of urban accidents and disasters with heavy rescue and fire suppression capabilities that are generally truck-based. A US&R incident (typically known location of victims) would include searching for, locating, and rescuing victims of structure collapse, construction cave-ins, trench, confined space, high angle structure rope rescue and similar accidents and disasters and water rescues (ocean, swift water, and flood.)

Medical Health Mutual Aid System

The California Emergency Medical Services Authority (EMSA) administers the Medical/Health Mutual Aid System. The purpose of the system is to identify, attain, and mobilize medical supplies and personnel from unaffected regions of the State to meet the needs of disaster victims. The coordination and acquisition of medical/health mutual aid resources involves federal, state, and local agencies as well as the private sector (hospitals, medical supply vendors, ambulance companies, etc.). ESF #8 – Public Health and Medical includes additional details regarding this process.

When local resources are exhausted requests for medical mutual aid should go through the Medical/Health Operational Area Coordinator (MHOAC). The MHOAC shall assist the Operational Area coordinator in the coordination of medical and health disaster resources within the operational area and

be the point of contact in that Operational Area, for coordination with the Regional Disaster Medical Health Coordinator, Cal OES, Cal OES Southern Region, and the California Department of Public Health.

Emergency Management Mutual Aid System

The Emergency Management Mutual Aid (EMMA) Plan describes the process by which local, Operational Area, regional, and state organizations coordinate to support all other emergency services not included in the other systems. Requests are coordinated and met through utilization of SEMS. EMMA is a sub-system with the purpose of providing emergency management personnel from unaffected areas to support disaster operations in affected jurisdictions.

In order to carry out the concepts of the Emergency Managers Mutual Aid Plan, the state has prepared a companion Emergency Managers Mutual Aid Guidance document that provides policies, procedures, checklists, and forms to support mutual aid administration.

Mutual Aid Coordination

All mutual aid requests from the City of Garden Grove will be made through the Orange County Operational Area EOC (if activated) or the on-duty Orange County Sheriff's Watch Commander (if the EOC is not activated).

The Orange County Operational Area then requests law, public works, emergency management, or other mutual aid through its regular channels. Fire mutual aid is coordinated through the designated Regional Fire Coordinator.

Emergency Medical Services and Public Health mutual aid requests are sent directly to the California Medical Health Operational Area Coordinator (MHOAC) through the Orange County EMS Agency. ESF #8 – Public Health and Medical details this process.

The City of Garden Grove Police Department and the Orange County Fire Authority will appoint representatives to serve as their Agency Representatives and work with the Operational Area to request mutual aid assistance for the City of Garden Grove.

City Department and Agency Requirements for Emergency Preparedness

Each City department and agency is responsible for ensuring that critical staff are identified and trained at levels that enable effective execution of existing response plans, procedures, and policies. Departments and agencies tasked by this EOP with specific emergency management responsibilities should complete the following actions:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.) and provide all relevant information to the Emergency Operations Coordinator for planning purposes
- Provide the Emergency Operations Center with your department or agency's current contacts, including primary and alternate phone numbers and email addresses for primary and alternate contacts
- Analyze need and determine specific communications and information sharing resource needs and requirements

- Identify potential sources of additional equipment and supplies
- Ensure continuous leadership and authority for emergency actions and decisions in emergency conditions
- Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations
- Identify and ensure that alternate operating locations are available if the primary location suffers damage, becomes inaccessible, or requires evacuation
- Protect emergency response staff by obtaining personal protective equipment for responders and encouraging staff to prepare family disaster plans, including arrangements for the safety and welfare of emergency worker's families if sheltering is required

Operational Area, State, and Federal Assistance

In accordance with SEMS and NIMS, if the City of Garden Grove is overwhelmed, assistance may be requested from the Operational Area. If the Operational Area is unable to supply the requested support, the OA may direct the request to the state via the State Regional Emergency Operations Center (REOC). If federal assistance is required, a request for federal assistance is generated by the REOC, submitted to the State Operations Center (SOC) for approval, and transmitted to FEMA.

The responsibilities of the Operational Area, state, and federal organizations can be found in the Orange County Emergency Operations Plan, the State of California Emergency Plan, and the National Response Framework. Cal OES and FEMA utilize the Emergency Support Functions (ESFs) that have been aligned with EOC positions.

Prevention Roles and Responsibilities

The City of Garden Grove Police Department, in close coordination with Orange County Intelligence Assessment Center (OCIAC) works to obtain, analyze, and disseminate intelligence information to prevent crimes and terrorist threats of all sizes and magnitude. The Orange County Intelligence Assessment Center (OCIAC) provides an integrated, multi-disciplined, information and intelligence sharing network to collect, analyze, and disseminate information on all criminal risks and safety threats to law enforcement, fire, health, private sector, and public sector stakeholders in a timely manner in order to protect the residents, visitors, and critical infrastructure while ensuring the civil rights and civil liberties of all persons are recognized.

Protection and Restoration of Critical Infrastructure and Key Resource

Prior to a disaster, the City of Garden Grove Police Department, and the Orange County OA will work in close coordination with critical infrastructure owners and operators to protect and prevent damage to infrastructure.

Managing and Incorporating Unaffiliated Volunteers in Emergency Operations

ESF #17 – Volunteer and Donations Management provides guidance for the engagement and coordination of volunteers, volunteer services, and donations management in an emergency, and establishes a consistent framework for coordinating volunteers (affiliated and unaffiliated). The Human Resources

Management Department in the Logistics Section is identified as the lead for Volunteer and Donations Management or ESF #17.

Emergency Resources

During an emergency specific equipment may be needed to assist emergency response personnel in successful disaster relief. This section describes specific equipment needs that have been identified as beneficial during previous incidents and may be required in future emergency response. Where the City relies on outside agencies for these needs, mutual aid agreements and procedures for requesting resources have been identified. The EOC section specifically details supplies available within the EOC for use.

Supplies and equipment are generally located at the City Yard, located at 13802 Newhope Street. Public Works provide heavy equipment and operators (skilled support personnel) to assist as needed with the emergency situation. Equipment includes mechanized earth moving or digging equipment or crane and hoisting equipment, sand bags for diking, large diameter piping, such as 8 to 16" PVC, portable fencing for securing site perimeters, traffic barriers for controlling public access, and portable pumps.

The following equipment is stored at the City Yard for use during emergencies.

- Heavy equipment
- Sand/sand bags
- Absorbent – drums, etc.
- PIGS (service tool) and supplies

City Departments maintain individual resources. Extra sand and sand bags are also stored at OCFA stations.

Sequence of Events

The following is a general sequence of events prior to and following an emergency incident.

Prior to the Incident

1. **Routine Monitoring for Alerts, Watches, and Warnings:** The City of Garden Grove constantly monitors events and the environment to identify specific threats that may affect their jurisdiction and increase the awareness level of emergency personnel and the community when a threat is approaching or imminent. In addition to Orange County Fire Authority and Garden Grove Police Dispatch, the City also receives alerts from the California State Warning Center (CSWC) on various hazards and threats, including earthquakes, tsunamis, severe weather, energy power grid, hazardous materials, and oil spills.

2. **Increased Readiness:** Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes but is not limited to the following:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Precautionary activation of EOC/DOCs

3. **Pre-Impact:** When a disaster is foreseen as highly likely, action is taken to save lives and protect property. During this phase, warning systems are activated, evacuation begins, and resources are mobilized. During this phase, emphasis is placed on control of the situation, saving lives, and minimizing the effects of the disaster.

Immediately Following or During the Incident

Immediately after a disaster has occurred and during the initial response, emphasis is placed on saving lives, controlling the situation, and minimizing the impact of the disaster. The following actions will take place:

1. **Alert and Notification**: Response agencies are alerted about an incident by the public through 9-1-1, California State Warning Center, another response agency, or other method. The City of Garden Grove employees are then notified of the incident using the AlertOC notification system, and/or department specific protocols.

2. **Resource Mobilization:** The City of Garden Grove activates personnel and mobilizes response assets to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency as additional resources are needed to support the response. This includes resources from within the affected jurisdiction, or, when resources are exhausted, from unaffected jurisdictions.

3. **Incident Response**: First responders arrive on-scene and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the ICS organizational structures, doctrine, and procedures.

4. **Establishing Field Level Incident Command**: Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency, or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC). The IC develops an initial incident action plan, which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Command (UC) to facilitate multi-jurisdictional and multi-agency strategies and tactical decisions. The IC may implement an Area Command to oversee multiple incidents that are handled by separate ICS organizations or to oversee the management of a very large or evolving incident that has multiple incident management teams engaged.

5. **Activation of the Multi-Agency Coordination System**: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multi-Agency Coordination Systems (MACS) and MAC Groups. MAC groups and MACS facilitate coordinated decision-making and resource allocation among cooperating

agencies. Representatives of a MAC group establish priorities among incidents and harmonize policies and provide strategic direction to help support response activities.

6. **DOC Activation**: Individual City of Garden Grove departments do not currently have DOCs. If DOCs are developed, individual departments may activate their DOCs to manage information and resources assigned to the incident. If a DOC is activated, communication between the City of Garden Grove EOC and DOCs will occur through the use of liaisons or respective ESF representatives.

7. **EOC Activation**: The City of Garden Grove will activate its EOC based on the need for more coordinated management of the emergency. When activated, the EOC helps form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. When activated, the local EOC Emergency Operations Coordinator or alternate notifies the Operational Area EOC managed by the Orange County Sherriff's Emergency Management Division, that the City of Garden Grove EOC has been activated.

8. **Communications between Field and the EOC**: When the Garden Grove EOC is activated, communications and coordination are established between incident command and DOCs to the EOC, or between incident command and the EOC, if a DOC has not been activated.

9. **Operational Area EOC Activation:** If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Orange County Operational Area EOC will be activated. The Operational Area EOC may also be activated if the City proclaims a Local Emergency. The Operational Area EOC will then coordinate resource requests from the City and other affected jurisdiction to unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the REOC and mutual aid coordinators.

10. **REOC Activation**: If the Operational Area EOC is activated, the Cal OES Regional Administrator will activate the REOC within the affected region and notify Cal OES Headquarters. The Southern Region REOC will then coordinate resource requests with the Orange County Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the SOC for coordination.

11. **State Operations Center Activation**: The SOC is activated when the REOC activates in order to monitor the situation, process resource requests for state, Emergency Management Assistance Compact (EMAC), or federal assistance.

12. **FEMA Regional Response Coordination Center Activation**: The FEMA Regional Response Coordination Center (RRCC) may deploy a liaison or Incident Management Assistance Team (IMAT) to the SOC to monitor the situation and provide situational awareness to federal officials.

Sustained Operations

As the emergency continues, additional assistance is provided to survivors of the disaster and efforts are made to reduce the likelihood of additional damage. During this time, the City's EOC continues to:

1. **Gather Intelligence and Maintain Situational Awareness**: The City of Garden Grove EOC is responsible for gathering and disseminating timely and accurate information on the incident to create a common operational picture that can be used to develop and adjust operational goals

and objectives and prioritize actions. The Planning and Intelligence Section of the EOC is responsible for collecting and disseminating information within the EOC.

2. **Development and Implementation of Operational Goals and Objectives**: The City of Garden Grove, in coordination with response personnel, continues to provide emergency assistance to the public in accordance with established operational priorities.

3. **Engage in Resource Mission Tasking**: The Operations Section of the EOC will identify personnel, resources, and equipment needed to fulfill an operational objective. The Logistics Section will coordinate identification of, mobilization, tracking, and demobilization of the resources. Resource request should first be filled using local resources. If local resources are not available (including local City of Garden Grove inventories or private vendors), then a resource request may be made to the Operational Area, who can either fill it, submit the request to the REOC, or attempt to fill it through mutual aid. Discipline-specific mutual aid (fire, law enforcement, and medical health) will be handled through the assigned departments/disciplines.

4. **Provide Emergency Public Information:** The City of Garden Grove will establish an Emergency Public Information Team to provide immediate and critical emergency public information. The Public Information Officer (PIO) from the Mayor or the City Manager's Office will serve as the lead City PIO for the City of Garden Grove. Upon notification, the lead City PIO will report to the EOC and receive a briefing. Room 300, of City Hall/EOC will serve as the primary location of the dissemination of information. The Emergency Public Information Team will provide news releases, coordinate media briefings, and arrange tours of the incident sites. The lead City PIO will coordinate all information releases with the EOC Management prior to dissemination, and with the Operational Area Joint Information Center (JIC) if activated.

Recovery

As the initial and sustained response operational priorities are met, the City will engage in recovery activities which include short-term, intermediate, and long-term recovery activities as described below:

Short-term recovery refers to the early days and weeks after an incident. This phase of recovery addresses health and safety needs beyond rescue and includes assessing the scope of damage and community needs, the restoration of basic infrastructure, the activation of recovery organizations, and community engagement and mobilization of resources.

Intermediate recovery refers to the weeks and months after an incident. This phase involves returning individuals, families, critical infrastructure, and essential government or commercial services to a functional state. These actions bridge to future, permanent measures.

Long-term recovery refers to the months and years after an incident. This phase addresses the complete redevelopment and revitalization of impacted areas of the city and includes the rebuilding or relocation of damaged or destroyed social, economic, natural, and built resources toward restoring self- sufficiency, sustainability, and resilience.

Short-Term Recovery Phase

Short-term recovery activities will be coordinated in the City of Garden Grove EOC by a designated Recovery Coordinator, who will act as the lead for the Recovery Unit of the Planning and Intelligence

Section, as indicated in the EOC organization chart in Figure 1.3. Recovery activities during EOC operations will be principally supported by ESF #14 – Recovery, which is led by the City Manager's Office and the Police Department Emergency Operations Coordinator, in close coordination with the Mayor's Office and the Garden Grove City Council.

Intermediate and Long-Term Recovery Phases

Early in the post-disaster period, the operations of the City's EOC and a Post-Disaster Recovery Structure may need to be formed as described below, may run in parallel. Some short-term recovery operations will occur in the EOC as part of various ESFs, including ESF #14 – Recovery, while long-term recovery needs are assessed.

The Recovery Coordinator will be responsible for making a recommendation to the EOC Director and the Emergency Operations Coordinator if long-term recovery needs require the activation of a Post-Disaster Recovery Structure, including appointment of a Local Disaster Recovery Manager (LDRM), activation of the appropriate Recovery Support Functions (RSFs), and formation of a Long-term Recovery Organization (LTRO). The Recovery Coordinator will then begin the transition to recovery operations led by the LDRM, if one is appointed, and will work with the EOC Director and the Emergency Operations Coordinator to maintain synergy and a smooth coordination and transition of decision-making responsibilities and action planning between the EOC emergency response structure and the long-term recovery structure.

Recovery Organization

The recovery organization will include the City Manager's Office, Police Department Emergency Operations Coordinator, EOC Finance Unit, EOC Planning Section Recovery Unit, and representatives as needed from other departments and organizations.

Figure 4.5   Recovery Organizational Chart

Section Five - Organization and Responsibilities

Section Five - Organization and Responsibilities

It is the philosophy that all employees of the City of Garden Grove (City) have a role to play during a disaster. All City employees are designated by both state law as Disaster Service Workers (DSWs). In the event of a proclaimed emergency, all public employees are obligated to serve as DSWs and may be assigned to perform activities which promote the protection of public health, safety, or the preservation of lives and property.

Employees may be designated as having a lead or initial response role either in their department Standard Operating Procedures and/or in the City's Emergency Operations Plan. During an emergency they may be called upon to provide backup support or to fill-in, where needed. Typical duties and roles may vary depending on the severity of impact, size of the incident, and availability of local resources. Accordingly, it is imperative to develop and maintain depth within the emergency organization

Summarized in Section 3 of this Emergency Operations Plan (EOP), the Emergency Operations Center (EOC) is organized into five sections: Management, Operations, Planning and Intelligence, Logistics, and Finance and Administration. This section describes the responsibilities of each of these sections and City of Garden Grove departments/agencies that will be called upon to support these sections. EOC Checklists are located in Part Two of the EOP.

Emergency Operations Center (EOC) Organization

Figure 5.1   City of Garden Grove EOC Organization Chart

Management
(Includes ESF #5 – Management, and ESF #15 – Public Information)

The management of overall response activities will be the responsibility of the City Manager who will serve as the EOC Director under the direction of the Policy Group. The Policy Group consists of the City Council, Mayor, City Manager, and City Attorney. The Policy Group will be responsible for setting any policy that may affect overall operations and recovery. The City Attorney will provide legal advice to the City of Garden Grove's response operations and recovery.

The Garden Grove City Manager serves as the EOC Director. The Garden Grove Assistant City Manager serves as the alternate. The Director of Community and Economic Development and the Assistant City Manager serve as the second alternates.

The Garden Grove Police Department Emergency Manager will serve as the EOC Coordinator and will monitor the implementation of the Standardized Emergency Management System (SEMS) the National Incident Management System (NIMS), and management of the EOC. A Police Lieutenant shall serve as first alternate, and a second Police Lieutenant shall serve as the second alternate to the Emergency Operations Coordinator.

Figure 5.2   EOC Management Organizational Structure
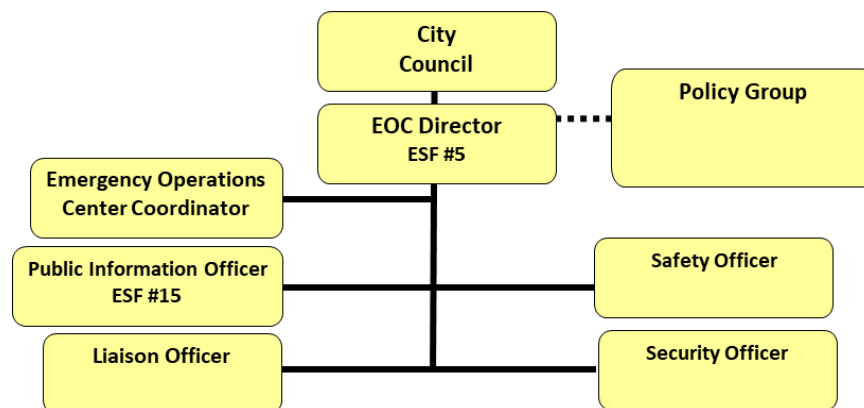
Policy Group

Office of the Mayor

- Serve as an official spokesperson for the City of Garden Grove
- Responsible for oversight of City of Garden Grove response
- Serve as the liaison to the Governor

City Council

- Ratify the proclamation of a local emergency and vote to continue the proclamation if needed
- Set overall City of Garden Grove policy
- Establish communications with respective constituents
- Serve as liaison to Regional Representatives
- Serve as liaison to State Representatives

EOC Management:

City Manager

- Serve as Director of Emergency Services
- Proclaim a Local Emergency
- Authorize evacuations
- Direct all City of Garden Grove departments and resources
- Recommend policy to Mayor and City Council
- Chair all situation briefings and action planning sessions
- Serve as a liaison to other local governments and special districts

City Attorney

- Review all local emergency ordinances
- Review or recommend any necessary new legislation
- Provide legal advice to the Mayor, City Council, City Manager, Emergency Operations Coordinator/EOC Coordinator, and others
- Participate in all situation briefings and action planning sessions

EOC Coordinator

Primary: **Garden Grove Police Department Emergency Manager**
First Alternate: **Police Lieutenant**
Second Alternate: **Police Lieutenant**

- Advise the City Manager on the proclamation of a Local Emergency
- Activate the EOC
- Manage all EOC facility operations
- Coordinate briefing and action planning sessions
- Oversee the implementation of SEMS/NIMS
- Direct the establishment of EOC staffing patterns
- Provide for EOC support services
- Deactivate the EOC

Public Information Officer
(ESF #15 – Public Information)

Primary: **Public Information Supervisor**
First Alternate: **Police PIO**
Second Alternate: **Police PIO**

The City Manager's or the Mayor's Public Information Officer (PIO) will serve as the EOC PIO (EPIO)

- Coordinate all information releases and media contacts with the EOC Director and the OA EOC
- Ensure that the information released is consistent, accurate, timely, and appropriate
- Ensure information is provided to the media in multiple formats where available, including audio

and text format as well as other languages
- Activate the additional PIO's as necessary
- Provide news releases, answer questions the media may have
- Coordinate visits from dignitaries to tour areas affected by emergency

Liaison Officer

Primary: **Assistant City Manager**
First Alternate: **Community & Economic Development Senior Analyst**
Second Alternate: **Community & Economic Development Personnel**

- Function as a central point of contact for incoming agency representatives, provideworkspace, and arrange for support as necessary
- Coordinate the efforts of these outside agencies to reduce the risk of their operating independently
- Ensure all developed guidelines, directives, EOC Action Plans, and appropriate situation information is disseminated to agency or external representatives as required
- Coordinate with Planning/Intelligence, Situation Analysis Unit on information received from external agencies.
- Work with the EOC Sections to ensure up-to-date information is posted to WebEOC® and dry erase boards or systems.

Safety/Security Officer

Primary: **Police Lieutenant**
First Alternate: **Police Lieutenant**
Second Alternate**: Police Personnel**

- Ensure that all buildings and other facilities used in support of the Garden Grove EOC are in safe operating condition
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notify the EOC Director of actions taken
- Provide 24-hour security for the EOC
- Control personnel access to the EOC in accordance with policies established by the EOC Director
- Garden Grove Police Department Personnel will provide EOC security
- Ensure EOC personnel follow and demonstrate appropriate safety precautions during an emergency

Operations Section

(Includes ESF #3-Construction & Engineering, ESF #4-Firefighting, ESF #6-Care &Shelter, EFS #8-Public Health and Safety, ESF #9-Search & Rescue, ESF #10-Hazardous Materials, ESF #11-Food & Agriculture, an ESF #12 – Utilities)

The Operations Section enhances the capability of the City of Garden Grove to respond to emergencies by supporting coordinated tactical operations. The Operations Section's primary responsibility is to manage and/or support the tactical operation of various response elements involved in the disaster or emergency. Figure 5.3 shows the organizational structure of the Operations Section.

The Operations Section Chief position will be filled by either a Garden Grove Police Department (GGPD), Orange County Fire Authority (OCFA) or the Garden Grove Public Works (GGPW) Agency Representative depending on the nature of the hazard or threat. The Operations Section Chief will determine, based on present and projected requirements, the need for establishing specific or specialized branches and units. The highest-ranking GGPD, OCFA, and/or GGPW Agency Representative present will fill the position. First alternate and second alternate to the Operations Section Chief will be assigned by the Chief of each department. The Operations Section Chief also may be designated by the EOC Director.

Figure 5.3   Operations Section Organizational Structure
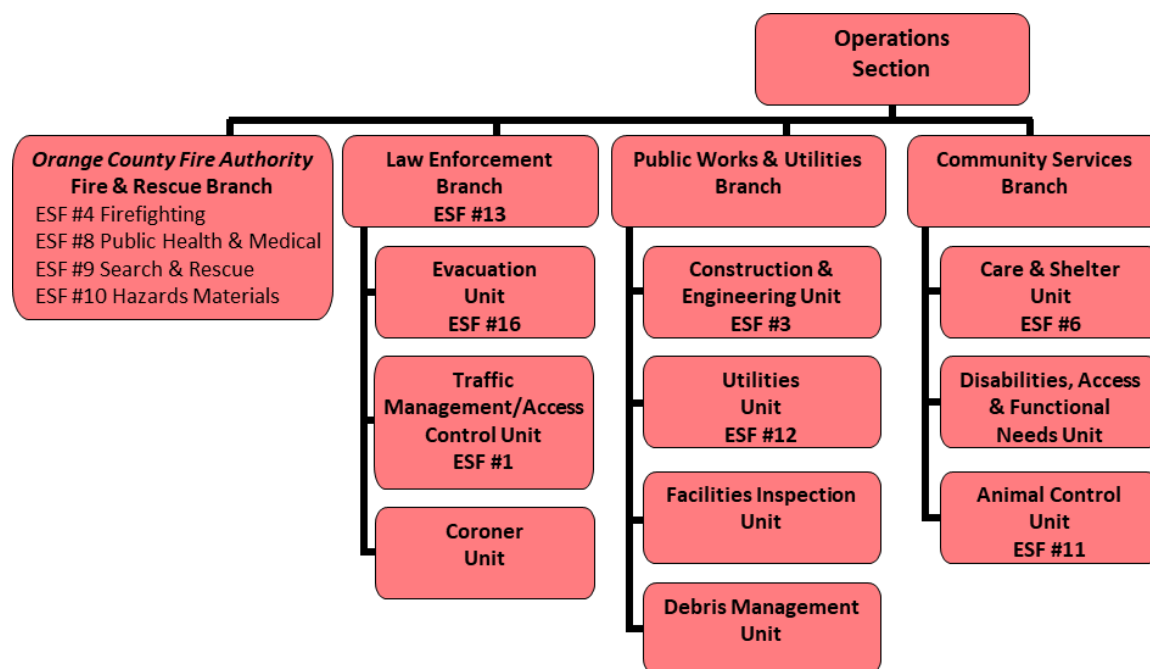
Operations Section Chief

Primary: **Police Chief**
First Alternate: **Police Deputy Chief**
Second Alternate: **Police Lieutenant**

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

The Operations Section Chief is responsible for:

- Managing Section activities in direct support of field operations
- Implementing management decisions with respect to priorities and response plans
- Supporting Incident Command in identifying incident priorities assessing resources, and maintaining situational awareness
- Identifying situations in which alert and warning notifications to the public are necessary and ensures coordination with the PIO, GIS, and the Operations Section Alert & Warning Group
- Determine the need for resources, as required by the incident
- Requesting mutual aid and other necessary resources in support of field operations
- Coordinating directly with Section Chiefs in the EOC, Incident Command Post and with representatives at the Department DOCs if activated

Fire and Rescue Branch

(Includes ESF #4-Firefighting, ESF 8 Public Health & Medical, ESF #9-Search and Rescue, and ESF #10-Hazardous Materials)

Primary: **Orange County Fire Authority Liaison (assigned by OCFA FCC)**
First Alternate: **Orange County Fire Authority Duty Battalion Chief**
Second Alternate: **Orange County Fire Authority Duty Battalion Chief**

The Fire and Rescue Branch is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, search and rescue, and hazardous materials elements of the incident. OCFA is the lead for ESF #4 – Firefighting, ESF #9 – Search and Rescue, and ESF #10 – Hazardous Materials.

Figure 5.4 shows the organizational structure of the Fire and Rescue Branch. Specific position and ESF responsibilities are summarized below.

The Fire and Rescue Branch is responsible for:

- Monitoring the status of fire activities and ongoing fire-related events in the City
- Monitoring the status of fire mutual aid activities
- Providing support to urban search and rescue effort
- Providing non-fire support to other branches
- Obtaining information on fire incidents
- Analyzing fire/ rescue needs and develop status reports of committed resources and future needs
- Maintaining contact with counterpart Fire Mutual Aid Regional Coordinators

Figure 5.4   Fire and Rescue Branch Organizational
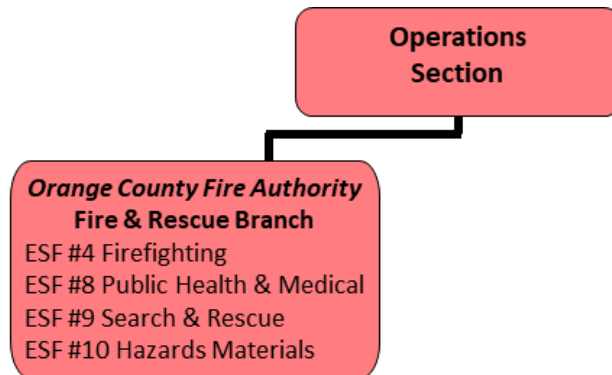
Firefighting
(ESF #4 – Firefighting)

- Coordinates resources to assist with the mobilization and deployment for fire operations as necessary
- Coordinates directly with appropriate Sections, Branches, Units and Group Supervisors in the EOC, ICP and with representatives at the Fire Department Operations Center, if activated

Public Health & Medical
(ESF #8 – Public Health and Medical)

- Coordinate and communicate with Orange County Operational Area and the Orange County Health Care Agency to coordinate medical and public health issues
- Communicate and coordinate with hospitals in the City of Garden Grove on non-medical issues
- Coordinate with ESF #6 – Mass Care and Shelter on support for shelters

Search & Rescue
(ESF #9 – Search and Rescue)

- Direct and coordinate the overall search and rescue response effort in the affected area
- Coordinate with police, emergency management, and other government officials to assist in locating missing or trapped victims
- Establish a protocol for prioritizing response activities in coordination with activities of other ESFs
- Develop and maintain a roster of personnel to staff ESF #9 – Search and Rescue with sufficient staffing for 24-hour operations as appropriate

Hazardous Materials
(ESF #10 – Hazardous Materials)

- Direct, coordinate, and integrate the city hazardous materials response in the affected areas(s)
- Assess if there is a need to evacuate and coordinate with other ESFs regarding evacuation needs
- Dispatch all requests for mutual aid. Requests for fire or police mutual aid are already contained within existing agreements as part of the State Master Mutual Aid Agreement (MMAA)
- Recommend specific areas for evacuation in order to avoid duplication or missed areas

Law Enforcement Branch
(Includes ESF #13-Law Enforcement and ESF #16-Evacuation)

<u>Primary:</u> **Police Lieutenant**
<u>First Alternate:</u> **Police Sargent**
<u>Second Alternate:</u> **Police Sargent**

The Law Enforcement Branch is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring that security is provided at incident facilities, ensuring access control to damaged areas, ordering, and coordinating appropriate mutual aid resources, and providing support to the Orange County Coroner.

Figure 5.5 shows the organizational structure of the Law Enforcement Branch. Specific position and ESF responsibilities are summarized below.

Figure 5.5   Law Enforcement Branch Organizational Structure
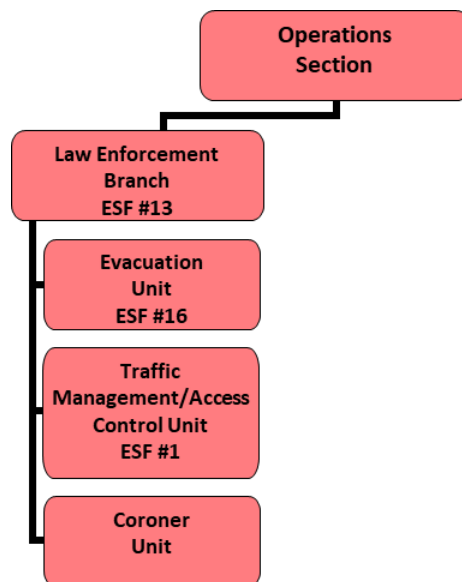
The Law Enforcement Branch is responsible for:

- Monitoring and supporting field operation related to:
    - Enforcing laws, orders, and regulations
    - Alerting and warning the public and responders
    - Managing and directing vehicular traffic, access, and perimeter control
    - Managing evacuations
    - Protecting houses, and relocating prisoners as needed
    - Providing security for City critical facilities and resources
    - Assisting in light search and rescue operations
    - Coordinating Law Enforcement Mutual Aid requests
- Supporting the Security Officer within the City EOC
- Identifying resources required to assist with the mobilization and deployment for law enforcement, traffic control and perimeter control operations as necessary

- Providing and/or coordinating security for all City facilities, care and shelter sites, reception centers, and evacuated areas
- Coordinating and supporting Law Mutual Aid within the City
- Supporting damage assessment surveys of City facilities
- Coordinating directly with appropriate Sections, Units and Group Supervisors in the EOC, ICP and with representatives at Department Operations Center if activated

Evacuation Unit
(Includes ESF #16 – Evacuation)

Primary: **Police Sargent**
First Alternate: **Police Sargent**
Second Alternate: **Police Personnel**

- Provide guidance and analysis to help city leadership make the decision to evacuate
- Identify actions that are required to implement an evacuation order
- Provide information to ESF #15 – Public Information Officer for notification to the public
- Coordinate transportation support for evacuated population
- Provide evacuation support for populations with disabilities and others with access or functional needs
- Coordinate access control to the area being evacuated
- Coordinate with ESF #6 – Mass Care and Shelter and ESF #8 – Public Health and Medical on the opening and announcement of reception centers and shelters
- Coordinate the orderly and timely return/reentry of evacuees

Traffic Management/Access Control
(Includes ESF #1-Transportation)

Primary: **Police Sergeant**
First Alternate: **Police Lieutenant**
Second Alternate: **Police Sergeant**

The Traffic Management/Access Control Unit is responsible for managing all transportation corridors through the city of Garden Grove following a major emergency or Disaster. Transportation corridors include streets, freeways, highways, rail lines, and bus routes. The Traffic Management/Access Control Unit is also responsible for controlling access to areas of the city that require enhance security or that pose a health and safety threat.

Coroner Unit

Primary: **Police Sergeant**
First Alternate: **Police Sergeant**
Second Alternate: **Police Lieutenant**

In some instances, the Orange County Sheriff's Department may not be able to fully perform these duties within Garden Grove. If so, the Garden Grove Police Department shall supplement the Sheriff's Department or assume these responsibilities entirely as the situation demands. In such instances, the

City may find it helpful to establish an ad hoc Coroners Unit, to be located within the Law Enforcement Branch. When the City is carrying out coronial duties, it shall have the following responsibilities:

- Caring for and properly storing any and all human remains
- Noting the exact location and condition of any deceased individuals, using a Disposition of Deceased form
- Collecting and storing the personal property and effects of any decreased individuals
- Notifying the next of kin of any deceased individuals to the full possible extent and noting that such notification has occurred on the Disposition of Deceased form
- Releasing any human remains to the proper authorities
- Assigning responsibilities for developing emergency procedures as needed to arrange for mortuary services, to operate temporary morgues, and to identify victims
- Making arrangements with area funeral directors to handle any mass fatalities
- Maintaining complete and accurate records of all coronial transactions

Public Works and Utilities Branch
(Includes ESF #3 Public Works and Engineering, and ESF #12 Utilities)

Primary: **Public Works Director**
First Alternate: **Environmental Services Coordinator**
Second Alternate: **City Engineer**

The Public Works and Utilities Branch is responsible for maintaining and restoring damaged or destroyed public facilities, evaluating City of Garden Grove-owned and private structures for damage assessment, managing/coordinating disaster debris operations, and providing public works and engineering support as needed to make facilities available to populations with disabilities and others with access or functional needs. The Garden Grove Public Works Department (GGPW) is the lead agency identified for the Public Works and Utilities Branch and will coordinate and maintain contact with all private public works contractors to support their mission. The Public Works and Utilities Branch includes ESF #3 - Public Works and Engineering, and ESF #12 - Utilities.

Figure 5.6 shows the organizational structure of the Public Works and Utilities Branch. Specific position and ESF responsibilities are summarized below.

Figure 5.6   Public Works and Utilities Branch Organizational Structure
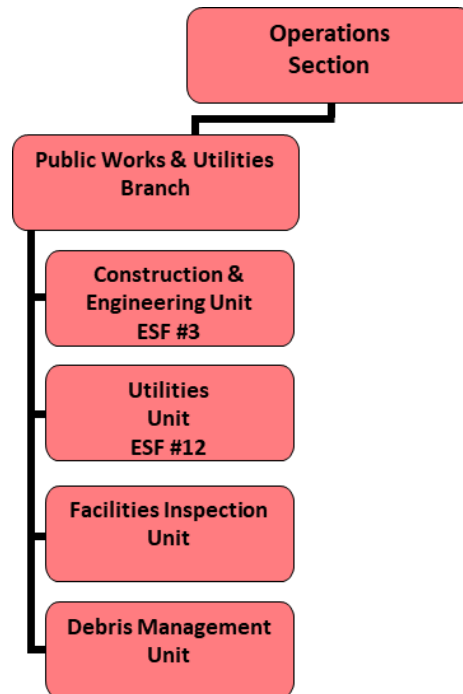
Construction and Engineering Unit
(ESF #3 – Construction and Engineering)

Primary: **Senior Administrative Analyst**
First Alternate: **Senior Civil Engineer**
Second Alternate: **Technical Services**

- Initiate and coordinate safety and damage assessments of City infrastructure
- Manage/coordinate the collection and disposal of disaster debris
- Provide or coordinate the acquisition of equipment and personnel to support disaster response and recovery operations such as debris removal, repair, and construction, including through contract
- Coordinate the provision of services and resources through contracts, including fuel, custodial services, and public works resources

Utilities Unit
(ESF #12 – Utilities)

Primary: **Senior Administrative Analyst**
First Alternate: **Senior Civil Engineer**
Second Alternate: **Technical Services**

- Coordinate as necessary with county and state agencies with utilities involvement, such as Southern California Edison, the California Energy Commission (electric, gas, fuel supply), Public Utilities Commission (electric, gas, water/wastewater, transportation, telecommunications), General Services Administration (telecommunications), State Water Resources Control Board

(water/wastewater), Department of Water Resources and utility districts (dams), Department of Health Services (water quality), State Fire Marshall (pipelines), etc.

- Coordinate directly with utilities and other critical infrastructure owner and operators on operational status and restoration priority to support overall emergency response efforts
- Coordinate field resource to conduct damage assessments of utilities
- Coordinate field resources for debris removal in coordination with other ESFs

Facilities Inspection Unit

Primary: **Parks and Facilities Manager**
First Alternate: **Facility/Engineering**
Second Alternate: **Facility/Engineering**

The Facilities Inspection Unit is responsible evaluating the structural condition of City owned facilities following an emergency incident of disaster. The Facilities Inspection Unit reports to the Public Works and Utilities Brach of the Operations Section.

- Coordinate directly with utilities and other critical infrastructure owner and operators on operational status and restoration priority to support overall emergency response efforts
- Coordinate field resource to conduct damage assessments of facilities
- Coordinate field resources for debris removal in coordination with other ESFs

Debris Management

Primary: **Public Works**
First Alternate: **Public Works**
Second Alternate: **Public Works**

The City must act decisively to manage Disaster Debris that is flexible and scalable in response to a variety of natural disaster intensities. The City of Garden Grove has limited available landfill capacity and is reliant on private contractors to pick up and dispose of all municipal solid waste. In order to receive federal assistance, the City must follow federal guidelines for disaster debris management.

Community Services Branch
(Includes ESF #6-Mass Care and Shelter)

Primary: **Community Services Director**
First Alternate: **Community Services Manager**
Second Alternate: **Community Services Supervisor**

The Community Services Branch is responsible for providing mass care and shelter for disaster survivors and coordinating the provision of food, water, and other basic resources. The Community Services Branch will coordinate efforts with the American Red Cross and other volunteer agencies.

The Community Services Branch serves as a liaison to the Orange County Operational Area for appropriate response, including personnel, equipment, and resources needed to provide the best care possible, and the coordination of public health and sanitation at shelter sites to include those with access and functional needs and cultural diversity.

Figure 5.7 shows the organizational structure of the Human Services Branch. Specific position and ESF responsibilities are summarized below.

Figure 5.7   Community Services Branch Organizational Structure
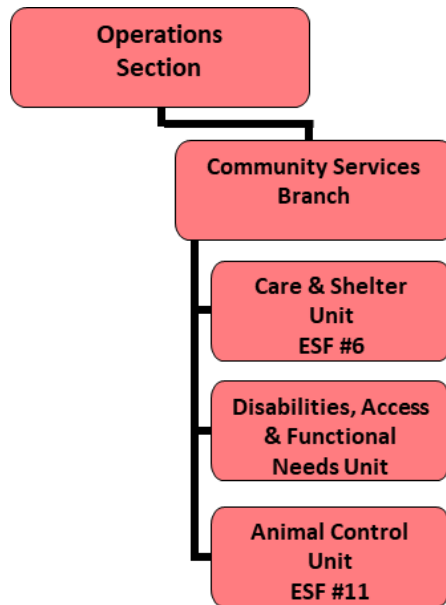
Care and Shelter Unit
(ESF #6 – Care and Shelter)

Primary: **Facility Supervisor**
First Alternate: **Community Services Coordinator**
Second Alternate:

- Identify basic needs and requirements (e.g., food, water, shelter) of disaster survivors
- Identify locations to open mass care shelters using the City's primary and secondary shelter list(s)
- Coordinate with American Red Cross, Salvation Army, and other nonprofit care providers to provide personnel, food, and care for disaster survivors
- Monitor and provide status reports on available shelter space and needs
- Coordinate with the Orange County OA to identify and provide for a full spectrum of services and accommodations for populations with disabilities and others with access or functional needs and cultural diversity

Disabilities and Access and Functional Needs Unit

Primary: **Community Services**
First Alternate: **Community Services**
Second Alternate: **Community Services**

- Coordinate information on people with disabilities and those with access and/or functional needs relates issues including available resources
- Ensure people with disabilities and those with access and/or functional needs are properly considered in all aspects of the incident response and recovery

- Coordinate with the Public Information Officer to ensure all methods of emergency communications with the public are as accessible as possible, including AlertOC and the Emergency Alert System (EAS)
- Coordinate with Operations Section and Branches to identify access and functional needs-related issues and available resources
- Work with Planning and Intelligence Section to provide information for inclusion in the EOC Action Plan.
- Provides information to the PIO, PIO Support Staff on how to effectively communicate with people with disabilities and those with access and/or functional needs
- Coordinates with the PIO and PIO Support Staff to ensure organizations serving people with disabilities and those with access and/or functional needs are receiving all city and County public notifications including, news media releases.
- Coordinates with Transportation Unit to address any needs related to transportation accessibility and availability
- Coordinate behavioral health support as necessary
- Coordinates with American Red Cross Liaison and Care and Shelter Branch Director to address any homeless population accessibility issues
- Coordinates with other shelter agencies on homeless issues in shelters including the American Red Cross, Health Care Agency Behavioral Health, and Animal Care Services
- Coordinate with non-profit/faith based organizations providing care and services to the homeless population
- Create list of available resources or locations offered by such organizations and provide this information to the Logistics Section

Animal Control Unit
(ESF #11 – Food and Agriculture)

Primary: **Public Works Senior Animal Control Officer**
First Alternate: **Public Works Animal Control Officer**
Second Alternate: **Public Works Animal Control Officer**

- Coordinate with Care and Shelter Unit on mass evacuation and sheltering of household pets
- Coordinate Public Health and Medical Unit on medical care for household pets
- Coordinates with the Orange County OA on transportation for household pets
- Coordinate Fire and Rescue Branch on search and rescue operations for household pets
- Coordinates with ESF #14 Debris Removal/Recovery Planning Unit to ensure continued assistance is provided for household pets during long-term community recovery
- Provide technical support and subject-matter expertise regarding the safety and wellbeing of household pets
- Conduct critical needs assessments for household pets
- Expedite requests for resources to assist in evacuating and sheltering household pets

Planning and Intelligence Section
(Includes ESF#14-Recovery)

The activities of the Planning and Intelligence Section will be coordinated by the designated lead department based on the nature of the incident. The Field Incident Commander and the EOC Director will determine the most appropriate designation for the Planning Section Chief and Staff assignments. Figure 5.8 shows the organizational structure of the Planning and Intelligence Section.

The Planning and Intelligence Section's primary responsibility is to collect, evaluate, display, and disseminate incident information and status of resources. The Planning and Intelligence Section functions as the primary support for decision-making to the overall emergency organization. The Planning and Intelligence Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events. During a disaster or emergency, other agency/department leadership will advise the Planning and Intelligence Section Chief on various courses of action from their departmental level perspective.

The Planning and Intelligence Section ensures that safety/damage assessment information is compiled, assembled, and reported in an expeditious manner to the various EOC sections, City of Garden Grove departments, and the Orange County Operational Area EOC or Watch Commander. This assessment of information is communicated via pre-established channels such as WebEOC (including phone/fax/email). The Documentation Unit of the Planning and Intelligence Section is responsible for the detailed recording of the entire response effort and the preservation of these records during and following the disaster. The Planning and Intelligence Section will accomplish the following specific objectives during a disaster or emergency:

- Collect initial situation and safety/damage assessment information
- Display situation and operational information in the EOC using maps and visual aids
- Disseminate intelligence information to the EOC Director, Emergency Operations Coordinator, PIO, General Staff, and the Orange County Operational Area EOC or Watch Commander via pre-determined method of communication (including phone/fax/email)
- Conduct mapping operations
- Prepare summary safety/damage assessment reports for dissemination to other sections, City of Garden Grove departments, Orange County Operational Area EOC or Watch Commander or other pre-established channels, the California Office of Emergency Services (Cal OES), and the Federal Emergency Management Agency (FEMA)
- Prepare required reports identifying the extent of damage and financial losses
- Determine the City's post-event condition
- Provide planning and intelligence support to other sections
- Ensure accurate recording and documentation of the incident
- Prepare EOC Action Plan(s) by Operational Period or more frequently when situations are changing
- Prepare the After-Action Report
- Prepare a post-disaster recovery plan as appropriate in accordance with ESF #14 – Recovery
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements
- Acquire technical experts for special interest topics or special technical knowledge subjects

Figure 5.8   Planning/Intelligence Section Organizational Structure
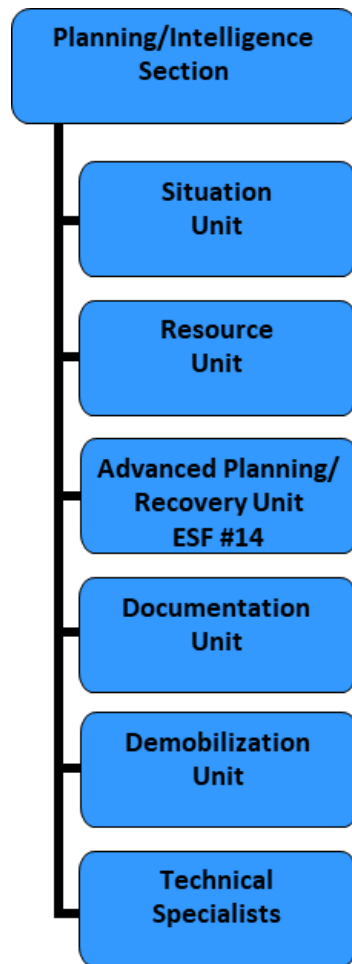
Planning and Intelligence Section Chief

Primary: **Assistant City Manager**
First Alternate: **Building Official**
Second Alternate: **Community and Economic Development Manager**

The Planning and Intelligence Section Chief is a member of the General Staff responsible for the collection, evaluation, forecasting, dissemination, and use of information about the development of the incident and status of resources. The Planning and Intelligence Chief is responsible for:

- Ensuring that the Planning and Intelligence function is performed consistent with SEMS/NIMS guidelines
- Collecting, analyzing, and displaying situation information
- Preparing periodic situation reports
- Providing Geographic Information Services and other technical support services to the various organizational elements within the EOC
- Initiating and documenting the EOC Action Plans and After-Action Report
- Complete Incident Briefing form (ICS-201), and conduct Incident Briefings
- Advance planning

- Planning for demobilization
- Establishing the appropriate level of organization within the section, continuously monitoring the effectiveness of that organization, and making changes as required
- Exercising overall responsibility for the coordination of unit activities within the section
- Reporting to the EOC Director on all matters pertaining to section activities

Situation Status Unit

Primary: **Planning Manager**
First Alternate: **Senior Planner**
Second Alternate: **Senior Administrative Analyst-Public Works**

The Situation Status Unit is responsible for the collection and organization of incident status and situation information. The Situation Status Unit is also responsible for the evaluation, analysis, and display of information for use by EOC staff. Unit responsibilities are summarized below.

- Collect, organize, and analyze situation information from EOC sources. Ensure orderly flow of information within the EOC
- Seek available information from any verifiable source that may be useful in the development of current situation assessments of the affected area
- Develop situation status reports for dissemination to Planning and Intelligence Section Chief, EOC Director, and other Section Chiefs to initiate the action planning process
- Coordinate with the Liaison Officer to transmit approved reports to the Orange County Operational Area EOC via WebEOC, or other pre-established channels and/or the Watch Commander
- Evaluate the content of all incoming field situation and major incident reports to develop and maintain current maps and other displays (including the locations and types of incidents)
- Assess, verify, and prioritize situation information for situation intelligence briefings

Resources Unit

Primary: **Senior Human Resources Analyst**
First Alternate: **Community and Economic Development Manager**
Second Alternate: **Budget/Risk Manager**

- Work with operations to determine what resources are needed or can be cancelled
- Collect check-in data at staging areas, drop points, helibases, spike camps, etc., during the first operational period or as necessary
- Establish time frames and protocols for information exchange for the Emergency Action Plan (EAP) components
- Ensure availability, qualifications, and capabilities of resources to complete assignments
- Provide information on the current status of resources to Situation Unit Leader for completion of Incident Status Summary, within established time frames
- Coordinate with Supply Unit on the status of outstanding resource orders
- Coordinate with Finance, Logistics, and Operations Sections to verify status of current resources
- Set up and maintain a resource status system to reflect the function, organization, status, and location of resources on the incident

- Coordinate with Demobilization Unit Leader to provide access to resource status system and other information
- Establish organization structure, reporting procedures, and chain of command of assigned resources
- Ensure incident resource qualifications match incident resource assignments
- Monitor incident resource status (number of days worked in succession, rest requirements, contract limitations, etc.)
- Prepare a preplanning worksheet, prepare Emergency Action Plan (EAP)
- Ensure WebEOC database is current
- Place resource orders upon direction from the Planning Section Chief to reconcile resource needs
- Assign resources to fill needs identified on Operational Planning Worksheet at the planning meeting
- Facilitate resource assignment extensions and situation status reports

Advanced Planning/Recovery Unit
(ESF #14 Recovery)

Primary: **Community & Economic Development Sr. Management Analyst**
First Alternate: **CEDD Sr. Planner**
Second Alternate: **Code Enforcement**

The Advance Planning/Recovery Unit is responsible for developing reports and recommendations for future time periods, for preparing reports and briefings for use in strategy and/or planning meetings including EOC Action Plans, and for ensuring that the City of Garden Grove requests all emergency assistance and disaster recovery costs for which it is eligible. The Advance Planning/Recovery Planning Unit is also responsible for conducting all initial recovery operations and preparing the EOC organization for transition to a recovery operations organization to restore the City of Garden Grove to pre-disaster condition as quickly and effectively as possible. Unit responsibilities are summarized below:

- Develop issues and requirements related to a time period, normally 12 to 72 hours in advance
- Prepare special reports and briefings as necessary for use in strategy and/or planning meetings
- Monitor action planning activity to determine the shift in operational objectives from response to recovery
- Ensure that the City of Garden Grove receives all emergency assistance and disaster recovery costs for which it is eligible
- Ensure that the City of Garden Grove is prepared to participate jointly with FEMA, Cal OES, Orange County Operational Area, and nonprofit organizations to expedite disaster assistance for individuals, families, businesses, public entities, and others entitled to disaster assistance
- Ensure that required and/or approved mitigation measures are carried out
- Consider taking advantage of disaster-caused opportunities to correct past poor land-use practices while ensuring that legal safeguards for property owners and the jurisdiction are observed

ESF #14 – Recovery is responsible for coordinating initial recovery efforts, including identifying, developing, and implementing recovery priorities, coordinating damage and recovery needs assessments, implementing financial disaster recovery measures, restoring government services, and transitioning activities and responsibilities for long-term recovery to a Long-Term Recovery Organization, as necessary.

Documentation Unit

Primary: **Deputy City Clerk**
First Alternate: **Principal Office Assistant**
Second Alternate: **Deputy City Clerk**

The Documentation Unit is responsible for initiating and preparing EOC Action Plans and After-Action Reports, maintaining accurate and complete incident files, establishing, and operating an EOC message center, providing copying services to EOC personnel, and preserving incident files for legal, analytical, and historical purposes. Unit responsibilities are summarized below:

- Maintain an accurate and complete record of significant disaster events
- Assist other parts of the EOC organization in setting up and maintaining files, journals, and special reports
- Collect and organize all written forms, logs, journals, and reports at completion of each shift from all sections
- Establish and operate a message center at the EOC, and assign appropriate internal and external message routing
- Provide documentation and copying services to EOC staff
- Compile, copy, and distribute EOC Action Plans as directed by the Section Chiefs
- Compile, copy, and distribute After Action Report with input from other sections/units

Demobilization Unit

Primary: **Community and Economic Development Department (CEDD) Building Official**
First Alternate: **Community and Economic Development Department, Senior Planner**
Second Alternate: **Community and Economic Development Department, Senior Project Manager**

- Develops the Demobilization Plan
- Implements, supervises, monitors, and coordinates the demobilization process
- Facilitates emergency demobilization when necessitated by emergency situation
- Ensures agency policies regarding demobilization are followed
- Responsible for all safety related issues related to demobilization policies
- Gathers and reviews resource records and information to determine the size and extent of the demobilization efforts
- Obtains objectives, priorities, schedules, ongoing resources needs, and constraints for the demobilization plan, this information is gathered from the Section Chiefs, Unit leaders of each section and agency representatives of incident agency and dispatch
- Develops list of identified surplus resources and probable release times, travel methods, and maintains contact with agency dispatch on release schedule
- Develops incident check-out function for all units, evaluates logistics and transportation capabilities to support demobilization. Processes emergency release requests
- Prepare appropriate directories (e.g. maps, instructions, etc.) for inclusion in the demobilization plan
- Obtains review and approval of the demobilization plan, provides copies to section chiefs, agency dispatch and EOC Director, who provides final approval upon review. Ensures all Sections/Units understand their specific demobilization responsibilities

- Distributes demobilization plan to: command and general staff, appropriate unit leaders, agency representatives, check-out/demobilization locations, incident agency dispatch and others as needed
- Implements, supervises, and monitors demobilization process. This involves maintaining contact with all who are responsible for implementing the demobilization plan, ensures released resources meet standards established in the demobilization plan, i.e., rest and feeding requirements, adjusts priorities and work assignments to meet schedules and management objectives, requests verification of transportation to home base, reassignment availability and other qualifications and coordinates surplus personnel and resource assignment needs with Resource Unit Leader
- Maintains close coordination with agency dispatch during plan implementation. This involves establishing notification procedures and time frames, verify transportation arrangements, and update/change release schedule
- Demobilizes resources and finalizes incident demobilization by coordinating with the agency demobilization organization to ensure all excess resources are demobilized and all issues are resolved, and advises the Planning Section Chief

Technical Specialists

Primary: **Police GIS Coordinator**
First Alternate: **Police Senior IT Analyst**
Second Alternate: **Vacant**

Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (who may or may not be employees of public or private agencies) may report to the Planning and Intelligence Section Chief, function within an existing unit such as the Situation Status Unit, form a separate unit if required or be reassigned to other parts of the organization (Operations, Logistics, or Finance and Administration).

Logistics Section
(Includes ESF #2-Communications, and ESF #17-Volunteer & Donations Management)

The Logistics Section's primary responsibility is to ensure the acquisition, transportation, and mobilization of resources to support the response effort at the disaster sites, public shelters, EOCs, etc. Logistics provides all necessary personnel, supplies, and equipment procurement support. Methods for obtaining and using facilities, equipment, supplies, services, and other resources to support emergency response at all operational sites during disaster or emergency conditions will be the same as that used during normal operations unless authorized by the EOC Director or emergency orders of the City Council.

The Logistics Section will accomplish the following specific objectives during a disaster or emergency:

- Collect information from other sections to determine needs and prepare for expected operations.
- Coordinate provision of logistical support with the EOC Director.
- Prepare required reports identifying the activities performed by the Logistics Section.
- Determine the City's logistical needs and plan for immediate and long- term requirements.
- Maintain proper and accurate documentation of all actions taken and all items procured to ensure that all required records are preserved for future use and Cal OES and FEMA filing requirements.
- Manage and provide communications to the field, EOC, and other agencies as required

Figure 5.9   Logistics Section Organizational Structure

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              ┌─────────────────┐
              │    Logistics    │
              │     Section     │
              └────────┬────────┘
                       │
              ┌────────┴────────┐
              │ IT/Communications│
              │      Unit        │
              │     ESF #2       │
              └─────────────────┘
              ┌─────────────────┐
              │    Facilities    │
              │      Unit        │
              └─────────────────┘
              ┌─────────────────┐
              │     Supply       │
              │      Unit        │
              └─────────────────┘
              ┌─────────────────┐
              │      Food        │
              │      Unit        │
              └─────────────────┘
              ┌─────────────────┐
              │Volunteer/Donations│
              │ Management Unit   │
              │     ESF #17       │
              └─────────────────┘
              ┌─────────────────┐
              │ Personnel/Human  │
              │  Resource Unit   │
              └─────────────────┘
              ┌─────────────────┐
              │  Ground Support  │
              │      Unit        │
              └─────────────────┘
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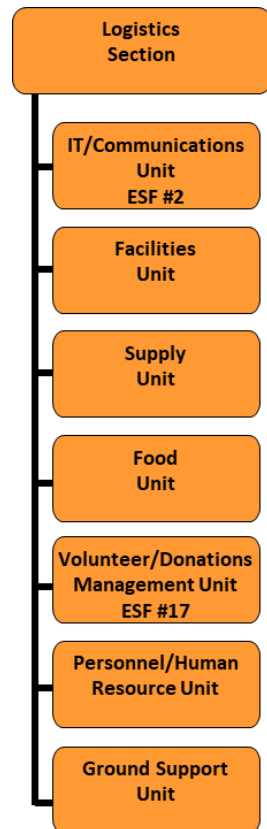
Logistics Section Chief

Primary: **Community and Economic Development, Manager**
First Alternate: **Community and Economic Development, Senior Management Analyst**
Second Alternate: **Community and Economic Development, Planning Manager**

The Logistics Section Chief is responsible for supporting the response effort and the acquisition, transportation, and mobilization of resources. The Logistics Section Chief is responsible for:

- Managing and tracking assessments
- Managing all radio, data, and telephone needs of the EOC
- Coordinating transportation resources and supporting transportation needs for law enforcement and other first responders
- Managing personnel issues and registering volunteers as Disaster Services Workers (DSW)
- Obtaining all materials, equipment, and supplies to support emergency operations
- Coordinating management of facilities used during disaster response and recovery
- Establishing the appropriate level of organization within the section, continuously monitoring the effectiveness of that organization, and making changes as required
- Forming additional units as dictated by the situation
- Exercising overall responsibility for the coordination of branch, group, and unit activities within the Logistics Section
- Coordinating the provision of logistical support for the EOC
- Reporting to the EOC Director on all matters pertaining to Logistics Section activities

Information Technology/Communications Unit
(ESF #2 – Communications)

Primary: **Information System Manager**
First Alternate: **Information System Analyst**
Second Alternate: **Information System Analyst**

The Information Technology/Communications Unit includes ESF #2-Communications and is responsible for managing all radio, data, and telephone needs to support the response. Specific ESF responsibilities are summarized below (see ESF annexes for full list of responsibilities).

- Notify support agencies and oversee the installation, activation, and maintenance of all radio, data, telephone, and cellular phone communications services inside of the EOC and between the EOC and outside agencies
- Determine the appropriate placement of all radio transmitting equipment brought to the EOC to support operations. Approve all radio frequencies to minimize interference conditions
- Provide necessary communication system operators and ensure effective continuous 24-hour operation of all communications services
- Copy and log incoming radio, data, and telephone reports on situation reports, major incident reports, resource requests, and general messages
- Make special assignment of radio, data, and telephone services as directed by the EOC Director
- Organize, place, and oversee the operation of amateur radio services working in support of the EOC

Facilities Unit

Primary: **CEDD Building Inspector Supervisor**
First Alternate: **CEDD Senior Building Inspector**
Second Alternate: **CEDD Real Estate Admin**

The Facilities Unit is responsible for ensuring that adequate facilities are provided for the response effort, including securing access to the facility, and providing staff, furniture, supplies, and materials necessary to configure the facility in a manner adequate to accomplish the mission. Unit responsibilities are summarized below.

- Coordinate and oversee the management of and support to the EOC and other essential facilities and sites used during disaster operations
- Coordinate with other EOC branches, groups, and units for support required for facilities
- Support activities for restoration of disrupted services and utilities to facilities
- Coordinate with Finance and Administration Section on any claims or fiscal matters relating to facilities operations
- Close out each facility when no longer needed

Supply Unit

Primary: **Finance Purchasing Division Manager**
First Alternate: **Finance Purchasing Division Buyer**
Second Alternate: **TBD**

The Supply Unit Leader is responsible for the ordering of personnel, equipment, and supplies, as well as for receiving and storing all supplies for the incident. The Supply Unit Leader is responsible for maintaining an inventory of supplies and for the servicing of non-expendable supplies and equipment.

Food Unit

Primary: **Community Services**
First Alternate: **Community Services Senior Program Specialist**
Second Alternate: **Community Services TBD**

The Food Unit Leader oversees unit staff who determine the food and hydration needs of personnel assigned to the incident and plan menus, order food, provide cooking facilities, cook, serve food, maintain food service areas, and manage food security and safety.

- Obtain briefing from Logistics Section Chief or Service Branch Director if activated
- Determine location of working assignments, and number of personnel assigned to EOC, shelters,and other facilities
- Determine method of feeding to best fit each situation
- Activate and monitor contracts and agreements to obtain necessary equipment and supplies toprovide food catering service facilities
- Obtain necessary equipment and supplies to operate food service facilities at EOC, shelters, andother facilities
- Set up Food Unit equipment
- Verify menus to ensure incident personnel of well-balanced meals
- Ensure that sufficient potable water is available to meet all incident needs
- Maintain casual meal invoicing and documentation process
- Ensure that all appropriate health and safety measures are taken
- Supervise cooks and other Food Unit personnel
- Keep inventory of food on hand, and check in food orders
- Provide Supply Unit Leader with food supply orders
- Demobilize Food Unit in accordance with Incident Demobilization Plan
- Maintain Unit Log (ICS Form-214)

Volunteer and Donations Management Unit
(Includes ESF #17-Volunteer and Donations)

Primary: **Community Services Coordinator**
First Alternate: **Community Services Personnel**
Second Alternate: **Community Services Personnel**

Volunteer and Donations Management provides guidance for the engagement and coordination of

volunteers, volunteer services, and donations management in an emergency and establishes a consistent framework for coordinating with volunteer organizations supporting a response. Specific ESF responsibilities are summarized below (see ESF annexes for full list of responsibilities).

Volunteers

- Ensure that all DSWs and volunteers are registered and integrated into the emergency response system
- Identify the type of volunteers needed based on the priorities for provision of critical needs (food, water, shelter, healthcare, and urban search and rescue)
- Coordinate with the volunteer agencies for volunteer involvement, activation, and the management of spontaneous volunteers
- Coordinate with ESF #15 – Public Information to develop clear communication strategies with the local news media for the types of volunteers needed
- Coordinate with ESF #7 – Resources to create the volunteer staging areas or emergency volunteer centers within the emergency area
- Track the number of volunteers, agencies involved in volunteer efforts, issues that arise, hours worked, and the location for all volunteer staging areas
- Provide status updates and other information to ESF #5 – Management

Donations

- Determine the initial needs assessment for donated goods
- Identify operating facilities suitable as donation warehouses and distribution sites
- Coordinate with ESF #15 – Public Information on developing the messages for the types and amount of donations needed, as well as the donations drop-off location
- Coordinate with ESF #7 – Resources when receiving and sorting unsolicited items to be transferred to distribution sites for distribution to disaster victims. Distribution sites should be established as close to the disaster area as safely possible
- Direct inquiries concerning donations for a specified organization to that organization. Once a donation has been accepted by a specific agency, it becomes the property of that agency
- Direct unsolicited and undesignated donations to an agency that has agreed to accept such goods and services
- If a donation arrives unsolicited, but can be used, it will be accepted and directed to the appropriate location/agency
- Donations that cannot be used or that are deemed a health hazard may be rejected
- Coordinate with Ground Support Unit Leader for the transport of donations from the collection and warehouse sites to the distribution sites, if necessary
- Establish proper procedures or policies for any cash, credit, or check donations
- Provide status updates and other information to ESF #5 – Management

Personnel/Human Resources Unit

Primary: **Human Resources Director**
First Alternate: **Human Resources Personnel**
Second Alternate: **Human Resources Personnel**

- Identifies the best strategy for sharing, acquiring, and distributing EOC personnel

- Supports the incident by staffing, coordinating, and providing EOC personnel
- Ensures the EOC Registration Desk is staffed
- Ensures shift change registration is ready for next shift
- Provides status report of filled and unfilled EOC positions to the EOC Planning/Intel Section Chief
- Requests support staff to assist with activities and tasks
- Manages personnel issues and addresses personnel policies during emergency situations
- Coordinate the activation of Community Emergency Response Team (CERT) Mutual Aid Program (CMAP) through the Operation Area, if required
- Ensure the general welfare and safety of all volunteers used
- Addresses volunteer issues during incident
- Document and maintain records on volunteer requests, assignments and generates reports for distribution to Planning and Intelligence Section Chief
- Document and maintain records of personnel used for the incident, generates reports for distribution to Management and Section Chiefs
- Manages City Disaster Service Workers

Ground Support

Primary: **ECDD Secretary**
First Alternate: **ECDD Civil Engineer**
Second Alternate: **Public Works Secretary**

The Ground Support Unit Leader oversees unit staff who provide ground transportation in support of incident operations, oversees the maintenance and repair of vehicles and mobile ground support equipment, and performs pre- and post-use inspections on all ground equipment assigned to an incident. The Ground Support Unit Leader also oversees the supply of fuel for incident mobile equipment and the development and implementation of the incident traffic plan.

Finance and Administration Section

The Finance and Administration Section at the EOC is responsible for tracking and approval of all expenditures and costs associated with the activation and operations of the EOC. It is anticipated that any citywide emergency response may require some complex purchasing arrangements not common to other disasters. Any authority for purchases or costs not expressly conveyed to the activated EOC are to be coordinated through and approved by the Finance and Administration staff at the EOC.

The Finance and Administration Sections responsibilities for the following:

- Maintain to the greatest extent possible the financial systems necessary to keep the City of Garden Grove functioning during a disaster or emergency. These systems include:
    - Payroll
    - Payments
    - Revenue collection
    - Claim processing
    - Cost recovery documentation
- Supervise the negotiation and administration of vendor and supply contracts and procedures
- Preserve all required records for future use and Cal OES and FEMA filing requirements through maintenance of proper and accurate documentation of all actions taken

Figure 5.10   Finance and Administration Section Organizational Structure
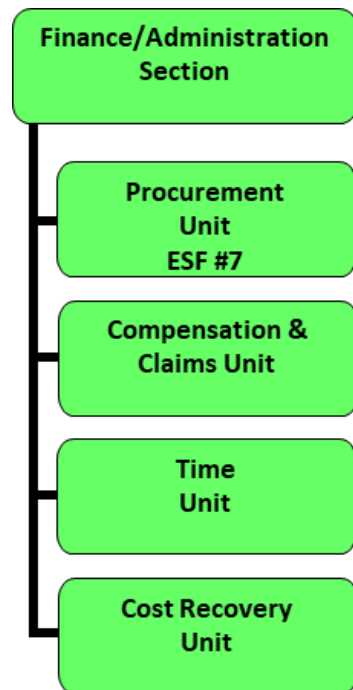
Finance and Administration Section Chief

Primary: **Finance Director**
First Alternate: **Finance Budget/Risk Manager**
Second Alternate: **Finance Personnel**

The Finance and Administration Section Chief supervises the financial support, response, and recovery for the disaster or emergency; ensures that the payroll and revenue collection process continue; and activates the Disaster Accounting System. The Finance and Administration Section Chief will:

- Implement a Disaster Accounting System
- Maintain financial records of the emergency
- Track and record all agency staff time
- Process purchase orders and contracts in coordination with Logistics Section
- Process worker's compensation claims received at the EOC
- Handle travel and expense claims
- Provide administrative support to the EOC
- Establish the appropriate level of organization within the section, continuously monitor the effectiveness of that organization, and make changes as required
- Exercise overall responsibility for the coordination and supervision of all unit activities within the section
- Ensure that the section is supporting other EOC sections consistent with priorities established in the EOC Action Plan
- Keep the EOC Director updated on all significant financial developments

Procurement Unit

Primary: **Finance Purchasing Division Buyer**
First Alternate: **Finance Purchasing Division Manager**
Second Alternate: **Finance Accounting**

The Procurement Unit Leader oversees unit staff who administer all financial matters pertaining to leases and vendor contracts. Ensure the separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan. The Procurement Leader establishes a line of communication with the Supply Unit Leader to ensure resource coordination, maintain log of all purchases related to the incident, and initiates the Procurement Summary Report.

Compensation and Claims Unit

Primary: **Human Resources Principal personnel Analyst**
First Alternate: **Human Resources Personnel Analyst**
Second Alternate: **HR/Risk Services**

The Compensation and Claims Unit is responsible for managing the investigation and compensation of physical injuries and property damage claims involving the City of Garden Grove arising out of a disaster or emergency, including completing all forms required by worker's compensation programs and local agencies, maintaining a file of injuries and illnesses associated with the incident, and providing investigative support of claims and for issuing checks upon settlement of claims. Unit responsibilities are summarized below.

- Accept as agent for the City of Garden Grove claims resulting from a disaster or emergency
- Collect information for all forms required by Workers Compensation and local agencies
- Maintain a file of injuries and illness associated with the personnel activity at the EOC and maintains a file of written witness statements on injuries
- Manage and direct all compensation for injury specialists and claims specialists assigned to the disaster or emergency
- Provide investigative support in areas of claims for bodily injury and property damage compensation presented to the City of Garden Grove

Time Unit

Primary: **Finance Accounting Supervisor**
First Alternate: **Finance Accounting Technician**
Second Alternate: **Finance Sr. Account Specialist**

A Time Unit Leader is responsible for ensuring personnel time is recorded according to agency policy. The Time Unit reports to the Finance Section Chief.

- Establish a daily reporting schedule to gather completed time documents from incident personnel
- Establish an auditing process to ensure accuracy of personnel time posting

- Obtain local administrative guidelines, Service and Supply Plans, payment procedures, or any other agency-specific requirements
- Adhere to City guidelines pertaining to timekeeping and payment requirements
- Review employee and contractor Time Reports and post personnel time in compliance with City policy
- Coordinate with the Finance/Administration Section Chief and other functional areas to obtain resources
- Manage the work area and assigned personnel for efficient and safe operations
- Review and approve subordinate time reports
- Utilize incident time system programs and provide training as needed

Cost Recovery Unit

Primary: **Finance Accounting Supervisor**
First Alternate: **Finance Accountant**
Second Alternate: **Finance Accounting Supervisor**

The Cost Recovery Unit should be activated at the onset of any disaster or emergency and is responsible for maintaining the Disaster Accounting System and procedures to capture and document costs relating to a disaster or emergency in coordination with other sections and departments. The Cost Recovery Unit also acts as liaison with the disaster assistance agencies and coordinates the recovery of costs as allowed by law. Maintenance of records in such a manner that will pass audit is also an extremely important task of this Unit. Unit responsibilities are summarized below.

- Document information for reimbursement from the state and federal governments
- Activate and maintain Disaster Accounting System
- Coordinate documentation of costs with other sections and departments
- Coordinate cost recovery with disaster assistance agencies

Section Six – Direction, Control, and Coordination

Section Six – Direction, Control, and Coordination

Framework for Direction and Control

In accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center (EOC).

Command

A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC has overall responsibility for the incident. The IC will be the best qualified person at the scene, and as such, the position is incident dependent.

If the event covers multiple jurisdictions, a unified command may be established, and the Unified Commander (UC) will have overall control and the City of Garden Grove will support the Unified Command.

Management

The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, resource management, and determine/establish policy decisions. The EOC works to support the incident on-scene. Within the EOC, the Management function:

- Facilitates multi-agency coordination and executive decision making in support of the incident response
- Implements the policies established by the governing bodies
- Facilitates the activities of the Multi-Agency Coordination (MAC) Group
- Provides accurate and timely emergency information to the public

Coordination and Communication Flow

This section describes how field units, Department Operation Centers (DOCs), and the City of Garden Grove EOC coordinate and communicate. In general, the EOC is activated to support field operations when an emergency requires additional resources or coordination. The Field Incident Commanders (ICs) will establish a field Incident Command Post (ICP) and will activate their DOC if applicable for communication and coordination. The EOC will establish communications with the DOC and/or the ICP, when the EOC is activated. The IC(s) will communicate with their DOCs if established and/or the EOCs. If a DOC is operational, the DOC personnel will share incident information, and resource needs with the EOC.

The EOC will establish communications with the Operational Area EOC. The Operational Area EOC will communicate with the regional emergency operations center (REOC) and the REOC will communicate with the State Operations Center (SOC).

Information Collection and Dissemination

Emergency Operations Centers (EOCs) are responsible for gathering timely, accurate, accessible, and consistent intelligence during an emergency. Situation status reports should create a common operating picture and be used to adjust the operational goals, priorities, and strategies.

Communications

Emergency communications is defined as the ability of emergency responders to exchange information via data, voice, and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents. Emergency communications consists of three primary elements:

Operability: The ability of emergency responders to establish and sustain communications in support of the operation.

Interoperability: The ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government using a variety of communication mediums. System operability is required for system interoperability.

Continuity of Communications: The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

Emergency Operations Center Communications

County wide communications are provided by the County of Orange Sheriff-Coroner Communications & Technology Division which is also responsible for overseeing the ongoing operations and system enhancements of the 800 MHz Countywide Coordinated Communications System (CCCS), including development and oversight of countywide communications system policies and procedures and coordination of 800 MHz Governance Committee and User Group meetings. Additional communications services are provided by the Orange County Fire Authority, the Garden Grove Police Dispatch Center, and the Emergency Operations Center (EOC). An Operational Area - Radio 1 (OA-1 Radio) was provided to all jurisdictions. The Garden Grove OA-1 Radio is located adjacent to the EOC and can be utilized during disasters to provide information county wide. Communication facilities will be staffed continuously during emergencies by agency personnel or appropriately trained volunteers. The Logistics Section of the EOC is responsible for communications.

The EOC has a wide variety of communication systems:

Phone communications: A directory will be published of the selected phones that will be used in an activation of the EOC. The Information Technology Department (IT) staff will assist with identifying which phones will be used. Additional phones can be installed by IT telecommunications technicians as required.

Cellular phone communications: Certain key City of Garden Grove executives have cellular phones assigned to them on a regular basis. During emergencies, cell to cell communications may be a reliable form of communicating. Individuals who have this means of communications should utilize it to enhance their and others' capabilities for uninterrupted communications. If feasible and available, other employees

may be temporarily issued cell phones for emergency communication purposes. The City key staff Emergency Notification List is located at the Police Dispatch Center.

Government Emergency Telecommunications Service (GETS): The City of Garden Grove departments that are responsible for emergency preparedness and response have been issued GETS cards for designated employees. Individuals who need to communicate during an emergency should carry a personal calling card.   GETS is to be used when the City of Garden Grove employees are unable to complete emergency calls through normal or alternate telecommunications means.

Radio communications: The Garden Grove Police Dispatch Center and Orange County Fire Authority will control both the internal radio systems and any utilization of the California Emergency Services Radio System (CESRS) and the California Law Enforcement Emergency Transmittal System (CLETS). OA-1 Radio.

WebEOC: The City of Garden Grove uses WebEOC, a web-based information sharing and management tool for emergency management. WebEOC is used in the EOC, as well as by individual agencies/departments and DOCs. In the Garden Grove EOC, WebEOC will be primarily operated by the Planning and Intelligence Section staff with input from other sections. WebEOC enables the efficient development and sharing of situation and resource reports and the EOC Action Plan. The following reports are available on WebEOC:

- Significant Events Log
- Situation Status Reports
- Damage Assessment
- Resource Requests
- Resource(s) Available

The City of Garden Grove may be able to use WebEOC to communicate with other local jurisdictions agencies, and the state, if they are also using the WebEOC platform.

AlertOC: AlertOC is the County's mass emergency notification system that disseminates protective measures for City of Garden Grove residents and visitors. The AlertOC system can be activated by the County of the Garden Grove Police Department.

Conference Calls

Conference calls can provide a very useful and timely method of communication when used properly. They are especially useful to augment existing reporting mechanisms (for example, WebEOC reports). Regularly scheduled conference calls can avoid an uncontrolled stream of information and requests from a variety of sources that can be disruptive to EOC activities. EOC personnel should anticipate participating in conference calls at regular intervals among the following:

- Federal Emergency Management Agency (FEMA) and key federal agencies, the State Operations Center (SOC) and key state agencies, and Regional Emergency Operations Centers (REOCs)
- REOCs and their respective Operational Areas
- Operational Areas and their respective cities and special districts
- DOCs

Interoperability Communication Plans

The California Radio Interoperable System (CRIS) Program was established in 2019 as part of a strategic effort to leverage the more advanced radio technology available on the market today to put a more robust and effective communication tool at the disposal of California's first responder community. The key features of the CRIS will be a Project 25 compliant trunked radio system which interfaces to similar local systems throughout the state of California. When fully developed the CRIS will provide radio coverage to over 90% of the State's population and over 60% of the State's geographic footprint.

The goal is to design and operate the CRIS to achieve the following:

- Cover the greatest portion of the population
- Reach the broadest geographic footprint
- Maintain the highest network reliability, using advanced network technology
- Eliminate the need for a patchwork of multiple smaller systems
- Make efficient use of limited radio spectrum

Public Information

During an emergency the general public will need information about the situation and instructions on response actions. The EOC Public Information Officer (PIO) will serve as the point of contact for all media.

Pre-emergency priorities include:

- preparing, maintaining, and updating plans, procedures, checklists, and contact lists

- developing sample news releases or radio/TV messages, social media, media

- identifying the types of emergency instructions the public may need to be given

- identifying visual and hearing impaired and non-English speaking populations

- developing procedures to provide public information to these populations and

- responding to media questions regarding the state of readiness for the City

As soon as possible, after the onset of an emergency, the City PIO will fully mobilize by requesting additional staff support, and set up a Media Center to monitor the situation with a TV and computers for staff. The PIO function should be prepared to operate on a 24-hour basis. During emergency operations, the City PIO at the EOC will serve as the dissemination point for all media releases. Other agencies wishing to release information to the public must coordinate through the City EOC PIO. The EOC PIO will coordinate with the Operational Area Joint Information Center if established and other organizations as required.

The PIO should provide a phone number to the news media as soon as possible. A briefing area for news media will need to be established away from the EOC to conduct briefings with the media to ensure they received the latest information and any directions the community should follow.

Media Access Privileges

Ground Access

California Penal Code Section 409.5 permits access by accredited reporters to areas which are closed to the public during disasters. The California Peace Officers' Association suggests that "In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions". If access restrictions for the media are unavoidable in the opinion if the authority in charge of the incident/disaster, a "pool" system may be established. Reporters on scene should be permitted to select one representative from each medium (radio, television, newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. Reporters will then share information, photographs, and video/audio tape with other accredited reporters. If access by the media must be denied or restricted for any reason, a complete explanation must be given.

Air Access

Federal Aviation Administration Regulation 91.91 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.

For the most part, the PIO function will rely on commercial telephone lines for dissemination of information to the media and for responding to direct public inquiries. The PIO should ensure that sufficient telephone circuits are available in the EOC for their specific use. Rumor control should have at least three lines with published numbers for the public to call in for information and have their questions answered. There should also be unrestricted lines for the media to contact the City PIO directly. The PIO should arrange for at least one unlisted, outgoing line, for his/her exclusive use during disasters. The PIO may choose instead to request the telephone company institute line load control, i.e., switch certain lines to outgoing only, during disasters.

Should phones be out of service or unavailable (as will be the case of the on-scene PIO) the Radio Amateur Civil Emergency Services (RACES) may be an alternative resource. This resource should be requested through the OA since the City does not have its own RACES program.

Social media may be the most rapid means of communicating emergency information to the public; however, information may need to be disseminated in a number of ways, including, but not necessarily limited to:

- AlertOC is a countywide mass emergency notification system that disseminates protective measures to the county and the City of Garden Grove residents and visitors. The AlertOC system is also used for internal City use for emergency incidents. This system can be activated by the Orange County Sheriff's Department or the Garden Grove Police Department
- Emergency Alert System (EAS) and the Emergency Digital Information System (EDIS), which can distribute messages from the National Weather Service (NWS); California State Warning Center (CSWS), the Law Enforcement Radio System, and other proprietary media
- Telephone services such as 2-1-1 provides non-emergency referrals to social services
- Other media including internet websites, text messaging services, and technology are utilized by the City of Garden Grove PIOs to further reach people, including those with disabilities and others with

access and functional needs
- Garden Grove City App
- City website
- Social media
- Public Address System
- Regional commercial radio stations whose signals reach the stricken areas
- Television stations including cable
- Newspapers in various languages
- Leaflets distributed by volunteers
- Personal contact

Information Flow

To ensure effective intelligence flow, the City of Garden Grove has established communications systems and protocols to organize, integrate, and coordinate intelligence. The flow of situation reports among the levels of government should occur as shown below.

- **Field Situation Status Reports:** Field situation status reports should be provided from the field and/or the Department Operations Centers (DOCs) to the City of Garden Grove's EOC. This may be done initially verbally but should be provided in writing within the operational period.
- **City of Garden Grove EOC:** The City of Garden Grove EOC will summarize reports received from the field, from DOCs, and other reporting disciplines and report to the Operational Area EOC once each operational period.
- **Operational Area EOC:** The Operational Area EOC should summarize situation status reports received from EOCs within Orange County, field units, DOCs, and other reporting disciplines and forward to the California Governor's Office of Emergency Services (Cal OES) Southern Regional Emergency Operations Center (REOC) and the local jurisdictions.
- **Southern REOC:** The REOC should summarize situation status reports received from the Operational Area EOC, state field units, state DOCs, and other reporting disciplines and forward to the State Operations Center (SOC).
- **State Operational Area (SOC):** The SOC will summarize situation status reports received from the REOCs, state DOCs, state agencies, and other reporting disciplines and distribute to state officials and others on the distribution list.
- **Joint Field Office (JFO):** When the JFO is activated to support local, state, and federal coordination, including the Federal Emergency Management Agency (FEMA), the REOC and SOC situation status reports will be assimilated into the JFO situation report. The REOC organization may be collocated with the federal organization at the JFO.

Information Dissemination Methods

The Planning and Intelligence Section is responsible for gathering information to support decision-making in accordance with established operational priorities. The EOC Director will establish information collection priorities.

The followings communication methods will be used by the City of Garden Grove:

- Email
- AlertOC

- Internet communications network
- Face-to-face
- WebEOC
- Internal radio system (800 MHz)
- Computer Aided Dispatch (CAD) System

Critical Information Needs and Collection Priorities

Critical Information Needs and Collection Priorities Table 6.1 summarizes the essential elements of information necessary for timely decision-making and for the enhancement of operations.

Table 6.1   Essential Elements of Information Necessary for Timely Decision-Making

Area or Infrastructure	State and Local Level (Via WebEOC, field representatives, conference call with the EOC, Op Area, and REOC, e-mail, and internet. GIS maps identifying parcels and blocks that are affected by declared emergency will be available in the EOC.)	Federal Level (Via WebEOC, conference call with FEMA, EOC, Op Area, and REOC, email, and internet)
Utilities and Infrastructure **Information needed:** System disruptions and failures (including location, customers impacted, expected time of resumption, and cause)	• California Independent System Operator (CAISO) • Department of Water Resources (DWR). • State Water Resource Control Board (SWRCB) • Department of Health Care Services • Department of Public Health • Department of General Services • California Energy Commission • California Public Utilities Commission • California Utilities Emergency Association (CUEA) • Utilities representatives in EOC Operational Areas • News Reports • Utilities Branch • Field Units	• FEMA • Federal Emergency Regulatory Commission • Bureau of Reclamation • Army Corps of Engineers • Nuclear Regulatory Commission/Nuclear Power Plants • News Reports • Field Units
Transportation **Information needed:** Disruptions to air, rail, ship, and transportation	• Caltrans for state highways • California Highway Patrol for state highways and local thoroughfare • Operational Areas • News Reports • Field Units	• FEMA • Coast Guard • Federal Aviation Administration • National Transportation Safety Board • Department of Transportation • News Reports • Field Units

Medical/Health **Information needed**: Equipment failures, disruptions in medical supplies, facility problems, medical evacuation needs, etc.	• Emergency Medical Services Agency (Including the Medical Health Operational Area Coordinator and the Regional Disaster Medical Health Coordinator) • Orange County Department of Public Health • California Department of Public Health Office of Statewide Health Planning and Development • Operational Areas and local EMS • News Reports • Field Units	• Centers for Disease Control (CDC) • FEMA • Food and Drug Administration • News reports • Field Units
Hazardous Materials **Information needed:** Releases, exposures, damage, supply, and supply disruptions casualties, evacuations, damage, supply, and supply disruptions	• Orange County Health Care Agency (OCHCA) • California Department of Toxic Substances Control (DTSC) • Cal OES (Warning Center) • California Environmental Protection Agency (CalEPA) • Cal OSHA • Department of Health Services • California Public Utilities Commission • Operational Areas • News reports • Field Units	• FEMA • EPA • Coast Guard • National Response Center • Department of Homeland Security • Department of Energy • Department of Agriculture • Department of Energy • Department of Agriculture • Department of Health and Human Services (HHS) • Department of Transportation
Public Events/Occurrence **Information needed:** Potential problems at any anticipated events, including civil unrest, law enforcement, and fire mutual aid shortfalls, etc.	• Law Enforcement Branch Coordinators • Operational Areas • News Reports • Permits Issued • Field Units	• FEMA • Department of Justice • Department of Defense
Social Service Systems **Information needed:** Problems with schools, banking, human care services, payments, and general commerce	• Operational Areas • News Reports • Private Sector • Community-Based Organizations • Field Units	• FEMA • Department of Commerce • Department of Education • HHS

EOC Action Plans – Situation and Analysis

The City of Garden Grove will share situation status and analysis through the use of EOC Actions Plans in conjunction with regularly scheduled EOC briefings (usually one briefing conducted early in each operational period or as needed).

The primary focus of the EOC Action Plan should be on jurisdictional issues. The plan sets overall objectives for the jurisdiction and may establish the priorities as determined by the jurisdictional authority. It can also include mission assignments to departments, provide policy and cost constraints, and incorporate interagency considerations. Properly prepared, the EOC Action Plan becomes an essential input to developing departmental action plans.

Action planning at all EOC levels, like that of the field level, is based around the use of an operational period. The length of the operational period for the EOC is determined by first establishing a set of objectives and priority actions that need to be performed and then establishing a reasonable time frame for accomplishing those actions. Generally, the actions requiring the longest time period will define the length of the operational period.

Typically, operational periods at the beginning of an emergency are short, sometimes only a few hours. As the emergency progresses, operational periods may be longer, but should not exceed 24 hours. Operational periods should not be confused with staffing patterns or shift change periods. They may be the same, but need not be.

The initial EOC Action Plan may be a verbal plan put together in the first hour after EOC activation. The verbal plan is usually put together by the EOC Director in concert with the General Staff. Once the EOC is fully activated, EOC Action Plans should be written and shared with appropriate personnel.

EOC Action Plans should not be complex or time-consuming. The format may vary somewhat within the several EOC National Incident Management System (NIMS)/Standardized Emergency Management System (SEMS) levels, but the EOC Action Plan should generally cover the following elements:

- Situation Status
- Listing of objectives to be accomplished (should be specific, measurable, achievable, relevant, and time-oriented [SMART])
- Statement of current priorities related to objectives
- Resources needed
- Potential issues and problems
- Statement of strategy(s) to achieve the objectives (identify if there is more than one way to accomplish the objective, and which way is preferred)
- Assignments and actions necessary to implement the strategy
- Operational period designation (that is, the time frame necessary to accomplish the actions)
- Organizational elements to be activated to support the assignments (later EOC Action Plans may list organizational elements that will be activated during or at the end of the period)
- Logistical or other technical support required

Displaying Information

The EOC's major purpose is accumulating and sharing information to ensure coordinated and timely emergency response. Therefore, status boards for tracking emergency activities will be made available for use in both the primary and alternate EOCs. All EOC sections must maintain display devices so that other sections can quickly comprehend what actions have been taken and what resources are available, and to track the damage in the City of Garden Grove resulting from the disaster. The Planning and Intelligence Sectionis responsible for coordinating display of information. All display charts, boards, and materials are storedin the EOC.

At the onset of any disaster, a significant events log should also be compiled for the duration of the emergency situation. Key disaster related information will be recorded in the log (that is, casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.). The posting of the significant events log is the responsibility of the Planning and Intelligence Section. The significant events log may be maintained in WebEOC.

After-Action Reports

The completion of an After-Action Report (AAR) is a part of the required NIMS/SEMS reporting process and requires that all cities and counties submit within 90 days a copy of the after-action report to Cal OES. Section 2450(a) of the NIMS/SEMS regulations states that:

"Any city or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after-action Report to Cal OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

The City of Garden Grove will develop and after-action report following an incident and exercise to identify best practices and lessons learned. The Police Department Emergency Operations Coordinator and/or alternates will draft the AAR and coordinate the input of information from personnel involved in the incident or exercise.

Use of After-Action Reports

AARs are made available to all interested public safety and emergency management organizations and serve the following important functions:

- Document response activities
- Identify problems/successes during emergency operations
- Analyze effectiveness of the components of NIMS/SEMS
- Describe and define a plan of action for implementation of improvements

The NIMS/SEMS approach to implementing AARs emphasizes the improvement of emergency management at all levels. The AAR provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the AAR process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of AARs when appropriate and feasible. For example, an Operational Area may take the lead in coordinating the development of an AAR that involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

Advanced Planning and Technical Services

The EOC and its personnel must be prepared with the tools and contacts to be able to identify, research, collect, and analyze the information required to make informed and timely decisions. This means that individuals have been pre-assigned and have received the appropriate training and requirements (for example, security clearances).

The City of Garden Grove Police Department has pre-designated individuals with security clearances to receive intelligence information from the Orange County Intelligence Assessment Center OCIAC). In addition, the City has established communication, alert, and notification systems to obtain information from local, Operational Area, regional, state, and national systems, and services. The City of Garden Grove receives the following types of alerts from California State Warning Center and/or directly from warning centers:

- **California State Warning Center:** Cal OES operates the California State Warning Center (CSWC), whichis staffed 24 hours per day, 365 days per year to serve as the official state-level point of contact for emergency notifications. From this center, Warning Center personnel maintain contact with County Warning Points, state agencies, federal agencies, and the National Warning Center in Berryville, Virginia. The CSWC reports any alerts or warning to the Operational Area and to the City of Garden Grove via e-mail.
- **Earthquake Notifications:** The CSWC receives notification of earthquakes from the California Integrated Seismic Network (CISN), National Earthquake Information Center (NEIC), and the United States Geological Survey (USGS). CISN is a statewide network that provides the basic information for California earthquakes shown on the CISN Display. The CISN Display is an Internet-based rapid earthquake notification system that receives earthquake information from networks world-wide. TheCSWC reports any alerts or warning to Operational Area and to the City of Garden Grove via e-mail
- **Tsunami Notifications:** The CSWC receives tsunami notifications from the Alaska Tsunami Warning Center via the National Weather Service (NWS) and the National Warning Center.
- **Weather Notifications:** The City of Garden Grove receives notification of severe weather from the NWS.
- **Energy Notifications:** The California Independent Systems Operator (California ISO) monitors the California power grid, which consists of a network of long-distance high voltage transmission lines andsubstations that carries bulk electricity to local utilities for distribution to their customers. When the grid is unable to meet electrical demands, the California ISO will direct utilities to reduce their load and issue emergency notices of energy interruptions. The CSWC will be contacted by the California ISO when the operating reserves reach these critical levels.
- **Hazardous Materials/Oil Spill Release Notifications:** In accordance with state law, handlers, any employees, authorized representatives, agents, or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials to the CSWC. The CSWCreports any alerts or warning to the Operational Area and to the City of Garden Grove.
- **Nuclear Power Plant Notifications:** The Cal OES Nuclear Power Plant Program coordinates with decommissioned plant San Onofre and retired plant Rancho Seco. Secondary notifications may be received from the affected county sheriff's departments via California Law Enforcement Telecommunications System (CLETS), and California Law Enforcement Radio System (CLERS).
- **CLETS and CLERS:** The City of Garden Grove receives direct notifications from these systems.

Incident Command

The Incident Command System (ICS) is used in the field response to an emergency or disaster. The Incident Commander's in the field are responsible for the following actions:

- Set the incident objectives, strategies, and priorities for the incident
- Request resources via the chain of command, through the appropriate DOC and or EOC
- Route Unified Command Post (UCP) requests through the DOC affiliated with requesting UC member
- Support departments on scene
- Requests for resources of departments not on scene will be routed through the DOC affiliated withthe IC/UC and/or forwarded to the appropriate EOC section/branch
- Receive, manage, and command the resources upon arrival (for example, fire engines, shelter tents,air-tactical units, and food supplies)

Department Operations Center

The City of Garden Grove Department Operations Centers (DOC) are responsible for the following actions:

- Receive resource requests from the Incident Commander and fulfill the request from the department resources or channel the resource requests to either a discipline-specific mutual aid system or to the appropriate EOC branch.
- Maintain and/or facilitate communication and coordination between the Incident Commander and the EOC.
- May assign and/or receive resource requests from the EOC

Emergency Operations Center

The EOC is responsible for the following actions:

- Receive resource requests from the DOC and/or field and manage those requests or forward them to the appropriate EOC section (e.g., Logistics), branch, unit, or mutual aid system.
- Receive resource requests from other branches within the EOC and manage those requests or forward them to a DOC for action.
- May establish resource allocation priorities and share them with DOCs.
- Receive situation reports from the DOC and ensure data is made available to the EOC and captured by the EOC Planning and Intelligence Section Situation Status Unit to be included in the common operating picture.
- Maintain communication and coordination between other EOC branches, subsequent groups and units, appropriate DOCs, nongovernmental organizations, special districts, and private sector organizations.

Multi-Jurisdictional Coordination System and Process

SEMS is the cornerstone of the City of Garden Grove's and the California's emergency response system and the fundamental structure for the response phase of emergency management. SEMS is required by the California Emergency Services Act (ESA) for managing multi-agency and multi-jurisdictional responses

to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System (ICS), California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), the Operational Area concept, and multi-agency or interagency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Multi-agency Coordination Groups

Larger scale emergencies involve one or more responsible jurisdictions and/or multiple agencies. Management personnel from the responsible jurisdictions form a Unified Command and/or a MAC Group. Provision is made for situation assessment, determining resources requirements, establishing a logistical system, and allocating resources. EOCs, dispatch centers, and other essential facilities located in, or adjacent to, the affected area are activated. The Cal OES Coastal REOC and SOC are activated to support the Operational Area needs.

Multi-agency Coordination System (MACS): Multi-agency coordination is a process that allows all levels of government and all disciplines to work together more efficiently and effectively. Multi- agency coordination occurs across the jurisdictional lines, or across levels of government. The primary function of MACS is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources. MACS consist of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system.

MAC Groups: Agency administrators/executives who are authorized to represent or commit agency resources and funds are brought together to form MAC Groups. MAC Groups may be established at any level or in any discipline. Under SEMS, MAC Group activities are typically facilitated by EOCs. A MAC Group can accomplish the following:

- Commit agency resources and funds
- Provide coordinated decision making
- Allocate resources among cooperating agencies
- Establish priorities among incidents
- Harmonize agency policies
- Provide strategic guidance to support incident management activities

Relationship Among Local Plans

Emergency management involves several kinds of plans. The EOP defines the scope of preparedness and emergency management activities necessary to respond and recover from a wide range of anticipated hazards and threats. The Garden Grove EOP accomplishes the following:

- Assigns responsibility to organizations and individuals for carrying out specific actions that exceed routine responsibility at projected times and places during an emergency
- Sets forth lines of authority and organizational relationships and shows how all actions will be coordinated
- Describes how people (including individuals with disabilities, others with access and functional needs, and individuals with limited English proficiency) and property are protected
- Identifies personnel, equipment, facilities, supplies, and other resources available within the jurisdiction or by agreement with other jurisdictions

The EOP contains both Emergency Support Functions (ESF) and EOC Checklists. The ESFs pre- designate a jurisdictional lead agency to provide coordination and oversight over the functional area. The incident annexes describe unique response details that apply to that specific hazard.

The City of Garden Grove's EOP works in tandem with other plans.

Department/Agency Plans and Procedures: The EOP works with individual department emergency plans and procedures. Each department or agency is expected to have individual procedures that describe how the department or agency will support emergency response efforts both in the field and in the EOC.

Continuity of Operations Plans: The City's Continuity of Operations Plans (COOPs) outline mission essential functions that must be performed during an incident that disrupts normal operations and the methods by which these functions will be performed. They also describe the process for timely resumption of normal operations once the emergency has ended. COOPs address the continued performance of core capabilities and critical operations during any potential incident.

Recovery Plans: Post-disaster redevelopment plans or long-term recovery plans developed prior to a disaster enable jurisdictions to effectively direct recovery activities and expedite a unified recovery effort. Pre-incident planning performed in conjunction with community and economic development planning helps to establish recovery priorities, incorporate mitigation strategies in the wake of an incident, and identify options and changes that should be considered or implemented after an incident. Post- incident community recovery planning serves to integrate the range of complex decisions in the context of the incident and works as the foundation for allocating resources.

Mitigation Plans: The City of Garden Grove 2020 Local Hazard Mitigation Plan (LHMP) outlines the City's strategy for mitigating the hazards it faces. The Disaster Mitigation Act of 2000 requires jurisdictions seeking certain disaster assistance funding to have approved mitigation plans. Mitigation planning is often a long-term effort and may be part of or tied to the jurisdiction's strategic development plan or similar documents. Existing mitigation actions are identified in the LHMP. The mitigation strategy and actions identified for mitigating hazards are relevant to an EOP since both originate from a hazard-based analysis and share similar component requirements.

Joint Operational Plans or Regional Coordination Plans: The City of Garden Grove is part of the Orange County Urban Area Security Initiative and the Regional Catastrophic Preparedness Grant Program. As part of these initiatives, Garden Grove has participated in and developed several regional plans. These plans describe how the City of Garden Grove will coordinate and work with other Orange County jurisdictions to respond and recover from a catastrophic event. Additionally, the Orange County Emergency Operations Plan describes how the state will coordinate its response efforts with the Orange County jurisdictions through the Cal OES Southern REOC.

Relationship Between Federal Plans and State Emergency Operations Plans

Federal plans and state EOPs describe each respective government-level approach to emergency operations.

State of California Emergency Plan: The State Emergency Plan (SEP) addresses several operational response functions and describes how to fulfill its mission of providing resources to satisfy unmet needs. These functions focus on actions, such as direction and control, warning, public notification, the state

must take during the initial phase of response operations and that fall outside of the federal response mission.

The National Response Framework: The National Response Framework (NRF) is a guide to how the nation conducts all-hazards incident response. The NRF states that each federal department or agency must also plan for its role in incident response. Virtually every federal department and agency possesses resources that a jurisdiction may need when responding to an incident. Some Federal departments and agencies have primary responsibility for specific aspects of incident response, such as hazmat remediation. Others may have supporting roles in providing different types of resources, such as communications personnel and equipment. Regardless of their roles, all federal departments and agencies must develop policies, plans, and procedures governing how they will effectively locate resources and provide them as part of a coordinated federal response. The planning considerations described for response can also guide prevention and protection planning.

Table of Contents

Management Section Overview

This section establishes policies and procedures to ensure the effective management of emergency operations during peacetime and national security emergency situations. It provides information on the dissemination of emergency public information, alert and notification of key city officials, vital records protection, and Emergency Operations Center activation and procedures. To ensure emergency operations are conducted in a timely, effective, and an efficient manner, this section is supported by a series of position checklists.

Objective

The overall objective for the City of Garden Grove regarding emergency operations management is to ensure the effective and efficient use of City staff and resources involved in preparing for and responding to situations associated with natural or human-caused disasters, technological incidents, or national security emergencies. Specifically, this will include:

- Overall management and coordination of emergency operations to include, as required, on-scene incident management
- Coordinating or maintaining liaison with appropriate federal, state, and other local governmental agencies and applicable segments of the private sector
- Requesting and allocating resources and other support
- Establishing priorities and adjudicating any conflicting demands for support
- Coordinating with the Operational Area for mutual aid
- Activating and using communications systems
- Preparing and disseminating emergency public information
- Managing the movement and reception and care of persons in the event an evacuation is
- ordered
- Collecting, evaluating, and disseminating damage information and other essential data

Section Positions

The following positions staff the Management Section under the direction of the EOC Director:

- EOC Coordinator
- Public Information Officer
- Liaison Officer
- Safety Officer
- Security Officer

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Management Section Flow Chart
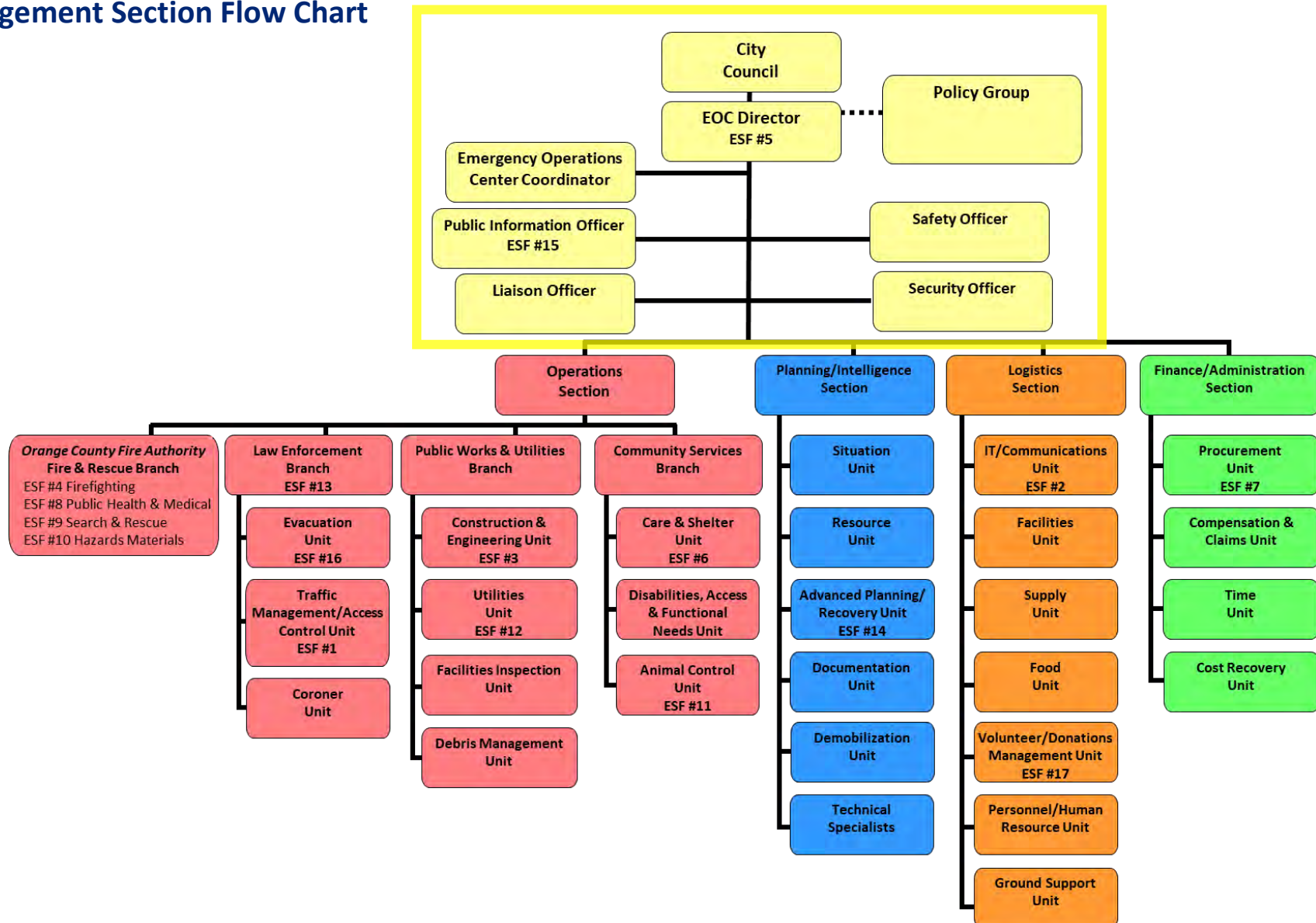
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EOC Director

Emergency Support Function #5: Management
(See Appendix F: Emergency Support Functions)

Name: _____   **Phone:** _____

Date: _____   **Start Time:** _____   **End Time:** _____

Section: Management
Immediate Supervisor: Policy Group
Subordinates: EOC Coordinator, PIO, Liaison Officer, Safety Officer, Security Officer, Section Chiefs

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for the overall management of the EOC and the City's emergency management organization
- Approves all news releases, action plans, public information being given out, etc.
- Establishes contact with the Operational Area; coordinates with the City Council and City Manager in development of emergency policies and keeps them apprised of the situation

✔When Complete	Activation Phase Procedures:
	1. Determine if the City's EOC needs to be activated and to what level.
	2. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Brief staff of the current situation.
	2. Determine which EOC positions need to be activated and appoint appropriate personnel to staff those position unless or until the pre- designated manager arrives and takes over the position's responsibilities.
	3. State that the City's EOC is activated and to what level it is activated.
	4. Inform the City Manager and Council (via the Mayor) of the situation, emergency conditions and response actions being taken or considered.
	5. Request the Liaison Officer to establish contact with the Operational Area Coordinator and report that the City's EOC has been activated and to what level.
	6. Request all Section Chiefs, PIO, Liaison Officer, and EOC Coordinator to determine the status of their functions.
	7. Direct the Operations Chief to coordinate damage assessment and reporting.
	8. Direct the Planning Chief to coordinate damage assessment information and documentation of the incident and post relevant information on status boards and WebEOC.
	9. Direct the Logistics Chief to begin an inventory of available City equipment, transportation vehicles, and any other necessary supplies/material which could be needed.
	10. Ensure coordination with the Operational Area and field division command posts.

	11. Conduct routine briefings with the Sections Chiefs and General Staff to discuss status updates and available options. Topics to be considered are: • Command and coordination issues • Situation reporting problems/accuracy • Transportation issues, i.e., closed, or dangerous routes, etc. • Possible search and rescue - heavy or light • Medical issues • Rumor control and public information • Emergency logistical support/mutual aid • Utility disruptions • Evacuation possibilities
	12. Set objectives and assign the Planning Chief to develop the EOC Action Plan; approve the plan before dissemination to all EOC staff and if appropriate to field command posts.
	13. Direct the EOC Coordinator to develop a 24-hour staffing plan with each Section Chief and to work with Logistics to ensure the EOC has food, water, adequate sleeping facilities, trash removal services, etc.
	14. Consider the need to proclaim a LOCAL EMERGENCY; have the City Attorney draft the proclamation.
	15. Monitor staffing and resource requirements; direct staff to request additional materials/services through the Operational Area.
	16. Request representatives from appropriate Special Districts and/or private volunteer organizations to send a representative to the City EOC to assist in coordination of their efforts and the City's.
	17. If requested, send a City Liaison to the Operational Area EOC for coordination.
	18. Approve all news releases; establish parameters in which the PIO may develop information for release; arrange for the City Manager to be the City's spokesperson for all news conferences. Share press releases with the Operational Area Joint Information Center if activated.
	19. Discuss recovery/reentry needs with the Section Chiefs.

	20. Ensure that the Finance Chief is beginning the documentation process to request State and Federal reimbursement.
	21. Develop a demobilization plan with Section Chiefs.
	22. Ensure that all City EOC staff participate in a Critical Incident Stress Debriefing session prior to leaving. Schedule a follow up Critical Incident Stress Debriefing(s) for all City staff, especially field and EOC responders.
	23. Request all City EOC staff to turn in their logs to the Planning Section on a routine basis.
	24. Coordinate with the Policy Group if there is expected visits from political officials to view the disaster site.
	25. Direct staff to take actions to restore normal City operations as soon as practicable.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

	Applicable Forms
	• ICS Form 201, Incident Briefing • ICS Form 202, Incident Objectives • ICS Form 204, Division Assignment • ICS Form 213, General Message • ICS Form 214, Unit Log • OES After Action Report

Notes:

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Emergency Operations Center Coordinator

Name: _____   **Phone:** _____

Date: _____   **Start Time:** _____   **End Time:** _____

Section: Management
Immediate Supervisor: Director of Emergency Operations Center
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Respond immediately to EOC site and determine operational status
- Assist the EOC Director with the overall facilitation and functioning of the EOC
- Mobilize appropriate personnel for the initial activation of the EOC
- Establish the appropriate staffing level for the City of Garden Grove Emergency Operations Center (EOC) and continuously monitor organizational effectiveness, ensuring that appropriate modifications occur as required
- Obtain briefing from whatever sources are available
- Notify the OA of the EOC Activation
- Ensure that an EOC check-in procedure is established
- Ensure that an EOC organization and staffing chart is posted and completed
- Ensure that Inter-Agency coordination is accomplished effectively within the EOC
- Ensure that communications with emergency response agencies are established and functioning
- Ensure OA Radio is operational, and volume is loud enough to hear

✔ When Complete	Activation Phase Procedures:
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Coordinator, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.

	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and ensure compliance with existing emergency plans and procedures.
	2. Assist the EOC Director in determining appropriate staffing for the EOC.
	3. Provide assistance and information regarding section staffing to all General Staff and ensure information is posted as necessary.
	4. Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
	5. Confer with the General Staff to determine what representation is needed at the EOC from special districts and other emergency response agencies.
	6. Monitor General Staff activities to ensure that all appropriate actions are being taken and provide procedural guidance as required.
	7. Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
	8. Convene the Initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed, and the meeting is facilitated appropriately by the Planning/Intelligence Section.
	9. Once the EOC Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.

	10. Ensure that the Planning/Intelligence Section is continuously updating and executing the EOC Action Plan.
	11. Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
	12. Assist the Planning Section in the development, continuous updating, and execution of the EOC Action Plan and populating WebEOC.
	13. Ensure that all notifications are made to the OA, Cal OES, and represent the City of Garden Grove on any and all county and Cal OES Southern Region conference calls or briefings, as necessary.
	14. Ensure that all communications with jurisdictional emergency response agencies have been established and are maintained.
	15. Assist the EOC Director, Public Information Officer and Liaison in preparing for and conducting briefings with Management Staff, the Elected/Executives members, the media, and general public.
	16. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Authorize deactivation of sections, branches, and units when they are no longer required.
	2. Notify the OA and other appropriate organizations of the planned deactivation time.
	3. Ensure that any open actions not yet completed will be handled after deactivation.

	4. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	5. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	6. Be prepared to provide input to the after-action report.
	7. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	8. Clean up your work area before you leave.
	Applicable Forms
	• ICS Form 201, Incident Briefing • ICS Form 202, Incident Objectives • ICS Form 204, Division Assignment • ICS Form 213, General Message • ICS Form 214, Unit Log • OES After Action Report
Notes:	

Public Information Officer

Emergency Support Function #15: Public Information
(See Appendix F: Emergency Support Functions)

Name: _____   Phone: _____

Date: _____   Start Time: _____   End Time: _____

Section: Management
Immediate Supervisor: EOC Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for developing and managing public information and media relations
- Assist in developing emergency public information, news releases, and announcements
- Plans and conducts news media briefings and assists with public relations and rumor control

✔ When Complete	Activation Phase Procedures:
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Check in with the EOC Director and receive a briefing of the situation.
	2. Activate the Emergency Public Information staff, as necessary (Rumor Control, field PIO - if not already on scene, administrative support, and media/volunteer control).
	3. Establish the Media Center. Assure that there are enough telephones, a television set, desks, laptop, and any other supplies or equipment which may be needed. Maintain Media Center status boards and update WebEOC as appropriate.
	4. Prepare to monitor activities with the following topics needed to be covered for the public: • What to do (and why) • What NOT to do (and why) • Information (for parents) on status and actions of schools (if in session) • Closed, hazardous, contaminated, congested areas to avoid • Curfews • Road, bridge, freeway overpass, and dam conditions; alternate routes to take • Evacuation - routes, instructions (including what to do if vehicle breaks down), arrangements for persons without transportation • Location of mass care, medical, coroner, public safety facilities, food, and safe water • Status of hospitals/urgent care facilities • First aid information • Emergency phone numbers (otherwise, people should not use the phone); Stress to out of area media that people should NOT telephone into the area. Lines must be kept open for emergency calls. • Instructions, precautions about utility use, sanitation, how to turn off utilities • Essential services available - hospitals, grocery stores, banks, pharmacies, gas stations, etc. • Weather hazards (if appropriate)
	5. Establish a system to credential all media representatives before allowing them into the Media Center.

	6. Determine special needs populations (visual or hearing impaired; non-English speaking) and develop appropriate material for dissemination. Contact foreign language newspapers and/or radio/TV stations to broadcast alert and warning information to the special population groups.
	7. Release general survival/self-help information, as appropriate.
	8. Establish media and public hot lines and publish telephone number(s).
	9. Respond to media/public calls. Record telephone messages for media and public hot lines and update as the situation changes. Release hotline telephone numbers to the public.
	10. Establish contact with the on-scene PIO to assure that there is a Media Control Point near the incident.
	11. Coordinate EPI and information releases with OA PIO and other affected jurisdictions' PIOs as necessary and as time allows.
	12. Determine the status of local media outlets and telephone service.
	13. Gather information on the emergency situation and response actions; maintain EPI status boards and maps; monitor EOC status boards and resolve conflicts.
	14. Monitor commercial television and radio for information and rumor control.
	15. Review pre-scripted, general information for accuracy and appropriateness to situation.
	16. Attend all EOC/Section Chief briefings with the EOC Director.

	17. Develop periodic press releases and arrange for press conferences, as appropriate.
	18. Arrange media briefings/press conferences on a regular or "as needed" basis.
	19. Arrange for official spokesperson and announce briefing times.
	20. Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson if such action will not hinder response efforts.
	21. Coordinate additional methods of distributing emergency instructions as required.
	22. Provide situation reports to the OA PIO at least three times/day and provide copies of all press releases and maintain press releases on WebEOC.
	23. Develop procedures with the Red Cross for release of information concerning the status of relatives/friends in the disaster area.
	24. Keep EOC Director informed of all actions taken.
	25. Continue to release status information on request.
	26. Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary.
	27. Accommodate state and federal information officers and assist them in releasing information on assistance programs.
	28. Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given.

	29. Collect newspaper clippings and media footage, if available.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Liaison Officer

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Management
Immediate Supervisor: Director of Emergency Operations Center
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC and handling of requests from other EOCs for EOC agency representatives
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed

✓ When Complete	Activation Phase Procedures:
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Coordinator, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Ensure that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan are provided to Agency Representatives upon check-in.
	2. In coordination with the Management Section, provide orientations for VIPs and other visitors to the EOC.
	3. Contact Agency Representatives already on-site, ensuring they: • Sign into the EOC organization • Provide generic checklist • Understand assigned functions • Know work locations • Review and understand EOC organization and floor plan
	4. Determine if additional agency representation is required from: • Other agencies • Schools • Volunteer organizations • Private organizations • Utilities not already represented
	5. Arrange and coordinate VIP tours with the PIO and the Elected/Executive members or their designees.
	6. Determine the status and resource needs and availability of other agencies.
	7. Notify and coordinate with adjacent jurisdictions on facilities and/or dangerous releases which may impose risk across boundaries.
	8. Request agency representatives maintain communications with their agencies and obtain Situation Status Reports regularly.
	9. Act as liaison with state or federal emergency response officials and appropriate County and/or City personnel.

	10. With the approval of the EOC Director, provide agency representatives from the Garden Grove EOC to other EOCs, as required and requested.
	11. Maintain a roster of agency representatives located at the EOC. Roster should include the assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.
	12. Release agency representatives that are no longer required in the EOC when authorized by the EOC Director (be sure to get contact information from representative before demobilization).
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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City of Garden Grove

Emergency Operations Plan-Part 2
EOC Position Checklists, Management Section

Security Officer

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Management
Immediate Supervisor: Director of Emergency Operations Center
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Provide 24-hour security for the EOC
- Control personnel access to the EOC in accordance with policies established by the EOC Director

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Coordinator, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Determine the current EOC security requirements and arrange for staffing as needed.

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	2. Determine needs for special access to EOC facilities.
	3. Provide executive and V.I.P. security as appropriate and required.
	4. Provide recommendations as appropriate to EOC Director.
	5. Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

Safety Officer

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Management
Immediate Supervisor: Director of Emergency Operations Center
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Ensure that all buildings and other facilities used in support of the Garden Grove EOC are in safe operating condition
- Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions
- Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notify the EOC Director of actions taken

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Coordinator, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Tour the entire EOC facility and evaluate conditions. Advise the EOC Director of any conditions and actions that might result in liability - e.g., oversights, improper response actions, etc. Include these when writing the EOC Safety Plan.
	2. Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
	3. Be familiar with particularly hazardous conditions in the facility and reduce their threats.
	4. Prepare and present safety briefings for the EOC Director and General Staff.
	5. Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water potability, etc..
	6. Keep the EOC Director advised of unsafe conditions; take action when necessary.
	7. Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
	8. Maintain unit/activity log.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.

	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

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Operations Section Overview

This section establishes policies, procedures, and assigns responsibilities to ensure the effective management of coordinated emergency response operations during peacetime and national security emergency situations. It provides information on the roles and responsibilities of the following Branches: Fire and Rescue, Law Enforcement, Public Works & Utilities, and Community Services.

Each one of the above-named branches may be expanded to include units. If the situation is serious enough or the Branch Director feels that there is a need for additional management oversight of a particular function assigned to that Branch, a unit may be activated.

Objectives

The objectives of the Operations Section are to:

- Provide support to field units through the incident commander
- Communicate City emergency policies, procedures, and/or priorities to all response personnel
- Protect the safety and welfare of personnel
- Ensure the action plan is implemented in the field
- Provide for life safety
- Determine needs and request additional resources
- Gather and forward Operations Section information to the Planning/Intelligence Section of the EOC

Section Positions

The following positions staff the Operations Section under the direction of the Operations Section Chief:

- **Operations Section Chief**
- Fire & Rescue Branch Coordinator
    - Medical & Public Health Unit Leader
    - Heavy Rescue Unit Leader
    - HazMat Unit Leader
- Law Enforcement Branch Coordinator
    - Evacuation Unit Leader
    - Traffic Management/Access Control Unit
    - Coroner Unit Leader
- Public Works & Utilities Branch
    - Construction & Engineering Unit Leader
    - Utilities Unit
    - Facilities Inspection Unit
    - Debris Management Unit
- Community Services Branch Coordinator
    - Care & Shelter Unit Leader
    - Disabilities, Assess & Functional Needs
    - Animal Control Unit

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Operations Section Flow Chart
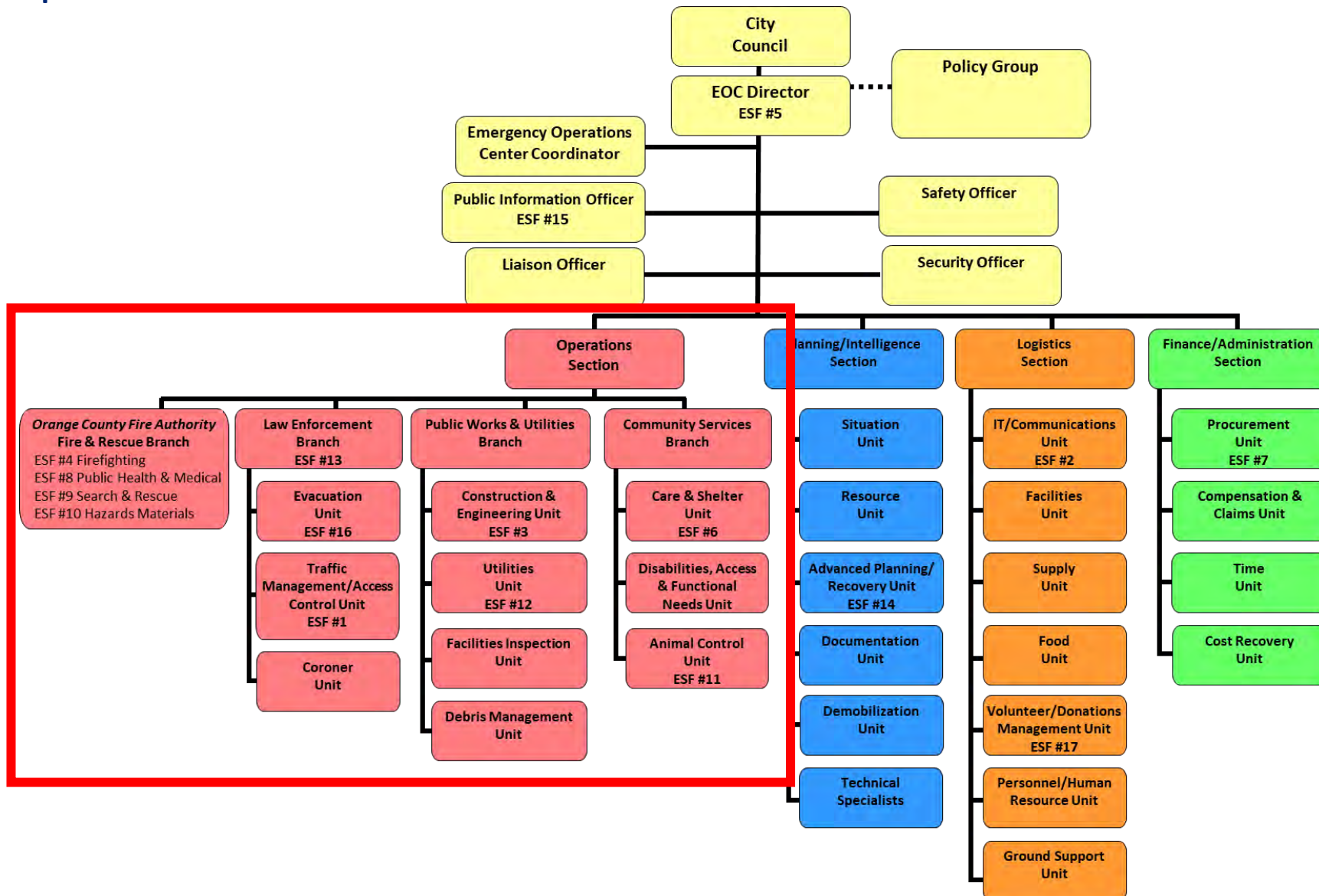
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Operations Section Chief

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Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Director of Emergency Operations Center
Subordinates: Fire and Rescue Branch Director, Law Enforcement Branch Director, Public Works Branch Director, Community Services Branch Director

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Ensure that the Operations function is carried out including coordination of response for all operational functions assigned to the EOC
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively
- Establish the appropriate level of branch and unit organizations within the EOC Operations Section, continuously monitor the effectiveness and modify accordingly
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section
- Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports
- Conduct periodic Operations briefings for the EOC Director and staff as required or requested
- Overall supervision of the EOC Operations Section

✓ When Complete	Activation Phase Procedures:
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Coordinator, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.

	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Meet with EOC Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
	2. Based on the situation, activate appropriate branches within the Section. Designate Branch Coordinators as necessary: • Utilities Group • Environmental Group
	3. Request additional personnel for the Section as necessary for 24-hour operation.
	4. Obtain a current communications status briefing from the Communications Unit Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the Section.
	5. Determine estimated times of arrival of Section staff from the Personnel Branch in Logistics.
	6. Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
	7. Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
	8. Establish radio or cell-phone communication with Incident Commander(s) in the field and coordinate accordingly.
	9. Determine activation status of other EOCs in the Operational Area and establish communication links with their EOC Operations Section if necessary.

	10. Based on the situation known or forecasted, determine likely future needs of the Operations Section.
	11. Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate Section objectives for the first operational period.
	12. Review responsibilities of branches in Section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
	13. Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
	14. Ensure that all Section personnel are maintaining their individual position logs.
	15. Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports.
	16. Ensure that all media contacts are referred to the Public Information Officer.
	17. Conduct periodic briefings and work to reach consensus among staff on objectives for the next operational periods.
	18. Attend and participate in EOC Action Planning meetings.
	19. Provide the EOC Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
	20. Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current EOC Action Plan, are being addressed.

	21. Ensure that the branches coordinate all resource needs through the Logistics Section.
	22. Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
	23. Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
	24. Brief the EOC Director on all major incidents.
	25. Brief Branch Directors periodically on any updated information you may have received.
	26. Share status information with other sections as appropriate.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.

	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 215, Operation Planning Worksheet • Agency specific forms appropriate to the function

Notes:

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Fire & Rescue Branch Director

Emergency Support Function #4: Fire & Rescue
(See Appendix F: Emergency Support Functions)

Name: _____   **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Operations Section Chief
Subordinates: Public Health & Medical Unit, Search & Rescue Unit, Hazardous Materials
Unit

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for ensuring the provision of fire protection, medical, and rescue services

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Coordinator, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Determine the status of all Fire Authority assets and operational activities in Garden Grove.
	2. Determine if any of the following positions need to be activated within the EOC Fire and Rescue Branch: HazMat Supervisor, Radiological Supervisor, Medical and Public Health Supervisor, and/or Heavy Rescue Supervisor. If so, appoint needed Supervisors and distribute appropriate checklists and position identifiers.
	3. Identify the location of any field division command posts and establish communications with them. If established division command posts are other than one of the seven fire stations in the City, request that the field command posts be relocated to the closest fire station. (Fire stations have been predesignated field division command posts for all City field response units to coordinate with each other, establish a unified command at each location, and the City EOC.)
	4. Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.
	5. Determine Fire Authority priorities: suppression, rescue, and/or medical. Strong consideration should be given to an immediate request for medical mutual aid to the Operational Area due to the other Fire Department priorities.
	6. Monitor field activities, update the EOC Operations and EOC Planning Chiefs as situation changes.
	7. Develop fire and rescue priorities with the EOC Operations Section Branch Directors. Communicate those priorities to the OCFA DOC or the OCFA Division 1 Command Post.
	8. Based upon established priorities and objectives, develop appropriate plans for redeployment of Fire Authority assets in the field. Obtain approval of the Operations Chief and then communicate the plan to all Fire Authority field Incident Commanders.

	9. Facilitate the request for mutual aid, as needed, through regular Fire Mutual Aid Coordinator. Make sure the Operational Area is apprised of these requests, if the Fire Mutual Aid Coordinators are not in the Operational Area EOC.
	10. If there is a need for heavy rescue or hazardous materials spill response, activate those Supervisors within the Fire and Rescue Branch, and request appropriate Teams (Heavy Rescue and/or HazMat) from the Orange County Fire Authority through the Operational Area.
	11. Ensure that the Heavy Rescue and/or Hazardous Materials Team(s) response activities are coordinated with established City objectives by assigning those technical team(s) to the appropriate field division command post and monitored by the appropriate Operations Section Director and/or Supervisor
	12. Update the EOC Director frequently.
	13. Participate in all EOC briefing and assist in setting emergency response objectives and priorities for the EOC Action Plan.
	14. Document all activities and decisions on an activity log.
	15. As strategic objectives are met, prepare a demobilization plan for that area and staff.
	16. Monitor the field activities and provide direction as needed and set by the action plan.
	17. Monitor staff for signs of stress. Report concerns to the Operations Section Chief.

	18. Provide for staff relief and rest areas.
	19. Participate in development of the demobilization plan.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 214, Unit Log.
Notes:	

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Community Services Branch Director

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Name: _____   **Phone:** _____

Date: _____   **Start Time:** _____   **End Time:** _____

Section: Operations
Immediate Supervisor: Operations Section Chief
Subordinates: Care & Shelter Unit, Access & Functional Needs Unit, Animal Control Unit

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for coordination of shelter, food, clothing, and registration for persons impacted by a disaster
- Coordinate the flow of information between the EOC and Care and Shelter facilities

✔ When Complete	Activation Phase Procedures:
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Determine the need to appoint a Care and Shelter Supervisor; distribute appropriate checklists and position identifiers, if available.
	2. Determine the status of any evacuation, displaced persons, and/or public health issues.
	3. Establish communications with the American Red Cross for status of any shelter or mass care operations.
	4. Request a liaison from the Garden Grove School District, should shelters open at any school and school is in session. Assist the District in implementing their plan for such instances.
	5. Establish contact with the PIO to determine the process needed to get information out to the general public, if needed.
	6. Monitor and assist branch staff, as needed.
	7. Coordinate with the Public Services Director to upgrade shelter capabilities, as needed.
	8. Participate in all Operations Section briefings.
	9. Assist in the coordination of support services for any operational shelter, as needed.
	10. Notify the Operational Area of all open shelters in the City of Garden Grove.

	11. Document all activities and decisions on an activity log.
	12. Keep the Operations Chief updated and report any changes in the situation as soon as possible.
	13. Brief branch staff frequently.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Care & Shelter Unit Leader

Emergency Support Function #6: Care & Shelter
(See Appendix F: Emergency Support Functions)

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Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Community Services Branch Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Assist the American Red Cross in the setup, operation, and take down of any emergency shelters or mass care sites established due to the emergency

✓ When Complete	Activation Phase Procedures:
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Determine the number of evacuees with special needs, such as the critically ill, handicapped, elderly, infirm, non-English speaking, and incarcerated persons. To the extent possible coordinate with the American Red Cross or designate space within shelters to house these types of individuals.
	3. Inventory the operational status of all facilities listed as shelter, including the following information: • Structural soundness • Utility services • Adequate sanitation facilities, including showers • Capacity for cooking, serving, and dining areas and equipment • Housing capacity • Handicapped access
	4. If shelters are being opened, coordinate information with the American Red Cross and Garden Grove School District; assist in providing staff and logistical support. May need to request appropriate representatives from these groups to send a liaison to the EOC.
	5. Identify and monitor any open shelters.
	6. Acquire from each open shelter on a routine basis an up-to-date list of all registered shelter or mass care occupants.
	1. Participate in all branch briefings.
	2. Keep the Community Services Director apprised of the situation.
	3. Work with the PIO to develop appropriate shelter and mass care information to be released through the news media.

	4. Periodically poll all open shelters or mass care facilities to determine the number of individuals registered and any support needed.
	5. Coordinate with the Communications Director for alternative forms of communications to and from any open shelter or mass care site, as needed or requested from those areas.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Document all activities and decisions on an activity log.
	2. Monitor all shelter and mass care operations to ensure there is adequate staffing, communications, supplies, etc.
	3. Assist the American Red Cross in demobilization of shelters, as necessary.
	4. Request the PIO to inform the press of all shelters or mass care areas being closed.
	5. Prepare a Care and Shelter debriefing report.
	6. Participate in a Critical Incident Stress Debriefing session.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Access & Functional Needs Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Community Services Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Coordinate information on people with disabilities and those with access and/or functional needs related issues including available resources
- Ensure people with disabilities and those with access and/or functional needs are properly considered in all aspects of the incident response and recovery

✔ When Complete	Activation Phase Procedures:
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Coordinate with the Public Information Officer to ensure all methods of emergency communications with the public are as accessible as possible, including AlertOC and the Emergency Alert System (EAS).
	2. Provide information to the PIO, PIO Support Staff on how to effectively communicate with people with disabilities and those with access and/or functional needs.
	3. Coordinates with the PIO and PIO Support Staff to ensure organizations serving people with disabilities and those with access and/or functional needs are receiving all city and County public notifications including, news media releases.
	4. Coordinate with Operations Section to identify access and functional needs-related issues and available resources.
	5. Work with Planning and Intelligence Section to provide information for inclusion in the EOC Action Plan.
	6. Coordinates with Transportation Management/Access Control Unit to address any needs related to transportation accessibility and availability.
	7. Coordinate behavioral health support as necessary.
	8. Coordinates with American Red Cross Liaison and Care and Shelter Branch Director to address any homeless population accessibility issues.
	9. Coordinates with other shelter agencies on homeless issues in shelters including the American Red Cross, Health Care Agency Behavioral Health, and Animal Care Services.

	10. Coordinate with non-profit/faith-based organizations providing care and services to the homeless population.
	11. Create list of available resources or locations offered by such organizations and provide this information to the Logistics Section.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Animal Control Unit Leader

Emergency Support Function #11: Food & Agriculture
(See Appendix F: Emergency Support Functions)

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Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Community Services Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Serve as the City point of contact for County of Orange Animal Control and to ensure that animal control activities are coordinated in the City
- Responsible for coordination with County of Orange Animal Control to control loose animals and identify emergency animal shelters
- Coordinates animal issues related to emergency shelters

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Inform all field division command posts that all stray animals or questions from the community about animals and pets should be referred to the City EOC, Animal Control Supervisor until the County of Orange Animal Control has mobilized enough staff to coordinate those issues for the City.
	2. Obtain a status on the number and types of loose or homeless animals in the City.
	3. Identify potential emergency shelters by contacting volunteer animal rights organizations for assistance.
	4. Identify a few Veterinarians to be on call for animal emergencies.
	5. Obtain staff for each emergency animal shelter to be established first from volunteer groups and then from the Volunteer/Donations Management Unit in the Logistics Section.
	6. Monitor and facilitate the situation until relieved by County of Orange Animal Control staff.
	7. Keep the Law Enforcement Director updated on the situation and any changes.
	8. Poll each establish field division command post for status of stray animals or other animal related issues on a periodic basis.
	9. Request the PIO to put out a news release identifying where individuals may take their animals or any strays that they may encounter.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.

	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

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Public Works & Utilities Branch

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Operations Section Chief
Subordinates: Construction & Engineering Unit, Utilities Unit, Facilities Inspection Unit, Debris Management Unit

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for coordinating all City assets for public works, utilities, road repair, and debris clearance
- Responsible for facility inspections

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Begin to determine the immediate status of City-owned and leased buildings, roads, utility functionality, and Public Services Department employees on duty for assignment.
	2. Determine the need to appoint other Branch Supervisors: Facilities Inspection Supervisor, Construction and Engineering Supervisor, Debris Removal and Route Clearance Supervisor, and Utility Supervisor; distribute appropriate checklists and position identifies, if available.
	3. Determine the status of gas, electric, water, and telephone service.
	4. Develop immediate objectives and an action plan to begin efforts to restore damaged areas.
	5. Identify current and future resource needs, and requisition material/service requirements through the Logistics Chief.
	6. Ensure that buildings are inspected, tagged, and, if necessary, demolished to protect the safety of those in the area.
	7. Establish contact with the Garden Grove Sanitary Department and Midway Sanitary District for assistance in coping with any sewage or other removal issues.
	8. Develop priorities and coordinate with utility companies for restoration of utilities to critical and essential facilities.
	10. Establish contact with established field division command posts to obtain a status report of critical facilities, sanitation facilities, and public buildings.
	11. Ensure branch activities are coordinated with other involved branches or sections and agencies.

	12. Request assistance from Law Enforcement or Fire Branches as necessary.
	13. Keep the EOC Operations Chief informed of the situation, and immediately report any new or changed information.
	14. Develop a plan for 24-hour operations. Contact off-shift employees to inform them of their emergency schedule.
	15. Ensure that the public works status is reported to the Operational Area.
	16. Request additional structural engineers from the Operational Area, if needed.
	17. Monitor the status of public works field activities from all Branch Directors.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the EOC after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

Applicable Forms
• ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 215, Operational Planning Worksheet

Notes:

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Construction & Engineering Unit

Emergency Support Function #3: Construction and Engineering
(See Appendix F: Emergency Support Functions)

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Name: _____   **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Public Utilities Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for ensuring all public buildings and critical facilities are functional
- Coordination with structural engineers for building assessments
- Ensuring unsafe areas and structures are clearly marked and the public informed
- Responsible for the supervision of any construction and/or engineering project to repair damaged buildings, streets, and critical facilities. Development of short-, mid-, and long-term reconstruction priorities and plans

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.

	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Identify what efforts are in progress to restore and/or repair damaged public buildings, roads, and utilities.
	2. Coordinate with the Public Services Director regarding any buildings which may require immediate demolition.
	3. Determine the structural safety of emergency operations facilities, public shelters, and reception and care centers in a post-earthquake (or other devastated) environment.
	4. Determine the safety of evacuation routes (including airstrips and airports) in a post-earthquake (or other devastated) environment.
	5. Develop a status report and provide to the Situation Assessment Director and the Public Services and Utilities Director.
	6. Establish contact with the OA EOC, and Cal Trans, if needed.
	7. Identify and inventory City construction resources.
	8. Work with the Finance and Logistics Sections to identify vendors to provide support to Garden Grove construction and engineering needs.
	9. Develop an action plan to first identify, and then determine, how to mitigate further damage for the short term, and options for final disposition of damaged areas (i.e., restore, condemn, etc.).

	10. Coordinate with other Public Services and Utilities Branch Directors to determine what construction and engineering resources are needed, if any.
	11. Establish need for heavy equipment and request Logistics Section to assist in procurement.
	12. Participate in all branch briefings.
	13. Keep the Public Services and Utilities Director informed of status and update frequently.
	14. Provide cost estimates for any construction work being done or to be done to mitigate or restore damaged facilities and roads.
	15. Establish teams of construction and engineering staff (City and volunteer) and develop a plan for surveys and reports on how to respond to their assigned area of damage.
	16. Develop a plan to assign construction and engineering assets based upon priorities set by the EOC Director and Section Chiefs in the most recent action plan.
	17. Determine the length of time extraordinary construction and engineering response and recovery activities will continue and what resources are needed.
	18. Work with the Public Services and Utilities Director to develop a plan for long term construction activities. Provide costs to Finance Chief.
	19. Document all actions and decisions made on an activity log.
	20. Provide a summary of all construction and engineering activities and progress, every 24 hours to the Public Services and Utilities Director.

	21. As soon as practicable, develop a demobilization plan to release any mutual aid resources, volunteers, and City staff in that order.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 209, Incident Status Summary • ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 215, Operational Planning Worksheet • ICS Form 218, Support Vehicle Inventory
Notes:	

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Utilities Unit Leader

Emergency Support Function #12: Utilities

(See Appendix F: Emergency Support Functions)

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Name: _____   **Phone:** _____

Date: _____   **Start Time:** _____   **End Time:** _____

Section: Operations
Immediate Supervisor: Public Works Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

• Assess the status of utilities, provide Utility Status Reports as required
• Coordinate restoration of damaged utilities with utility representatives in the City EOC if present, or directly with Utility companies
• Supervise the Utilities Unit

✓When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.

	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain a position log and other necessary files.
	2. Establish and maintain communications with the utility providers for the City.
	3. Determine the extent of damage to utility systems in the City.
	4. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC.
	5. Ensure that all information on system outages is consolidated and provided to the Situation Unit in the Planning/Intelligence Section.
	6. Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
	7. Keep the Public Health Unit informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
	8. Keep the Construction/Engineering Unit informed of the restoration status.

	9. Complete and maintain a log on Utility status.
	10. Refer all contacts with the media to the Public Information Officer.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Facilities Inspection Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Public Works Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for the inspection and occupancy classification of all public buildings, critical facilities, and private homes and businesses following a major emergency

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Develop a status report by priority, of all reported damaged critical facilities, public buildings, and private homes and businesses, using a grid system to identify areas of damage in addition to individual occupancies.
	2. Inventory City staff qualified to perform building inspections. Organize teams and identify areas of priority inspection.
	3. Inform all building inspectors and structural engineers to document all damage found either by video tape, still photographs, audio tape, or written report. The optimal is video tape. Coordinate the acquisition of video equipment, cameras, and associated supplies with the Logistics Section.
	4. Request the Liaison Officer contact the Operational Area Mutual Aid Coordinator for additional qualified building inspectors and/or structural engineers upon approval of the EOC Director and Operations Chief.
	5. Participate in all branch briefings.
	6. Keep the Public Services and Utilities Director updated on the situation; report any changes as soon as possible.
	7. Develop a staffing plan for field building inspectors for the next few days. If inspectors are limited and the Operational Area is unable to immediately arrange for mutual aid, this plan should be developed using a priority system.
	8. Ensure that all building inspectors and structural engineers are tagging inspected buildings in a consistent manner.
	9. Monitor the progress of building inspections and report to the Public Services and Utilities Director.

	10. Inform the Construction and Engineering Director of damage buildings in need of repair.
	11. Document all activities and decisions made on an activity log.
	12. Gather all damage documentation from field inspectors on a routine basis and provide it to the Planning Chief for permanent documentation.
	13. Coordinate with the Construction and Engineering Supervisor any demolition of damaged structures.
	14. Identify when volunteers and mutual aid resources may be released. Develop a plan to stage a demobilization.
	15. Prepare a debriefing report on all facility inspections and actions when the situation becomes manageable.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

Debris Management Unit Leader

Name: _____   **Phone:** _____

Date: _____   **Start Time:** _____   **End Time:** _____

Section: Operations
Immediate Supervisor: Public Works Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for the clearing of debris and roads following a major emergency
- Coordination with Law Enforcement and OCTD regarding route information, clearance, and recovery

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Obtain a status on all roads and streets within the City from Police Department, any open field command posts, and/or other resources within the EOC.
	2. Inventory available staff from the Public Services Department to begin debris removal.
	3. Develop a plan and assign teams to perform debris removal.
	4. Coordinate closely with the Logistics Chief to obtain proper protective clothing (gloves, face masks, hard hats, or utility boots) as needed.
	5. Establish contact with the Garden Grove Sanitary District and Midway City Sanitary District to develop a plan for debris pickup from response and recovery activities, obtain status of sewer systems and repair activities in progress, and status of residential and business refuse pickup services during the emergency.
	7. Provide the PIO with information concerning routes and any recommended information regarding raw sewage (if there are line breaks), as needed.
	8. Request a representative from the Garden Grove Sanitary District respond to the EOC for closer coordination, should refuse and sewage become big issues.
	9. Keep the Public Services and Utilities Director updated as to activities and changes in the situation.
	10. Monitor the field activities of debris removal and route recovery teams as well as those of the Midway City and Garden Grove Sanitary Districts.

	11. Develop a staffing plan with the Personnel/Volunteer Director for 24-hour debris removal and route recovery activities or as directed by the Public Services and Utilities Director.
	12. Identify the need for any heavy equipment and coordinate the procurement with the Equipment/Transportation Director in the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
	13. Document all activities and decisions made on an activity log.
	14. Monitor progress of the debris removal and route recovery on a regular basis.
	15. Coordinate route recovery efforts with Police Department and OCTD as necessary.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

Applicable Forms
- ICS Form 213, General Message   - ICS Form 214, Unit Log

Notes:

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Law Enforcement Branch Director

Emergency Support Function #13: Law Enforcement

(See Appendix F: Emergency Support Functions)

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Name: _____   **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Operations Section Chief
Subordinates: Evacuation Unit, Traffic Management/Access Control Unit, Coroner Unit

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for the provision of law enforcement activities to include, but not limited to, security of property, enforcement of all laws and emergency regulations enacted due to the emergency, traffic control, animal control, coroner operations, evacuations, and alert and warning.

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Determine the status of on-duty Police Department Personnel and their field activities.
	2. Report status to Operations Chief.
	3. Determine if the following positions should be activated: Evacuation Supervisor, Coroner Supervisor, and Animal Control Supervisor. If so, distribute appropriate position checklists and position identifier.
	4. Determine Law Enforcement objectives and communicate those to the Operations Chief. If approved by the EOC Director, communicate those objectives to the appropriate field division command posts.
	5. Establish action plan to protect life and property, secure perimeters around risk areas or evacuated areas, and provide security for emergency workers, as needed.
	6. Determine when and how to alert and warn critical facilities of impending danger (e.g., hospitals, nursing homes, schools, major industries).
	7. Monitor all Law Enforcement activities and identify when or if mutual aid is needed.
	8. Ensure that all field units have adequate communication capability.
	9. Participate in all Operations Section briefings.
	11. Meet with assigned supervisors on a regular basis to get an update of their status.

	12. Develop a branch staffing plan for a 24-hour operation. Communicate this to the Personnel/Volunteer Supervisor.
	13. Request assistance from the County of Orange via the Operational Area, for any Coroner and/or Animal Control issues.
	14. Monitor the situation and if directed by the Operations Chief, begin development of an evacuation plan and routes. Prepare all field personnel for the possibility of such an action.
	15. Monitor all Law Enforcement activities and request mutual aid through the Operational Area Law Enforcement Mutual Aid Coordinator when necessary.
	16. Document all activities and decisions on an activity log.
	17. Keep the Operations Chief informed of all Law Enforcement activities.
	18. Coordinate as necessary with the PIO for the release of public protective actions to be taken.
	19. Begin demobilization as soon as practicable.
	20. Develop a demobilization plan and communicate it to all field division command posts for dissemination of all field units.
	21. Ensure that all field staff receives rest periods.
	22. Ensure that all field staff complete the appropriate time sheet for the Finance Section.

✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Evacuation Unit Leader

Emergency Support Function #16: Evacuation

(See Appendix F: Emergency Support Functions)

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Name: _____   **Phone:** _____

Date: _____   **Start Time:** _____   **End Time:** _____

Section: Operations
Immediate Supervisor: Law Enforcement Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Responsible for an orderly, systematic evacuation of City residents and visitors due to an extreme emergency

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish the lead time needed prior to evacuation.
	2. Develop an evacuation plan with the following priorities in mind: • Public safety • Medical and health services • Delivery of essential provisions and other necessary resources
	3. Coordinate with the Public Services and Utility Director, American Red Cross, and other necessary staff to develop a cohesive evacuation plan.
	4. Develop evacuation routes and request the PIO to begin drafting an evacuation notice for the public with specific instructions and routing information.
	5. Arrange with Public Services and Utilities Supervisor for barricades and inform them of where the barricades are to be placed.
	6. Ensure that the following occurs: • Provide appropriate evacuation information to emergency responders • Provide appropriate evacuation information to the evacuees • Arrange for transportation, if necessary • Provide security for evacuated areas and sheltering of evacuees • Arrange for evacuation of the elderly or others with special needs • Coordinate with the Red Cross and Garden Grove School District regarding sheltering needs • Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
	7. Estimate the number of people to be evacuated and explain transportation policy (i.e., movement, control, use of public and private vehicles, etc.).

	8. Make appropriate arrangements to transport emergency workers if necessary.
	9. Designate areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
	10. Identify areas for parking and vehicle security in reception areas.
	11. Ensure that AlertOC and the Emergency Alert System (EAS) broadcasts the evacuation order, transportation routes, assembly points for those needing transportation, and shelter sites.
	12. Coordinate with the Care and Shelter Supervisor, Red Cross and Logistics Section to ensure adequate supplies at all shelter and mass care sites.
	13. Confirm that all barricades are up and located as identified in the evacuation plan developed for the incident.
	14. Notify all command posts and the Operational Area of the evacuation.
	15. Deploy additional Law Enforcement Officers and/or Cadets to the evacuation area to provide a verbal notification of evacuation for those who may not have heard the EAS announcements.
	16. Keep the Law Enforcement Director updated on the situation and of any changes.
	17. Document all activities and decisions made on an activity log.
	18. As soon as practical and safe develop a reentry plan with the Operations Chief, Care and Shelter Supervisor, Logistics Chief, and EOC Director.

	19. Request the PIO to publish and coordinate press releases with OA PIO to arrange EAS broadcast for the reentry order with route instructions.
	20. Arrange transportation for those without transportation, the elderly, and infirm.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 214, Unit Log
Notes:	

Traffic Management/Access Control Unit Leader

Emergency Support Function #1: Transportation

(See Appendix F: Emergency Support Functions)

Name: _____   **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Law Enforcement Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Provide road closure and traffic light outage information to the EOC
- Coordinate with Fire and Law on road closures and openings
- Ensure that current road closures and traffic signal outage information is displayed in the EOC
- Participate in evacuation route planning
- Coordinate transportation related activities with other operations units
- Coordinate with OA EOC, Cal Trans and CHP on status of highways

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.

	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Coordinate and track mutual aid resources.
	2. Maintain contact with DOCs and ensure coordination and information exchange between field responders and the EOC.
	3. Collect preliminary situation information on field activities, the emergency situation, and the status of resources. Based on the situation, staff the unit to perform the following functions: • Road closure coordination • DOC/field coordination • Evacuation coordination
	4. Brief the Branch Coordinator on the emergency situation: • Scope of the division's involvement in the incident • Personnel and resources committed, need for mutual aid • Current and potential threats to life and property • Recommend course of action to mitigate immediate threats • Share current situation status and division activities that may impact another department's operations to ensure field activities are coordinated • Discuss strategies for dealing with potential problems • Identify critical issues, needs, and resources • Update the Action Plan (AP) and report back on previously assigned tasks
	5. Warn the Branch Coordinator immediately when the emergency situation escalates or there is a critical situation occurring.
	6. Assist with Action Planning: • Prepare objectives for the Branch Coordinator prior to the briefing/planning meetings • Brief unit on the EOC AP objectives and assign specific responsibilities • Provide unit tactical plan to the Branch Coordinator

	7. Coordinate critical emergency information within the unit and with other units in the branch
	8. Assist with resource management by tracking resources used in the response or sent/received as mutual aid and coordinate with the resources tracking unit.
	9. Provide periodic situation or status reports to the Branch Coordinator for update of the overall situation
	10. Identify issues, resources need, and shortfalls for the next operational period.
	11. Ensure that unit position logs are maintained.
	12. Brief your replacement at shift change. Ensure that in-progress activities are identified, and follow-up requirements are conveyed.
	13. Maintain unit/activity log.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 211, Check-in List • ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

Coroner Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Operations
Immediate Supervisor: Law Enforcement Brach Director
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Serves as the City point of contact for the County of Orange Sheriff/Coroner's Office and provides assistance in dealing with human remains until such time as the Coroner's Office can take over

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish contact with each operational field division command post to determine the number of deceased persons in each area.
	2. Establish contact with the County of Orange Sheriff/Coroner's Office to provide status reports on the number of fatalities and to coordinate activities until Coroner staff arrive.
	3. Ensure body bags and other necessary supplies and equipment are on hand for Coroner staff.
	4. Ensure temporary cold storage facilities or vehicles are procured.
	5. Establish fatality collection areas (FCAs) to facilitate body recovery operations (Morgue or temporary morgue facilities).
	6. Coordinate transportation of remains to FCAs.
	7. Ensure that the Coroner's staff identify remains and notify next of kin.
	8. Participate in all Branch briefings.
	9. Document all activities and decisions on an activity log.
	10. Keep Law Enforcement Director updated on status of Coroner's activities and FCAs.
	11. Ensure security at each FCA.
	12. Provide relief periods and rest areas for staff.

	13. Keep the appropriate field Division command post informed as to the status and locations of FCAs.
	14. Prepare a demobilization plan as soon as the Coroner has sufficient staff to take over the function.
	15. Notify the Law Enforcement Director as to when the Coroner staff takes over the FCAs and what additional or continuing Law Enforcement assistance will be needed.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Planning and Intelligence Section Overview

The Planning and Intelligence Section is responsible for collecting, evaluating, and disseminating information, posting information on WebEOC and Emergency Operations Center (EOC) information status boards, developing the City's EOC action plan (in coordination with other functions), future projections, and the City's EOC demobilization plan. This section is also charged with maintaining record keeping of all EOC activity and documentation.

Objective

The primary objectives of the Planning & Intelligence Section are:

- Evaluation of current strategies and planning with the EOC Director
- Maintaining incident status, resource status, and personnel availability
- Refining and recommending any needed changes to the action plan with Operations Section input
- Forecasting possible outcome(s)
- Evaluation of EOC priorities, specific critical functions, and safety
- Gathering, updating, improving, and managing situation status with a systematic approach
- Maintaining EOC records
- Planning for EOC demobilization

Section Positions

The following Positions staff the EOC Planning/Intelligence Section under the direction of the Planning/Intelligence Section Chief:

- Planning/Intelligence Section Chief
- Documentation Unit Leader
- Resources Unit Leader
- Situation Unit Leader
- Demobilization Unit Leader
- Technical Services Unit Leader

The following page contains a copy of the EOC Staffing, highlighting the lines of authority for the Planning/Intelligence Section. This section also contains checklist divided by EOC Position to assist and provide general guidance for the Emergency Operations Center.

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Planning/Intelligence Section Flow Chart

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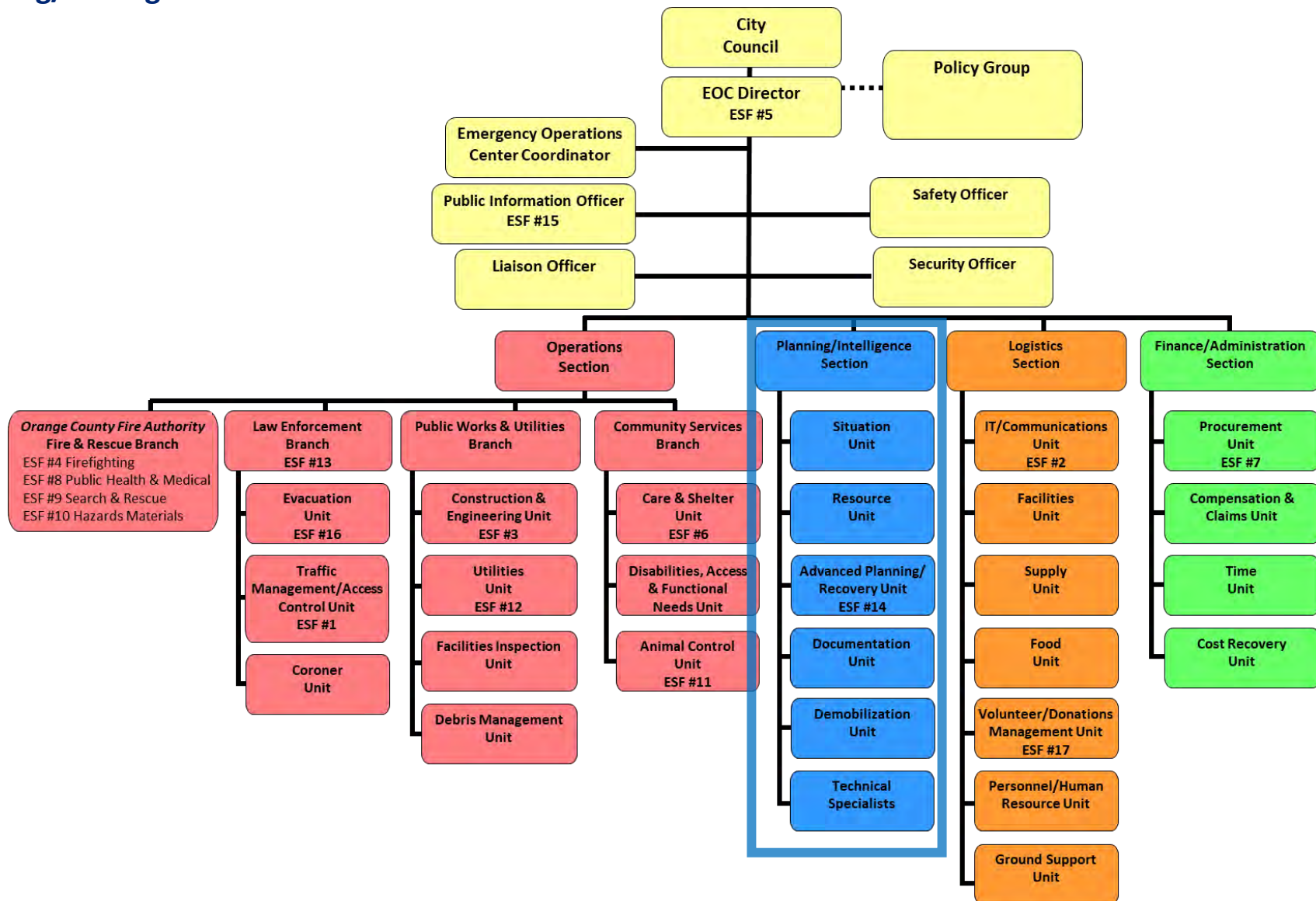
Planning/Intelligence Section Chief

</div>

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Planning/Intelligence
Immediate Supervisor: EOC Director
Subordinates: Situation Unit, Resource Unit, Advanced Planning/Recovery Unit,
Documentation Unit Technical Specialist

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

- Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
  - Collecting, analyzing, and displaying situation information
  - Preparing periodic Situation Reports
  - Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting
  - Conducting Advance Planning activities and report
  - Documenting and maintaining files on all EOC activities

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or other assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Establish the appropriate level of organization for the Planning/Intelligence Section.
	2. Exercise overall responsibility for the coordination of branch/unit activities within the section.
	3. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
	4. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
	5. Supervise the Planning/Intelligence Section.
	6. Request additional personnel for the section as necessary to maintain a 24-hour operation.
	7. Establish contact with the Operational Area EOC when activated, and coordinate Situation Status Reports with their Planning/Intelligence Section.
	8. Meet with Operations Section Chief; obtain and review any major incident reports.
	9. Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
	10. Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
	11. Keep the EOC Director informed of significant events.

	12. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
	13. Ensure that Planning/Intelligence position logs and other necessary files are maintained.
	14. Ensure that the Situation Analysis Unit is maintaining current information for the situation status report.
	15. Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence.
	16. Ensure that WebEOC is updated, a situation status report is produced, and distributed as necessary.
	17. Ensure that all status boards and other displays are kept current, and that posted information is neat and legible.
	18. Ensure that the Public Information Officer has immediate and unlimited access to all status reports and displays.
	19. Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
	20. Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
	21. Complete the Action Plan.
	22. Ensure that objectives for each section are completed, collected, and posted in preparation for the next Planning Meeting.

	23. Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.
	24. Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
	25. Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
	26. Provide technical services and other technical specialists to all EOC sections as required.
	27. Ensure that fiscal and administrative requirements are coordinated through the Finance and Administration Section.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

Applicable Forms
• ICS Form 202, Incident Objectives • ICS Form 203, Organization Assignment List • ICS Form 204, Division Assignment • ICS Form 207, Organization Chart • ICS Form 209, Incident Status Summary • ICS Form 211, Check-In List • ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 215, Operational Planning Worksheet • ICS Form 215a, Incident Safety Analysis

Notes:

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Situation Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Planning/Intelligence
Immediate Supervisor: Planning/Intelligence Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Oversee the collection, organization, and analysis of disaster situation information
- Ensure that information collected from all sources is validated prior to posting on status boards and WebEOC
- Ensure that Situation Status Reports are developed for dissemination to EOC staff
- Ensure that an EOC Action Plan is developed for each operational period, based on objectives developed by each EOC Section
- Ensure that all maps, status boards and other displays contain current and accurate information
- Supervise Situation Analysis Unit

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Ensure there is adequate staff available to collect and analyze incoming information and facilitate the EOC Action Planning process.
	2. Prepare Situation Unit objectives for the initial Action Planning meeting.
	3. Ensure position logs and other necessary files are maintained.
	4. Oversee the collection and analysis of incident or disaster related information.
	5. Oversee the preparation and distribution of the Situation Status Report and Coordinate with the Documentation Unit for manual and electronic reproduction and distribution as required.
	6. Ensure that each EOC Section provides the Situation Unit with Branch Status Reports on a regular basis.
	7. Meet with the Public Information Officer to determine the best method for ensuring access to current information.
	8. Prepare a situation summary for the EOC Action Planning meeting.
	9. Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
	10. Convene and facilitate the Action Planning meeting following the meeting process guidelines.

	11. In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, site status reports, etc.).
	12. Complete the Incident Status Summary form.
	13. Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
	14. Ensure that adequate staff is assigned to maintain all maps, status boards, WebEOC, and other displays.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

Applicable Forms
• ICS Form 201, Incident Organization • ICS Form 204, Division Assignment • ICS Form 209, Incident Status Summary • ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

Resources Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Planning/Intelligence
Immediate Supervisor: Planning/Intelligence Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Assist in preparation of EOC Action Plan
- Participate in Planning Meetings as required
- Provide briefing to relief on current and unusual situations
- Supervise the Resources Unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or other assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish check-in function at EOC.
	2. Contact the field Incident Command Post to determine what resources have been assigned to the incident, their status, and location.
	3. Complete EOC Organization Chart.
	4. Establish and maintain resource tracking system.
	5. Complete Resource Status form.
	6. Maintain Roster of all resources at the incident and EOC as necessary • Total number of personnel assigned to the incident • Total number of resources assigned to each Section and/or Unit • Total number of specific equipment/apparatus types
	7. Review EOC Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.

	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

	Applicable Forms
	• ICS Form 203, Organization Assignment List • ICS Form 204, Division Assignment • ICS Form 207, Organization Chart • ICS Form 211, Check-In List • ICS Form 214, Unit Log • ICS Form 213, General Message • ICS Form 215, Operational Planning Worksheet • ICS Form 219, Resource Status List

Notes:

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Advanced Planning/Recovery Unit Leader
Emergency Support Function #14: Recovery
(See Appendix F: Emergency Support Functions)

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Planning/Intelligence
Immediate Supervisor: Planning /Intelligence Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours
- Supervise the Advance Planning Unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Review all available Status Reports, Action Plans, and other significant documents.
	2. Determine potential future impacts of the event or disaster particularly issues which might modify the overall strategic EOC objectives. This includes coordination of information with all activated jurisdictional EOCs.
	3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
	4. Monitor the current Situation Report to include recent updates.
	5. Meet individually with the General Staff and determine best estimates of the future direction of the event or disaster.
	6. Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
	7. Submit the Advance Plan to the Planning Section Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
	8. Review Action Planning objectives submitted by each section for the forthcoming operational period. In coordination with the General Staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominantly to Recovery Operations.
	9. Maintain unit/activity log.

✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

✓ When Complete	**Applicable Forms**
	• ICS Form 203, Organization Assignment List • ICS Form 204, Division Assignment • ICS Form 207, Organization Chart • ICS Form 211, Check-In List • ICS Form 214, Unit Log • ICS Form 213, General Message • ICS Form 215, Operational Planning Worksheet • ICS Form 219, Resource Status List
Notes:	

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Documentation Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Planning/Intelligence
Immediate Supervisor: Planning/Intelligence Section Chief
Subordinates:

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Collect, organize, and file all completed event or disaster related forms, to include: all EOC position logs, Situation Status Reports, EOC Action Plans and any other related information, just prior to the end of each operational period
- Provide document reproduction services to EOC staff
- Distribute the City EOC Situation Status Reports, EOC Action Plan, and other documents, as required
- Maintain a permanent electronic archive of all Situation Status Reports and Action Plans associated with the incident or disaster
- Assist the EOC Director in the preparation and distribution of the After-Action Report.
- Supervise the Documentation Unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.

	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Maintain a position log.
	2. Distribute Unit Log forms to Command Staff and collect when completed.
	3. Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
	4. Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
	5. Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
	6. Keep extra copies of reports and plans available for special distribution as required.
	7. Set up and maintain document reproduction services for the EOC.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. Take photos of status boards. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

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Demobilization Unit Leader

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Section: Planning/Intelligence
Immediate Supervisor: Planning/Intelligence Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports
- Supervise personnel assigned to the Demobilization Unit

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Monitor the current situation report to include recent updates.

	2. Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
	3. Pass out the Demobilization Checkout form to the EOC Director and Sections Chiefs.
	4. Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.
	5. Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.
	6. Finalize the Demobilization Plan for approval by the EOC Director.
	7. Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
	8. Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.

	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 221, Demobilization Plan
Notes:	

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Technical Specialist Leader

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Section: Planning/Intelligence
Immediate Supervisor: Planning/Intelligence Section Chief
Subordinates: N/A

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:
- Provide technical observations and recommendations to the EOC in specialized areas, as required
- Ensure that qualified specialists are available in the areas required by the particular event or disaster
- Manage and supervise technical specialist

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓When Complete	**Operational Phase Procedures:**
	1. Maintain a position log and other necessary files.
	2. Coordinate with the Planning Section to ensure that technical staff are located and mobilized.
	3. Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
	4. Assign technical staff to assist the Planning Section with interpreting specialized resource capability and requests.

✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

Applicable Forms	
	• ICS Form 213, General Message • ICS Form 214, Unit Log

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Logistics Section Overview

The purpose of this section is to describe the function of "logistics" and its associated roles and responsibilities. Logistics is the support mechanism for the City's emergency organization. It provides services and support to all the organizational components involved in the emergency including facilities, transportation, supplies, equipment maintenance, fueling, feeding, and communications.

Objectives

The major objectives for the Logistics Section are to:

- Coordinate immediate critical incident stress debriefing function
- Provide and manage any needed supplies and equipment
- Forecast and obtain future resource needs (coordinated with the Planning Section)
- Provide for communications plan and any needed communications equipment or repairs
- Provide fuel and needed repairs for equipment
- Obtain specialized equipment or expertise
- Provide food and associated supplies for the EOC and its staff
- Secure any needed fixed or portable facilities
- Provide any other logistical needs as requested
- Coordinate physical demobilization of the City's EOC for transition into the recovery phase and return to normalcy

Section Positions

The following EOC Positions staff the Logistics Section under the direction of theLogistics Section Chief:

- Logistics Section Chief
- Communications Unit Leader
- Food Unit Leader
- Supply Unit Leader
- Facilities Unit Leader
- Ground Support Unit Leader
- Personnel/Human Resources Leader

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Logistics Section Flow Chart
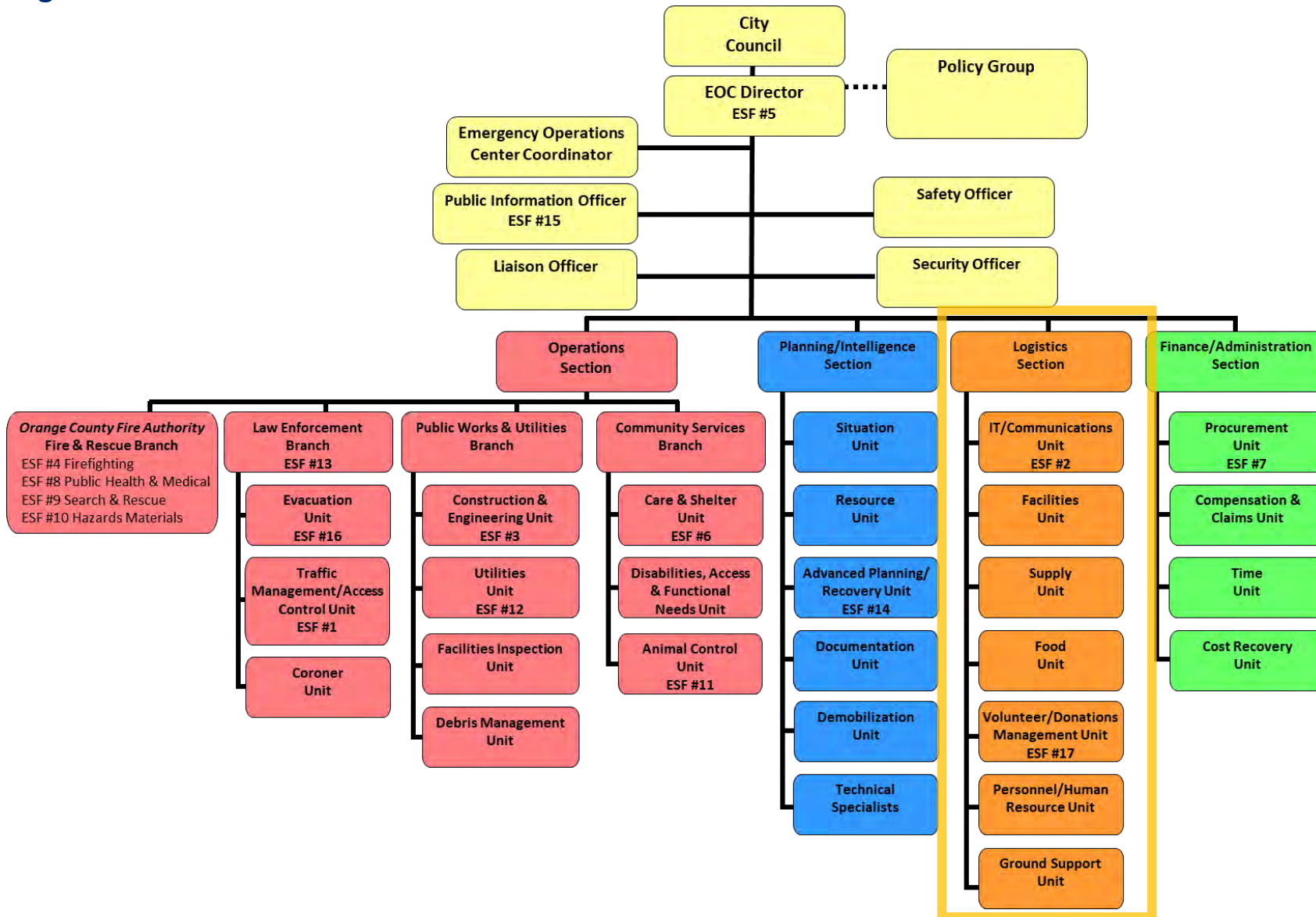
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Logistics Section Chief

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Section: Logistics
Immediate Supervisor: EOC Director
Subordinates: Communications/IT Unit, Facilities Unit, Supply Unit, Food Unit,
Volunteer/Donations Management Unit, Personnel/Human Resources Unit

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required
- Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Command Posts
- Keep the EOC Director informed of all significant issues relating to the Logistics Section
- Supervise the Logistics Section

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.

	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓When Complete	**Operational Phase Procedures:**
	1. Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element: • Communications Branch • Personnel Unit • Transportation Unit • Facilities Unit • Supply/Procurement Unit • Resource Status Unit
	2. Mobilize sufficient section staffing.
	3. Establish communications with the Logistics Section at the Operational Area EOC if activated.
	4. Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
	5. Meet with the EOC Director and General Staff and identify immediate resource needs.
	6. Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
	7. Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan
	8. Provide periodic Section Status Reports to the EOC Director.

	9. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
	10. Ensure that Logistics Section position logs and other necessary files are maintained.
	11. Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
	12. Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
	13. Attend and participate in EOC Action Planning meetings.
	14. Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.
	15. Ensure that transportation requirements, in support of response operations, are met.
	16. Ensure that all requests for facilities and facility support are addressed.
	17. Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
	18. Provide section staff with information updates as required.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.

	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 205, Incident Radio Communication Plan • ICS Form 206, Medical Plan • ICS Form 215, Unit Log
Notes:	

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Communications/IT Unit Leader

Emergency Support Function #2: Communication

(See Appendix F: Emergency Support Functions)

</div>

Name: _____   **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Logistics
Immediate Supervisor: Logistics Sections Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Install, activate, and maintain phone and radio systems for the City of Garden Grove EOC
- Assist EOC positions in determining appropriate numbers of phones and other communications equipment required to facilitate operations
- Acquire radio frequencies as necessary to facilitate operations
- Supervise the EOC Communications Center and the Communications Unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain a position log and other necessary files.
	2. Complete the Radio Requirements Worksheet.
	3. Continually monitor and test the activated radio and phone systems. Keep the Communications Unit Leader informed of system failures and restoration activities.
	4. Develop instructional guidance for use of radios and phones and conduct training sessions for EOC staff as necessary.
	5. Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
	6. Coordinate with telephone company to obtain portable phone banks, as necessary.
	7. Refer all contacts with the media to the Public Information Officer.
	8. Complete the Radio Communications Plan.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.

	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

	Applicable Forms
	• ICS Form 205, Incident Communications Plan • ICS Form 214, Unit Log • ICS Form 216, Radio Requirements • ICS Form 217, Radio Frequency

Notes:

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Facilities Unit Leader

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Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Logistics
Immediate Supervisor: Logistics Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities, and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed
- Supervise the facilities unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain a position log and other necessary files.
	2. Work closely with other sections in determining facilities and furnishings required for effective operation of the EOC.
	3. Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
	4. Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
	5. If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
	6. Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
	7. Ensure all structures are safe for occupancy and that they comply with ADA requirements.
	8. As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
	9. Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.

	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

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Supply Unit Leader

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Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Logistics
Immediate Supervisor: Logistic Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels
- Coordinate procurement actions with the Finance/Administration Section
- Coordinate delivery of supplies and materiel as required
- Supervise the Supply/Procurement Unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain a position log and other necessary files.
	2. Determine if requested types and quantities of supplies and materiel are available in City inventory.
	3. Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.
	4. Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
	5. In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.
	6. Determine if the procurement item can be provided without cost from the Operational Area.
	7. Determine unit costs of supplies and material, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.
	8. Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.
	9. If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.

	10. Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.
	11. Provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested.
	12. Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
	13. Keep the Logistics Section Chief informed of significant issues affecting the Supply Unit.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

	Applicable Forms
	• ICS Form 208, Resource Order Form • ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

Food Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Logistics
Immediate Supervisor: Logistics Section Chief
Subordinates: N/A

****** Read This Entire Position Checklist Before Taking Action ******

Responsibilities:

- Determine food service requirements for planned and expected operations

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain a position log and other necessary files.
	2. Obtain briefing from Logistics Section Chief of Service Branch Coordinator: • Determine potential duration of incident • Number and location of personnel to be fed • Last meal provided • Proposed time of next meal
	3. Determine food service requirements for planned and expected operations.
	4. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).
	5. Determine location of working assignment.
	6. Ensure sufficient potable water and beverages for all incident personnel.
	7. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.
	8. Ensure appropriate health and safety measures are taken and coordinate activity with Safety Officer.
	9. Supervise administration of food service agreement, if applicable.
	10. Provide copies of receipts, bills to Finance/Administration Section.
	11. Provide briefing to relief on current activities and unusual situations.

✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Volunteer/Donations Management Unit Leader

Emergency Support Function #17: Volunteer & Donations Management
(See Appendix F: Emergency Support Functions)

Name: _____ Phone: _____

Date: _____ Start Time: _____ End Time: _____

Section: Logistics
Immediate Supervisor: Logistic Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Ensures the most efficient and effective use of affiliated and unaffiliated volunteers, organizations, monetary, and in-kind donated resources to support incidents
- Supervise the Volunteer/Donations Management Unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain a position log and other necessary files.
	2. Ensure that all DSWs and volunteers are registered and integrated into the emergency response system.
	3. Identify the type of volunteers needed based on the priorities for provision of critical needs (food, water, shelter, healthcare, and urban search and rescue).
	4. Coordinate with the volunteer agencies for volunteer involvement, activation, and the management of spontaneous volunteers.
	5. Coordinate with the Public Information Officer to develop clear communication strategies with the local news media for the types of volunteers needed.
	6. Coordinate with the Resources Unit Leader to create the volunteer staging areas or emergency volunteer centers within the emergency area.
	7. Track the number of volunteers, agencies involved in volunteer efforts, issues that arise, hours worked, and the location for all volunteer staging areas.
	8. Provide status updates and other information to the Logistic Section Chief.
	9. Determine the initial needs assessment for donated goods.
	10. Determine the initial needs assessment for donated goods.
	11. Identify operating facilities suitable as donation warehouses and distribution sites.

	12. Coordinate with the Public Information Officer on developing the messages for the types and amount of donations needed, as well as the donations drop-off location.
	13. Coordinate with the Resources Unit Leader when receiving and sorting unsolicited items to be transferred to distribution sites for distribution to disaster victims. Distribution sites should be established as close to the disaster area as safely possible for disaster victims to obtain needed items that may be available.
	14. Direct inquiries concerning donations for a specified organization to that organization. Once a donation has been accepted by a specific agency, it becomes the property of that agency.
	15. Direct unsolicited and undesignated donations to an agency that has agreed to accept such goods and services. • If a donation arrives unsolicited, but can be used, it will be accepted and directed to the appropriate location/agency • Donations that cannot be used or that are deemed a health hazard may be rejected
	16. Coordinate with Ground Support Unit Leader for the transport of donations from the collection and warehouse sites to the distribution sites, if necessary.
	17. Establish proper procedures or policies for any cash, credit, or check donations.
	18. Provide status updates and other information to the Logistics Section Chief.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.

	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

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Personnel/Human Resources Unit Leader

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Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Logistics
Immediate Supervisor: Logistics Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Supports the incident by staffing, coordinating, and providing EOC personnel
- Ensures shift change registration is ready for next shift
- Manages personnel issues

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Identify the best strategy for sharing, acquiring, and distributing EOC personnel.
	2. Support the incident by staffing, coordinating, and providing EOC personnel.
	3. Ensure the EOC Registration Desk is staffed.
	4. Ensure shift change registration is ready for next shift.
	5. Provide status report of filled and unfilled EOC positions to the EOC Planning and Intelligence Section Chief.
	6. Request support staff to assist with activities and tasks.
	7. Manage personnel issues and addresses personnel policies during emergency situations.
	8. Coordinate the activation of Community Emergency Response Team (CERT) Mutual Aid Program (CMAP) through the Operation Area, if required.
	9. Ensure the general welfare and safety of all volunteers used.
	10. Address volunteer issues during incident.
	11. Document and maintain records of personnel used for the incident, generates reports for distribution to Management and Section Chiefs..
	12. Manage City Disaster Service Workers.

✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log
Notes:	

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Ground Support Unit Leader

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Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Logistics
Immediate Supervisor: Logistics Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Maintain inventory and support of transportation vehicles

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**

	1. Obtain briefing from Logistics Section Chief or Support Branch Director:
	    • Fueling needs of apparatus on incident
	    • Transportation needed for responders
	    • Location of Supply Unit receiving and distribution point(s)
	    • Incident transportation maps and restrictions on transportation routes
	    • Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment

	2. Staff Unit by the above considerations, as indicated.
	3. Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.
	4. Support out-of-service resources according to agreement for mutual aid and rental equipment.
	5. Notify Resources Unit of all changes on support and transportation vehicles.
	6. Arrange for and activate towing, fueling, maintenance, and repair services.
	7. Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.

	8. Provide transportation services:
	    • Review Incident Action Plan (IAP) for transportation requirements
	    • Review inventory for needed resources
	    • Request additional resources through Supply Unit
	    • Give type, time needed, and reporting location
	    • Schedule use of support vehicles
	    • Document mileage, fuel consumption, and other costs

	9. Implement Transportation Plan:
	    • Determine timelines
	    • Identify types of services required
	    • Assign resources required to implement Transportation Plan

	10. Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Follow the generic Demobilization Phase Checklist.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

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Finance/Administration Section Overview

This section describes the function finance plays in a disaster situation. This section is established to track disaster related expenses, liaison with insurance companies, government agencies for financial reimbursement, and assist Logistics with acquisition of supplies, equipment, or facilities.

Objectives

The objectives of the finance function are:

- Provide financial reports on the actual and/or estimated cost of an incident to the Operational Area and Cal OES
- Responsible for monitoring and supervising costs incurred due to a disaster by establishing:
    - Financial tracking systems for all extraordinary costs incurred
    - Time-tracking systems for all emergency related labor costs for staff and volunteers

Section Positions

The following Positions staff the Finance/Administration Section under the direction of the Finance/Administration Section Chief:

- Time Unit Leader
- Compensation and Claims Unit Leader
- Procurement Unit Leader
- Cost Unit Leader

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Finance/Administration Section Flow Chart
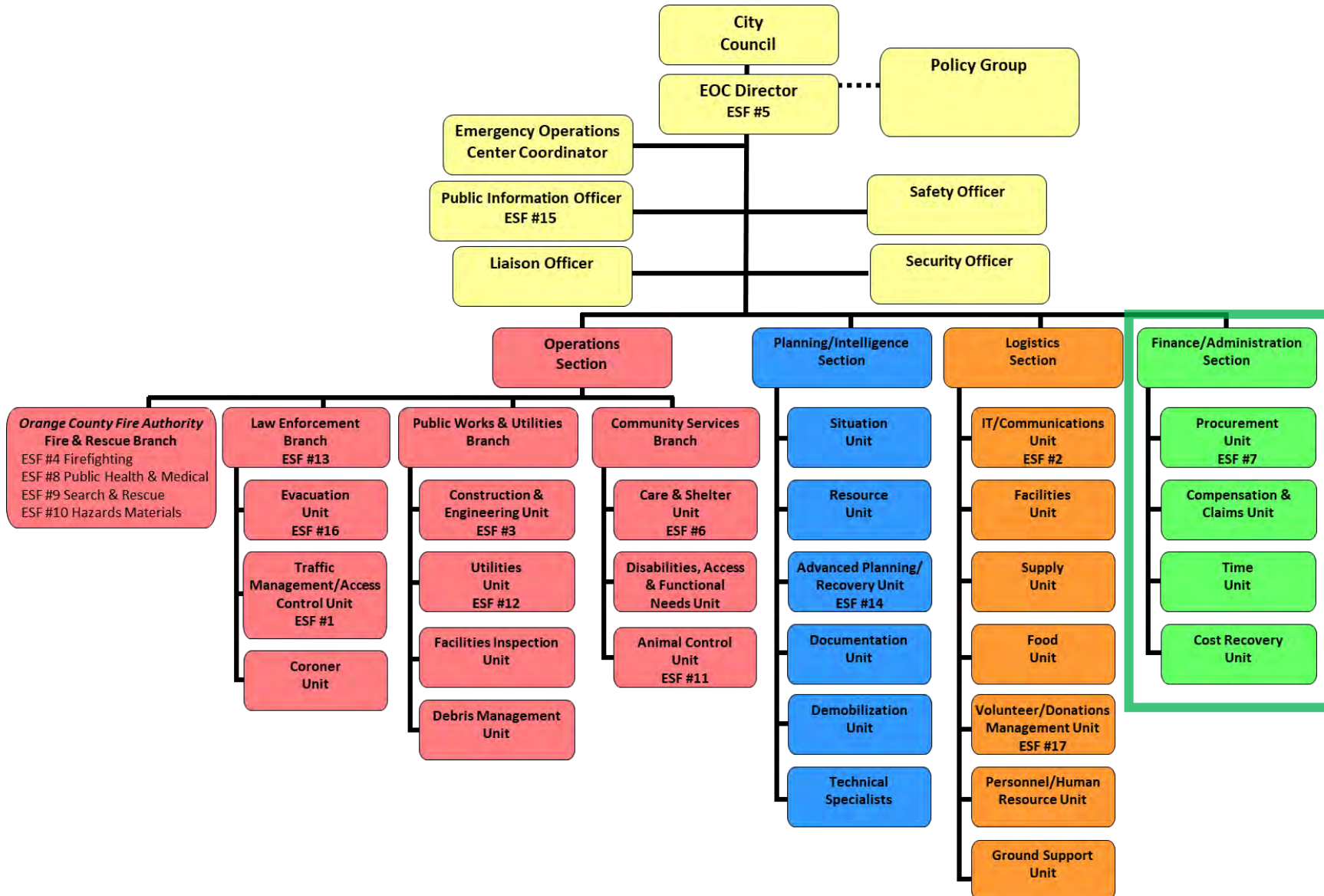
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Finance/Administration Section Chief

Name: _____   Phone: _____

Date: _____ Start Time: _____ End Time: _____

Section: Finance/Administration
Immediate Supervisor: EOC Director
Subordinates: Procurement Unit, Compensations/Claims Unit, Time Unit, Cost Recovery Unit

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Ensure that all financial records are maintained throughout the event or disaster
- Ensure that all on-duty time is recorded for all Emergency Response personnel
- Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs
- Ensure there is a continuum of the payroll process for all employees responding to the event or disaster
- Determine purchase order limits for the procurement function in Logistics
- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation
- Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit
- Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services
- Supervise the Finance/Administration Section

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.

	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Based on the situation, activate units within section as needed and designate Branch Coordinators for each element: • Time Keeping Unit • Compensation and Claims Unit • Cost Unit • Procurement Unit
	2. Ensure that sufficient staff is available for a 24-hour schedule, or as required.
	3. 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 Logistics Section.
	4. Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
	5. In conjunction with Unit Leaders, determine the initial EOC Action Planning objectives for the first operational period.
	6. Notify the EOC Director when the Finance/Administration Section is operational.
	7. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

	8. Ensure that Finance/Administration position logs and other necessary files are maintained.
	9. Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
	10. Participate in all Action Planning meetings.
	11. Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the EOC Action Plan.
	12. Keep the EOC Director, General Staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
	13. Ensure that the Procurement maintains all financial records throughout the event or disaster.
	14. Ensure that the Time Keeping Unit tracks and records all City staff time.
	15. In coordination with the Logistics Section, ensure that the Cost Unit processes purchase orders and develops contracts in a timely manner.
	16. Ensure that the Compensation and Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable timeframe, given the nature of the situation.
	17. Ensure that the Time Unit processes all timesheets and travel expense claims promptly.
	18. Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.

	19. Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.
	20. Complete FEMA Financial Tracking forms.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log • FEMA Financial Tracking Forms
Notes:	

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Procurement Unit Leader

Emergency Support Function #7: Resources
(See Appendix F: Emergency Support Functions)

</div>

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Finance/Administration
Immediate Supervisor: Finance/Administration Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Oversees unit staff who administer all financial matters pertaining to leases and vendor contracts
- Ensure the separate accounting of all contracts specifically related to the emergency incident and of all purchases within the enactment of the emergency incident management plan
- Establishes a line of communication with the Supply Unit Leader to ensure resource coordination
- Maintain log of all purchases related to the incident and initiates the Procurement Summary Report

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.

	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
✓ When Complete	**Operational Phase Procedures:**
	1. Obtain briefing from Finance/Administration Section Chief: • Determine charge code, and delegation of authority to commit agency funds • Determine status of bid process • Determine current vendor list • Determine current blanket Purchase Order (PO) list • Determine timelines established for reporting cost information
	2. Contact Supply Unit on incident needs and any special procedures or requirements.
	4. Develop Incident Procurement Plan to include: • Spending caps • Necessary forms • Identify who has purchasing authority • Process for obtaining approval to exceed caps • Coordination process with Supply Unit • Supply of emergency purchase orders
	5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.
	6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.
	7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).
	8. Establish contact with supply vendors, as needed.

	9. Determine whether additional vendor-service agreements will be necessary.
	10. Interpret contracts/agreements and resolve claims or disputes within delegated authority.
	11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.
	12. Verify all invoices.
	13. It is imperative that all contractors are accounted for and their time documented: • Coordinate with all Sections • Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing
	14. Complete final processing and send documents for payment.
	15. Maintain final incident receiving documents: • Obtain copies of all vendor invoices • Verify that all equipment time records are complete • Maintain comprehensive audit trail for all procurement documents • Check completeness of all data entries on vendor invoices • Compare invoices against procurement documents • Assure that only authorized personnel initiate orders
	16. Provide briefing to relief on current activities and unusual events.
	17. Document all activity on Unit Log (ICS Form 214).
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.

	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

Applicable Forms	
	• ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 308, Resource Form

Notes:

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Compensation and Claims Unit Leader

</div>

Name: _____   **Phone:** _____

Date: _____   **Start Time:** _____   **End Time:** _____

Section: Finance/Administration
Immediate Supervisor: Finance/Administration Section Chief
Subordinates: N/A

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Oversee the investigation of injuries and property/equipment damage claims arising out of the event or disaster
- Complete all forms required by worker's compensation program
- Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations
- Supervise the Compensation and Claims Unit

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain a position log and other necessary files.
	2. Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
	3. Investigate all injury and damage claims as soon as possible.
	4. Coordinate with the Safety Officer regarding the mitigation of hazards.
	5. Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
	6. Forward all equipment or property damage claims to the Recovery Unit.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.

	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log

Notes:

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Time Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Finance/Administration
Immediate Supervisor: Finance/Administration Section Chief
Subordinates:

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:

- Track, record, and report all on-duty time for personnel working during the event or disaster
- Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to City budget and payroll office
- Supervise the Time Keeping Unit

✔ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain position logs and other necessary files.
	2. Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.
	3. Obtain complete personnel rosters. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
	4. Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
	5. Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
	6. Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Keeping Unit.
✓ When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.
	Applicable Forms
	• ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 308, Resource Form

Notes:

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Cost Recovery Unit Leader

Name: _____ **Phone:** _____

Date: _____ **Start Time:** _____ **End Time:** _____

Section: Finance/Administration
Immediate Supervisor: Finance/Administration Section Chief
Subordinates:

**** Read This Entire Position Checklist Before Taking Action ****

Responsibilities:
- Coordinate vendor contracts not previously addressed by existing approved vendor lists
- Obtain all record and cost data
- Coordinate with Compensation and Claims Unit on all matters involving the need to exceed established purchase order limits
- Supervise the Purchasing Unit

✓ When Complete	**Activation Phase Procedures:**
	1. Sign in on the EOC Sign-In Sheet and check in with the Personnel Unit (in the Logistics Section) upon arrival at the EOC.
	2. Report to EOC Director, Section Chief, Branch Director, or another assigned Supervisor.
	3. Set up your workstation and review your position responsibilities.
	4. Establish and maintain a position log which chronologically describes your actions taken during your shift.
	5. Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

✓ When Complete	**Operational Phase Procedures:**
	1. Establish and maintain position logs and other necessary files.
	2. Review the City's emergency purchasing procedures.
	3. Collect and maintain documentation of all disaster related information (personnel and resource costs) for reimbursement from FEMA and/or Cal OES.
	4. Coordinate all fiscal recovery with disaster assistance agencies.
	5. Prepare and maintain a cumulative cost report for the incident or disaster (coordinate with Time Keeping Unit and Procurement Unit).
	6. Ensure the Budget Office establishes a disaster accounting system, that includes an exclusive cost code for disaster response.
	7. Prepares all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs
	8. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.
	9. Identify in reports all equipment/personnel requiring payment.
	10. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.

	11. Maintain cumulative incident records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overhead/hazard). These records should reflect: • Agency, contract, and/or mutual aid equipment costs • Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard and overtime) • Contract or mutual aid costs • Contract or mutual aid personnel costs • Damage to City or Agency facilities, infrastructure, equipment, or vehicles • Supplies • Food • Facility rental
	12. Ensure that all cost documents are accurately prepared.
	13. Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections. The use of high-cost equipment may have justifications unknown to Finance/Administration.
✓When Complete	**Demobilization Phase Procedures:**
	1. Deactivate your assigned position and close out logs when authorized by the EOC Director.
	2. Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.
	3. Be prepared to provide input to the after-action report.
	4. If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
	5. Clean up your work area before you leave.
	6. Leave a forwarding phone number where you can be reached.

Applicable Forms	
	• ICS Form 213, General Message • ICS Form 214, Unit Log • ICS Form 308, Resource Form

Notes:

Generic Checklist

**** Read This Entire Position Checklist Before Taking Action ****

Activation Phase Procedures:	Time/Date:
1. Sign in and check in with the Personnel Unit (in Logistics) upon arrival at theEOC.	
2. Report to EOC Director, Section Chief, Branch Coordinator, or another assigned Supervisor.	
3. Set up your workstation and review your position responsibilities.	
4. Establish and maintain a position log which chronologically describes your actions taken during your shift.	
5. Determine your resource needs, such as a computer, phone,plan copies, and other reference documents.	
Demobilization Phase Procedures:	**Time/Date:**
1. Deactivate your assigned position and close out logs when authorized by the EOC Director.	
2. Complete all required forms, reports, and other documentation.All forms should be submitted through your supervisor to the Planning/Intelligence Section, as appropriate, prior to your departure.	
3. Be prepared to provide input to the after-action report.	
4. If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.	
5. Clean up your work area before you leave.	
6. Leave a forwarding phone number where you can be reached.	

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ADAAA	ADA Amendments Act
ARC	American Red Cross
ADA	Americans with Disabilities Act
ADAAG	Americans with Disabilities Act Accessibility Guidelines
AB	Assembly Bill
CDFA	California Department of Food and Agriculture
CDPH	California Department of Public Health
Cal DWR	California Department of Water Resources
CDAA	California Disaster Assistance Act
CESRS	California Emergency Services Radio System
CA-ESF	California Emergency Support Function
CEC	California Energy Commission
Cal-EPA	California Environmental Protection Agency
CISO	California Independent System Operator
Cal-ISO	California Independent Systems Operator
CISN	California Integrated Seismic Network
CLETS	California Law Enforcement Emergency Transmittal System
Cal-OES	California Office of Emergency Services
CPUC	California Public Utilities Commission
CRIS	California Radio Interoperable System
CSWC	California State Warning Center
CSWC	California State Warning Center
CUEA	California Utilities Emergency Association
CDC	Center of Disease Control and Prevention
CUPA	Certified Unified Program Agency
CEDD	Community and Economic Development Department
CERT	Community Emergency Response Team
CERCLA	Comprehensive Environmental Response, Compensations, and Liability Act
CPG	Comprehensive Preparedness Guide
CAD	Computer Aided Dispatch
COOP	Continuity of Operations Plan
DOD	Department of Defense
DGS	Department of General Services
DHS	Department of Health and Human Services
Cal-DHS	California Department of Health Services
DTSC	Department of Toxic Substances Control
DOT	Department of Transportation
DOC	Department Operating Centers
DFIRM	Digital Flood Insurance Rate Map
DAFN	Disability and Access and Functional Needs
EIDL	Economic Injury Disaster Loan
EAS	Emergency Alert System
EDIS	Emergency Digital Information System
EMAC	Emergency Management Assistance Compact
EMSA	Emergency Medical Services Authority
EOC	Emergency Operations Center
EPIO	Emergency Operations Center Public Information Officer

EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right-to-Know Act
ERP	Emergency Response Plan
EFS	Emergency Support Functions
EF	Enhanced Fujita
F	Fahrenheit
FEMA	Federal Emergency Management Agency
FHSZ	Fire Hazard Severity Zone
FIRM	Flood Insurance Rate Map
FIS	Flood Insurance Study
GGPW	Garden Grove Department of Public Works
GGTV3	Garden Grove local cable channel
GGPD	Garden Grove Police Department
GIS	Geographic Information Systems
GETS	Government Emergency Telecommunications Service
GHG	Greenhouse gases
HMPC	Hazard Mitigation Planning Committee
HSPD	Homeland Security Presidential Directive
ICP	Incident Command Post
ICS	Incident Command System
IMAT	Incident Management Assistance Team
IT	Information Technology
IDE	Initial Damage Estimate
JFO	Joint Field Office
JIC	Joint Information Centers
JIS	Joint Information System
LDRM	Local Disaster Recovery Manager
LEPC	Local Emergency Planning Committee
LHMP	Local Hazard Mitigation Plan
MMAA	Master Mutual Aid Agreement
MPAH	Master Plan of Arterial Highways
MHOAC	Medical/Health Operational Area Coordinator
MOA	Memoranda of Agreement
MOU	Memoranda of Understanding
MPH	Miles per hour
MACS	Multi-Agency Coordination Systems
NCDC	National Climate Data Center
NEIC	National Earthquake Information Center
NFPA	National Fire Protection Association
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRCC	National Response Coordination Center
NRF	National Response Framework
NWS	National Weather Service
OASIS	Operational Area Satellite Information System
OA	Operational Rea

OC	Orange County
OC Deaf	Orange County Deaf Equal Access Foundation
OCEMO	Orange County Emergency Management Organization
OCFA	Orange County Fire Authority
OCHCA	Orange County Health Care Agency
PIO	Public Information Officer
PSPS	Public Safety Power Shutdown
REOC	Regional Emergency Operations Center
RRCC	Regional Response Coordination Center
RQ	Reportable Quantity
SAR	Search and Rescue
SB	Senate Bill
SBA	Small Business Administration
SCE	Southern California Edison
SOP	Standard Operating Procedures
SEMS	Standardized Emergency Management System
SEP	State Emergency Plan
SERC	State Emergency Response Commission
SOC	State Operations Center
SWRCB	State Water Resource Control Board
SAIDI	System Average Interruption Duration Index
SAIFI	System Average Interruption Frequency Index (SAIFI) by Outage Cause
TTY	Teletypewriter
UC	Unified Command
USACE	United States Army Corp of Engineers
USDA	United States Department of Agriculture
USGS	United States Geological Survey
USAR	Urban Search and Rescue
WUI	Wildland-urban interface
WHO	World Health Organization

A

Action Plan: The plan prepared in the EOC containing the emergency response objectives of that SEMS/NIMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also Incident Action Plan.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS/NIMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System; 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.

B

Base: The location at an incident 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 collocated with the Base.

Branch: The organizational level at the SEMS/NIMS Field 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.). Branches are also used in the same sequence at the SEMS/NIMS EOC Levels.

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS/NIMS EOC levels, the title Branch Coordinator is preferred.

C

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS/NIMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

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 at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Staff: The Command Staff at the SEMS/NIMS Field level 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. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. 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.

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 or within an EOC.

Complex: Two or more individual incidents located in the same general area which are assigned to a single Incident Commander or to a Unified Command.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American 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 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. Multi-agency or Inter-agency coordination is found at all SEMS levels.

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

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 or assigned resources

Department Operations Center: A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations enters may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

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

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

E

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as earthquake, air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Services Director: The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are 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 Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

EOC Action Plan: The plan developed at SEMS EOC levels which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

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.

F

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS/NIMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and or EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

G

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of:

> Operations Section Chief
>
> Planning/Intelligence Section Chief
>
> Logistics Section Chief
>
> Finance/Administration Section Chief

At some SEMS EOC levels, the position titles are Section Coordinators.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is 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

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident; usually located near the incident base.

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.

I

Incident: An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Objectives: Statements of guidance and direction necessary for selecting 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 strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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/geographical (e.g., special district city, county, state or federal boundary lines), or functional

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

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

L

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Life-Safety: Refers to the joint consideration of both the life and physical wellbeing of individuals.

Local Government: Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services, and materials for the incident or at an EOC.

M

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster isany natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives,

selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels 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 or EOC Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

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 to incidents, release, or reassignment.

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

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 multi-jurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction 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.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

N

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance

and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, .principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

O

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Office of Emergency Services: The Governor's Office of Emergency Services.

P

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 meetings are also an essential activity at all SEMS/NIMS EOC levels.

Planning Section: (Also referred to as Planning/Intelligence) One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will Include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be

added at the EOC level.

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

Public Information Officer: The individual at field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Preparedness The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Q

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R

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

Region Emergency Operations Center (REOC) Facilities found at State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level. Reporting Locations Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in.)

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level 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.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC

Response: Activities that address the short-tern, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and

source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

S

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

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.

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.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas. (Also Camp Manager.)

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

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.

T

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Type: Refers to resource capability. A Type 1 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.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the

resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

U

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

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: An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

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

V

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

GARDEN GROVE CITY COUNCIL

RESOLUTION NO. 9613-20

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GARDEN GROVE RATIFYING THE CITY MANAGER/DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION DECLARING THE EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, section 6.08.070(A)(1) of the Garden Grove Municipal Code empowers the City Manager acting as the Director of Emergency Services to proclaim a local emergency if the City Council is not in session and requires that the City Council shall take action to ratify the proclamation within seven days thereafter;

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City;

WHEREAS, a novel coronavirus, COVID-19, causes infectious disease and was first detected in Wuhan City, Hubei Province, China in December 2019. Symptoms of COVID-19 include fever, cough, and shortness of breath; outcomes have ranged from mild to severe illness, and, in some cases, death. The Center for Disease Control and Prevention (CDC) has indicated the virus is a tremendous public health threat;

WHEREAS, Chinese health officials have reported tens of thousands of cases of COVID-19 in China, with the virus reportedly spreading from person-to-person. COVID-19 illnesses, are also being reported in 117 countries, including 10,442 cases the United States with 150 deaths as of March 19, 2020;

WHEREAS, on January 30, 2020, the World Health Organization (WHO) declared the outbreak a "public health emergency of international concern" and on March 11, 2020, the WHO elevated the public health emergency to the status of a pandemic. On January 31, 2020, United States Health and Human Services Secretary Alex M. Azar II declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19;

WHEREAS, on February 26, 2020, the County of Orange declared a local emergency and a local health emergency; and on March 4, 2020, California Governor Gavin Newsom declared a State of Emergency in California; and on March 13, 2020, United State President Donald Trump declared a national emergency all at a time when the City Council was not in session;

WHEREAS, in declaring a State of Emergency, Governor Newsom indicated that, as of March 4, 2020, there were 129 confirmed cases of COVID-19 in the United States, including 53 in California, and more than 9,400 Californians across 49 counties in home monitoring based on possible travel-based exposure to the virus,

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with officials expecting the number of cases in California, the United States, and worldwide to increase;

WHEREAS, as of March 19, 2020 the number of cases in the United States rose to 10,442 and the number of cases in California rose to 652;

WHEREAS, Governor Newsom on March 12, 2020 issued Executive Order N-25-20, ordering, inter alia, that all residents are to heed the orders and guidance of state and local public health officials;

WHEREAS, the President Donald J. Trump on March 13, 2020 declared a national emergency to provide disaster funding, speed up the United States response to the crisis created by COVID-19, and to offer maximum flexibility to attack the problem;

WHEREAS, on March 17, 2020 and March 18, 2020, the Orange County Health Officer, issued an order prohibiting all public and private gatherings as defined in California Department of Public Health *Guidance for the Prevention of COVID-19 Transmission for Gathering*, dated March 16, 2020 through March 31, 2020, and allowing businesses to continue to operate subject to social distancing recommendations by keeping a six-foot space between individuals, and ordering the closing of bars that do not sell food, and ordering all food establishments to close their dining areas and provide only take-out or drive-thru service;

WHEREAS, the City Council does hereby find that the conditions of extreme peril described in the City Manager's Proclamation, attached hereto as Exhibit 1 and incorporated hereto by reference, did warrant and necessitate the proclamation of the existence of a local emergency in the City of Garden Grove; and

WHEREAS, the City Manager acting as the Director of Emergency Services did proclaim the existence of a local emergency within the City effective at 12:01 a.m. Pacific Daylight Time on the 17th of March 2020.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Garden Grove that the Proclamation of the Existence of a Local Emergency, as issued by the City Manager acting as the Director of Emergency Services, is hereby ratified and confirmed.

The City Council ratifies, confirms, and enacts the imposition of the following orders during the existence of this local emergency:

1.   The powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City of Garden Grove Emergency Operations Plan.

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2. Activation of the Emergency Operation Center on Friday, March 13, 2020.

3. Within the boundaries of the City of Garden Grove, the Public Health Experts' recommendations shall be deemed mandatory.

4. Closing the following City facilities, and canceling all programs and classes thereon:

    (a) H. Louis Lake Senior Center; Garden Grove Sports and Recreation Center; Atlantis Play Center; Buena Clinton Youth and Family Center; Garden Grove Community Meeting Center; Garden Grove Courtyard Center. Limited services at the Magnolia Park Family Resource Center.

    (b) The Tiny Tot program will be canceled in accordance with the Garden Grove Unified School District's suspension of classes.

    (c) Garden Grove City Hall services will be provided by phone or email only. Water bill payments can be made over the phone, online, by mail, or drop box, located in front of City Hall (non-cash payments only).

    (d) Garden Grove Housing Authority will suspend all face-to-face office visits, and will be open for paperwork drop-off only. All services will be provided by phone or email. Annual inspections will be postponed and rescheduled. New lease inspections will be performed if the units are vacant, and all communication with the owner or tenant will be via email or phone. Failed inspection repairs will be verified via email with pictures provided by tenant/owner. Special inspections will be delayed unless it's essential to the health and safety of the tenant.

    (e) The Garden Grove Police Department headquarters front lobby is closed. For non-emergency services, the public may use the red phone, located outside of police headquarters, or call the non-emergency number. Officers will continue to respond to emergency calls, but will be limiting public contact. All registrant, fingerprinting, property release and Juvenile Justice Center programs are suspended. Vehicle releases will be done by appointment only.

    (f) The Garden Grove Municipal Service Center is closed. Services will be provided by phone and email only.

    (g) The Tuesday, March 24 Garden Grove City Council meeting and Housing Authority meeting will be held in the Garden Grove Community Meeting Center Council Chamber, however, public seating will be moved to the adjoining Constitution Room. Councilmembers may attend by teleconferencing. Public comments may be emailed in advance to the

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City Clerk's Office. Meetings will be livestreamed via the City's GGTV3 YouTube Channel, also accessible on Spectrum Cable Channel 3.

5.   Suspension of street sweeping citations.

6.   Suspension of water shut-offs for non-payment through March 31, 2020. Late payments will be accepted without penalty if paid by April 15, 2020.

7.   Suspension of the limitations in the Garden Grove Municipal Code on the hours of operation of, and deliveries to, businesses and establishments engaged in essential activities.

8.   Pursuant to paragraph 2 of Governor Newsom's Executive Order N-28-20 adopted on March 16, 2020 from the date of this Resolution and through May 31, 2020 a temporary moratorium suspending residential and commercial evictions and foreclosures due to nonpayment of rent or substantial decrease in household or business income caused by layoff, or a reduction in compensable hours of work or a substantial decrease in business income caused by a reduction in opening hours or consumer demand or substantial out-of-pocket medical expenses caused by the COVID-19 pandemic or by any local, state or federal government response to COVID-19, which is documented. This moratorium does not relieve a tenant of the obligation to pay rent, nor restrict a landlord's ability to recover rent due.

Adopted this 24th day of March 2020.

ATTEST:

/s/ STEVEN R. JONES
MAYOR

/s/ TERESA POMEROY, CMC
CITY CLERK

STATE OF CALIFORNIA   )
COUNTY OF ORANGE   ) SS:
CITY OF GARDEN GROVE)

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I, TERESA POMEROY, City Clerk of the City of Garden Grove, do hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Garden Grove, California, at a meeting held on March 24, 2020, by the following vote:

AYES: COUNCIL MEMBERS: (7)   BRIETIGAM, O'NEILL, NGUYEN D., BUI
                                    KLOPFENSTEIN, NGUYEN K., JONES
NOES: COUNCIL MEMBERS: (0)   NONE
ABSENT: COUNCIL MEMBERS: (0)   NONE

/s/ TERESA POMEROY, CMC
CITY CLERK

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Exhibit 1

CITY OF GARDEN GROVE

DIRECTOR OF EMERGENCY SERVICES

EXECUTIVE ORDER

GARDEN GROVE

March 26, 2020

Whereas, on February 26, 2020 the County of Orange declared a local emergency and a
local health emergency due to the spread of the novel coronavirus, COVID-19. On
March 4, 2020, California Governor Gavin Newsom declared a State of Emergency in
California due to COVID-19. On March 13, 2020, United State President Donald J.
Trump declared a national emergency due to COVID-19; and

Whereas, on March 16, 2020 effective at 12:01 a.m. on March 17, 2020 the Garden
Grove Director of Emergency Services did proclaim the existence of a local emergency
due to COVID-19; and

Whereas, on March 24, 2020 the Garden Grove City Council ratified the proclamation of
the local emergency in the City due to COVID-19 and confirmed the imposition of the
various local orders applicable in the City during the existence of the local emergency,
including the activation of the Emergency Operation Center, closure of various City
facilities and cancellation of programs thereon, suspension of street sweeping citation,
suspension of water shut-offs, suspension of the limitations in the Garden Grove
Municipal Code on the hours of operation of, and deliveries to, businesses and
establishments engaged in essential activities.

NOW, THEREFORE, I, Scott C. Stiles, City Manager of the City of Garden Grove, acting
as the Director of Emergency Services do hereby issue the following orders to become
effective immediately:

1.   The orders issued pursuant to the proclamation of the local emergency scheduled
      to expire on March 31, 2020 are hereby extended through Friday, April 17, 2020.

2.   Late payments for water bills will be accepted without penalty if paid by May 1,
      2020.

Executed this 26ᵗʰ day of March, 2020

Attest:

_____   _____
Scott C. Stiles   Teresa Pomeroy
Director of Emergency Services and   City Clerk
City Manager

A PROCLAMATION OF THE CITY MANAGER OF THE CITY OF GARDEN GROVE, CALIFORNIA, ACTING AS THE DIRECTOR OF EMERGENCY SERVICES, DECLARING THE EXISTENCE OF A LOCAL EMERGENCY DUE TO CIVIL UNREST AND SETTING A CITYWIDE NIGHT TIME CURFEW.

WHEREAS, Garden Grove Municipal Code Section 6.08.070(A)(1) empowers the City Manager, as the Director of Emergency Services, to declare the existence or threatened existence of a local emergency when the City is affected or likely to be affected by a public calamity and the City Council is not in session; and

WHEREAS, Government Code Section 8550 et seq., including Section 8558(c), authorize the City Manager to proclaim a local emergency when the City is threatened by conditions of disaster or extreme peril to the safety of persons and property within the City that are likely to be beyond the control of the services, personnel, equipment, and facilities of the City; and

WHEREAS on May 25, 2020, George Floyd tragically died in Minneapolis, Minnesota, shortly following his arrest in which an officer of the Minneapolis Police Department kneeled on his neck to detain him during the arrest, and then did not respond to Mr. Floyd's requests for help when he stated that he could not breathe; and

WHEREAS, the death of George Floyd has given rise to protests that unfortunately have turned to violence, looting, and property damage in various metropolitan areas across the United States; and

WHEREAS, Los Angeles County and the City of Los Angeles requested State assistance including the activation of the California National Guard based on the civil unrest, including arson, vandalism, looting, and destruction of public and private property the City and County of Los Angeles have reported and based on limited local resources; and

WHEREAS, on May 30, 2020, Governor Newsom proclaimed a state of emergency in Los Angeles County and the City of Los Angeles and deployed the California National Guard to support response efforts in Los Angeles County and the City of Los Angeles; and

WHEREAS, on May 30, 2020, Garden Grove Police Officers were deployed in response to the request of the City of Santa Ana for mutual aid after several hundred protestors gathered in Santa Ana with some throwing rocks, bottles and mortars and igniting fireworks in the direction of police officers, and thereafter vandalized and looted public and private properties during the civil unrest; and

WHEREAS, on May 31, 2020, civil unrest ensued in the Cities of Long Beach and Santa Monica, including looting and vandalism;

WHEREAS, these civil unrest conditions, if fully manifested, are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of the City of Garden Grove; and

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City of Garden Grove
Local Emergency Proclamation for Civil Unrest
June 2, 2020
Page 2

WHEREAS, on social media there is a protest planned for 4:00 p.m. on June 3, 2020 at Garden Grove City Hall; and

WHEREAS, there are protests scheduled for other cities in Orange County; and

WHEREAS, the mobilization of local resources, ability to coordinate interagency response, accelerate procurement of vital supplies, use mutual aid, and allow for future reimbursement by the state and federal governments will be critical to successfully responding to the civil unrest and therefore, these conditions warrant and necessitate that the City of Garden Grove proclaim the existence of a local emergency; and

WHEREAS, the City Manager, as the City's Director of Emergency Services, has the power to declare a local emergency as authorized by Government Code section 8630 and Garden Grove Municipal Code section 6.08.070(A)(1).

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED by the City Manager of the City of Garden Grove as follows:

A. As contemplated in the Emergency Services Act contained in Government Code Section 8550 et seq., including Section 8558(c), and Chapter 6.08 of Title 6 of the Garden Grove Municipal Code, a local emergency exists based on the existence of conditions of extreme peril to the safety of persons and property caused by civil unrest, as detailed in the recitals set forth above.

B. The area of the City which is endangered/imperiled is the entire City.

C. During the existence of this local emergency, the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law and by ordinances, resolutions, and orders of this City, including but not limited to the City of Garden Grove Emergency Operations Plan.

D. The City Council shall review and ratify this proclamation within 7 days of its effective date as required by state law, and if ratified, shall continue to exist until the City Council proclaims the termination of this local emergency. The City Council shall review the need for continuing the local emergency as required by state law until it terminates the local emergency, and shall terminate the local emergency at the earliest possible date that conditions warrant.

E. **Nighttime Curfew.** That the City of Garden Grove orders that, within the boundaries of the City of Garden Grove, a curfew is imposed in all public places within the City of Garden Grove effective **from 6:00 p.m. on Tuesday, June 2, 2020, to 5:00 a.m. Wednesday, June 3; and from 6:00 p.m. Wednesday, June 3, 2020 to 5:00 a.m., Thursday, June 4.**

    1. During the curfew, it shall be unlawful for any person, except as set forth below, to be upon any public street, sidewalk, avenue, boulevard, place,

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City of Garden Grove
Local Emergency Proclamation for Civil Unrest
June 2, 2020
Page 3

alley, park or other public place or unimproved private property within the City of Garden Grove.

2. The curfew shall not apply to the following:

(a) Peace officers, fire fighters, Emergency Operations Center (EOC) personnel, other responding public safety personnel deployed to the area.

(b) Authorized representatives of any news service, newspaper, or radio or television station or network.

(c) Individuals traveling to and from work, individuals seeking or providing emergency medical care, fleeing dangerous circumstances, or any persons experiencing homelessness who are sheltered in the City are also exempt.

(d) The Chief of Police may designate additional exempt personnel.

3. This regulation shall be enforceable pursuant to the provisions of Chapter 6.08 of Title 6, and Chapters 1.04 and 1.22 of Title 1 of the Garden Grove Municipal Code, which provides for enforcement of violations of emergency orders and regulations as misdemeanors or administrative citations.

F. That a copy of this proclamation be forwarded to the Director of California Governor's Office of Emergency Services requesting that the Director find it acceptable in accordance with State Law; that the Governor of California, pursuant to the Emergency Services Act, issue a proclamation declaring an emergency in the City of Garden Grove; that the Governor waive regulations that may hinder response and recovery efforts; that recovery assistance be made available under the California Disaster Assistance Act; and that the State expedite access to State and Federal resources and any other appropriate federal disaster relief programs.
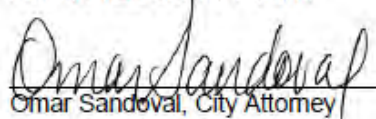
Executed this 2nd day of June 2020.   ATTEST:

_____   _____
Scott C. Stiles, City Manager   Teresa Pomeroy, City Clerk

APPROVED AS TO FORM:

Omar Sandoval, City Attorney

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Garden Grove Police Chief's Advisory Council

Last Name	First Name	Cell Phone	Business Phone	Email

EOC Staffing List: Management

Position	Name	Department	Title	Email	Phone
EOC Director	**Scott Stiles**	City Manager's Office	*City Manager*	████████	████████
1st Alternate	Maria Stipe	City Manager's Office	*Assistant City Manager*	████████	████████
2nd Alternate	Lisa Kim	Econ & Comm. Devlp. Dept	*Director*	██████	████████
EOC Coordinator	**Linda Morin**	Police	*Emergency Manager*	████████	████████
1st Alternate	Brian Dalton	Police	*Lieutenant*	████████	████████
2nd Alternate					
Public Information Officer	**Ana Pulido**	Community Relations	*Public Information Supervisor*	██████	██████
1st Alternate	Mario Martinez	Police	*PIO*	████████	████████
2nd Alternate	Vince Vaicaro	*Police*	*PIO*	███████	████████
PIO Support Staff	**Veronica Avila**	Community Relations	*Community Relations Analyst*	█████████	████████
1st Alternate	Noelle Kim	Community Relations	*Community Relations Analyst*	█████████	████████
2nd Alternate					
Liaison Officer	**Maria Stipe**	City Manager's Office	*Assistant City Manager*	████████	███████
1st Alternate	Shawn Park	City Manager's Office	*Senior Analyst*	████████	████████
2nd Alternate					
Legal Officer	**Omar Sandoval**	City Manager's Office	*City Attorney*	████████	████████
1st Alternate					
2nd Alternate					
Safety Officer					
1st Alternate					
2nd Alternate					
Security Officer					
1st Alternate					
2nd Alternate					

EOC Staffing List: Operations

Position	Name	Department	Title	Email	Phone
Operations Section Chief	**Tom Da'Re**	Police	*Chief of Police*	███	███
1st Alternate	Amir El Farra	Police	*Deputy Chief*	███	███
2nd Alternate					
Fire and Rescue Branch Director	**OCFA Liaison**	Fire			
1st Alternate	Duty Battalion Chief	Fire	*Duty Battalion Chief*		
2nd Alternate					
Law Enforcement *Branch* Director	**Rich Burillo**	Police	*Lieutenant*	███	███
1st Alternate	Robert Stephenson	Police	*Lieutenant*	███	███
2nd Alternate	Luis Payan	Police	*Lieutenant*		███
Evacuation Unit	**Royce Wimmer**	Police	*Sergeant*	███	
1st Alternate	Jeff Brown	Police	*Sergeant*	███	
2nd Alternate	Charles Starnes	Police	*Sergeant*		
Coroner Unit	***Mark Lord***	Police	*Sergeant*	███	███
1st Alternate	Evan Beresford	Police	*Sergeant*	███	███
2nd Alternate	Brian Dalton	Police	*Lieutenant*		███
Traffic Management/Access Control Unit	**Doug Pluard**	Police	*Sergeant*	███	███
1st Alternate	Mario Martinez	Police	*Lieutenant*	███	███
2nd Alternate	Vince Vaicaro	Police	*Lieutenant*		███
Public Works & Utilities Branch Director	**Bill Murray**	Public Works	*Director*	███	███
1st Alternate	A.J. Holm	Public Works	*Environmental Service Coordinator*	███	███
2nd Alternate	Dan Candelaria	Public Works	*City Engineer*		███

Position	Name	Department	Title	Email	Phone
Construction & Engineering Unit	**Dan Candelaria**	Public Works	*City Engineer*	███	███
1st Alternate	Mark Upus	Public Works	*Senior Civil Engineer Supervisor*	███	███
2nd Alternate	Sam Kim	Public Works	*Water Services Manager*		███
Facilities Inspection Unit	**Phil Carter**	Public Works	*Parks & Facilities Manager*	███	███
1st Alternate					
2nd Alternate					
Debris Management Unit	**AJ Holm**	Public Works	*Environmental Services Coordinator*	███	███
1st Alternate	Lia Gountouma	Public Works	*Environmental Services*	███	███
2nd Alternate					
Utilities Unit	**Sam Kim**	Public Works	*Water Service Director*	███	███
1st Alternate	Rebecca Li	Public Works	*Senior Civil Engineer*	███	███
2nd Alternate					
Community Services Branch	**John Montanchez**	Community Services	*Director*	███	███
1st Alternate	Janet Pelayo	Community Services	*Community Services Manager*	███	███
2nd Alternate					
Care and Shelter Group	**Elaine Ma'ae**	Community Services	*Facility Supervisor*	███	███)
1st Alternate	Jesus Medina	Community Services	*Community Services Coordinator*	███	███
2nd Alternate					
Disabilities, Access & Functional Needs Unit					
1st Alternate					
2nd Alternate					
Animal Control Unit	**Mark Ladney**	Public Works	*Sr. Animal Control Officer*	███	███
1st Alternate	Alfred Aquirre	Public Works	*Animal Control Officer*	███	███
2nd Alternate	Gaby Contreas	Public Works	*Animal Control Officer*		███

EOC Staffing List: Planning/Intelligence

Position	Name	Department	Title	Email	Phone
Planning/Intel Section Chief	**Lisa Kim**	City Manager's Office	*Assistant City Mgr.*	██████████	██████████)
1st Alternate	David Dent	Econ & Comm. Devlp. Dept	*Building Official*	██████████	██████████
2nd Alternate	Greg Blodgett	Econ & Comm. Devlp. Dept	*Econ Development Manager*		██████████
Situation Unit	**Lee Marino**	Econ & Comm. Devlp. Dept.	*Planning Manager.*	██████████	██████████
1st Alternate	Chris Chung	Econ & Comm. Devlp. Dept	*Senior Planner*	██████████	██████████
2nd Alternate	Ana Neal	Public Works	*SR. Admin Analyst*		██████████
Resource Unit	**Monica Covarrubias**	Econ & Comm. Devlp. Dept.	*Senior Human Resources Analyst*	██████████	██████████
1st Alternate	Greg Blodgett	Econ & Comm. Devlp. Dept	*Econ Development Manager*	██████████	██████████
2nd Alternate	Karen Harris	Finance	*Budget/Risk Manager*		██████████
Documentation Unit	**Terri Pomeroy**	City Manager's Office	*Deputy City Clerk*	██████████	██████████
1st Alternate	Amanda Pollock		*Principal Office Assistant*	██████████	██████████
2nd Alternate	Liz Vasquez	City Manager's Office	*Deputy City Clerk*		██████████
Advanced Planning/Recovery Unit	**Alana Cheng**	Econ & Comm. Devlp. Dept	*Senior Management Analyst*	██████████	██████████
1st Alternate	Maria Parra	Econ & Comm. Devlp. Dept	*Senior Planner*	██████████	██████████
2nd Alternate					
Demobilization Unit	**David Dent**	Econ & Comm. Devlp. Dept	*Building Official*	██████████	██████████
1st Alternate	Maria Parra	Econ & Comm. Devlp. Dept	*Senior Planner*		██████████
2nd Alternate					
Technical Specialist	**Moo Moagraan**	Information Technology	*GIS Coordinator*	██████████	██████████
1st Alternate					
2nd Alternate					

EOC Staffing List: Logistics

Position	Name	Department	Title	Email	Phone
Logistics Section Chief	**Greg Blodgett**	Econ & Comm. Devlp. Dept.	*Econ Development Manager*	███████	███████
1st Alternate	Alana Cheng	Econ & Comm. Devlp. Dept	*Senior Management Analyst*	███████	███████
2nd Alternate	Lee Marino		*Planning Manager*		███████
IT/Communications Unit	**Geoff Kloess**	Info Technology	*Information Systems Manager*	███████	███████
1st Alternate	Moo Moragraan	Info Technology	*Information Systems Analyst*	███████	███████
2nd Alternate	Noel Proffitt		*Information Systems Analyst*		
3rd Alternate	Terry Chang		*Network Administrator*		███████)
Food Unit	**Rene Camarena**	Community Services	*Community Services*	███████	███████
1st Alternate					
2nd Alternate					
Supply Unit	**Daniel Sanchez**	Finance	*Store keeper*	███████	███████
1st Alternate	Gary Hernandez	Finance	*Stock Clerk*	███████	███████
2nd Alternate	Jamie Chavez	Finance	*Stock Clerk*	███████	███████
Facilities Unit	**Mike Austin**	Econ & Comm. Devlp. Dept.	*Building Inspector Supervisor*		███████
1st Alternate	Todd Hartwig	Econ & Comm. Devlp. Dept	*Senior Building Inspector*	███████	███████
2nd Alternate	Jamie Chavez	Finance	*Stock Clerk*	███████	
Volunteer/Donations Management Unit	**Mark Freeman**	Community Services	*Recreation Supervisor*	███████	███████
1st Alternate	**Jeff Van Sickle**	Community Services	*Assistant Recreation Supervisor*	███████	███████
2nd Alternate					
Personnel/Human Resources Unit	**Janney Lee**	Human Resources	*Division Manager*	███████	███████
1st Alternate					
2nd Alternate					
Ground Support Unit	**Judy Moore**	Econ & Comm. Devlp. Dept.	*Secretary*	███████	███████
1st Alternate	Rebecca Li	Public Works	*Senior Civil Engineer*	███████	███████
2nd Alternate	Emily Trimbal	Public Works Department	*Secretary*	███████	███████

EOC Staffing List: Finance/Administration

Position	Name	Department	Title	Email	Phone
Finance/Administration Section Chief	**Patricia Song**	Finance	*Finance Director*	███████	███████
1st Alternate	Ann Eiffert	Finance	*Budget/Risk Manager*	███████	███████
2nd Alternate					
Time Unit	**Nancy Ramos**	Finance	*Accounting Supervisor*	███████	██████
1st Alternate	Amy Vo	Finance	*Accounting Technician*	██████	███████
2nd Alternate	Keisuke Fukazwa	Finance	*Sr. Account Specialist*	███████	██████
Compensation & Claims Unit	**Janna Bradely**	Human Resources	*Benefits Supervisor*	███████	██████
1st Alternate	Stephanie Richards	Human Resources	*Personnel Analyst*	█████████	██████
2nd Alternate	Karen Harris	Finances	*Human Resources/Risk Services*	███████	██████
Procurement Unit	**Neil Manalansan**	Finance	*Purchasing Division Manager*	███████	██████
1st Alternate	Neil Manalansan	Finance	*Purchasing Division Buyer*	██████	██████
2nd Alternate					
Cost Recovery Unit	**Tina Ngo**	Finance	*Accounting Supervisor*	███████	████
1st Alternate	Selam Nigatu	Finance	*Accountant*	███████	███████
2nd Alternate	Nancy Ramos	Finance	*Accounting Supervisor*	██████	██████

After Business Hours Emergency Contact including AlertOC is OCSD Control One 714-628-7008
After Hours WebEOC Contact is 714-834-4444

OCSD Emergency Management Division
EOC Activation Notification List and Alternates in Line of Succession
Please attempt contact on all listed numbers before moving to the next member of the Emergency Management Staff
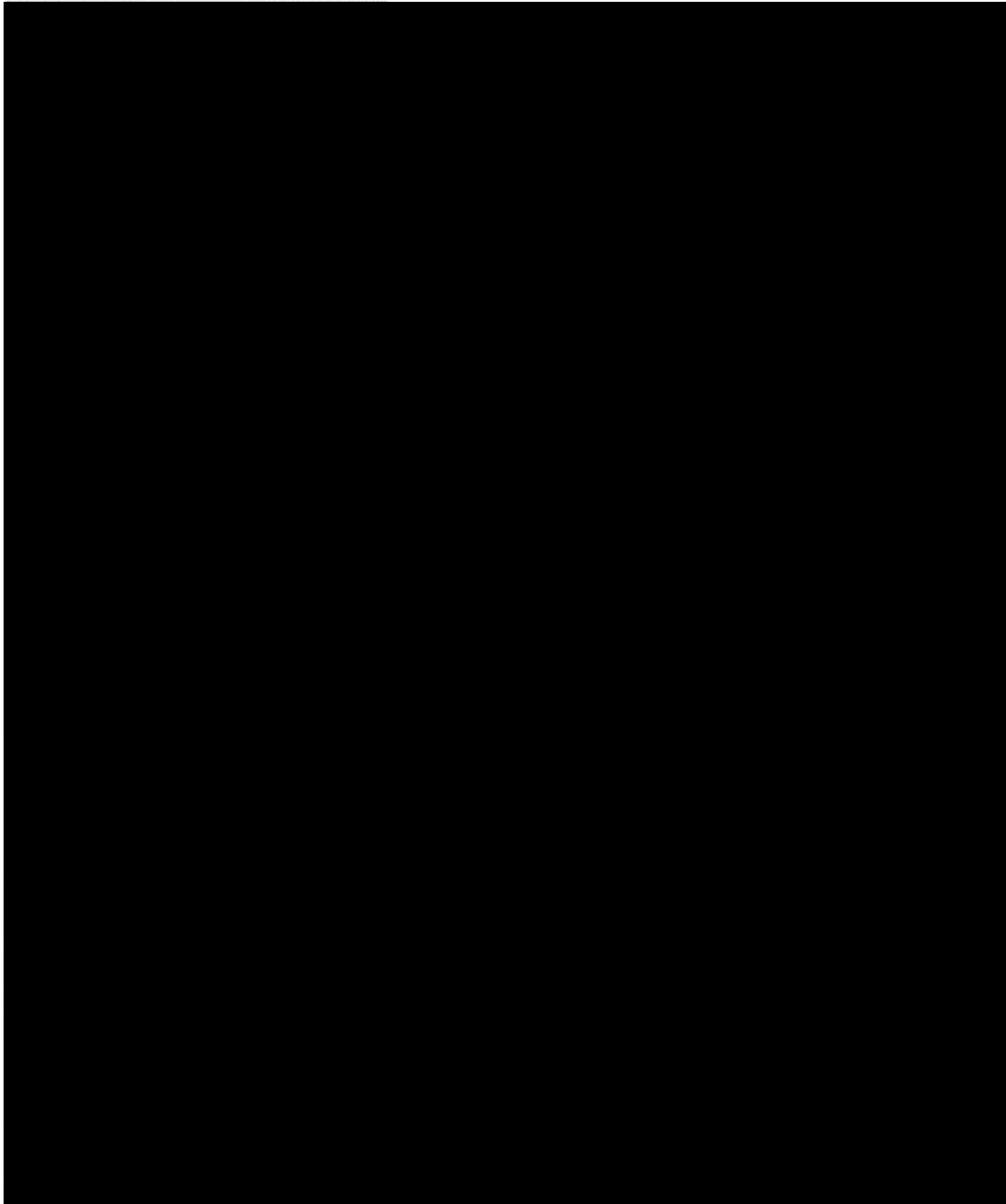THIS INFORMATION IS CONFIDENTIAL
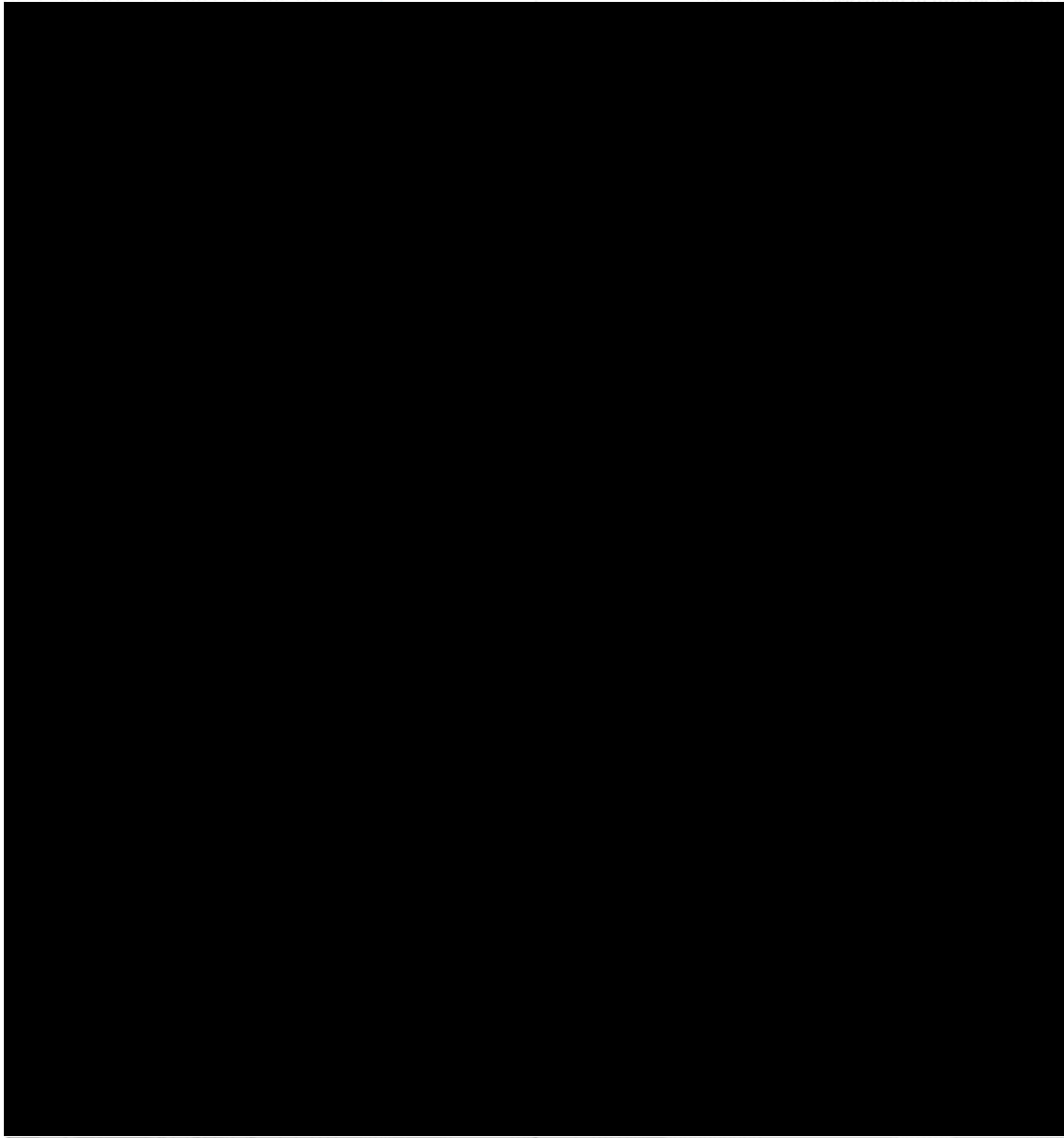
G:\Emergency Mgmt\EMD Staff Contact Information\2021 EM Call Out and Contacts\EMD Emergency Contact Info_Cell Phones.docx

After Business Hours Emergency Contact including AlertOC is OCSD Control One 714-628-7008
After Hours WebEOC Contact is 714-834-4444

OCSD Emergency Management Division
EOC Activation Notification List and Alternates in Line of Succession
Please attempt contact on all listed numbers before moving to the next member of the Emergency Management Staff
THIS INFORMATION IS CONFIDENTIAL

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INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____
ICS 201, Page 1   Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____
ICS 201, Page 2   Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		Date: Time:

9. Current Organization (fill in additional organization as appropriate):

```
                        ┌──────────────────┐        ┌────────────────────────┐
                        │  Incident         │────────│  Liaison Officer       │
                        │  Commander(s)     │        └────────────────────────┘
                        │                   │        ┌────────────────────────┐
                        │                   │────────│  Safety Officer        │
                        │                   │        └────────────────────────┘
                        │                   │        ┌────────────────────────┐
                        └──────────────────┘────────│ Public Information      │
                                 │                   │  Officer               │
                                 │                   └────────────────────────┘
     ┌───────────────┬───────────┴───────────┬───────────────────┐
┌──────────────┐ ┌──────────────┐ ┌──────────────┐ ┌──────────────────────┐
│ Operations   │ │ Planning     │ │ Logistics    │ │ Finance/Admin        │
│ Section Chief│ │ Section Chief│ │ Section Chief│ │ Section Chief        │
└──────────────┘ └──────────────┘ └──────────────┘ └──────────────────────┘
```

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____
ICS 201, Page 3   Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____	Position/Title: _____ Signature: _____
ICS 201, Page 4	Date/Time: _____

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:
- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From:	Date To:
	Time From:	Time To:

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐
    Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

☐ ICS 203	☐ ICS 207	Other Attachments:
☐ ICS 204	☐ ICS 208	☐ _____
☐ ICS 205	☐ Map/Chart	☐ _____
☐ ICS 205A	☐ Weather Forecast/Tides/Currents	☐ _____
☐ ICS 206		☐ _____

7. Prepared by: Name: _____ Position/Title: _____ Signature: _____

8. Approved by Incident Commander: Name: _____ Signature: _____

ICS 202	IAP Page _____	Date/Time: _____

ICS 202
Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident. If needed, an incident number can be added.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: **S**pecific – Is the wording precise and unambiguous? **M**easurable – How will achievements be measured? **A**ction-oriented – Is an action verb used to describe expected accomplishments? **R**ealistic – Is the outcome achievable with given available resources? **T**ime-sensitive – What is the timeframe?
4	**Operational Period Command Emphasis**	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	**Site Safety Plan Required?** Yes ☐ No ☐	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	**Incident Action Plan** (the items checked below are included in this Incident Action Plan): ☐ ICS 203 ☐ ICS 204 ☐ ICS 205 ☐ ICS 205A ☐ ICS 206 ☐ ICS 207 ☐ ICS 208 ☐ Map/Chart ☐ Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. ☐ ICS 203 – Organization Assignment List ☐ ICS 204 – Assignment List ☐ ICS 205 – Incident Radio Communications Plan ☐ ICS 205A – Communications List ☐ ICS 206 – Medical Plan ☐ ICS 207 – Incident Organization Chart ☐ ICS 208 – Safety Message/Plan
7	**Prepared by** • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by Incident Commander** • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From:		Date To:	
		Time From:		Time To:	

3. Incident Commander(s) and Command Staff:		7. Operations Section:		
IC/UCs		Chief		
		Deputy		
Deputy		Staging Area		
Safety Officer		**Branch**		
Public Info. Officer		Branch Director		
Liaison Officer		Deputy		
4. Agency/Organization Representatives:		Division/Group		
Agency/Organization	Name	Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
		Branch		
		Branch Director		
		Deputy		
5. Planning Section:		Division/Group		
Chief		Division/Group		
Deputy		Division/Group		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		**Branch**		
Demobilization Unit		Branch Director		
Technical Specialists		Deputy		
		Division/Group		
		Division/Group		
		Division/Group		
6. Logistics Section:		Division/Group		
Chief		Division/Group		
Deputy		**Air Operations Branch**		
Support Branch		Air Ops Branch Dir.		
Director				
Supply Unit				
Facilities Unit		**8. Finance/Administration Section:**		
Ground Support Unit		Chief		
Service Branch		Deputy		
Director		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Food Unit		Cost Unit		

9. Prepared by: Name: _____	Position/Title: _____ Signature: _____
ICS 203	**IAP Page** _____	Date/Time: _____

ICS 203
Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Incident Commander(s) and Command Staff** • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	**Agency/Organization Representatives** • Agency/Organization • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	**Planning Section** • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	**Logistics Section** • Chief • Deputy **Support Branch** • Director • Supply Unit • Facilities Unit • Ground Support Unit **Service Branch** • Director • Communications Unit • Medical Unit • Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	**Operations Section** • Chief • Deputy • Staging Area **Branch** • Branch Director • Deputy • Division/Group **Air Operations Branch** • Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	**Finance/Administration Section** • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operational Period:		3.
	Date From:	Date To:	**Branch:**
	Time From:	Time To:	

4. Operations Personnel: Name	Contact Number(s)	**Division:**
Operations Section Chief: _____		**Group:**
Branch Director: _____		**Staging Area:**
Division/Group Supervisor: _____		

5. Resources Assigned:

Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
_____ / _____ _____
_____ / _____ _____
_____ / _____ _____
_____ / _____ _____

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

| ICS 204 | IAP Page ____ | Date/Time: _____ |

ICS 204
Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch** **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.

4	**Operations Personnel**
	• Name, Contact Number(s)
	  – Operations Section Chief
	  – Branch Director
	  – Division/Group Supervisor
		Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).

5	**Resources Assigned**	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	**Work Assignments**	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	**Special Instructions**	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	**Communications** (radio and/or phone contact numbers needed for this assignment) • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:

2. Date/Time Prepared:
Date:
Time:

3. Operational Period:
Date From:
Time From:
Date To:
Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader): Name: _____ **Signature:** _____

ICS 205   **IAP Page** _____   Date/Time: _____

ICS 205
Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:
- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	
3. Basic Local Communications Information:		
Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)

4. Prepared by: Name: _____	Position/Title: _____ Signature: _____	
ICS 205A	**IAP Page _____**	Date/Time: _____

ICS 205A
Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:
- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Basic Local Communications Information**	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	• Incident Assigned Position	Enter the ICS organizational assignment.
	• Name	Enter the name of the assigned person.
	• Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. Transportation (indicate air or ground):

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS

5. Hospitals:

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time Air	Travel Time Ground	Trauma Center	Burn Center	Helipad
					☐ Yes Level:____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:____	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: _____ Signature: _____

8. Approved by (Safety Officer): Name: _____ Signature: _____

ICS 206	IAP Page _____	Date/Time: _____

ICS 206
Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Medical Aid Stations**	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? ☐ Yes ☐ No	Indicate (yes or no) if paramedics are at the site indicated.
4	**Transportation** (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service ☐ ALS ☐ BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	**Hospitals**	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.

	• Travel Time
	  • Air
	  • Ground
		Enter the travel time by air and ground from the incident to the hospital.

	• Trauma Center ☐ Yes Level:_____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	**Special Medical Emergency Procedures**	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	**Prepared by** (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by** (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

| 1. Incident Name: | 2. Operational Period: | Date From: | Date To: |
| | | Time From: | Time To: |

3. Organization Chart

Incident Commander(s)

Liaison Officer

Safety Officer

Public Information Officer

Operations Section Chief

Staging Area Manager

Planning Section Chief
- Resources Unit Ldr.
- Situation Unit Ldr.
- Documentation Unit Ldr.
- Demobilization Unit Ldr.

Logistics Section Chief
- Support Branch Dir.
  - Supply Unit Ldr.
  - Facilities Unit Ldr.
  - Ground Spt. Unit Ldr.
- Service Branch Dir.
  - Comms Unit Ldr.
  - Medical Unit Ldr.
  - Food Unit Ldr.

Finance/Admin Section Chief
- Time Unit Ldr.
- Procurement Unit Ldr.
- Comp./Claims Unit Ldr.
- Cost Unit Ldr.

| 4. Prepared by: Name: | Position/Title: | Signature: | |
| ICS 207 | IAP Page ___ | | Date/Time: |

ICS 207
Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	**Incident Name**	Print the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Organization Chart**	• Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

| 1. Incident Name: | 2. Operational Period: Date From: | Date To: |
| | Time From: | Time To: |

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes☐ No☐
    Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

| ICS 208 | IAP Page _____ | Date/Time: _____ |

ICS 208
Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan**	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	**Site Safety Plan Required?** Yes ☐ No ☐	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:			2. Incident Number:		
*3. Report Version (check one box on left): ☐ Initial ☐ Update ☐ Final Rpt # (if used):	*4. Incident Commander(s) & Agency or Organization:		5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____	
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition:	10. Incident Complexity Level:	*11. For Time Period: From Date/Time: _____ To Date/Time: _____	

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone:
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):					
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):					
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed	
	E. Single Residences				
	F. Nonresidential Commercial Property				
	Other Minor Structures				
	Other				
ICS 209, Page 1 of ___	* Required when applicable.				

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:			C. Indicate Number of Responders Below:		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:		

33. Life, Safety, and Health Status/Threat Remarks:	*34. Life, Safety, and Health Threat Management:	A. Check if Active
	A. No Likely Threat	☐
	B. Potential Future Threat	☐
	C. Mass Notifications in Progress	☐
	D. Mass Notifications Completed	☐
	E. No Evacuation(s) Imminent	☐
	F. Planning for Evacuation	☐
	G. Planning for Shelter-in-Place	☐
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):	H. Evacuation(s) in Progress	☐
	I. Shelter-in-Place in Progress	☐
	J. Repopulation in Progress	☐
	K. Mass Immunization in Progress	☐
	L. Mass Immunization Complete	☐
	M. Quarantine in Progress	☐
	N. Area Restriction in Effect	☐
		☐
		☐
		☐
		☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

ICS 209, Page 2 of ___	* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

    1) critical resource needs identified above,
    2) the Incident Action Plan and management objectives and targets,
    3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi"):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

ICS 209, Page 3 of ___	* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:

Incident Resource Commitment Summary

48. Agency or Organization:	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):	50. Additional Personnel not assigned to a resource:	51. Total Personnel (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead):
52. Total Resources			

53. Additional Cooperating and Assisting Organizations Not Listed Above:

ICS 209, Page ___ of ___	* Required when applicable.

ICS 209
Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

Notes:
- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	Incident Name	REQUIRED BLOCK. • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word "Complex" at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

Block Number	Block Title	Instructions

2	Incident Number	• Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline.
		• Examples include:
		  o A computer-aided dispatch (CAD) number.
		  o An accounting number.
		  o A county number.
		  o A disaster declaration number.
		  o A combination of the State, unit/agency ID, and a dispatch system number.
		  o A mission number.
		  o Any other unique number assigned to the incident and derived by means other than those above.
		• Make sure the number entered is correct.
		• Do not use the same incident number for two different incidents in the same calendar year.
		• Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.

*3	Report Version (check one box on left)	REQUIRED BLOCK. • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	☐ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	☐ Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	☐ Final	• Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). • Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.

*4	Incident Commander(s) & Agency or Organization	REQUIRED BLOCK.
		• Enter both the first and last name of the Incident Commander.
		• If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example:
		    L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD,
		    C. Taylor – St. Paul PD, Y. Martin – St. Paul FD,
		    S. McIntyre – U.S. Army Corps, J. Hartl – NTSB

5	Incident Management Organization	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	**Incident Start Date/Time**	**REQUIRED.** This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	**Current Incident Size or Area Involved** (use unit label – e.g., "sq mi," "city block")	• Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). • Indicate that the size is an estimate, if a more specific figure is not available. • Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. • If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). • The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	**Percent (%) Contained or Completed** (circle one)	• Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. • For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	**Incident Definition**	**REQUIRED BLOCK.** Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	**Incident Complexity Level**	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	**For Time Period**	**REQUIRED BLOCK.** • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	• Enter the start date (month/day/year). • Enter the start time (using the 24-hour clock).
	To Date/Time	• Enter the end date (month/day/year). • Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
	**APPROVAL & ROUTING INFORMATION**	
*12	**Prepared By**	**REQUIRED BLOCK.** When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	**Date/Time Submitted**	**REQUIRED.** Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	**Approved By**	**REQUIRED.** When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	**Primary Location, Organization, or Agency Sent To**	**REQUIRED BLOCK.** Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
	**INCIDENT LOCATION INFORMATION**	

- Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems.
- As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident.
- Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information.
- Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.

Block Number	Block Title	Instructions
*16	**State**	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44.

Block Number	Block Title	Instructions
*17	County / Parish / Borough	REQUIRED BLOCK WHEN APPLICABLE. • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
*18	City	REQUIRED BLOCK WHEN APPLICABLE. • Enter the city where the incident originated. • If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	Incident Jurisdiction	REQUIRED BLOCK WHEN APPLICABLE. Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	Incident Location Ownership (if different than jurisdiction)	• When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. • This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	22. Longitude (indicate format): Latitude (indicate format):	• Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. • Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."
23	US National Grid Reference	• Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data.
24	Legal Description (township, section, range)	• Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	Short Location or Area Description (list all affected areas or a reference point)	REQUIRED BLOCK. • List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). • This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. • Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)	• Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		

*28	**Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.)	REQUIRED BLOCK.
		• Describe significant events that occurred during the period being reported in Block 6. Examples include:
		  ○ Road closures.
		  ○ Evacuations.
		  ○ Progress made and accomplishments.
		  ○ Incident command transitions.
		  ○ Repopulation of formerly evacuated areas and specifics.
		  ○ Containment.
		• Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47.
		• Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered.
		• This block may be used for a single-paragraph synopsis of overall incident status.

29	**Primary Materials or Hazards Involved** (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	• When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	**Damage Assessment Information** (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	• Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		

*31	**Public Status Summary**	• This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below.
		 • Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33).
		 • Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.
		 • NOTE: *Do not estimate any fatality information.*
		 • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.
		 • NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) *even if they are related to the incident.*
		   o Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.
		   o For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33.
		 • NOTE: When providing an estimated value, denote in parenthesis: "est."
		
		 Handling Sensitive Information
		 • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.
		 • Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.
		 • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	• For lines 31D–M below, enter the number of civilians affected for each category. • Indicate if numbers are estimates, for those blocks where this is an option. • Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* civilian/public fatalities. • See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.

Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
*31 (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
*32	**Responder Status Summary**	• This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. • Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. • Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. • NOTE: *Do not estimate any fatality information or responder status information.* • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. **Handling Sensitive Information** • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
*32 (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the *entire duration* of the incident. • This is a *cumulative* total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	• For lines 32D–M below, enter the number of responders relevant for each category. • Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* responder fatalities. • See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	• Enter the number of incident responders with serious injuries or illnesses due to the incident. • *For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.*
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	**Life, Safety, and Health Status/Threat Remarks**	• Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. • This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. • Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. • Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
*34	**Life, Safety, and Health Threat Management**	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	• Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a "reverse 911" system. • Please indicate the areas where mass notifications have been completed (e.g., "mass notifications to ZIP codes 50201, 50014, 50010, 50011," or "notified all residents within a 5-mile radius of Gatlinburg").
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions

35	**Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern)	• Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.
		• Include current and/or predicted weather factors, and the timeframe for predictions.
		• Include relevant factors such as:
		  ○ Wind speed (label units, such as mph).
		  ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., "from NNW," "from E," or "from SW").
		  ○ Temperature (label units, such as F).
		  ○ Relative humidity (label %).
		  ○ Watches.
		  ○ Warnings.
		  ○ Tides.
		  ○ Currents.
		• Any other weather information relative to the incident, such as flooding, hurricanes, etc.

36	**Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	• Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	**Strategic Objectives** (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3)		
38	**Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.

Block Number	Block Title	Instructions

39	**Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:
	
	12 hours
	24 hours
	48 hours
	72 hours
	Anticipated after 72 hours
		• List the specific critical resources and numbers needed, in order of priority. *Be specific as to the need.*
		• Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support.
		• If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels.
		• Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed.
		• More than one resource need may be listed for each timeframe. For example, a list could include:
		  o <u>24 hrs</u>: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams
		  o <u>48 hrs</u>: Mobile Communications Unit (Law/Fire)
		  o <u>After 72 hrs</u>: 1 Type 2 Incident Management Team
		• Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid.
		  o Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42.
		  o Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out").
		• Do not use this block for noncritical resources.

40	**Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:** 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**	• Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. • Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. • Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. • Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions

41	**Planned Actions for Next Operational Period**	• Provide a short summary of actions planned for the next operational period.
		• Examples:
		  ○ "The current Incident Management Team will transition out to a replacement IMT."
		  ○ "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports."
		  ○ "Continue refining mapping of the recovery operations and damaged assets using GPS."
		  ○ "Initiate removal of unauthorized food vendors."

42	**Projected Final Incident Size/Area** (use unit label – e.g., "sq mi")	• Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	**Anticipated Incident Management Completion Date**	• Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	**Projected Significant Resource Demobilization Start Date**	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	**Estimated Incident Costs to Date**	• Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	**Projected Final Incident Cost Estimate**	• Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.

Block Number	Block Title	Instructions

47	**Remarks** (or continuation of any blocks above – list block number in notation)	• Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed.
		• List the block number for any information continued from a previous block.
		• Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc.
		• For Complexes that include multiple incidents, list all sub-incidents included in the Complex.
		• List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:
		    o By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or
		    o By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE).
		• Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).
		• This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).
		• Attach additional pages if it is necessary to include additional comments in the Remarks section.

INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

• This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
• Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

For summarizing:
• When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
    o Group State, local, county, city, or Federal responders together under such headings, or
    o Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).
• On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

Block Number	Block Title	Instructions

48	**Agency or Organization**	• List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc.
		• List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.
		• Agencies or organizations may be listed individually or in groups.
		• When resources are grouped together, individual agencies or organizations may be listed below in Block 53.
		• Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.
		  ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.
		  ○ For example:
		    ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel).
		    ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel).
		• Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.

49	**Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	• List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information.
		  ○ Examples: Type 1 Fire Engines, Type 4 Helicopters
		• Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks.
		  ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.
		  ○ For example:
		    ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel).
		    ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel).
		• <u>NOTE</u>: One option is to group similar resources together when it is sensible to do so for the summary.
		  ○ For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as "structure fire engines" and "wildland fire engines" in separate columns with totals for each.
		• <u>NOTE</u>: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.

50	**Additional Personnel** not assigned to a resource	List the number of *additional* individuals (or overhead) that are not assigned to a specific resource by agency or organization.

51	**Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead)	• Enter the total personnel for each agency, organization, or grouping in the Total Personnel column.
		• <u>WARNING</u>: Do not simply add the numbers across!
		• The number of Total Personnel for each row should include <u>both</u>:
		  ○ The total number of personnel assigned to each of the resources listed in Block 49, and
		  ○ The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	**Total Resources**	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of *resources* in Block 49, as personnel totals will be counted under Block 51.
53	**Additional Cooperating and Assisting Organizations Not Listed Above**	• List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	5. Date:	6. Time

7. Message:

8. Approved by: Name: _____ Signature: _____ Position/Title: _____

9. Reply:

10. Replied by: Name: _____ Position/Title: _____ Signature: _____

ICS 213 Date/Time: _____

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:
- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** • Name • Signature • Position/Title	Enter the name, signature, and ICS position/title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: | Date From: | Date To: |
| | | Time From: | Time To: |

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

| 8. Prepared by: Name: _____ Position/Title: _____ Signature: _____ |
| **ICS 214, Page 1** | Date/Time: _____ |

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period:	Date From:	Date To:
		Time From:	Time To:

7. Activity Log (continuation):

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 2 | Date/Time: _____

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	Activity Log • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:		2. Incident Number:	
3. Date/Time Prepared: Date: Time:		**4. Operational Period:** Date From: Date To: Time From: Time To:	
5. Incident Area	**6. Hazards/Risks**		**7. Mitigations**

8. Prepared by (Safety Officer): Name: _____ Signature: _____

Prepared by (Operations Section Chief): Name: _____ Signature: _____

ICS 215A	Date/Time: _____

ICS 215A
Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:
- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	**Incident Area**	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	**Hazards/Risks**	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	**Mitigations**	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	**Prepared by** (Safety Officer and Operations Section Chief) • Name • Signature • Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

COMMUNICATIONS RESOURCE AVAILABILITY WORKSHEET

Pg No	Channel Configuration	Channel Name/Trunked Radio System Talkgroup	Eligible Users	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks

Frequency Band | Description

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 217A Excel

3/2007

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:		2. Incident Number:	
3. Planned Release Date/Time: Date: Time:	**4. Resource or Personnel Released:**		**5. Order Request Number:**

6. Resource or Personnel:

You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
☐	Supply Unit			
☐	Communications Unit			
☐	Facilities Unit			
☐	Ground Support Unit			
☐	Security Manager			
☐				

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
☐	Time Unit			
☐				
☐				

OTHER SECTION/STAFF

	Unit/Other	Remarks	Name	Signature
☐				
☐				

PLANNING SECTION

	Unit/Leader	Remarks	Name	Signature
☐				
☐	Documentation Leader			
☐	Demobilization Leader			

7. Remarks:

8. Travel Information:	Room Overnight: ☐ Yes ☐ No
Estimated Time of Departure: _____	Actual Release Date/Time: _____
Destination: _____	Estimated Time of Arrival: _____
Travel Method: _____	Contact Information While Traveling: _____
Manifest: ☐ Yes ☐ No Number: _____	Area/Agency/Region Notified: _____

9. Reassignment Information: ☐ Yes ☐ No

Incident Name: _____	Incident Number: _____
Location: _____	Order Request Number: _____

10. Prepared by: Name: _____   Position/Title: _____   Signature: _____

ICS 221   Date/Time: _____

ICS 221
Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:
- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Planned Release Date/Time**	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	**Resource or Personnel Released**	Enter name of the individual or resource being released.
5	**Order Request Number**	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	**Resource or Personnel** You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). • Unit/Leader/Manager/Other • Remarks • Name • Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Facilities Unit ☐ Ground Support Unit ☐ Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	**Finance/Administration Section** ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	**Remarks**	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	**Travel Information**	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest ☐ Yes ☐ No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	**Reassignment Information** ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

Block Number	Block Title	Instructions
10	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

Page 1 of 10

EOC Action Plan
Current Situation

Activation Level: 1 2 3 (circle one)

Operational Period

From: _____ To: _____

List the current situation as it is known. Include any statistics and or potential threats, priorities, significant progress, or benchmarks accomplished during the last operational period. Attach diagrams, drawings, or maps to the end of this Action Plan.

Prepared By:	Approved By:	Date/Time Prepared:

EOC Priorities & Objectives

Operational Period

From: [   ]   To: [   ]

The EOC Director is to set priorities and objectives for the incident/event. List overall long-term priorities and objectives in the General Priorities & Objectives space, list specific priorities and objectives to be accomplished within the Operational Period in the Operational Period Priorities & Objectives space. (Objectives must be SMART: Specific, Measurable, Attainable, Realistic & Time specific)

General Priorities and Objectives

Operational Period Priorities and Objectives

Operational Period Weather Forecast

Additional Comments

Prepared By:	Approved By:	Date/Time Prepared:

EOC Staffing

Operational Period

From: To:

EOC Management Section

EOC Director:

EOC Coordinator:

EOC Liaison Officer:

Public Information Officer:

Safety/Security Officer:

Planning & Intelligence Section

Plans Section Chief:

Situation Unit Leader:

Resources Unit Leader:

Advanced Planning/Recovery Unit Leader:

Documentation Unit Leader:

Demobilization Unit Leader:

Technical Specialist Unit Leader:

Agency Representatives

Name/Agency

Logistics Section

Logistic Section Chief:

IT/Communications Unit Leader:

Facilities Unit Leader:

Supply Unit Leader:

Food Unit Leader:

Volunteer/Donations Management Unit Leader:

Personnel/Human Resources Unit Leader:

Ground Support Unit Leader:

Finance/Administration Section

Finance/Administration Section Chief:

Procurement Unit Leader:

Compensation & Claims Unit Leader:

Time Unit Leader:

Cost Recovery Unit Leader:

EOC Staffing

Operational Period

From: _____ To: _____

Groups,, Branches, ESFs and Units are to only be opened if necessary. If a Group, Branch , ESF or Unit is not opened and staffed, leave corresponding boxes blank. Use the blank left column under any Branch to add an ESF, or Unit not listed that requires staffing.

Operations Section Chief:

Fire & Rescue Branch

Branch Director:
Fire Suppression:
Public Health & Medical:
Search & Rescue:
Hazardous Materials:

Law Enforcement Branch

Branch Director:
Evacuation Unit Leader:
Traffic Management/Access Control Unit Leader:
Coroner Unit Leader:
:
:
:

Public Works Branch

Branch Director:
Construction & Engineering Unit Leader:
Utilities Unit Leader:
Facilities Inspection Unit Leader:
Debris Management Unit Leader:

Community Services Branch

Branch Director:
Care & Shelter Unit Leader:
Disabilities, Access & Functional Needs Unit Leader:
Animal Control Unit Leader:

Page 6 of 10

EOC Action Plan
Objectives & Strategies & Assignments
Management Section

Operational Period

From: To:

Based on E.O.C. Director's intent, priorities, and objectives as well as standard operating procedures, list specific objectives to accomplish during this Operational Period.

Public Information Officer:

Liaison Officer:

Security/Safety Officer:

EOC Action Plan
Objectives & Strategies & Assignments
Operations Section

Operational Period

From: [   ] To: [   ]

List objectives for the group that relate to the general priorities and objectives of the EOC and strategies needed to accomplish the objectives. Each objective/strategy should be assigned to a specific Group, Branch, Unit , ESF or person.

Operational Period Objective 1:	Objective Assigned to:

Strategies required to accomplish Objective:	

Operational Period Objective 2:	Objective Assigned to:

Strategies required to accomplish Objective:	

Operational Period Objective 3:	Objective Assigned to:

Strategies required to accomplish Objective:	

Operational Period Objective 4:	Objective Assigned to:

Strategies required to accomplish Objective:	

Prepared By:	Approved By:	Time/Date Prepared:

EOC Action Plan
Objectives & Strategies & Assignments
Logistics Section

Operational Period

From: | To: |

List objectives for the group that relate to the general priorities and objectives of the EOC and strategies needed to accomplish the objectives. Each objective/strategy should be assigned to a specific Group, Branch, Unit , ESF or person.

Operational Period Objective 1:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 2:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 3:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 4:	Objective Assigned to:
Strategies required to accomplish Objective:	

Prepared By:	Approved By:	Time/Date Prepared:

Page 9 of 10

EOC Action Plan
Objectives & Strategies & Assignments
Planning/Intelligence Section

Operational Period			
From:		To:	

List objectives for the group that relate to the general priorities and objectives of the EOC, and strategies needed to accomplish the objectives. Each objective/strategy should be assigned to a specific Group, Branch, Unit , ESF or person.

Operational Period Objective 1:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 2:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 3:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 4:	Objective Assigned to:
Strategies required to accomplish Objective:	

Prepared By:	Approved By:	Time/Date Prepared:

EOC Action Plan
Objectives & Strategies & Assignments
Finance/Administration Section

Operational Period		
From:	To:	

List objectives for the group that relate to the general priorities and objectives of the EOC and strategies needed to accomplish the objectives. Each objective/strategy should be assigned to a specific Group, Branch, Unit , ESF or person.

Operational Period Objective 1:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 2:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 3:	Objective Assigned to:
Strategies required to accomplish Objective:	
Operational Period Objective 4:	Objective Assigned to:
Strategies required to accomplish Objective:	

Prepared By:	Approved By:	Time/Date Prepared:

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
FORCE ACCOUNT LABOR SUMMARY

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). NOTE: Do not send your completed questionnaire to this address.

APPLICANT	PA ID #	PROJECT #	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING
DESCRIPTION OF WORK PERFORMED			

NAME	DATES AND HOURS WORKED EACH WEEK						COSTS				
	DATE						TOTAL HOURS	HOURLY RATE	BENEFIT RATE/HR	TOTAL HOURLY RATE	TOTAL COSTS
JOB TITLE	REG.										
NAME	O.T.										
JOB TITLE	REG.										
NAME	O.T.										
JOB TITLE	REG.										
NAME	O.T.										
JOB TITLE	REG.										
NAME	O.T.										
JOB TITLE											

TOTAL COSTS FOR FORCE ACCOUNT LABOR REGULAR TIME _____ $

TOTAL COST FOR FORCE ACCOUNT LABOR OVERTIME _____ $

I CERTIFY THAT THE INFORMATION ABOVE WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 009-0-123

PREVIOUS EDITION OBSOLETE

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

MATERIALS SUMMARY RECORD

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency. 500 C Street, SW. Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). NOTE: Do not send your completed questionnaire to this address.

APPLICANT	PA ID #.	PROJECT #.	DISASTER

LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

VENDOR	DESCRIPTION	QUAN.	UNIT PRICE	TOTAL PRICE	DATE PURCHASED	DATE USED	INFO FROM (CHECK ONE)	
							INVOICE	STOCK
	GRAND TOTAL _____							

CERTIFIED	TITLE	DATE

FEMA Form 009-0-124   PREVIOUS EDITION OBSOLETE

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

RENTED EQUIPMENT SUMMARY RECORD

PAGE _____ OF _____

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average .5 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100. Paperwork Reduction Project (1660-0017). **NOTE:** Do not send your completed questionnaire to this address.

APPLICANT	PA ID #	PROJECT #	DISASTER
LOCATION/SITE		CATEGORY	PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

TYPE OF EQUIPMENT Indicate size, Capacity, Horsepower Make and Model as Appropriate	DATES AND HOURS USED	RATE PER HOUR W/OPR	RATE PER HOUR W/OUT OPR	TOTAL COST	VENDOR	INVOICE NO.	DATE AND AMOUNT PAID	CHECK NO.
GRAND TOTAL								

I CERTIFY THAT THE ABOVE INFORMATION WAS OBTAINED FROM PAYROLL RECORDS, INVOICES, OR OTHER DOCUMENTS THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED	TITLE	DATE

FEMA Form 009-0-125 PREVIOUS EDITION OBSOLETE

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY
CONTRACT WORK SUMMARY RECORD

O.M.B. No. 1660-0017
Expires October 31, 2008

PAGE _____ OF _____

APPLICANT

PA ID NO.

PROJECT NO.

DISASTER

LOCATION/SITE

CATEGORY

PERIOD COVERING

DESCRIPTION OF WORK PERFORMED

DATES WORKED	CONTRACTOR	BILLING/INVOICE NUMBER	AMOUNT	COMMENTS- SCOPE

GRAND TOTAL _____

I CERTIFY THAT THE INFORMATION WAS OBTAINED FROM PAYROLL, INVOICES, OR OTHER DOCUMENT THAT ARE AVAILABLE FOR AUDIT.

CERTIFIED

TITLE

DATE

FEMA Form 90-126, FEB 06

Print Form

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
PROJECT WORKSHEET
Damage Description and Scope of Work Continuation Sheet

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.30 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is not required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

DISASTER FEMA - _____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT		COUNTY		

PREPARED BY:	TITLE

FEMA Form 009-0-91A,   **PREVIOUS EDITION OBSOLETE**

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PROJECT WORKSHEET - Cost Estimate Continuation Sheet

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.20 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. This collection of information is not required to obtain or retain benefits. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW., Washington, DC 20472, Paperwork Reduction Project (1660-0017) **NOTE: Do not send your completed form to this address.**

DISASTER FEMA - _____ -DR- _____	PROJECT NO.	PA ID NO.	DATE	CATEGORY
APPLICANT		COUNTY		

PROJECT COST

ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
				TOTAL COST	

PREPARED BY	TITLE	SIGNATURE

FEMA FORM 009-0-91B   PREVIOUS EDITION OBSOLETE

DEPARTMENT OF HOMELAND SECURITY

Federal Emergency Management Agency

O.M.B. Control Number: 1660-0017
Expires: June 30, 2020

PROJECT WORKSHEET - Maps and Sketches Sheet

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this data collection is estimated to average 1.30 hours per response. The burden estimates includes time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting this form. You are not required to respond to this collection of information unless a valid OMB control number is displayed on this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0017). **NOTE: Do not send your completed questionnaire to this address.**

DISASTER FEMA - -DR-	PROJECT #	PA ID #	DATE	CATEGORY
APPLICANT		COUNTY		

FEMA FORM 009-0-91C   PREVIOUS EDITION OBSOLETE

FEDERAL EMERGENCY MANAGEMENT AGENCY **PROJECT WORKSHEET – Photo Sheet**				O.M.B. No. 3067-0151 Expires April 30, 2001
DECLARATION NO. FEMA- _____ -DR- _____	PROJECT NO.	FIPS NO.	DATE	CATEGORY
APPLICANT		COUNTY		

PHOTO

PHOTO

FEMA Form 90-91D. SEP 98

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES Standardized Emergency Management System **AFTER ACTION REPORT**

PART I - GENERAL INFORMATION

<table>
<tr>
<td>NAME OF AGENCY:</td>
<td>TYPE OF AGENCY:

[ ] City   [ ] State Agency   [ ] Other
[ ] County   [ ] Federal Agency _____
[ ] Operational Area [ ] Special District</td>
</tr>
<tr>
<td>OES ADMINISTRATIVE REGION:

[ ] Coastal (Walnut Creek Office)
[ ] Inland (Sacramento Office)
[ ] Southern (Los Alamitos Office)</td>
<td>INCIDENT PERIOD OR DATE(S) OF EXERCISE:
(Month / Day/ Year)

Began: _____/_____/_____

Ended: _____/_____/_____</td>
</tr>
<tr>
<td>INCIDENT, PLANNED EVENT, OR EXERCISE:

EXERCISE TYPE: [ ] INCIDENT
[ ] Table-top   [ ] PLANNED EVENT:
[ ] Functional _____
[ ] Full-scale   (specify)</td>
<td>TYPE OF HAZARD OR EXERCISE SCENARIO:
[ ] Avalanche   [ ] Flood   [ ] Terrorism
[ ] Civil Disorder [ ] Fire (Structural) [ ] Tsunami
[ ] Dam Failure   [ ] Fire (Wild)   [ ] Winter Storm
[ ] Drought   [ ] Landslide   [ ] Other (Specify)
[ ] Earthquake   _____</td>
</tr>
</table>

PART II SEMS FUNCTIONS EVALUATED							
SEMS FUNCTIONS	**TOTAL PARTICIPANTS** (Each Function)	**EVALUATION** Circle: (S) or (NI) (Satisfactory) (Needs Improvement)	**CORRECTIVE ACTION REQUIREMENTS**: (Check to indicate corrective actions required)				
			PLANNING	TRAINING	PERSONNEL	EQUIPMENT	FACILITIES
Management: Public Information Safety, Liaison, Inter-agency Coordination, Security, etc.		S NI					
Command (Field) Public Information Safety, Liaison, Inter-agency Coordination, Security, etc.		S NI					
Operations: Law Enforcement, Fire/ Rescue, Const. & Eng., Medical/ Health, Care & Shelter etc.		S NI					
Planning/ Intelligence: Situation Status & Analysis, Documentation, Advance Planning, Demobilization etc.		S NI					
Logistics: Services, Support, Facilities, Personnel, Procurement, Supplies, Equipment, Food etc.		S NI					
Finance Administration: Purchasing, Cost Unit, Time Unit, Compensation and Claims etc.		S NI					
Other Participants: Exercise Staff, Community Volunteers, etc.							
Grand Total:							

PART III - AFTER ACTION REPORT QUESTIONNAIRE			

Complete this questionnaire for all functional or full-scale exercises, and actual INCIDENTS. Responses to questions 18-26 should address areas identified as "needing improvement and corrective action" in Part I, as well as any "No" answers given to questions 1-17 below:

INCIDENT NAME:	PLANNED EVENT / EXERCISE NAME:		

QUESTION:	YES	NO	N/A
1. Were procedures established and in place for response to the incident?			
2. Did your jurisdiction organize the response using established procedures?			
3. Did field command use ICS to manage field response?			
4. Did field command use all ICS Sections?			
5. Did field command establish a Unified Command?			
6. Was your EOC and/or DOC activated?			
7. Was the EOC and/or DOC organized according to SEMS?			
8. Did your jurisdiction assign sub-functions in the EOC / DOC around the five SEMS functions?			
9. Did your jurisdiction use trained response personnel in the EOC / DOC?			
10. Did your jurisdiction use action plans in the EOC / DOC?			
11. Did field level personnel use action-planning processes?			
12. Did your jurisdiction coordinate with volunteer agencies?			
13. Did your jurisdiction request and receive Mutual Aid?			
14. Was Mutual Aid coordinated from the EOC / DOC			
15. Did your jurisdiction establish an inter-agency coordination group established at the EOC / DOC level?			
16. Did your jurisdiction conduct public alert and warning according to procedures?			
17. Did your jurisdiction coordinate public safety and incident information media?			
18. During your response, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?			
19. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation:			
20. Identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.			

21. Did your jurisdiction identify any issues for people with access and functional needs during sheltering, evacuation, alert and warning or access to assistance centers? If so, provide a brief explanation.

22. Did your jurisdiction identify any issues during coordination with any Emergency Function (EF)? If so, provide a brief explanation including the EF number and the issue.

23. Did your jurisdiction use volunteers during this incident or event? If so, please elaborate on the activities performed and any organizational affiliation if any.

24. Did your jurisdiction establish shelters during this incident of event? If so, how many shelters?

25. Did your jurisdiction identify any issues during this incident of event regarding pets or livestock? Please elaborate what the issues were and what actions your jurisdiction took to resolve the issues.

26. Did your jurisdiction establish an assistance center?

PART IV - NARRATIVE

Use the space below to provide additional comments pertaining to Part III questions 18-26, or for any additional observations:

FORM COMPLETED BY: _____ _____(Print Name) **BUSINESS PHONE:**	**YOUR AGENCY NAME:**	**REPORT DUE DATE:** _____/_____/_____ **DATE COMPLETED**: _____/_____/_____	**OES USE ONLY** DATE RECEIVED: _____/_____/_____ RECEIVED BY: _____

PART V- RESPONSE SUMMARY

State and local agencies response activities chart

The following chart summarizes the wide array of activities that local and state agencies/departments performed during the *(Name of Incident)*. It reflects the various mutual aid systems (fire and rescue, law enforcement, medical), as well as other state response capabilities.

Note: Agencies and organizations not required to provide specific information on personnel and equipment deployment. However, if available, include the information in the matrix. N/A= data not available, not submitted.

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities:			

PART VI - RECOVERY SUMMARY

State and local agencies recovery activities chart

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities:			

Agency/Dept.	Period of Commitment	Personnel	Equipment
Name of State or Local Agency			
Activities:			

AFTER-ACTION REPORT INSTRUCTION SHEET

REASONS FOR COMPLETING THIS FORM:

[Note: Pursuant to §2450(a), Chapter 1, Division 2, Title 19 CCR, "any city, city and county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency, shall complete and transmit an after-action report to OES within ninety (90) days of the close of the emergency period as specified in CCR, Title 19, §2900(j)."]

Beyond the statutory requirement for after-action reports, information collected through this process is important for the California Governor's Office of Emergency Services in ensuring the effectiveness of the Standardized Emergency Management System. Information can also demonstrate grant performance activity associated with FEMA training and exercise programs; thus providing justification for future grant funded emergency management programs for California.

Affiliated agencies such as contract ambulance companies, volunteer agencies to include the American Red Cross and Salvation Army, and any other agency providing a response service during an actual occurrence, or functional or full-scale exercise should complete this form.

PART I – GENERAL INFORMATION:

Please fill this information out completely. Check all boxes that apply. The following information provides additional clarification:

- **TYPE OF AGENCY:** If "other," indicate volunteer, contract, private business, etc.

- **DATES OF EVENT:** Beginning date is the date your agency first became involved in the response to the event or exercise. Ending date is the date the response phase or exercise officially ended.

- **TYPE OF EVENT:** Planned events are parades, demonstrations, or similar occurrences.

PART II – SEMS FUNCTIONS EVALUATED:

- **SEMS FUNCTION:** Descriptors under the principal SEMS functions Management, Command, Operations, Planning/Intelligence, Logistics, and Finance Administration) are examples only. We recognize that terminology describing the elements of an "Operations Function" may vary according to the type of agency. Provide clarification in Parts III and IV, if necessary.

- **TOTAL PARTICIPANTS:** All participants in each principal SEMS function. It is not necessary to itemize the number participating in each element under the principal function.

PART II – SEMS FUNCTIONS EVALUATED:

- **EVALUATION:** If all elements of principal SEMS function were generally satisfactory, circle (S). If you noted deficiencies, circle (NI).

- **CORRECTIVE ACTION:** If you circled (NI) under EVALUATION, indicate whether the corrective action pertains to "planning, training, personnel…" etc. Further clarification should be provided in Part II, Questions 18-26, and Part III Narrative as desired.

- **OTHER PARTICIPANTS:** This box generally applies to exercises. Please indicate the total number of exercise staff, i.e.: controllers, simulators etc., and any community volunteers (simulated victims, moulage, etc.), in the parenthesis. Add this number to the Grand Total box.

PART III – AFTER ACTION REPORT QUESTIONNAIRE:

- **QUESTIONS 1-17:** Answer "YES, NO, or N/A (Not applicable)".

- **QUESTIONS 18-26:** Responses to these questions should address areas identified as "N/I" or requiring "Corrective Action," in Part I; as well as any "NO" answers given to questions 1-19.

PART IV – NARRATIVE:

This is optional space provided for further clarification and information relating to Parts II & III.

- **FORM COMPLETED BY:** Please print your name legibly in the space provided.

- **REPORT DUE DATES:** Please indicate the due date (Ninety days from the end of the response phase, or completion of the exercise).

- **DATE COMPLETED:** The actual date the report is completed and sent to OES.

PART V – RESPONSE SUMMARY:

This is an optional space for field level response activities if the information is available.

PART VI – RECOVERY SUMMARY:

This is an optional space for field level recovery activities if the information is available.

Please forward completed reports to Cal OES at SharedMail.CalAAR@CalOES.ca.gov. If you have questions or need further assistance, please contact Scott Marotte at call (916) 845-8780. Agencies are encouraged to maintain copies of this report on file for recordkeeping purposes.

Emergency Support Functions

CA-ESF Title	Definition	Garden Grove ESF Coordinator	Garden Grove Emergency Operations Plan Primary Unit	State of California Lead Agency	FEMA Community Lifeline
ESF #1 Transportation	Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents. • Aviation/airspace management and control • Transportation safety • Restoration/recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment	Police Department	Traffic Management/Access Control Unit	California Highway Patrol (CHP)	**Transportation -** Highway/Roadway/ Motor Vehicle, Mass Transit, Railway, Aviation, Maritime
ESF #2 Communications	Provides resources, support, and restoration of government emergency telecommunications, including voice and data. • Coordination with telecommunications and information technology industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of national cyber and information technology resources • Oversight of communications within the Federal incident management and response structures	Information Technology Department	Information Technology/Communications Unit	The California Office of Emergency Services (Cal OES) – Public Safety Communications Office (PSCO)	**Communications -** Infrastructure, Responder Communications, Alerts Warnings and Messages, Finance, 911 and Dispatch
ESF #3 Construction and Engineering	Organizes the capabilities and resources of the government to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support to local jurisdictions. • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for lifesaving and life-sustaining services	Public Works Department	Construction and Engineering Unit	California Department of General Services (DGS).	

CA-ESF Title	Definition	Garden Grove ESF Coordinator	Garden Grove Emergency Operations Plan Primary Unit	State of California Lead Agency	FEMA Community Lifeline
ESF #4 Fire and Rescue	Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural, and wild land fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions. • Coordination of federal firefighting activities • Support to wildland, rural and urban firefighting operations	Orange County Fire Authority (OCFA)	Fire and Rescue Branch	Governor's Office of Emergency Services (Cal OES) Fire and Rescue Division	**Safety and Security** - Law Enforcement, Security, Fire Service, Search and Rescue, Government Service, Community Safety
ESF #5 Management	Coordinates and resolves issues among the CA-EFs in the phases of emergency management to ensure consistency in the development and maintenance of the SEP annexes. During emergencies, serves in an advisory capacity to the EOC • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management	City Manager's Office	Emergency Operations Center (EOC) Director	Governor's Office of Emergency Services (Cal OES)	
ESF #6 Care and Shelter	Coordinates the actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery • Mass care • Emergency assistance • Disaster housing • Human services	Community Services Department	Care and Shelter Unit	California Health and Human Services Agency (CHHS)	**Food, Water, Shelter** - Food, Water, Shelter, Agriculture
ESF #7 Resources	Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations • Comprehensive, national incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment and supplies, contracting services, etc.)	Finance	Supply Unit	California Government Operations Agency (GovOps)	

CA-ESF Title	Definition	Garden Grove ESF Coordinator	Garden Grove Emergency Operations Plan Primary Unit	State of California Lead Agency	FEMA Community Lifeline
ESF #8 Public Health and Medical	Coordinates Public Health and Medical activities and services statewide in support of local jurisdiction resource needs for preparedness, response, and recovery from emergencies and disasters. • Public Health • Medical • Mental health services • Mass fatality management	Orange County Fire Authority (OCFA)		California Health and Human Services Agency (CHHS)	**Health and Medical -** Medical Care, Public Health, Patient Movement, Medical Supply Chain, Fatality Management
ESF #9 Search and Rescue	Merged with EF – 4 and EF – 13 as appropriate. Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons. Supports and coordinates responses to search for, locate and rescue missing or lost persons, missing and downed aircraft, high angle rock rope rescue and investigations of missing person incidents that may involve criminal acts and water rescues. Supports and coordinates responses to search for, locate and rescue victims of structure collapse, construction cave-ins, trench confined space, high angle structure rope rescue and similar emergencies and disasters and water rescues. • Life-saving assistance • Search and rescue operations	Orange County Fire Authority (OCFA)	Fire and Rescue Brach	Governor's Office of Emergency Services (Cal OES) Fire and Rescue Division California Highway Patrol (CHP)	
ESF #10 Hazardous Materials	Coordinates resources and supports the responsible jurisdictions to prepare for, prevent, minimize, assess, mitigate, respond to, and recover from a threat to the public or environment by actual or potential hazardous materials releases. • Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short- and long-term cleanup	Orange County Fire Authority (OCFA)	Fire and Rescue Brach	California Environmental Protection Agency (Cal/EPA)	**Hazardous Materials -** Facilities, HAZMAT, Pollutants, Contaminants

CA-ESF Title	Definition	Garden Grove ESF Coordinator	Garden Grove Emergency Operations Plan Primary Unit	State of California Lead Agency	FEMA Community Lifeline
ESF #11 Food and Agriculture	Supports the responsible jurisdictions and coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents. • Nutrition assistance • Animal and plant disease and pest response • Food safety and security • Natural and cultural resources and historic properties protection and restoration • Safety and well-being of household pets	Public Works Department	Animal Control Unit	California Department of Food and Agriculture (CDFA)	
ESF #12 Utilities	• Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination • Energy forecast	Public Works Department	Utilities Unit	California Natural Resources Agency (CNRA)	**Energy** - Power Grid, Fuel
ESF #13 Law Enforcement	Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans. • Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control	Police Department	Law Enforcement Branch	Governor's Office of Emergency Services (Cal OES) Law Enforcement Division	**Safety and Security** - Law Enforcement, Security, Fire Service, Search and Rescue, Government Service, Community Safety
ESF #14 Recovery	Supports and enables economic recovery of communities and California from the long-term consequences of extraordinary emergencies and disasters. • Social and economic community impact assessment • Long-term community recovery assistance to States, local governments, and the private sector • Analysis and review of mitigation program implementation	Community & Economic Development	Advanced Planning and Recovery Unit	Governor's Office of Emergency Services (Cal OES)	

CA-ESF Title	Definition	Garden Grove ESF Coordinator	Garden Grove Emergency Operations Plan Primary Unit	State of California Lead Agency	FEMA Community Lifeline
ESF #15 Public Information	Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector, and the local populace, including people with disabilities and those with access and functional needs. • Emergency public information and protective action guidance • Media and community relations • Congressional and international affairs • Tribal and insular affairs	City Manager's Office	Public Information Officer	Governor's Office of Emergency Services (Cal OES)Office of Crisis Communications and Media Relations	
ESF #16 Evacuation	Supports responsible jurisdictions in the safe evacuation of persons, domestic animals, and livestock from hazardous areas.	Police Department	Evacuation Unit	Governor's Office of Emergency Services (Cal OES) Law Enforcement Division	
ESF #17 Volunteer and Donations Management	Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources to support incidents requiring a response.	Police Department	Volunteer/Donations Management Unit	Office of the Governor, California Volunteers	
ESF #18 Cybersecurity				Governor's Office of Emergency Services (Cal OES)	

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