

City of Lakeport Emergency Operations Plan

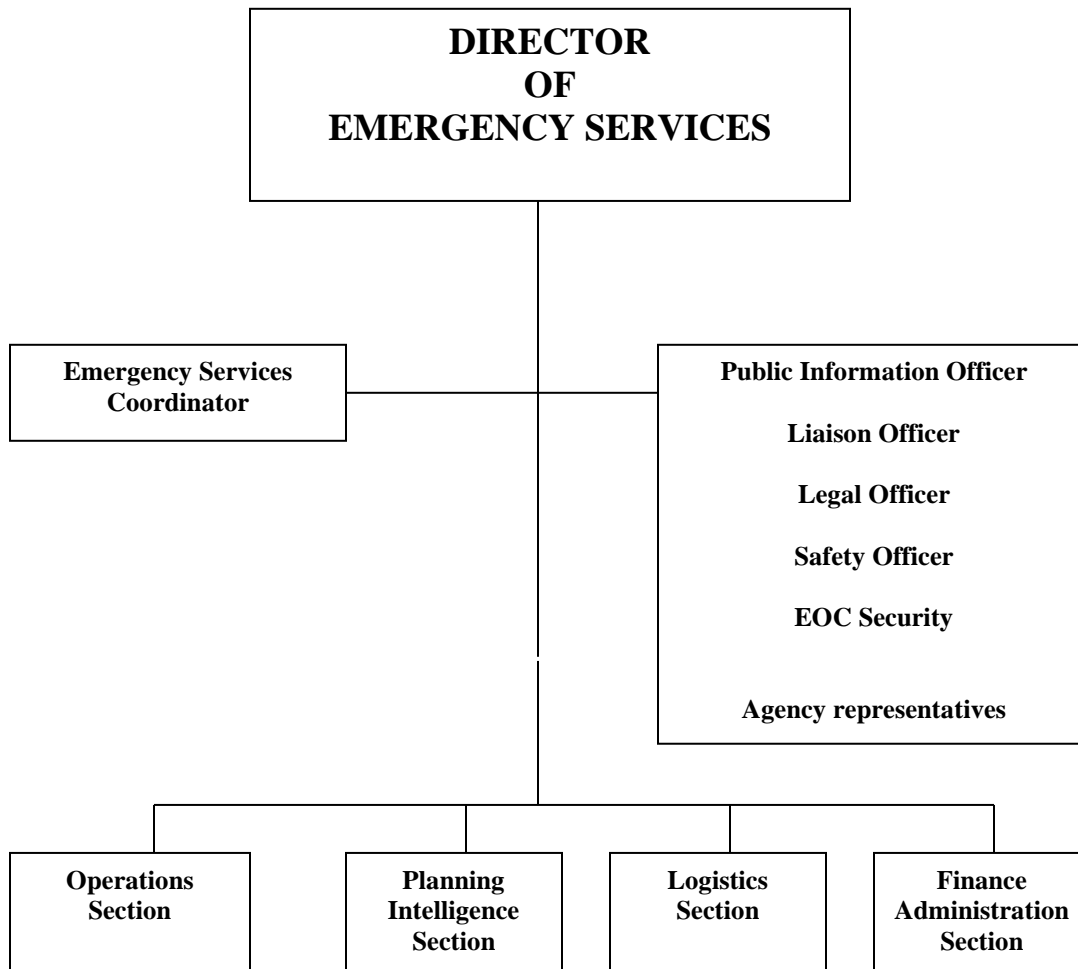


MANAGEMENT SECTION ANNEX

Position Checklists

MANAGEMENT SECTION

The Management Section is responsible for the overall management and direction of the entire emergency incident as well as the operation of the Emergency Operations Center.



DIRECTOR Of EMERGENCY SERVICES

PRIMARY: City Manager
ALTERNATE: Police Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Serves as the manager/director in charge of emergency response, recovery and overall emergency efforts for the Operational Area.
2. Makes executive decisions.
3. Manages, controls and directs the City emergency organization.
4. Develops strategy and oversees the development of an Action Plan

Responsibilities:

1. Establish the appropriate Staffing level for the City of Lakeport EOC and continuously monitor organizational effectiveness.
2. Exercise overall management responsibility for coordination of Emergency Response Agencies and set priorities for response efforts within the City.
3. Ensure that all City agency actions are accomplished within the priorities established.
4. Ensure effective Inter-Agency Coordination within the City EOC.

Activation Phase:

- Determine appropriate level of EOC activation.
- Mobilize appropriate personnel for the initial activation of the City EOC.
- Respond immediately to EOC site.
- Obtain briefing from whatever sources are available.
- Ensure that the EOC is properly set up and ready for operations.
- Ensure that an EOC check-in procedure is established immediately.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Determine which Sections are needed. Assign Section Chiefs as appropriate and ensure staffing needs are met.

**Operations Section Chief
Planning/Intelligence Section Chief**

**Logistics Section Chief
Finance/Administration Chief**

- Determine which Management Staff positions are required and ensure they are filled as soon as possible.

**Liaison Officer
Public Information Officer
Legal Officer**

**Emergency Services Coordinator
Safety Officer
Disaster Council**

- Ensure that telephone and/or radio communications within the City EOC are established and functioning.
- Schedule the initial Action Planning meeting.
- Confer with the General Staff to determine what representation is needed at the City EOC from other emergency response agencies.

Operational Phase:

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that Staff Officers and Section Chiefs are providing for effective Continuity of Operation within their organizations.
- Based on current status reports, establish initial strategic objectives for the City EOC.
- In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- 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. Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
- Once the Action Plan is completed by the Planning/intelligence Section, review, approve and authorize its implementation.
- Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- Conduct periodic briefings for elected officials or their representatives
- Formally issue Emergency Proclamation for the City, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Authorize demobilization of sections, branches and units when/as they are no longer required.
- Notify the Operational Area EOC staff, and other appropriate organizations of planned demobilization, as appropriate.
- Ensure that any open action items will be completed after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the After Action Report (AAR).
- Deactivate the City EOC at the designated time, as appropriate.
- Proclaim termination of the emergency response and proceed with recovery operations.

LEGAL ADVISOR

PRIMARY: Legal Counsel
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

General Duties:

1. Supports and advises the Director of Emergency Services on administrative matters (not operational) and legal requirements of the City of Lakeport during an emergency.
2. Maintains legal information, records and reports relative to the emergency.
3. Maintains continuity of government.
4. Preserves essential records.

Responsibilities:

Supports and advises the Director of Emergency Services regarding administrative and legal requirements and issues of the City regarding the emergency and protection of life and property.

Activation Phase:

- Follow the generic Activation Phase Checklist
- Obtain a briefing from the EOC Director.
- Establish areas of legal responsibility and/or potential liabilities.
- Appoint and brief staff, as required.
- Prepare City proclamations, emergency ordinances and other legal documents as required in support of the Director of Emergency Services.
- Advise the Director of Emergency Services and the General Staff regarding the legality and/or legal implications of contemplated emergency actions.
- Advice of rules, regulations and laws required for acquisition and/or control of critical resources.
- Prepare documents relative to the demolition of hazardous structures or conditions.

Demobilization:

- Follow the generic Demobilization checklist

EMERGENCY SERVICES COORDINATOR (OES COORDINATOR)

PRIMARY: City Emergency Services Coordinator
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

General Duties:

1. Serves as advisor to the Director of Emergency Services and the Management Staff.
2. Serves as advisor to, and acts on behalf of the Director of Emergency Services as the liaison officer to the Operational Area, the County, cities and all other government agencies in certain matters that require a command decision.
3. Provides information, answers questions, provides direction to and coordination for members of the Management Staff, and Section Chiefs.
4. Conducts special assignments as requested by the Director of Emergency Services.

Responsibilities:

1. Facilitate the overall functioning of the City of Lakeport EOC.
2. Assist and 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 operational area emergency plans and procedures.
3. Assists the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting visitor tours of the EOC.

Activation Phase:

- Follow generic Activation Phase Checklist
- Assist the EOC Director in determining appropriate staffing for the EOC.
- Provide assistance and information regarding section staffing to all general staff.

Operational Phase:

- Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- Advise the EOC Director regarding procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- Assist the Planning/intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- Provide overall procedural guidance to General Staff as required.
- Provide general advice and guidance to the EOC Director as required.

- Ensure that all notifications are made to the Operational Area EOC.
- Ensure that all communications with appropriate emergency response agencies are established and maintained.
- Assist EOC Director in preparing for and conducting briefings with Management Staff, the Board of Supervisors, the media, and the general public.
- Assist the EOC Director and Liaison Officer, in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist the Liaison Officer with coordination of all EOC visits.
- Provide assistance with shift change activity as required.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist

PUBLIC INFORMATION OFFICER

PRIMARY: Marketing Director
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Media Center of Emergency Operations Center

General Duties:

1. Prepares updates and disseminates City of Lakeport Situation Reports (See RIMS)
2. Prepares and disseminates emergency public information on a regular basis through media outlets, EAS, or other systems.
3. Notifies the public about a threatened event or actual emergency through the use of media, EAS, or other available systems.
4. Contacts media representatives and holds press conferences on a regular basis.
5. Provides rumor control.
6. Provides information to the Director of Emergency Services and members of the general staff.

Responsibilities:

1. Serve as the coordination point for all media releases for the City of Lakeport Represent the City of Lakeport EOC as the lead Public Information Officer.
2. Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Area as required.
4. Develop the format for press conferences, in conjunction with the EOC Director.
5. Maintain a positive relationship with the media representatives.
6. Supervise the Public Information Branch.

Activation Phase:

- Follow the generic Activation Phase Checklists.
- Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operational Phase:

- Obtain policy guidance from the EOC Director with regard to media releases.

- Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Status Unit and identify methods for obtaining and verifying significant information as it is developed.
- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a Media Information Center at a safe location, as required, providing necessary space, materials, telephones, and electrical power.
- Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- Interact with other jurisdictional PIO's and coordinate information relative to public information operations.
- Develop content for Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- At the request of the EOC Director, prepare media briefings for members of the Board of Supervisors and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that a rumor control function is established to correct false or erroneous information.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Provide announcements, emergency information and materials for special populations (non-English speaking, hearing impaired etc.).
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Ensure that file copies are maintained of all information released.
- Provide copies of all media releases to the EOC Director.

- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stores.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

RUMOR CONTROL UNIT LEADER

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Public Information Officer
WORK STATION: Media Center or Emergency Operations Center

Responsibilities:

1. Provide staffing for rumor control telephone bank.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Obtain "confirmed" disaster information.
- Operate a telephone bank for receiving incoming inquiries from the general public.
- Correct rumors by providing factual information based on confirmed data.
- Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
- Refer inquiries from members of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

LIAISON OFFICER

PRIMARY: Administrative Analyst
SECONDARY: As Assigned
SUPERVISOR: Emergency Services Coordinator
WORK PLACE: Emergency Operations Center

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of Lakeport EOC and handling requests from other EOC's for City EOC agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensure that a copy of position specific guidelines, policy directives, situation reports, and the EOC Action Plan are provided to Agency Representatives upon check-in.
4. In conjunction with the OES Coordinator, provide orientations for visitors to the EOC.
5. Ensure that demobilization is accomplished when directed by the EOC Director.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

- Contact Agency Representatives already on-site, ensuring that they:
 - 1) Have signed into the EOC.
 - 2) Understand their assigned functions.
 - 3) Know their work locations.
 - 4) Understand City of Lakeport EOC organization and floor plan.
- Determine if additional representation is required from other agencies: Volunteer organizations, private organizations, Utilities not already represented, etc.
- In conjunction with the EOC Director and OES Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- Assist the EOC Director and OES Coordinator in conducting regular briefings for the Interagency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.

- Request Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the EOC Director, provide agency representatives from the City EOC to other EOC's as required and requested.
- Maintain a roster of agency representatives located at the City EOC. The roster should include assignment within the EOC (Section or Interagency Coordination Group). The roster should be updated and distributed internally on a regular basis.

State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field response may result of terrorist or national security activities, Interface wildland fire, flood fight effort, dam failure, petroleum spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios or military aircraft accident, for example.

When a state agency or federal agency is involved in field operations, coordination will be established with Lake County Office of Emergency Services (OES) and the appropriate City or County office, where the incident occurs. State and federal agencies field operations representatives may be found in any ICS section, or as part of a Unified Command. The incident will determine their location.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist
- Release agency representatives who are no longer required in the City EOC as authorized by the EOC Director.

SAFETY OFFICER

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Director of Emergency Services
WORK STATION: Emergency Operations Center

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the City EOC are in a safe operating condition.
2. Monitor operational procedures and activities within the EOC to ensure they are being conducted in safe manner consistent with the existing conditions.
3. Stop all unsafe practices and/or modify all unsafe operations. Notifying the EOC Director of actions taken.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in injury or liability, (unsafe layout or equipment set-up, etc.)
- Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with hazardous conditions within the facility; take corrective action when/where necessary.
- Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- If the EOC activation was due to an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, release of hazardous materials into the air or water supply, etc.
- Keep the EOC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist

SECURITY OFFICER

PRIMARY: Police Department
ALTERNATE: As Assigned
SUPERVISOR: Emergency Services Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

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

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Determine the current EOC security requirements and arrange for staffing as needed.
- Determine needs for special access to EOC facilities.
- Provide executive and V.I.P. security as appropriate and required.
- Provide recommendations as appropriate to EOC Director.
- Prepare and present security briefings to the EOC Director and General Staff at appropriate meetings.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist