

City of Lakeport Emergency Operations Plan

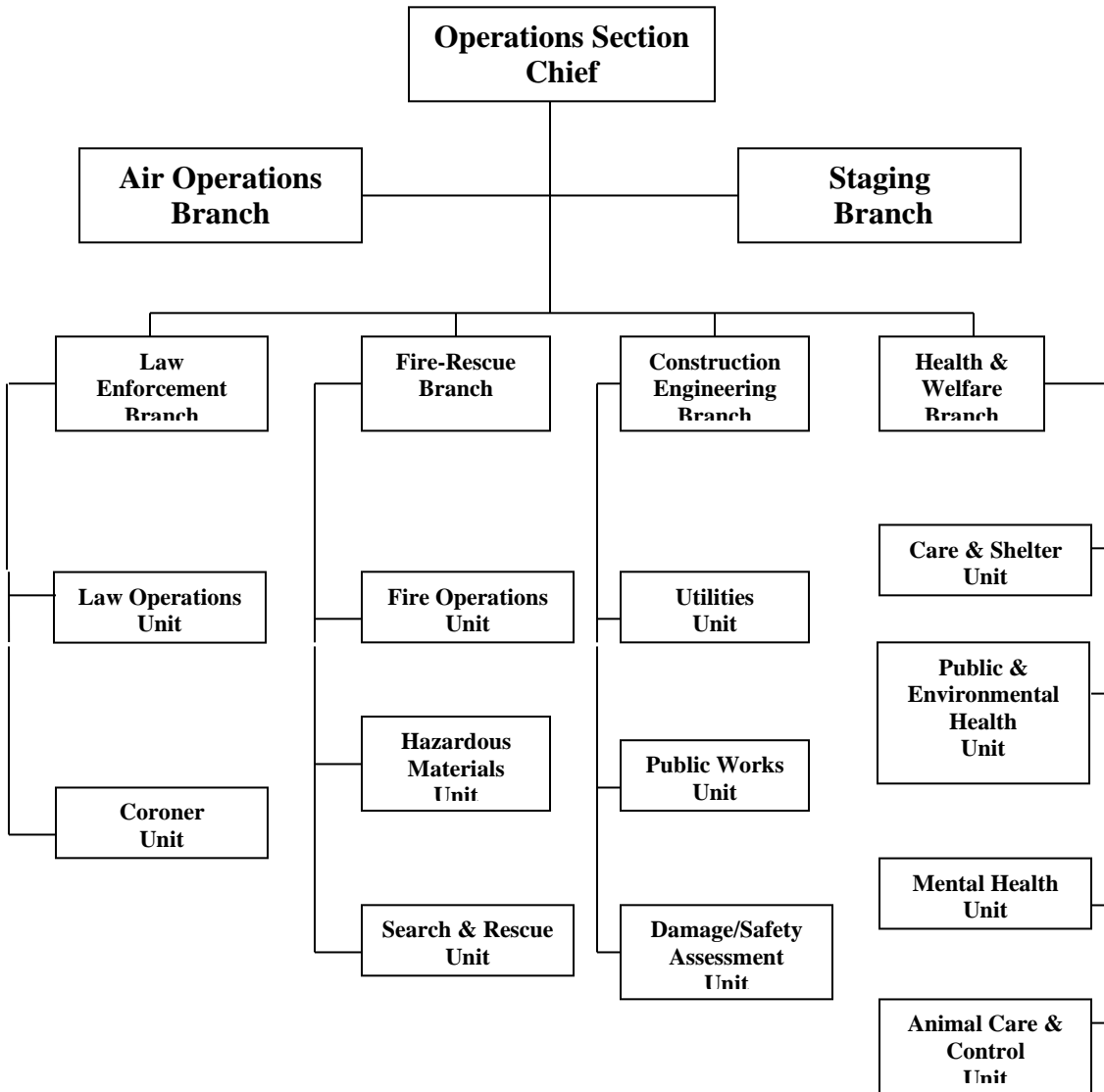


OPERATIONS SECTION ANNEX

Position Checklist

OPERATIONS SECTION

The Operations Section carries out all operational components of field response within the Operational Area. The Operations Section Chief directs all field response activity and participates in the development and execution of the Incident Action Plan.



OPERATIONS SECTION CHIEF

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

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the Lakeport EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System (RIMS) formats if available).
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Overall supervision of the Operations Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Chief: obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.

**Fire & Rescue
 Health and Welfare
 Staging**

**Law Enforcement
 Construction & Engineering
 Air Operations**

- Determine need for Mutual Aid.
- Request additional personnel for the section as necessary for 24-hour operation
- Obtain a current communications status briefing from the Communications Branch Coordinator in logistics. Ensure that adequate equipment and frequencies are available for the section.

- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- 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. Coordinate Authority to activate the Emergency Alert System (EAS), or other systems.
- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Establish radio or cell-phone communications with Incident Commander(s) operating in the City, and coordinate accordingly.
- Determine activation status of other EOC's in the Operational Area (County, City of Clearlake) and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches within the section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resource information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System format if available).
- Ensure that all media contacts are referred to the Public Information Branch.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in EOC Director's Action Planning meetings.
- Provide the Planning/Intelligence Section Chief with the Operations Section objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.

- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (i.e. notification of emergency expenditures and daily time sheets).
- Brief the EOC Director on all major incidents.
- Coordinate with the EOC Director and the Public Information Officer to develop procedures to disseminate warnings, emergency public information, and instructions to citizens.
- In coordination with the Sheriffs' Department, develop the process and procedures to warn threatened Special Needs elements of the population.
- Complete a Major Incident Report for all major incidents and forward a copy to the Planning/Intelligence Section.
- Brief Branch Coordinators periodically on any updated information you have received.
- Share status information with other sections as appropriate.
- **Demobilization Phase:**
- Follow the generic Demobilization Phase Checklist.

FIRE & RESCUE BRANCH COORDINATOR

PRIMARY: Lakeport Fire District
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency Operations Center

General Duties:

1. Coordinate prevention, control and suppression of fires.
2. Coordinate Urban Search and Rescue operations.
3. Coordinate field emergency medical services.
4. Coordinate the control of released hazardous materials.
5. Coordinate and support geographical Incident Commands.
6. Coordinate in the establishment of Operational Area mutual aid zone Unified Area Commands, with Law Enforcement, Fire Rescue Service, Emergency Medical Service, and local government support agencies, as required.

Responsibilities:

1. Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the City or contract areas.
2. Coordinate the mobilization and transportation of all resources through the Logistics, Section.
3. Complete and maintain branch status reports (in RIMS format if available) for major incidents requiring or potentially requiring Operational Area, state and federal response, and maintain status of unassigned fire & rescue resources in the City.
4. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
5. Overall supervision of the Fire & Rescue Branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary Units within the Fire & Rescue Branch:

Fire Operations Unit
HAZMAT Unit

Search & Rescue Unit

- If the mutual aid system is activated, coordinate use of local fire resources with the Lake County Operational Area Fire & Rescue Mutual Aid Coordinator.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.

- Prepare objectives for the Fire & Rescue Branch provide them *to* the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- Ensure that Branch and Unit position logs and other files are maintained.
- Maintain current status on Fire & Rescue missions being conducted in the City.
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire & Rescue Branch Status Report on RIMS forms.
- Refer all contacts with the media *to* the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (i.e. notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Fire & Rescue Branch for the next operational period. Provide those objectives to the Operations Section Chief prior to the end of the shift, and the next Action Planning meeting.
- Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

FIRE OPERATIONS UNIT LEADER

PRIMARY: Lakeport Fire district
ALTERNATE: As assigned
SUPERVISOR: Fire & Rescue Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

Activation Phase:

- Follow generic Activation Phase Checklist;

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire & Rescue Resources at the Field Level.
- Obtain regular status reports on the fire situation from the Department Operations Center or Fire & Rescue Resources at the Field Level.
- Assess the impact of the disaster/event on the Fire Services operational capability.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide those objectives to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
- Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- Evaluate and process all requests for Fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.
- If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.

- In conjunction with the Planning/Intelligence Section, determine if current and forecasted weather conditions will affect fire and rescue operations.
- Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the Incident Command Post or Department Operations Center.
- Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

SEARCH & RESCUE UNIT LEADER

PRIMARY: Lakeport Fire District - URBAN - USAR
ALTERNATE: Sheriffs Department – RURAL/CRIMINAL
SUPERVISOR: Fire & Rescue Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Determine the scope of the search and rescue mission(s).
2. Assist in mobilizing Search and Rescue Teams at the request of City Emergency Operations Center or Field Incident Commanders.
3. Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Search & Rescue Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to locations within the City, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
- Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the City and Operational Area.
- Coordinate with the Law Enforcement Branch to determine availability of search dog units.
- Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of search and rescue team leaders.
- Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.

- Coordinate with the Sheriff/Coroner's unit to provide on-site assistance in managing fatalities at search locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
- Monitor and track the progress and status of each search and rescue team.
- Ensure that team leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

HAZMAT UNIT LEADER

PRIMARY: County Fire Hazmat Services
ALTERNATE: Sheriffs Department
County Environmental Health
SUPERVISOR: Fire & Rescue Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the City.
2. Assist in mobilizing hazardous materials teams at the request of Department Operations Centers or Field Incident Commanders.
3. Request assistance from and /or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the HAZMAT Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of HAZMAT incident response required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HAZMAT teams based on established priorities.
- If requested, mobilize and deploy available HAZMAT teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the HAZMAT Mutual Aid System and established priorities.
- Establish radio or cell-phone communication with all deployed HAZMAT teams to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of HAZMAT Response Teams in the Operational Area.
- Coordinate with construction and engineering to provide on-site assistance with HAZMAT operations at the request of HAZMAT team leaders.
- Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HAZMAT incidents can be transported following decontamination.

- Coordinate with the Sheriff/Coroner's Unit to provide on-site assistance in managing fatalities at HAZMAT scenes.
- Monitor and track the progress and status of each HAZMAT team.
- Ensure that HAZMAT Team Leaders report all significant events.
- Assist in establishing camp facilities (or commercial lodging) for HAZMAT teams through the Logistics Section, if not addressed at the ICP or DOC.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist

LAW ENFORCEMENT BRANCH COORDINATOR

Primary: Police Department
Alternate: As Assigned
Supervisor: Operations Section Chief
Work Station: Emergency Operations Center

Responsibilities:

Manages and directs overall Law enforcement response operations in the protection of life, and property. Coordinates the movement and evacuation operations, alerting and notifying the public of an impending or existing emergency and coordinates traffic control, and access control operations. Coordinates impacted sites for evidence protection and entry security.

1. Coordinates Law Enforcement Mutual Aid requests from field response agencies Through the California Law Enforcement Mutual Aid System.
2. Supervise the Law Enforcement Branch.

Activation Phase:

- Follow the general Activation Phase Checklist.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch.
 - Law Enforcement Operations
 - Sheriff/Coroner Operations
 - Search & Rescue Operations
- Provide an initial situation report to the Operations Section Chief.
- Based on initial EOC strategic objectives prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- Ensure that Branch and Unit position logs and other appropriate files are maintained.
- Maintain current status on Law enforcement missions being conducted.
- Provide the Operations Section Chief and Planning/Intelligence section with an overall summary of Law Enforcement Branch operations periodical or as requested during the operational period.
- On a regular basis, complete and maintain the Law Enforcement Branch Status report.
- Refer all contacts with media to the Public Information Officer.
- Determine need for Law Enforcement Mutual Aid.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section such as emergency response expenditures and daily time sheets.

- Prepare objectives for the Law Enforcement Branch for the next operational period and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Evacuation and Movement Operations:

The information provided is a guideline for the Law Enforcement Branch Coordinator in the Emergency Operations Center during a major event or disaster response.

The objectives of Evacuation Movement Operations are:

- Expedite the movement of persons from hazardous areas.
- Control of evacuation vehicles and foot traffic flow.
- Provide adequate means of transportation, for disabled persons, the elderly, and persons without vehicles. Coordinate the evacuation of inmate populations as needed.
- Institute access control measures to prevent unauthorized person from entering evacuated or partially evacuated areas.
- Provide for the procurement, allocation, and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.

The Law Enforcement Branch Coordinator will be responsible for coordinating the movement of persons and animals from hazardous or threatened areas to lower risk reception areas.

Law Enforcement, Fire Services, Public Works, and public and private transportation providers will conduct movement, operations. Procurement, regulation, and allocation of resources will be coordinated with the Logistics Section.

The size of the response to be activated and the locations from which movement operations will be directed must be based on the size and complexity of the evacuation area(s).

Evacuations dealing with site-specific hazards may be conducted as part of any established single or multiple field Incident Commands. Larger area-wide evacuation should be directed and coordinated from the Emergency Operations Center.

Demobilization Phase:

- Follow the general Demobilization Phase Checklist

LAW ENFORCEMENT OPERATIONS UNIT LEADER

Primary: Police Department
Alternate: As assigned
Supervisor: Law Enforcement Branch Coordinator
Work Station: Emergency Operations Center

Responsibilities:

1. Coordinate requests for law enforcement mutual aid resources.
2. Establish and maintain communication with law enforcement supervisors in the field or at the Department Operations Center (DOC) if activated.
3. Respond to requests for law enforcement resources from the filed in a timely manner, following established priorities for life, property, and the environment. ,
4. Monitor and track law enforcement resources utilized during the incident(s).
5. Provide general support to field personnel as required.
6. Supervise the law enforcement operations unit.

Activation Phase:

- Follow the general Activation Phase Checklist

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell-phone communications with the Department Operations Center, or Law Enforcement Supervisors at the field level.
- Assess the impact of the incident/disaster on the Police Department's operational capabilities
- Establish the objectives for the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- If the Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- Coordinate with the ICP or DOC, that facilities are established (staging areas, etc) for incoming law enforcement mutual aid resources, as required.
- In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate major evacuation activity with the Fire Operations Branch, as required.

- Coordinate with Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population and animals.
- Assist in establishing camp facilities or, commercial lodging for law enforcement personnel, through the Logistics Section, if not addresses at the ICP or DOC.
- Reinforce the use of proper procedures for media contacts.
- Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

- Follow the general Demobilization Phase Checklist

CORONER UNIT LEADER

Primary: Lake County Sheriffs Department
Alternate: As assigned
Supervisor: Law Enforcement Branch Coordinator
Work Station: Field and Emergency Operations Center, as required

Responsibilities:

1. At the direction of the Sheriff/Coroner, establish and oversee an interim system for managing fatalities resulting from the Incident/disaster.
2. At the direction of the Sheriff/ Coroner, establish and oversee the operations of temporary morgue facilities and maintain detailed records of information relative to each fatality.
3. Supervision of the Coroner Unit.

Activation Phase:

- Follow general Activation Phase Checklist

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Ensure that locations where fatalities are discovered are secured.
- Ensure that fatality collection points are established and secured as necessary.
- Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner.
- Coordinate requests for Coroner's mutual aid through the Operational Area EOC as required.
- Procure, through Logistics Section, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc as needed.
- Coordinate with the Search & Rescue Unit to determine location and number of extricated fatalities.

CONSTRUCTION / ENGINEERING BRANCH COORDINATOR (PUBLIC WORKS)

PRIMARY: Public Works Director
 ALTERNATE: Public Works Staff
 SUPERVISOR: Operations Section Chief
 WORK STATION: Emergency Operations Center

General Duties:

1. Briefs and updates the Operations Section Chief or the EOC Director as required.
2. Coordinates all activities with the Operations Section Chief
3. Briefs Public Works personnel.
4. Supervises the Public Works, construction and engineering units of the Operations Section.
5. Coordinates their activities with outside agencies.

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the City.
4. Assist other sections, branches, and units as needed.
5. Supervise the Construction/Engineering Branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Construction/Engineering Branch:

Utilities Unit

Damage/Safety Assessment Unit

Public Works Unit

- Contact and assist the Lake County Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Construction/Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- Ensure that branch and unit position logs and other necessary files are maintained.
- Maintain current status on all construction/Engineering activities being conducted in the County.
- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.
- Determine and document the status of transportation routes into and within affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimations are completed and maintained. (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (i.e. notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Construction/Engineering Branch for the next operational period. Provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

UTILITIES UNIT LEADER

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Construction/Engineering Branch Coordinator
WORK PLACE: Emergency Operations Center

Responsibilities:

1. Assess the status of utilities; provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the City EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers for the City.
- Determine the extent of damage to utility systems in the City.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Public Health Branch Coordinator informed of any damage to sewer any sanitation systems, as well as possible water contamination problems.
- Keep the Construction/Engineering Branch Coordinator informed of the restoration status.
- Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

DAMAGE/SAFETY ASSESSMENT UNIT LEADER

PRIMARY: Building Inspector
ALTERNATE: As Assigned
SUPERVISOR: Construction/Engineering Branch Coordinator
WORK PLACE: Emergency Operations Center

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
 2. If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams have been dispatched by the City of Lakeport, or State to assess the condition of: the dams affecting the immediate area.
 3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
 4. Maintain detailed records regarding damaged areas and structures.
1. Initiate requests for Engineers from the Operational Area, to inspect structures and/or facilities.
 2. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Initiate all requests for engineers and building inspectors through the Operational Area EOC.

- Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PUBLIC WORKS UNIT LEADER

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Construction/Engineering Branch Coordinator
WORK STATION: Emergency Operations Center/Field

Responsibilities:

- 1) Assist other Operation Section Branches by providing construction equipment and operators as necessary.
- 2) Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
- 3) Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
- 4) Provide flood-fighting assistance, such as sandbagging, re-routing waterways away from populated areas, and river, creek, or streambed debris clearance.
- 5) Supervise the Public Works Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and, other necessary files.
- Ensure that appropriate staffs are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- Direct staff, as requested, to provide flood fighting assistance, clear debris from roadways and waterways, assist with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and materiel as required.
- Keep the Construction/Engineering Branch Coordinator informed of unit status.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

HEALTH AND WELFARE BRANCH COORDINATOR CARE AND SHELTER

PRIMARY:	Health Services Director
FIRST ALTERNATE:	Social Services Director
SECOND ALTERNATE:	Public Health Officer
THIRD ALTERNATE:	Deputy Social Services Director of Admin. Support
SUPERVISOR:	Operations Section Chief
WORK STATION:	Emergency Operations Center

Responsibilities:

1. Safeguard the public health of citizens in the City of Lakeport by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
2. In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims within the Lake Operational Area.
3. Oversee the Health and Welfare Branch.

Activation Phase:

- Take laptop, "go kit", and cell phone and go to Emergency Operations Center if activated.
- Obtain briefing from Operations Section Chief and/or EOC Director.
- Determine your responsibilities under the Incident Action Plan.
- Activate those units within branch as necessary.

Care & Shelter Unit	Public Health
Environmental Health	Medical Unit
Mental Health Unit	Animal Services Unit

- Coordinate all activities within the Health & Welfare Services branch.
- Inform Public Information Officer of current information.
- Maintain a Unit Event/Activity log.
- Ensure that all Units coordinate resource needs through Logistics Section.
- Share status information with other sections and operations branches as appropriate.
- Brief your relief at shift change time.

Operational Phase:

- Establish and maintain Health and Welfare Branch (all units) position logs and other necessary files.
- Ensure that all potable water supplies remain safe, and free from contaminants.

- Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- Ensure a vector control plan is established and implemented for the affected area(s).
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health and Welfare Branch Operational periodically during the operations period or as requested.
- Complete and maintain the Care & Shelter Status Reports utilizing RMS forms.
- Ensure that the Public Health Unit is available to assist the Coroner in mitigating or managing mass fatality situations.
- Ensure that Mental Health Unit is available to provide psychological supports to victims of disaster.
- Ensure that Animal Control Unit is available to provide care and shelter to animals in need as a result of a disaster.
- Ensure coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies as required.
- Prepare objectives for the Health and Welfare Branch for the next operational period provide them to the Operations Section Chief prior the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.
- Be flexible in meeting all needs relative to Health and Welfare in the event of a disaster.

Demobilization and Recovery Phase:

- Deactivate Units when no longer needed. Ensure that all paper work is completed and logs are closed.
- Make sure first responders under your authority participate in debriefing and/or counseling if needed.

CARE & SHELTER UNIT LEADER

PRIMARY: Social Services Director
FIRST ALTERNATE: Deputy Social Services Director of CalWORKs/OPA
SECOND ALTERNATE: Deputy Social Services Director of Adult & Children's Services
SUPERVISOR: Health and Welfare Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims within the County.
2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Assist the American Red Cross with the transition from mass care to separate family/individual housing.
4. Oversee the Care & Shelter Unit.

Activation Phase:

- Provide a Care & Shelter representative to the Emergency Operations Center, if activated.
- Identify yourself by putting on the vest with your title.
- Read this entire checklist.
- Maintain a Unit Event log.
- Receive briefing from Operations Sections Chief.
 - 1) Determine type of event
 - 2) Determine the behavior or expected progression of event
 - 3) Determine the location of impacted areas
 - 4) Determine location of populations threatened or impacted
 - 5) Determine location of pre-designated shelters
- Analyze damage assessment and Situation Analysis information.
- Project shelter needs (number and duration based on:
 - Anticipated duration of event:
 - Number of dwellings:
 - 1) Destroyed
 - 2) Uninhabitable
 - 3) Projected losses
- Discuss with law Enforcement and EOC Director if evacuations are being considered.

(Red Cross determines appropriate shelter sites. Avoid schools and churches as long-term shelter sites)

- 1) Place personnel on standby.
 - 2) Monitor situation.
- If evacuations are underway, coordinate with Law Enforcement, Red Cross, and EOC Director, open shelters outside of threatened area. Avoid shelter too close to impacted area that might require evacuation.
 - Staff Care & Shelter Unit as required.
 - Call back appropriate personnel.
 - Coordinate with Red Cross who will provide shelters and mass care for evacuees and disaster victims during peacetime disasters.
 - Work with Red Cross to establish shelter sites.
 - Determine where Red Cross Welfare Inquiry Centers will be established.
 - In cooperation with the Red Cross assist with the registration of evacuees, the listing of casualties, and handling welfare inquiries.
 - Maintain updated list of victims and their locations.
 - Maintain communication with Red Cross operations to obtain:
 - 1) Information for the PIO on shelter locations and status
 - 2) Information for Care & Shelter regarding Welfare Inquiry Centers
 - 3) Information for Situation Analysis on victims and their locations
 - 4) Information for Situation Analysis on damage locations and severity
 - 5) Information for Logistics on the number of evacuees who need emergency and temporary housing.
 - 6) Information for Logistics on transportation needs
 - Maintain communications with Red Cross and shelters to provide information on:
 - 1) Evacuation areas and plans
 - 2) Road closure information
 - 3) Disaster Application Center sites
 - 4) Incident Action Plan for each operational period
 - 5) Weather forecasts/lake levels
 - Request food, equipment, and other supplies needed to support Red Cross or other mass care facilities.
 - Keep the Public Information Officer informed.
 - Evacuate and relocate any mass care facilities, which become endangered by hazardous conditions.
 - Coordinate with the Transportation Coordinator to transport evacuees to and from shelter and Red Cross Service Center.

- Record and evaluate information regarding requests, activities, expenditures, damages and casualties.
- Continue to reassess needs and disaster condition, and provide that information to the EOC Director and to Red Cross Duty Officer.
- Assist Recovery Unit in activating and staffing Disaster Application Centers (DAC's).
- Determine the number of evacuees who need emergency and temporary housing.
- In coordination with Logistics and other agencies such as Red Cross and Salvation Army locate and allocate temporary housing.
- Work with Mental Health to provide counseling for shelterees.
- Coordinate with Red Cross and other service providers to provide assistance to victims to avoid duplication of services and responsibilities.
 - 1) Social Services
 - 2) Public Health
 - 3) Mental Health
 - 4) Alcohol and Other Drug Services
 - 5) Animal Control for animal shelters
 - 6) Other social service providers

Operational Phase:

- Establish and maintain position log and other necessary files.
- Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. Work with the Agency Representative to coordinate all shelter and congregate care activity.
- Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.
- Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
- Assist the American Red Cross in staffing and managing the shelters to the extent possible.
- In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.
- Be flexible in meeting all needs relative to care and shelter in the event of a disaster.
- Coordinate Acquisition, distribution, and siting of chemical toilets and related activities.

Demobilization and Recovery Phase:

- Work with Recovery Planning to move displaced persons to more permanent housing.
- Attempt to close shelters located at schools and churches first so that they can be used for their primary purpose allowing community to begin the healing process.
- Continue shelter, mass feeding, and welfare inquiry services until they are no longer required.
- Forward all non-financial records to the Situation Analysis.
- Suggest improvements for future disasters.

**PUBLIC HEALTH – DISASTER MEDICAL
and
ENVIRONMENTAL HEALTH UNIT**

PRIMARY:	Public Health Officer
FIRST ALTERNATE:	Director of Nursing
SECOND ALTERNATE:	Environmental Health Director
SUPERVISOR:	Health & Welfare Branch Coordinator
WORK STATION:	Emergency Operations Center

Responsibilities:

1. Coordinate with Environmental Health to ensure there is a functioning sanitation system and that Vector controls are established as required.
2. Coordinate with Public Health for countywide public health measures, including the preventive control of communicable diseases.
3. Coordinate all medical requirements for the City. Establish needs and resources.

Activation Phase:**Public Health**

- Prepare press releases for the Public Information Officer regarding communicable diseases which may pose increased risk due to the disaster, including preventive measures to be taken.
- Coordinate provision of medical supplies and services as needed.
- Assist and coordinate services with Care & Shelter Unit and with Facilities Unit (Logistics) for health issues at shelters and responders facilities.

Supplemental Checklist for War

- Review and update plans and resource information.
- Review status of health personnel, drug supplies, suppliers, and other operating elements.
- Review planned assignment of health personnel.
- Update plans for food inspection, inoculation, immunizations, housing inspection and vector control.
- In hazard area, prepare personnel assignments for hazard area duty and support to evacuation areas.
- Work with Transportation to move health resources to evacuation areas.
- Expand public health inspections of water supplies and feeding and lodging facilities.
- Direct all health personnel to move to fallout shelter and to assist shelter managers.

Provide support to health operations in other areas.

Medical

- If there is time, review and update plans and resource information.
- Review status of hospitals, medical personnel, and other operating elements.
- Review planned assignment of medical personnel.
- Prepare to disseminate through the Public Information Officer medical self-help information to the general public.
- Alert ambulance providers for the possible need of their resources for medical transportation.
- Coordinate with County Dispatch of available additional ambulance resources.
- Go to the Emergency Operations Center if activated.
- Identify yourself as the Medical EMS Coordinator by putting on the vest with your title.
- Read the entire Action Checklist.
- Obtain a briefing from the Operations Section Chief.
- Determine your responsibilities under the INCIDENT ACTION PLAN.
- Execute your responsibilities under the INCIDENT ACTION PLAN.
- Determine capacity of hospitals; request hospitals to activate Disaster Plans.
- Determine availability of blood supplies by type and amounts at hospitals and the Red Cross to contact Blood Bank of the Redwoods, 1-800-425-6634 and Blood Centers of the Pacific, 1-888-393-4483.
- Periodically poll hospitals to determine patient census, patient evacuation plans, and capacity capabilities and support requirements.
- Locate and coordinate supplemental field medical care and triage personnel, near or in affected areas.
- Determine medical transportation needs and capabilities; relay information to medical dispatch.
- If necessary, request assistance from Regional Disaster Medical Health Coordinator.
- Coordinate all activities with the Operations Section Chief and consult with other branches and units within the Operations Section to assess the situation.
 - 1) Fire & Rescue
 - 2) Construction & Engineering
 - 3) Law Enforcement
 - 4) Liaison Officer
 - 5) Ham radio operators - local contact is Monte Winters
 - 6) Water and Waste Water

- Inform Public Information Officer of current information.
- Maintain a Unit Event/Activity log.
- Check with County Communications regarding communications capabilities between the disaster scene, hospitals, and paramedics.
- Establish radio contact with Lake County MED NET. Coordinate all requests for additional Medical assistance through MED NET.
- Update and brief Fire & Rescue branch.
- Follow the guidelines as set forth in the Lake County Medical Protocols.
- Assess the situation and determine the following:
 - 1) Location and nature of the emergency.
 - 2) Approximate number of injuries and/or dead.
 - 3) Number and location of casualties that require hospitalization.
 - 4) Best response route.
 - 5) Other resources.
 - 6) Other pertinent information such as hazardous material incidents.
 - 7) Need for medical response.
 - a) Triage Teams.
 - b) Treatment Teams.
 - c) Red Cross - First Aid Basics station.
- Determine the need to establish Casualty Collection Points and/or First Stations. Coordinate this with the Care and Shelter Unit in the Logistics Sections.
- Determine the locations for Emergency Medical Treatment Facilities.
 - 1) First Aid Stations
 - 2) Casualty Collection Points
 - 3) Fatality Collection Points
- Designate Division Supervisors and set up a command post with Fire & Rescue if possible.
- Designate Division Supervisors by geographic areas (Example: Division North; Division South).
- Assign an incident Safety Officer to observe personnel safety and to report to the Operations Section Chief as soon as possible any injury and/or death.
- Alert the appropriate hospital(s) to prepare to receive casualties as required.
- Establish and announce over the MED NET the location of Staging Areas, Casualty Collection Points and Fatality Collection Areas to ambulance personnel.

- Notify the Red Cross Disaster Coordinator of the following:
 - 1) Casualties
 - 2) Shelter needs
 - 3) Need for additional resources
 - 4) Appropriate reaction time to establish emergency facilities

- Arrange for coordination of medically trained civilian volunteers through Logistics.
- Arrange for the coordination of vocationally trained medical personnel through Logistics.

- Coordinate the following with the Law Enforcement Branch.
 - 1) Access and egress traffic patterns for ambulances.
 - 2) Emergency transportation of medical personnel and supplies.
 - 3) Traffic flow.
 - 4) Crowd control.
 - 5) Security perimeter (as required).

- Determine the intensity of the incident and the impact on the INCIDENT ACTION PLAN.

- Advise all medical personnel weather to intensify, stabilize or demobilize as required.

Environmental Health

- Conduct field surveys to detect damage or contamination to water systems or sources.
- Locate and check the status of available potable water sources. Sample as needed.
- Provide advice on the transportation of water to points of consumption.
- Locate and assist in the procurement of chemical toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Assist in the identification of sources of contamination dangerous to the general physical health in the community.
- Coordinate with Air Quality for public environmental health concerns.
- Coordinate the disposal of solid waster and garbage.
- Prepare press release for the Public Information Officer regarding public environmental health hazards.
- Conduct inspections, as requested, of (non-structural) public health hazards in damaged buildings.
- Inspect food and water for purity and usability.
- Give increased attention to sanitation in commercial and non-commercial feeding facilities.
- Assist in the identification of sources of contamination dangerous to the general physical health in the community.

- Coordinate and implement vector control operations.
- Inspect proposed and established shelters.

Supplemental Checklist for Hazardous Materials

Note: Use this checklist as a supplement to the basic Environmental Health Checklist. See Hazardous Material Incident Response Plan for additional direction and resources.

- Conduct a systematic inspection of health hazards in the affected area.
- Establish liaison and coordinate with the State Department of Health Services, Toxic Control Division and other local authorities.
- Verify monitoring programs for all hazardous materials in both above ground and under ground storage facilities.
- If there is any residual contamination, get direction from an appropriate responsible agency.

If radiation is involved

- Notify the Radiological Officer.
- Make sure radiological response team has dosimeters.
- Get radiological meter readings.
- If the area is too high for public health, consider evacuation.
- Order radiological response team to set up perimeter control at two mr/hr line.
- Record dosimeter readings for all emergency responders.
- Order decontamination as appropriate.
- Work with the State Department of Health Services to determine what protection is needed.

Operational Phase:

- Inspection of food handling and mass feeding sanitation services.
- Inspection and advisory services related to sanitation matters.
- Inspection of damaged building(s) to detect potential public health hazards.
- Detection and identification of sources of contamination.
- Vector control.

- Provide Branch Coordinator with summary of both Environmental Health and Public Health Branch operations periodically during the operations period as requested.
- Assess the emergency and determine the extent of medical casualties.
- Determine medical transportation needs and capabilities; relay information to medical dispatch.
- Assist the Coroner in mitigating or managing mass fatality situations.
- Establish and maintain a position log and necessary files as directed.
- Coordinate with the American Red Cross and other volunteer agencies for additional resources, casualties, mass care and special activities as required.
- Identify sources of disaster medical supplies.
- Identify communication links between paramedic units, hospitals, the EOC and the Regional Office of Emergency Services.
- Review status of hospitals and medical personnel assignments.
- Identify alternative care sites as needed to assist with medical care and treatment.
- Refer all contacts with the media to the Health and Welfare Branch Coordinator.
- Communicate with local hospitals and other medical entities for surveillance and preventative control measures of communicable diseases.
- Be flexible in meeting all needs relative to Public Health, Medical, and Environmental Health, in the event of a disaster.

Demobilization and Recovery Phase:

- Continue to communicate with local hospitals.
- Continue to supply Environmental Health and Public Health services until no longer needed.
- Environmental Health to continue inspection activities until all areas have been cleared.
- Begin the process of closing alternative care sites by returning medical care to hospitals and clinics to allow these sites to be used for their primary purpose, thus allowing the community to begin the healing process.
- Continue special needs sheltering until no longer needed.
- Work with Recovery Planning to move displaced special needs persons to more permanent housing.
- Forward all non-financial and HIPPA compliant records to the Situation Analysis.
- Suggest improvements for future disasters.

MENTAL HEALTH UNIT LEADER

PRIMARY: Mental Health Director
FIRST ALTERNATE: Mental Health Deputy Director
SECOND ALTERNATE: AODS Administrator
SUPERVISOR: Health and Welfare Branch Coordinator
WORK STATION: Emergency Operations Center

Responsibilities:

1. Coordinate directly with appropriate agencies to provide trained staff/volunteers to assist with psychological supports as required to disaster victims within the County.

Activation Phase:

- Assess and prioritize mental health needs.
- Provide crisis counseling to victims and responders.
- Distribute mental health information about other available services.
- Give special attention to high risk groups which may include:
 - 1) Individuals who have lost loved ones, been physically injured, or sustained major property damage
 - 2) Children
 - 3) Handicapped individuals
 - 4) Elderly persons
 - 5) Those with a history of mental disorders
- Provide information and referral services for victims and workers.
- Assess prioritize mental health needs.
- Coordinate needs and resources with Care & Shelter Unit.

Operational Phase:

- Establish and maintain position log and other necessary files.
- Coordinate with the appropriate agencies to provide psychological supports to victims of disaster as well as staff involved in disaster relief efforts.
- Coordinate with medical providers and pharmacies to facilitate stable availability of established psychotropic medications when access to necessary medications is disrupted by disaster.
- Staff the 800 number to provide information and referral and "warm line" support to callers.
- Be flexible in meeting needs relative to Mental Health in the event of a disaster.

Demobilization and Recovery Phase:

- Retrieve any confidential documents generated during course of emergency and properly store.
- Alert Mental Health Department Staff and Volunteers that demobilization is in effect.
- Schedule follow-up debriefing for next regular Departmental workday.
- Forward all required information to Branch Coordinator.

ANIMAL CARE and CONTROL UNIT LEADER

PRIMARY: Animal Care and Control Director
FIRST ALTERNATE: Animal Control Officer III
SECOND ALTERNATE: Animal Control Officer II
SUPERVISOR: Health and Welfare Branch Coordinator
WORK STATION: Animal Control

Responsibilities:

1. Contain all animals in the City of Lakeport and get them to a safe and secure location. Supply food, water, and shelter to all of the animals.
2. In coordination with the county Veterinary Clinic and volunteers to provide transportation, shelter, and basic vet care for the animals.
3. Oversee the care and sheltering for the animals.

Activation Phase:

- Meet at the Emergency Operations Center if activated.
- Obtain briefing from Operations Section Chief and/or EOC Director.
- Determine our responsibilities under the Incident Action Plan.
- Coordinate all activities within the Animal Care and Control branch.
- Inform Public Information Officer of current information.
- Maintain an Activity Log and Impound Sheet for each group of animals.
- Share status information with other sections and operations branches as needed.
- Brief your relief at shift change time.

Operational Phase:

- Establish and maintain Animal Control position logs and other paperwork.
- Ensure that all animals are housed and cared for, with food, water, and shelter.
- Ensure that injured animals see a veterinary for basic care.
- Ensure that every animal has an Impound sheet done that shows ID of the animal and where it came from.
- Provide the Operations Section Chief and/or EOC Director with summary during the operations period as requested.
- Ensure that Animal Control is in contact at all times with the other units.

Demobilization and Recovery Phase:

- Return all animals to there owners that can go back to there homes.
- Continue housing animals that need to be housed, until their owners can redeem.
- We will put out a list of any animals that were not redeemed, so that the owner still has a chance to redeem.
- We will provide animal feed for people in need, until they can provide for themselves.
- Ensure that all of the paperwork is completed and logs are closed.

AIR OPERATIONS BRANCH COORDINATOR

PRIMARY: County Airport Manager
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency Operations Center

General Duties:

- 1) Establish an air support group as required.
- 2) Determine coordination procedures for use of fixed wing aircraft or helicopters in support of ground operations.
- 3) Perform operational planning for air operations.

Responsibilities:

- Coordinate requirements for fixed wing aircraft or helicopters with the Operational Area in response and recovery operations.

Activation Phase:

- Follow generic activation phase checklist.

Operational Phase:

- Establish radio communications with the Operations section and appropriate operations branches.
- Organize preliminary air operations.
- Establish a fixed-wing aircraft or helicopter base as required.
- Coordinate with the Federal Aviation Agency (FAA).
- Request a declaration or cancellation of restricted air space area, per Federal Aviation Regulation (FAR), 91.91.
- Assist in preparation of the Action Plan.
- Prepare and provide an Air Operations Summary report through RIMS, if available.
- Coordinate with appropriate Operations Section personnel.
- Establish procedures for emergency reassignment of aircraft.
- Supervise all air operations associated with the event.
- Schedule approved flights of non-event aircraft in the restricted air space.
- Resolve conflicts concerning non-event aircraft.
- Document information and keep accurate records to support the history of the emergency.

Demobilization Phase:

- Follow the generic Demobilization Phase checklist.

AREA AIRPORTS AND HELIPORTS

1
Fixed Wing and Helicopters

2.
Helicopters

3.
Helicopters

STAGING AREA BRANCH COORDINATOR

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: Emergency Operations Center

General Duties:

- 1) Establish staging areas as required.
- 2) Assign Staging Area managers as required

Responsibilities:

- Manage all activities within the Staging Area(s).

Activation Phase:

- Follow generic Activation Phase checklist.

Operational Phase:

- Obtain briefing from the Operations Chief and proceed to assign staging areas as needed.
- Determine any support needs for equipment, feeding, fueling, sanitation and security. Coordinate requirements with the Logistics section.
- Establish a check-in function as appropriate.
- Post areas for identification and traffic control.
- Coordinate requests for maintenance service for equipment, at the staging areas, as appropriate.
- Respond to requests for resource assignments.
- Ensure receipts are obtained and issued for radio equipment and other supplies distributed and received at the staging areas.
- Report resource status changes as they occur.
- Ensure the staging areas are maintained in an orderly condition.
- Document information and keep accurate records to support the history of the emergency.

Demobilization:

- Demobilize the staging area(s) in accordance with the operational plan.
- Follow the generic Demobilization Checklist.