Read This First

**Emergency:** A situation that requires immediate action beyond the scope of normal County operations

Does an emergency exist in Alameda County right now as you read this?

- No: Relax and see the table of contents on the next page
- Yes: Has The Emergency Operations Center (EOC) been activated?
  
  - No: Are you the employee present with the highest degree of expertise in the type of situation at hand?
    
    - No: Ask the employee with the highest degree of expertise in this type of situation, who is present, to read this plan. Wait for your assignment
    
    - Yes: Congratulations! You are in charge. Your title until you are relieved by the Sheriff, Undersheriff or Captain, Specialized Services Section/ Sheriff's Office is Director. See p. 4
  
  - Yes: Do you know what your emergency title and assignment is?
    
    - No: Check with the Operations Chief or Director of Emergency Services
    
    - Yes: See Action Checklist for your title/assignment
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Emergency Operations Center (EOC)
Organization Chart

This chart represents the Alameda County Emergency Management Organization.
I. INTRODUCTION

Alameda County is located in an area faced with a high risk of being involved in either a natural or man-made California disaster. The County is located: 1) in a geologic area highlighted by major earthquake faults; 2) at the crossroads of major highway, air, sea, and rail transportation routes; and 3) in a commercial area of diverse businesses and industries using hazardous materials. The potential for a major disaster is present. The County is committed to its responsibility to save lives, limit injuries, and minimize damage to property. When disaster strikes, the County’s emergency organization will be mobilized immediately. The Emergency Operations Plan has the flexibility to be used in all emergencies and will facilitate response and recover activities in an efficient and effective way.

II. PURPOSE OF THIS PLAN

The EOP establishes policies and procedures and assigns responsibilities to ensure the effective management of emergency operations within Alameda County. It provides information on the Alameda County Operational Area (OpArea) emergency management structure and how the emergency management team is activated. It addresses the following issues:

A. During emergencies, answers the question, “Who’s in charge?” and “What should I do?”

B. During emergencies, makes sure that necessary jobs get done.

C. Provides for the continuity of government during emergencies.

D. Assists in understanding the Alameda County emergency organization.

E. Provides guidance for disaster education and training.

F. Provides references to more detailed information.

G. Describes the Operational Area Emergency Management Organization and its responsibilities.

SCOPE

III. SCOPE Situation and Assumptions:

IV. The Alameda County EOP addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. All departments and agencies must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions. The plan applies to all
elements of the Alameda County Emergency Organization during all the four phases of emergency management listed below:

VI. Preparedness Phase
VII. The preparedness phase involves activities taken in advance of an emergency. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training, exercises and public education. Members of the emergency management organization should prepare Standard Operating Procedures (SOPs)/Emergency Operating Procedures (EOPs) and checklists detailing personnel assignments, policies, notification rosters, and resource lists. Personnel should be acquainted with these SOPs/EOPs and checklists through periodic training in the activation and execution procedures.

IX. Training and Exercising
X. The Alameda County Sheriff’s Office of Homeland Security and Emergency Services will inform County Departments and Cities of training opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel are properly trained to carry out these responsibilities.

XII. Exercises will be conducted on a regular basis. Exercises should involve as many Operational Area member jurisdictions as possible. After an exercise or actual incident, an After Action Report (AAR) will be developed identifying areas for improvement for plans or systems. A Corrective Action Plan (CAP) will be developed that makes assignments for the implementation of these items for improvement noted in the AAR. This is in accordance with the guidance on NIMS implementation.

XIII.
XIV. Response Phase
XV. Pre-Emergency
XVI. When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

XVII. Alerting necessary agencies, placing critical resources and personnel on stand-by.
XVIII. Evacuation of threatened populations to safe areas.
XIX. Advising threatened populations of the emergency and telling them of safety measures to be implemented.
XX. Identifying the need for mutual aid.
XXI. Proclamation of a Local Emergency by local authorities.
XXII.

XXIII. Emergency Response
XXIV. During this phase, emphasis is placed on saving lives and property, attempting to establish and maintain control of the situation and minimizing effects of the disaster. Immediate response is accomplished within the affected area by local government agencies and segments of the private sector.

XXV.
XXVI. Sustained Emergency
XXVII. In addition to continuing life and property protection operations, mass care, relocation, public information, situation analysis, status and damage assessment operations may be initiated.

XXVIII. 

XXIX. Recovery Phase

XXX. At the onset of an emergency, actions are taken to enhance the effectiveness of recover operations. Recovery is both short-term activities intended to return vital life-support systems to operations, and long term activities designed to return infrastructure systems to pre-disaster conditions. The recover phase may also include cost recovery activities.

XXXI. 

XXXII. The recovery period has major objectives which may overlap, including:

XXXIII. Reinstatement of family autonomy

XXXIV. Provision of essential public services

XXXV. Permanent restoration of private and public property

XXXVI. Identification of residual hazards

XXXVII. Plans to mitigate future hazards

XXXVIII. Recovery of costs associated with response and recovery efforts

XXXIX. Coordination of State and Federal, private and public assistance.

XL. 

XLI. Mitigation Phase

XLII. Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards that exist within the Alameda County Op Area an are a threat to life and property are part of the mitigation efforts. Mitigation tools include:

XLIII. 

XLIV. Local ordinance and statutes (zoning ordinance, building codes and enforcement, etc.).

XLV. Structural measures

XLVI. Tax levee or abatements

XLVII. Public information and community relations

XLVIII. Land use planning.

XLIX. 

L. The primary audience is intended to be emergency management professionals from city, special districts, State and volunteer agencies.

LI. 

LII. It is intended as an overview of emergency management in Alameda County.

LIII. 

LIV. Assumptions:

LV. The following assumptions apply to this plan:

LVI. Emergency management activities are accomplished using Standardized Emergency Management System (SEMS) and National Incident Management System (NIMS);

LVII. Emergency management response is coordinated at the lowest level of government involved in the emergency;
LVIII. Local authorities maintain operational control and responsibility for emergency management activities within their jurisdictions, unless otherwise superseded by statute or agreement; and

LIX. Mutual Aid is requested when needed and provided when available.

Situation

Alameda County is located in a geographical area highlighted by major earthquake faults, the crossroads of major highway, air, sea and rail transportation routes, and ............................................................

This plan is designed to be used by the County in any emergency that may strike. This includes,

but is not limited to:

- Earthquakes
- Floods or Weather-related Emergency
- Fires
- Major Transportation or Industrial Accidents
- Civil Disturbance
- Hazardous Material Threat/Releases
- Energy-related emergencies

Terrorism/Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)

PRIORITIES

In an emergency, decisions will be based upon an objective criteria used to prioritize/rank needs:

A. People whose lives are in immediate danger
B. Life-threatening injuries
C. Less injured persons
D. Potential life-threatening fires, floods, leaks, etc.
E. Major threats to property
F. Restoration of essential facilities, systems and services
G. Continuity of general government services
H. Recovery of fatalities

These priorities may be modified when tactical issues faced in the response to an emergency require i.e., 1) the triaging of victims in a multi-casualty incident may result in the rescue of lesser-injured persons and not more severely-injured victims; and 2) the decision to douse a burning building's flames prior to the extrication of trapped victims.

V. EMERGENCY OPERATING CENTER

The Emergency Operating Center (EOC) serves as the center of the County's disaster operations. All functions of this Emergency Operations Plan, operating under a modified
Incident Command System (ICS) -- outlined on page 4 -- will be carried out from this location. If the primary location is not usable, an alternate location will be utilized.

A. **Primary EOC: 4985 Broder Blvd., Dublin, CA 94568**
   This site is equipped with emergency power generators, radios, telephones, maps and can be staffed 24-hours/day.

B. **Alternate EOC: Santa Rita Jail - Administration**
   The Jail's administrative area will be used as an interim alternate EOC if the primary EOC is not functional.

VI. **ACTIVATION OF THIS PLAN**

A. Who can activate this plan? This plan becomes active when the Emergency Operating Center (EOC) is activated. This occurs when:

   The Director of Emergency Services (Sheriff), the Assistant Director of Emergency Services (Undersheriff), or the Captain of the Sheriff's Specialized Services Section activates the EOC. The Captain will be in charge (that is, be the Acting-Director of Emergency Services) until relieved by the Sheriff or Undersheriff.

   - or –

   A Local Emergency has been proclaimed: (1) by the County [See Section G for sample proclamation]; (2) by a city in Alameda County requesting Operational Area assistance; or (3) by more than one city in Alameda County.

   - or –

   A State of Emergency exists, either as declared by the Governor as defined in the California Emergency Services Act, or a State of War Emergency is declared by the President.

B. There are two types of activation.

   . **Partial activation**. The EOC is activated, but only some of the positions are filled. This may involve a smaller emergency that a limited number of responders can handle, it might involve the early stages of an expanding disaster, or it might involve the late stages of a response prior to deactivation of the EOC.

   **Full activation**. The EOC is activated, and all or most of the positions are filled. This involves an emergency requiring an all-out County (or greater) response effort.
### Partial Activation | Full Activation

<table>
<thead>
<tr>
<th>Disaster Type</th>
<th>Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earthquake</td>
<td>Minor property damages (Store shelves spilled, windows cracked, dishes broken)</td>
<td>Multiple casualties and/or buildings damaged</td>
</tr>
<tr>
<td>Flood or weather-related Emergencies</td>
<td>Impending evacuation of persons from businesses and/or homes. Reports of damage</td>
<td>Required evacuation of persons or reports of severe damage</td>
</tr>
<tr>
<td>Fire</td>
<td>Third Alarm Mutual Aid or OES-specific requests</td>
<td>Fourth Alarm Mutual Aid</td>
</tr>
<tr>
<td>Accident</td>
<td>More than 15 injured/dead</td>
<td>100+ Injured/dead</td>
</tr>
<tr>
<td>Civil Disturbance</td>
<td>Threatens the safety of citizens</td>
<td>At Direction of Sheriff’s Office</td>
</tr>
<tr>
<td>Hazardous Material Threat/Release</td>
<td>Impending evacuation of persons, homes, businesses</td>
<td>Required evacuations, severe damage or injured/dead</td>
</tr>
<tr>
<td>Energy-related emergencies</td>
<td>Long duration of rolling blackouts or partial disruption of natural gas to Alameda County</td>
<td>Extended or extensive period of shortages or disruption of essential energy services in Alameda County or other areas within the United States</td>
</tr>
<tr>
<td>Terrorism/CBRNE</td>
<td>Impending evacuation of persons from homes and/or businesses</td>
<td>Required evacuations, severe damage or injured/dead</td>
</tr>
</tbody>
</table>

### VII. EMERGENCY ORGANIZATION

#### A. Description.

An emergency changes our working relationships. The major changes are:

- Several agencies or departments work under the direction of one person (Section Chief), even though they may normally work independent of each other.

- Special purpose units may form to perform emergency tasks, such as emergency transportation or food. If you serve in a unit, you are detached from your regular agency or department.

This plan describes the Alameda County Operational Area Emergency Management Organization, complete with titles, job descriptions, and checklists. You can see a summary of this organization on page 4. It complies with current Standardized Emergency Management System requirements, including the following:
X Operational Area concept (See Agreement for Participation in Alameda County Operational Area Emergency Management Organization, Board of Supervisors Resolution, dated February 3, 1995);

X OASIS satellite-based information system;

X Multi-Agency Coordination System, or MACS, is the responsibility of the Sheriff/Director to ensure participation in decision-making by all affected agencies;

X Mutual Aid (See Section XII); and

X Incident Command System, as described below.

The EOC organization is based on the Incident Command System (ICS), which provides clear authority, direction, and communication during emergencies. This system can be used within one agency, or by several agencies involved in the same emergency.

ICS, because of its standardized organizational structure and common organizational and operational terminology, provides a useful and flexible management system that is particularly adaptable to incident involving multi-jurisdictional response. The ICS provides the flexibility to rapidly activate and establish an organizational structure around the functions that need to be performed.

---

**Standardized Emergency Management System (SEMS) Functions:**

<table>
<thead>
<tr>
<th>Primary SEMS Functions</th>
<th>Field Response Level</th>
<th>EOCS at other SEMS Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Command/Management</td>
<td>Command is responsible for the directing, ordering, and/or controlling of resources</td>
<td>Management is responsible for overall emergency policy and coordination</td>
</tr>
<tr>
<td>Operations</td>
<td>The coordinated tactical response of all field operations in accordance with the Incident Action Plan</td>
<td>Coordination of all jurisdictional operations in support of the response to the emergency.</td>
</tr>
<tr>
<td>Planning/Intelligence</td>
<td>The collection, evaluation, documentation, and use of information related to the incident</td>
<td>Collecting, evaluating, and disseminating information and maintaining documentation.</td>
</tr>
</tbody>
</table>
Multi-Agency or Inter-Agency Coordination System (MACS), as it applies to SEMS, means 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 is generally that which takes place among agencies within a jurisdiction, for example, between police, fire, and public works departments working together at an EOC. Inter-agency coordination is generally that which takes place between agencies in different jurisdictions or between agencies at different levels, for example, a county sheriff, municipal police, and the National Guard.

SEMS Guidance and the Approved Courses of Instruction all describe how multi-agency or inter-agency coordination takes place at the various SEMS levels.

B. Organizational/response levels.

1. Field Response Level is the level where emergency response personnel and resources carry out tactical decisions and activities under the command of an appropriate authority in direct response to an incident or threat.

2. Local government level includes 14 cities, County and the special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction.

3. Operational Area is an intermediate level of state’s emergency services organization, which encompasses Alameda County and all political subdivisions located within the County. The operational area manages and/or coordinates information, resources, and priorities among local governments within the operational area, and serves as the coordination and communication link between the local government level and the regional level.
4. **Regional**  Because of its size and geography, the state has been divided into six Mutual Aid Regions. The purpose of a mutual aid region is to provide for the more effective application and coordination of mutual aid and other emergency related activities. The State Office of Emergency Services (OES) provides administrative oversight over the mutual aid regions through three Administrative Regional Offices.

5. **State**  The state level of SEMS manages state resources in response to the emergency needs of the other levels, and coordinates mutual aid among the mutual aid regions and between the regional level and the state level.

   The state level also serves as the initial coordination and communication link between the state and the federal disaster response system.

**C. Who's in charge?**

This plan is designed so that anyone can step-in and follow the action checklist for any emergency position, including the Director of Emergency Services; however, the County Administrative Code requires that the order of succession for the Director's position be as follows:

1. Sheriff, Director of Emergency Services (ex officio) and Operational Area Coordinator
2. Undersheriff, Assistant Director of Emergency Services
3. Captain, Specialized Services Section, Sheriff's Office
4. The County Official with the highest degree of expertise in the type of emergency at hand

**D. Policies and Procedures**

It is the responsibility of the Operational Area Council to set the policies and procedures for the governing of the Operational Area Emergency Management Organization and to review and approve recommendations for changes to these policies and procedures on a bi-annual basis. The Operational Area Council will also serve as the Alameda County Civil Defense and Disaster Council (as described in the Alameda County Administrative Code, Title 2, Chapter 2.118.)

The Operational Area Emergency Management Organization will assist participating agencies in sharing resources before, during, and after an emergency to prepare, respond, and recover from disasters that strike Alameda County. The Operational Area Emergency Management Organization will prioritize competing needs according to the policies and procedures approved by the Operational Area Council. The Operational Area Emergency Management Organization does not have the authority to control other agencies’ resources.
Without a Joint Power of Authority (JPA) or formal MOU, the Operational Area Emergency Management Organization can only request resource assistance from one OpArea agency to another. The Operational Area Emergency Management Organization should not manage other jurisdiction’s response/recovery.

It is the responsibility of the Sheriff/Director of Emergency Services to oversee the operation of the County’s and Operational Area’s emergency management organization and to reasonably interpret its policies and procedures.

E. Emergency personnel

In an emergency, use available personnel in this order:

1. County employees;
2. Skilled individuals from other public agencies within the Operational Area;
3. Other public agencies (including Emergency Management Mutual Aid);
4. Registered emergent volunteers and public service organizations; and
5. Citizens pressed into service by the Director (declared emergencies only - see Labor Code sec. 4351).

All of the above are considered "disaster service workers" under Government Code of California (Title I, Division 4, Chapter 8.) See Section G for the Disaster Service Worker registration form to use.

During normal County operations, this organization exists only on paper, but during an emergency it is designed to be activated and expanded as the need arises. A partially-activated emergency organization and a fully-activated emergency organization are diagrammed on the next page.
VIII. CONTINUITY OF GOVERNMENT

A. Board of Supervisors

To provide for the continuation of the Board during an emergency, the Board may appoint standby Board members or make necessary appointments at the time of the emergency for an official quorum. (See Government Code Section 8637-8641)

B. County Officials

Depending on the extent of the emergency, the normal County organization may be partially or completely replaced by the emergency organization described on page 4, and County Officials may or may not be fully occupied with their emergency roles.

C. Temporary locations

If the Board of Supervisors' chambers in the County Administration Building, Oakland, are unusable, the temporary seat of government shall be:

**First Alternate:** Planning Commission Hearing Room, 399 Elmhurst Street, Hayward.

**Second Alternate:** Alameda County Fairgrounds, Pleasanton

IX. EMERGENCY POWERS

A. Proclamation of a local emergency

The Board of Supervisors, the Director of Emergency Services, or the Assistant Director has the power to proclaim a Local Emergency and to request the Governor to declare a State of Emergency. The Board must ratify this proclamation within seven days, review it every fourteen days, and terminate it as soon as possible.

(Alameda County Administrative Code, Title 2, Chapter 2.118, Section 2.118.110; California Government Code, Emergency Services Act, Section 8630)

B. Command and Control

The Director and the Assistant Director of Emergency Services have the power to direct staff and civilian responses, and to settle questions of authority and responsibility.

(Alameda County Administrative Code, Title 2, Chapter 2.118, Section 2.118.110 and 2.118.140)

C. Emergency orders and regulations
If necessary to protect life, property or to preserve public order and safety, the Board or the Director may promulgate orders and regulations. These must be in writing and must be given widespread publicity.
(Alameda County Administrative Code, Title 2, Chapter 2.118, Section 2.118.120; California Government Code, Emergency Services Act, Section 8634)

D. Resources

In a declared emergency, the Director may buy or commandeer supplies and/or equipment, and may command the aid of citizens.
(Alameda County Administrative Code, Title 2, Chapter 2.118, Section 2.118.120)

E. Suspension of regulations

The Governor has the power to suspend State agency orders, rules, or regulations that may impede emergency responses. Local Government does not have this power, except by order of the Governor.
(California Government Code, Emergency Services Act, Sections 8571 and 8614c)

X. LEGAL IMMUNITIES

In a proclaimed emergency, the County and its employees are immune from liability regarding injuries as a result of:

A. Emergency actions outside of normal geographical boundaries, such as Alameda County crews sent into Contra Costa or Santa Clara Counties

B. Emergency actions that involve discretion, such as the decision to evacuate a certain area

C. Escaped prisoners

D. Fire protection, staffing levels, and transportation of the injured

E. Impending peril or action taken to abate such peril
   (See Government Code Sections 8656, 814-895.9, 844-846, 850-850.8, and 865-867 for more detail)

XI. EMERGENCY COMMUNICATIONS

During a major emergency, you will need to communicate with County emergency personnel, Operational Area participants, other organizations, and the public; however, systems of communications normally used may be damaged or overloaded, making communication difficult. There are a number of other systems available:

- The Emergency Alerting System (EAS) may be used to alert and warn the public. Access is through the Alameda County EOČ.
• The California Law Enforcement Teletype System (CLETs) may be used to contact any public safety agency in the county or state. Access is through public safety dispatch centers.

• The Emergency Digital Information System (EDIS) may be used to disseminate emergency information to the public. Access is through the EDIS website or any CLETs terminal.

• Amateur radio frequencies may be used to relay emergency information to other agencies – cities, counties or state – using amateur radio operators (“Hams”). The Alameda County Sheriff’s Communications Team (ACSCT) is a group of “Hams” and is available through County OES.

• See the Communications Unit in the EOC for more details on these and other communications systems available in an emergency (Such as fire, law, and multi-discipline mutual aid radio frequencies.)

• The Operational Area Satellite Information System (OASIS) may be used to exchange information between Operational Area EOCs and State OES emergency centers.

• EOC-to-EOC communications can be accomplished by use of microwave TAC system, linking emergency service dispatch centers throughout the county.

XII. OTHER ORGANIZATIONS

A. Mutual Aid.

Since Alameda County's resources may be stretched to exhaustion during an emergency, we have mutual aid agreements with other governments. Generally, mutual aid starts locally and ascends in the following order:

1. A city or public agency within Alameda County
2. Alameda County Operational Area (combined cities, special districts, and the County)
3. State OES, Region 2 (the 16 counties comprising the Bay Area and the northwest coastline)
4. State (California Master Mutual Aid Agreement)
5. Federal
6. International

B. American Red Cross:

The role of the American Red Cross is primarily to open and operate shelters for disaster victims. Other roles may include first aid, damage assessment, canteen service for emergency responders, help with communication and providing various resources. The Red Cross usually initiates its own emergency response, but it's a good idea to check with them during any emergency to coordinate responses.
C. Community-Based Organizations:

Local groups that can assist the County's emergency response and recovery include: service clubs, charitable organizations, churches, and neighborhood groups.

D. Military:

Military aid is usually provided by the National Guard. Their role is to assist, but not substitute for, local government response efforts. To request help from the National Guard, contact the State Office of Emergency Services.

E. Business and Industry:

The County's Director of Emergency Services may buy supplies and services for use during emergencies. If necessary, the Director may commandeer what the County needs.

F. Federal and State Financial Assistance:

The State helps local governments cover the cost of disasters. To get this help, Alameda County must declare a local emergency within 10 days of the actual occurrence of the disaster, assess damages, and apply for aid within 60 days after the Proclamation of a Local Emergency (Government Code sections 8680-8692.) Contact the State Office of Emergency Services for assistance information. Federal aid, coordinated by the Federal Emergency Management Agency (FEMA), is given at the request of the Governor.

The financial aid application process involves a lot of paperwork, and the process can linger long after the rest of the emergency organization has been disbanded. Perseverance is imperative. It is very important to follow the procedures; these records are retained by the Office of Homeland Security and Emergency Services and the County Administrator's Office to allow the County to maximize its reimbursable costs.
## ICS MATRIX -- Alameda County Department Responsibilities

<table>
<thead>
<tr>
<th>ICS Functions</th>
<th>Management</th>
<th>Operations</th>
<th>Plans</th>
<th>Logistics</th>
<th>Finance</th>
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<tbody>
<tr>
<td></td>
<td>EOC Director</td>
<td>Command Staff</td>
<td>BOS</td>
<td>Fire Ops</td>
<td>EMS Ops</td>
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<td>Alameda Co. Fire</td>
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<td>Assessor</td>
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<td>Auditor/Controller</td>
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<td>Board of Supervisors</td>
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<td>Clerk of the Board</td>
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<td>Community Dev.</td>
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<td>Public Works</td>
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<td>Treasurer</td>
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22
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<thead>
<tr>
<th>EOC Assignments</th>
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<tr>
<td><strong>EOC Position</strong></td>
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<tr>
<td><strong>Policy Section:</strong></td>
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<tr>
<td>Director of Emerg Services</td>
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<tr>
<td>Assistant Director of Emerg Srvs.</td>
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<tr>
<td>Operations Chief</td>
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<tr>
<td>Plans Chief</td>
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<tr>
<td>Logistics Chief</td>
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<tr>
<td>Finance Section</td>
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<tr>
<td>County Counsel</td>
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<tr>
<td>Emerg Svs Coord's</td>
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<tr>
<td>Public Info Officer</td>
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<tr>
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<td><strong>Operations Section:</strong></td>
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<td>Fire/Hvy Rescue Op's</td>
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<tr>
<td>Law/Coroner/Evac Op's</td>
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<td>Medical/Public Health Op's</td>
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<td>Care &amp; Shelter Op's</td>
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<td>Construct &amp; Engineering Op's</td>
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<td><strong>Plans Section:</strong></td>
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<tr>
<td>Plans Section Chief</td>
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<tr>
<td>Situation Analysis Unit</td>
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<td>Resource Status</td>
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<td>Document Unit</td>
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<td>Public Information Unit</td>
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<td>Logistics Section Chief</td>
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<td>Resources Unit</td>
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<td>Personnel/Volunteers Unit</td>
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<td>Transportation Unit</td>
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<td>Facilities Unit</td>
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<td>Communications Unit</td>
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<td><strong>Finance Section:</strong></td>
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<tr>
<td>Finance Section Chief</td>
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<tr>
<td>Timekeeping Unit</td>
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</table>
Compensation/Claims unit  CAO  Manager, Workers' Comp
Costs Unit  Auditor's Office  Acct'g Svs Manager
Recovery Unit  CAO  Senior Analyst

NOTE
Incumbent names, order of succession, and emergency contact information maintained by Alameda County

EOC Floor Plan
Alameda County Sheriff’s Office of Homeland Security and Emergency Services  
Emergency Operations Center  
4985 Broder Blvd., Dublin, 94568

**TELEPHONE LISTING**  
(County Tie-line numbers; add (925) 803- to the last 4 digits in listing for outside access)  
When dialing an outside phone number, dial 9 first.

**EOC Management**
Sheriff/Director of Emergency Services: 47898  
Director’s Secretary: 47887  
Director’s Conference Room: 47886  
Policy Group Conference Room: 551-6929 or 46929, 551-6930 or 46930, 551-6959 or 46959

<table>
<thead>
<tr>
<th><strong>Operations</strong> Section Chief</th>
<th><strong>Logistics</strong> Section Chief</th>
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<td>Fire Operations</td>
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<td>Law Enforcement Ops</td>
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<th><strong>Plans</strong> Section Chief</th>
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<td>Resource Status</td>
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<td>Public Information (PIO)</td>
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<tr>
<td>Fire Status</td>
<td>Sallyport (Sign-in, Sign-out)</td>
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<td>47864</td>
<td>Telephone Answer Point</td>
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<td>Medical Status</td>
<td>Tactical Dispatch Room</td>
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<tr>
<td>47858</td>
<td>Telecommunications Room</td>
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<tr>
<td>Human Services Status</td>
<td>OES Library</td>
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<td>47861</td>
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<tr>
<td>Law Enforcement Status</td>
<td>OES Reception/Secretary</td>
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<td>Logistics Status</td>
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<td>Transportation</td>
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<td>Red Cross Liaison</td>
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<td>CARD (CBO’s) Liaison</td>
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<td>School Districts Liaison</td>
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<td>State OES Liaison</td>
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<td>CalTrans Liaison</td>
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<td>PG&amp;E Liaison</td>
<td>Public Info. Officer (PIO)</td>
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<td>47865</td>
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DIRECTOR OF EMERGENCY SERVICES

Primary: Sheriff
Alternate: Undersheriff
Assignment: Management/Command

Your Responsibility: Overall command of the County’s emergency response effort.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Director of Emergency Services (On the organization chart in the EOC).
- Obtain briefing from EOC staff on extent of emergency.
- Read this entire checklist.
- Appoint and brief section chiefs as needed:
  - Operations Chief
  - Plans Chief
  - Logistics Chief
  - Finance Chief
- Develop Action Plan: assess the situation, define the problem and establish priorities.
- Conduct periodic EOC briefings with Section Chiefs to ensure strategic objectives are current and appropriate.
- Develop strategy with Section Chiefs: Overall strategy (Offensive/defensive), partial or full activation of EOC, need for evacuation, estimate of incident duration, “Local Emergency” proclamation and requests for declarations from the Governor and the President.
- Brief Board of Supervisors and Operational Area Council Members.
- Direct staff to determine the availability of incident field-level staffing, EOC staffing, relief personnel, special equipment and care and shelter.
- Execute EOC Action Plan.
- Establish liaison as needed with cities, special districts, other counties and Coastal Region OES.
- Evaluate progress of emergency efforts every operational period.
- Revise action plan as needed.
- Direct Plans Chief to develop demobilization plan, when needed, and release personnel from EOC as planned.
- Re-check this checklist periodically and refer to text of the emergency plan.
COUNTY COUNSEL

Primary: County Counsel
Alternate: Deputy County Counsel
Supervisor: Director of Emergency Services
Assignment: Command Staff

Your Responsibility: Act as legal advisor to the Director of Emergency Services, Command Staff members, and other incident staff during an emergency.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as County Counsel representative (On the organization chart in the EOC).
- Obtain briefing from section chiefs, your Department’s EOC staff, and other command staff members.
- Read this entire checklist.
- Attend EOC briefings and provide Command Staff with the legality and legal implications of contemplated emergency actions or policies.
- Prepare emergency ordinances and other legal documents as required by the Director of Emergency Services.
- Review proclamations promulgated by the County during the emergency.
- Develop the rules and regulations and laws required for acquisition and/or control of critical resources.
- Develop the necessary ordinances and regulations to provide a legal basis for evacuation of residents.
- Commence such civil and criminal proceedings as are necessary and appropriate to implement and enforce emergency actions.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Brief section chiefs as needed:
  - Operations Chief  
  - Plans Chief  
  - Logistics Chief  
  - Finance Chief
- Determine the availability of County Counsel personnel for:
  - Incident staffing  
  - EOC staffing  
  - Relief personnel
- Establish liaison, as needed, with your counterparts in:
  - Cities  
  - Special Districts  
  - Adjacent counties  
  - State agencies
- Evaluate progress of emergency efforts every operational period.
- Assist with the development of a demobilization plan for your function, when needed, and release personnel from EOC as planned.
- Re-check this checklist periodically and refer to text of the emergency plan.
SENIOR EMERGENCY SERVICES COORDINATOR

Primary: Senior Emergency Services Coordinator OES
Alternate: Emergency Services Coordinator OES
Supervisor: Director of Emergency Services
Assignment: Command Staff

**Your Responsibility:** Act as technical advisor on emergency management issues to the Director, Command Staff members, and other incident staff during an emergency.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Senior Emergency Services Coordinator (On the organization chart in the EOC).
- Obtain briefing from Dispatch Supervisor, Director of Emergency Services, section chiefs, your Department’s EOC staff, and other Command Staff.
- Read this entire checklist.
- Assist EOC staff in performing their checklist tasks.
- Assist in developing the overall strategic objectives as well as the section objectives for the EOC action plan: assess the situation, define the problem, and establish priorities (see page 2 of the Emergency Operations Plan for priorities).
- Attend EOC briefings and advise command staff on emergency management technical information. Develop strategy with command staff and section chiefs.
  - Overall strategy (Offensive/defensive)
  - Partial or full EOC activation
  - Need for evacuation or other emergency measures
  - “Local Emergency” and other proclamations
- Ensure that all communication with Operational Area agencies have been established and are maintained, thereby supporting the OpArea role.
- Assist Plans Section in the development, continuous updating and execution of the EOC Action Plan.
- Execute EOC Action Plan.
- Assist the Director of Emergency Services and Agency Liaison in establishing and maintaining an interagency coordination group, comprised of outside agency representatives and executives not assigned a specific section within the EOC.
- Evaluate progress of emergency efforts every operational period.
- Revise EOC Action Plan as needed.
- Assist with the development of a demobilization plan, when needed, and release personnel from EOC as planned.
- Outline After Action Report format and have Document Unit begin to gather data for reports and other documentation that will be required after deactivation.
- Recheck this list periodically and refer to text of the emergency plan.
PUBLIC INFORMATION OFFICER

Primary: County Public Information Officer
Alternate: Sheriff’s Office Public Information Officer
Supervisor: Director of Emergency Services
Assignment: Command Staff

Your Responsibility: Formulate and release information about the incident to the general public by means of the news media and other appropriate agencies.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Public Information Officer (On the organization chart in the EOC).
- Obtain briefing from section chiefs, your Department’s EOC staff, and other command staff members.
- Read this entire checklist.
- Appoint and brief Public Information team, including EOC staff and other County Departments’ PIOs, if necessary. Check with the Director of Emergency Services and other command staff regarding any information restrictions.
- Develop Public Information action plan.
- Attend EOC briefings; report on actions taken by the PIO Unit including validation of information and rumor investigations.
- Coordinate with Situation Analysis and identify method for obtaining and verifying significant information.
- Establish communication and coordinate with PIOs representing other affected Operational Area agencies and State OES.
- Obtain approval for all press releases from the Director of Emergency Services or designated representative.
- Make a list of news media personnel and agencies to contact with updated summaries: Newspapers, Radio, TV, and News wire services (AP, Reuters, Bay City, EDIS).
- Ensure that the press releases are posted and appropriately distributed within the EOC.
- Ensure that announced emergency information and materials are translated and/or prepared for special populations (Non-English speaking, elderly, hearing impaired, etc.).
- Revise Public Information action plan, as needed.
- Prepare post-incident releases and/or summary information for media.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
RISK MANAGER

Primary: Risk Manager
Alternate: Assistant Risk Manager
Supervisor: Director of Emergency Services
Assignment: Command Staff

Your Responsibility: Monitor and assess hazardous and unsafe conditions and develop measures to assure personnel safety and minimize risk for the County in an emergency.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Risk Manager (on the organization chart in the EOC).
- Obtain briefing from section chiefs, your Department’s EOC staff, and other command staff.
- Read this entire checklist.
- Appoint and brief the Compensation/Claims Unit.
- Identify hazardous and potentially hazardous situations.
- Develop Risk Management action plan; assess the situation, define the problem, and establish priorities.
- Prepare and present safety briefings for the EOC Director at appropriate meetings.
- Attend EOC briefings and advise command staff on risk management issues. Develop strategy with section chiefs and command staff.
- Establish liaison, as needed with your counterparts in:
  - __ Cities __ Special Districts __ Adjacent counties __ State Agencies
- Contact and brief County’s insurers.
- Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.
- Exercise authority to curtail and prevent unsafe acts.
- Check status of damaged/destroyed County property.
- Investigate accidents involving County liability.
- Evaluate the need for applying employee assistance programs to County Disaster Service Workers.
- Evaluate progress of emergency efforts, for each operational period.
- Revise Risk Management action plan as needed.
- Outline hazard mitigation report format and have Document Unit begin to gather data for reports, Disaster Service Worker registration forms, and other documentation that will be required after deactivation.
- Assist with the development of a demobilization plan for your function, when needed, and release personnel from EOC as planned.
- Recheck this checklist periodically and refer to text of the emergency plan.
OPERATIONS SECTION

OPERATIONS SECTION CHIEF

Primary: Sheriff’s Commander Law Enforcement Services
Alternate: Sheriff’s Commander Detention & Corrections
Supervisor: Director of Emergency Services
Assignment: Operations Section

**Your Responsibility:** Coordinate the response for all emergency operations units: Fire, Law Enforcement, Medical, Care & Shelter, and Public Works.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Operations Section Chief (On the organization chart in the EOC).
- Obtain briefing from Director of Emergency Services, operations unit leaders, other section chiefs, and your department’s EOC staff.
- Read this entire checklist.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place.
- Determine need for Operational Area Mutual Aid. If Mutual Aid systems are activated, ensure that the appropriate Mutual Aid Coordinator or representative is located in the corresponding branch in Operations.
- Coordinate with Operational Area Liaison regarding the need for agency representatives in the Operations Section.
- Establish contact and receive briefing from Incident Commander(s) operating in the unincorporated county or contract areas.
- Establish radio or cell-phone communications with County Department Operations Centers (DOCs) if activated.
- Determine activation status of other EOCs in the Operational Area and establish communications links within the Operations Sections.
- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resources information is provided to the Plans Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports.
- Attend and participate in EOC Director’s action planning meetings.
- Provide Plans Section Chief with the Operations Section’s 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 appropriate Operational Area Mutual Aid Coordinator or the Logistics Branch. Any mutual aid resources obtained via mutual aid and not through the Logistics Section need to be reported directly to Resource Status.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section, including any demobilization plans.
- Forward all reports to the Document Unit.
- Recheck this checklist periodically and refer to text of the emergency plan.
FIRE OPERATIONS BRANCH

Primary: Fire Deputy Chief
Alternate: Fire Battalion Chief
Supervisor: Operations Section Chief
Assignment: Operations Section

Your Responsibility: Protect lives and property, coordinate among fire field incidents performing firefighting, radiological and hazardous materials response, and light/heavy rescue. Establish needs and provide resources. Act as liaison between County EOC and fire services.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Fire Operations (On the organization chart in the EOC).
- Obtain briefing from Operations Section Chief.
- Read this entire checklist.
- Fire Ops Branch will maintain an ICS 214 form.
- Based on the situation, activate the necessary units within the Fire Ops Branch: ___Fire Operations ___ Rescue ___ Hazardous Material
- If the mutual aid system is activated, provide assistance to the Operational Area Fire & 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 Operations; provide them to the Operations Section Chief prior to the first action planning meeting.
- Develop EOC Fire Action Plan; assess the situation, define the problem, and establish priorities.
- Ensure that Branch and Unit logs are maintained.
- Maintain coordination with Fire Status in the Plans Section, including providing information on status of field incidents, mutual aid requests, and interagency coordination issues.
- Update current status on Fire Operations missions being conducted in your area of responsibility.
- Establish liaison, as needed, with your counterparts in: Cities and Special Districts.
- Provide the Operations Section Chief and the Plans Section with an overall summary of Fire Operations periodically or as requested.
- Complete and maintain Fire Operations Status Report.
- Prepare objectives for the subsequent operations period; provide them to the Operations Section Chief prior to the next action planning meeting.
- Refer all contacts with the media to the Public Information Branch.
- Revise Fire Action Plan as needed.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
FIRE OPERATIONS UNIT LEADER

Primary: Fire Department
Supervisor: Fire Operations Branch Coordinator
Assignment: Operations Section

**Your Responsibility:** Coordinate, monitor, and track requests for fire resources from the field. Maintain communications with Fire Branch in the field and Alameda County Fire Department Operations Center (DOC), if activated. Provide general support to field personnel as required.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Fire Operations Branch unit (On the organization chart in the EOC).
- Obtain briefing from Fire Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell phone communication with the DOC, and/or Fire Branch personnel at field level.
- Obtain regular status reports on the fire/rescue situation from the field or the Department Operations Center.
- Assess the impact of the disaster/event on the Alameda County Fire Department’s operational capability.
- Fire Operations Unit will maintain in ICS 214 Form.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire Operations Branch Coordinator prior to the first action planning meeting.
- If the Department Operations Center is not activated, ensure that the assignment of fire resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- Provide fire status updates to the Fire Ops Branch Coordinator on a regular basis.
- Evaluate and process all requests for fire mutual aid resources through the Operational Area Fire Mutual Aid Coordinator.
- Coordinate incoming fire mutual aid resources with the field or DOC ensuring establishment of staging areas, marshaling areas, etc.
- In conjunction with the Plans Section, determine if current and forecasted weather conditions will affect fire operations.
- Inform the Fire Operations Branch Coordinator of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- Recheck this list periodically and refer to text of the emergency plan.
HAZMAT RESPONSE UNIT LEADER

Primary: Fire Department
Alternate: Fire Operations Branch Coordinator
Assignment: Operations Section

Your Responsibility: Provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives. Ensure that deployed teams are provided with adequate support.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Fire Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from Fire Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain a position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of incident response required.
- Coordinate with the Fire Operations Branch Coordinator to determine missions for Hazmat teams based on established priorities.
- Work closely with the Logistics Section to procure additional supplies needed and contracting with toxic removal/disposal services.
- Coordinate with Public Works Operations to provide onsite assistance with Hazmat operations at the request of team leaders.
- Coordinate with the Medical Operations Branch to assess Hazmat management resources and to determine medical facilities where victims of Hazmat incidents can be transported following decontamination.
- Coordinate with the 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.
- Inform the Fire Operations Branch Coordinator of all significant events.
- Coordinate with Emergency Human Services the need for safe congregation points or shelters for potential evacuees.
- Recheck this list periodically and refer to text of the emergency plan.
LAW OPERATIONS BRANCH

Primary: Sheriff’s Law Enforcement Services Captain
Alternate: Sheriff’s Detention & Corrections Captain
Supervisor: Operations Section Chief
Assignment: Operations Section

Your Responsibility: Protect lives and property, enforce laws and proclaimed orders, control traffic, combat crime, manage the disposition of fatalities and their personal effects, coordinate population movement/evacuation, and provide animal services during a disaster.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Law Operations Branch (On the organization chart in the EOC).
- Obtain briefing from Operations Section Chief.
- Read this entire checklist.
- Based on situation, activate the necessary units within the Law Operations Branch: __ Law Enforcement Unit __Coroner Unit __ LE Mutual Aid
- Establish communications link with ETS Watch Commander, law enforcement command posts, and Coroner’s Bureau.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial EOC strategic objectives, prepare objectives for the Law Operations Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.
- Provide the Operations Section Chief and Plans Section Chief with an overall summary of Law Operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Law Operations Branch Status Report.
- If law enforcement or coroner’s mutual aid systems are activated, ensure that the appropriate mutual aid coordinator or representative is available in the EOC for coordination purposes.
- Develop Law Action Plan: Assess the situation, define the problem and establish priorities.
- Coordinate activities with other Operations Units.
- Execute Law action plan.
- Prepare objectives for the Law Operations Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- Evaluate law action plan each operational period, revise as necessary.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities and objectives for the next operational period, and any other pertinent information.
- Develop demobilization plan and release personnel from EOC as planned.
☐ Recheck this list periodically and refer to text of the emergency plan.
LAW ENFORCEMENT OPERATIONS UNIT LEADER

Primary: Sheriff’s Law Enforcement Services
Alternate: Law Enforcement Operations Branch Coordinator
Assignment: Operations Section

**Your Responsibility:** Respond to requests for Law Enforcement resources from the field, following established priorities.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Law Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from Law Enforcement Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell-phone communication with the Law Enforcement Branch at the field level.
- Obtain regular status reports on the law enforcement situation from the Law Enforcement Branch at the field level.
- Assess the impact of the disaster/event on Alameda County Sheriff’s Office operational capability.
- Establish the objectives of 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.
- 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 the establishment of incident facilities (staging areas, etc.) to coordinate incoming law enforcement mutual aid resources as required.
- In conjunction with the Plans Section, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate with the Fire Operations Branch to determine geographical boundaries of evacuations.
- Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- Recheck this list periodically and refer to text of the emergency plan.
CORONER UNIT LEADER

Primary: Sheriff’s Coroner’s Office
Supervisor: Law Enforcement Branch Coordinator
Assignment: Operations Section

**Your Responsibility:** Coordinate Coroner’s resources for the collection, identification, and disposition of deceased persons and their personal effects.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Law Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from Law Enforcement Operations Branch Coordinator.
- Read this entire checklist.
- 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 morgue facilities are established and supplemented as necessary.
- Activate the Coroner’s Mutual Aid Plan as required.
- Procure through Logistics all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- Ensure that qualified personnel are monitoring the collection and tagging of remains.
- Ensure that there are sufficient resources for the transportation of fatalities from fatality collections points to the morgue(s).
- Coordinate with the Coroner’s Bureau to ensure that sufficient staff is available so remains are identified and notifications are made to next-of-kin.
- Ensure that field units are properly identifying and securing decedent’s property.
- Coordinate the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster/event.
- Inform the Law Enforcement Branch Coordinator of the Coroner’s Unit activities on a regular basis.
- Inform the Law Enforcement Branch Coordinator and the Public Information Branch of the number of confirmed fatalities resulting from the disaster or event. Provide list of victim information available for news releases.
- Recheck this list periodically and refer to text of the emergency plan.
MEDICAL OPERATIONS BRANCH

Primary: Emergency Medical Services
Secondary: Public Health
Supervisor: Operations Section Chief
Assignment: Operations Section

**Your Responsibility:** Coordinate the pre-hospital emergency medical services and countywide hospital system, provide for disaster medical treatment, and provide public health and mental health services to disaster victims.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Medical Operations Branch (On the organization chart in the EOC).
- Obtain briefing from Operations Section Chief.
- Read this entire checklist.
- Coordinate and manage the allocation of available disaster medical and health resources to support disaster medical and health operations in the effected area.
- Establish liaison, as needed, with your counterparts in:
  - Cities
  - Hospitals/Ambulance companies
  - State EMSA
  - Adjacent counties
- Determine the medical and health impact of the event on the affected population and medical and health infrastructure, and ensure information is provided to the Operations Section Chief.
- Coordinate activities with other Operations units.
- Develop medical action plan: assess the situation, define the problem, and establish priorities.
- Execute the medical action plan that may include the following: medical alert procedures, Multi-Casualty Incident Plan, hospital external disaster plans, casualty collection points, critical incident stress debriefings.
- Ensure that Medical Operations status reports are prepared.
- Monitor and support environmental and public health response operations at the local government and operational area level. Coordinate with HCSA’s DOC.
- Respond to requests for medical and health resources in coordination with the Logistics Sections and the State Regional EOC.
- Obtain medical and health personnel, supplies and equipment through established mutual aid procedures coordinated by the RDMHC. Any mutual aid resources obtained via mutual aid and not through the Logistics Section need to be reported directly to Resource Status.
- Ensure that public health and medical information updates are provided to the Public Information Unit and that all media inquiries are referred to the PIO as required.
- Coordinate with other response agencies to meet medical and public health needs for sheltered populations.
- Prepare objectives for Medical Operations and provide them to the Operations Section Chief prior to the action planning meetings.
- Evaluate progress of emergency efforts every operational period, including polling hospitals.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
DISASTER MEDICAL UNIT LEADER

Primary: Emergency Medical Services
Supervisor: Medical Operations Branch Coordinator
Assignment: Operations Section

Your Responsibility: Determine the status of medical facilities within the effected area. Ensure that all available disaster medical resources are identified and mobilized as required. Coordinate the transportation of injured victims to appropriate medical facilities as required.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Medical Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from Medical Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain position logs and other necessary files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- Determine the status and availability of medical resources in the operational area: specifically paramedics and ambulances.
- Establish radio or telephone communication with the pre-hospital coordinator collecting hospital status information regarding area hospitals and other medical facilities to determine their capability to treat disaster victims.
- Determine status and availability of specialized treatment facilities such as burn centers, dialysis clinics, etc.
- Coordinate the County’s response with other local jurisdiction’s medical response.
- Maintain liaison with non-county medical responders, such as Kaiser, local military resources, Red Cross shelter first aid services, and other state and federal agencies.
- Coordinate with the Logistics Section to acquire supplemental transportation (other than paramedic ambulances) for injured victims as required or requested.
- Establish and maintain communication with the regions emergency medical mutual aid coordinator and determine status and availability of out-of-county medical resources.
- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- Inform the Disaster Medical Branch Coordinator of all significant events.
- Recheck this list periodically and refer to text of the emergency plan.
PUBLIC HEALTH UNIT LEADER

Primary: Public Health Department
Supervisor: Medical Operations Branch Coordinator
Assignment: Operations Section

Your Responsibility: Identify potential health hazards and take measures to eliminate or control the outbreak of communicable diseases. Assess the status of sanitation and the availability of potable water. Develop and implement a vector control plan for areas affected by the disaster.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Medical Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from Medical Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain a position log and other necessary files.
- Dispatch teams to survey and test potable water systems; determine status of potable water.
- Dispatch teams to survey and test sanitation systems.
- Ensure that both water and sanitation systems are continually monitored.
- Develop a transportation and distribution strategy for potable water.
- Through the Logistics Section, obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- Develop and implement a plan to identify sources of contamination that could pose any health problems; contain and/or eliminate the threat to the general population.
- Coordinate with the Coroner Unit in the handling of the deceased; advise on any health related problems associated with the storage and disposal of the human remains.
- Coordinate the inspection of foodstuffs, drugs, and other consumables for purity and usability.
- Develop and implement a plan for vector control.
- Inform the Medical Operations Branch Coordinator of all significant events.
- Recheck this list periodically and refer to text of the emergency plan.
PUBLIC WORKS OPERATIONS BRANCH

Primary: Public Works Agency
Supervisor: Operations Section Chief
Assignment: Operations Section

Your Responsibility: Reduce damage, restore essential services, assist in heavy rescue, provide liaison with utilities, and coordinate debris removal.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Public Works Operations Branch (On the organization chart in the EOC).
- Obtain briefing from the Operations Section Chief.
- Read this entire checklist.
- Establish communications link with Public Works Department Operations Center and GSA Building Maintenance Department (See Facilities Unit) to address damages to County properties.
- Develop Public Works Operations action plan; assess the situation, define the problems and establish priorities.
- Appoint and brief staff as needed.
- Survey all utility systems and assist the restoration systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Ensure that the engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.
- As requested, direct staff 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 material as required.
- Ensure that appropriate staff is available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Prepare to provide or request mutual aid.
- Establish liaison, as needed, with your counterparts in:
  __Cities __Special districts/utilities __Adjacent Counties __State OES
- Establish liaison with other State and Federal agencies providing support in this County.
- Initiate Public Works Operations Branch action plan.
- Based on the initial EOC strategic objectives, prepare objectives for the Public Works Operations Branch and provide them to the Operations Section Chief prior to the first action planning meeting.
- Complete and maintain the Public Works Operations Status Report.
- Evaluate progress of emergency efforts each operational period.
- Revise Public Works Operations action plan as needed.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
PUBLIC WORKS UNIT LEADER

Primary: Public Works Agency
Supervisor: Public Works Operations Branch Coordinator
Assignment: Operations Section

Your Responsibility: Provide emergency construction and repair to damaged roadways. Assist with repair of utility systems as required. Provide flood-fighting assistance, such as sandbagging, rerouting waterways from populated areas, and river, creek, or stream beds debris clearance. Provide construction equipment and operators as needed.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Public Works Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from the Public Works Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain a position log and other necessary files.
- Ensure that appropriate staff is 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 inspect damaged structure and facilities for damage/safety assessment.
- As requested, direct staff 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 material as required.
- Keep the Public Works Branch Coordinator informed of the inspection and engineering assessment status.
- Recheck this list periodically and refer to text of the emergency plan.
UTILITIES UNIT LEADER

Primary: Public Works Agency
Supervisor: Public Works Operations Branch Coordinator
Assignment: Operations Section

Your Responsibility: Assess the status of utilities, and coordinate restoration of damaged utilities with utility representatives.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Public Works Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from the Public Works Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain a position log and other necessary files.
- Establish and maintain communications with the utility providers in the Alameda County Operational Area.
- Determine the extent of damage to utility systems in the Operational Area.
- Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the Operational Area EOC.
- Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Plans Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep the Public Works Operations Branch Coordinator informed of the restoration status.
- Complete and maintain the Utilities Status Branch.
- Recheck this list periodically and refer to text of the emergency plan.
DAMAGE/SAFETY ASSESSMENT UNIT LEADER

Primary: Public Works Agency
Supervisor: Public Works Operations Branch Coordinator
Assignment: Operations Section

Your Responsibility: Collect initial damage/safety assessment information from the other branches and units within the Operations Section.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Public Works Operations Branch Unit (On the organization chart in the EOC).
- Obtain briefing from the Public Works Operations Branch Coordinator.
- Read this entire checklist.
- Establish and maintain a position log and other necessary files.
- Obtain initial damage/safety assessment information from Fire Ops, Law Enforcement Ops, the 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 Plans Section.
- Ensure that each facility that has been inspected is clearly labeled in accordance with the ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate all requests for Engineers and Building Inspectors from emergency response agencies within the Operational Area. Communicate mutual aid resource needs with State OES via the Logistics Section.
- Keep the Public Works Operations Branch Leader informed of the inspection and engineering assessment status.
- Recheck this list periodically and refer to text of the emergency plan.
CARE & SHELTER OPERATIONS BRANCH

Primary: Social Services Agency
Supervisor: Operations Section Chief
Assignment: Operations Section

Your Responsibility: Provide coordination and staffing for mass care and shelter of victims.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Care & Shelter Operations Branch (On the organization chart in the EOC).
- Obtain briefing from Operations Section Chief.
- Read this entire checklist.
- Coordinate with the Red Cross, Salvation Army, and other community-based organizations to ensure that food, potable water, clothing, shelter and other basic necessities are provided for residents of the unincorporated areas affected by the disaster/event.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Develop Care and Shelter action plan: assess the situation, define the problem, and establish priorities.
- Ensure that your action plan addresses special needs populations.
- Appoint and brief staff as needed.
- Coordinate activities with other Operations units.
- Determine availability of:
  - Shelter staffing
  - EOC staffing
  - Temporary Housing
  - Relief personnel
  - Public shelters
  - Mass feeding
  - Care and Shelter
- Execute Care & Shelter action plan.
- Establish liaison with Care & Shelter representatives in other Operational Area Agencies.
- Assist the Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.
- Complete and maintain the Care and Shelter Status Report.
- Prepare objectives for the Care and Shelter Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the operational period and the next action planning meeting.
- Evaluate progress of emergency efforts every operational period.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
PLANS SECTION CHIEF

Primary: Sheriff’s CWS Commander
Alternate: Sheriff’s OES Captain
Supervisor: Director of Emergency Services
Assignment: Plans Section

Your Responsibility: Coordinate Plans Section Units: Situation Analysis, Document, Public Information, Resource Status and EOC Coordinator.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Plans Section Chief (On the organization chart in the EOC).
- Obtain briefing from Directory of Emergency Services, Plans unit leaders, and other section chiefs, and your Department’s EOC staff.
- Read this entire checklist.
- Ensure that the Plans Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Direct Situation Analysis staff to establish contact with all activated EOCs within the Operational Area and coordinate situation status reports with their Planning Sections.
- Gather preliminary situation reports and initial damage assessment and update other section chiefs and command staff members.
- In coordination with other Section Chiefs develop the EOC Action Plan.
- Report information regarding special events, emergency activities, and any unusual occurrences to the Director of Emergency Services.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.
- Ensure that a Situation Status Report is produced and distributed to all EOC Sections and the State OES Coastal REOC at least once, prior to the end of each operational period.
- Meet with Operations Section Chief and obtain/review any major incident reports.
- Facilitate the EOC Director’s action planning meetings approximately two hours before the end of each operational period.
- Conduct periodic briefings with Section staff and work to reach consensus among staff on Section objectives for forthcoming operational periods.
- Ensure that the EOC Action Plan is completed and distributed prior to the start of each operational period.
- Ensure that the Public Information Unit has immediate and unlimited access to all status reports and displays.
- Forward all reports to the Document Unit.
- Direct Situational Analysis staffs to develop demobilization plan and release personnel from EOC as planned.
- Recheck this checklist periodically and refer to text of the emergency plan.
SITUATION ANALYSIS UNIT LEADER

Primary: Sheriff’s Planning and Research Lieutenant
Alternate: Sheriff’s Planning and Research Sergeant
Supervisor: Plans Section Chief
Assignment: Plans Section

Your Responsibility: Collect and organize incident situation and status information. Provide display of current and accurate information and develop situation reports for distribution within EOC and for transmittal via to the Operational Area agencies and the State Office of Emergency Services.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Situation Analysis Unit Leader (On the organization chart in the EOC).
- Obtain briefing from Plans and Operations Section Chief.
- Read this entire checklist.
- Appoint and brief unit staff as needed: EOC Display, Situation Room status positions, Damage assessment/building inspection, Technical specialists, and Field observers.
- Establish liaison, as needed, with affected Operational Area Agencies and other governmental levels:
  __Cities  __Special Districts  __State Office of Emergency Services
- Supervise the collection and analysis of all event or disaster-related information.
- Develop Situational Analysis action plan: assess the situation, define the problem, and establish priorities.
- Supervise the preparation and electronic distribution of the Situation Status Report via the State’s Response Information Management System (RIMS). Coordinate with the Document Unit for manual distribution and reproduction as required.
- Prepare a situation summary for the EOC action planning meeting.
- Convene and facilitate the action planning meeting.
- In preparation for the action planning meeting, ensure that the EOC objectives are posted, and that a meeting room is prepared with appropriate equipment and materials (easels, markers, SITSTAT Reports, etc.).
- Following the meeting, ensure that the Document Unit publishes and distributes the action plan prior to the beginning of the next operational period.
- Ensure that each EOC section provides the Situation Analysis Unit with status reports on a regular basis.
- Meet with the Public Information Officer to determine the best method for providing the PIO Unit with up-to-date information.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this checklist periodically and refer to the text of this emergency plan.
ASSISTANT SITUATION ANALYSIS UNIT LEADER

Primary: Sheriff’s Planning and Research Sergeant
Secondary: Sheriff’s Planning and Research
Supervisor: Situation Analysis Unit Leader
Assignment: Plans Section

Your Responsibility: Assist the Situation Analysis Unit Leader in collecting and organizing incident situation and status information from the Status Areas in the Situation Room.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Situation Analysis Unit Leader (On the organization chart in the EOC).
- Obtain briefing from Situation Analysis Unit Leader.
- Read this entire checklist.
- Obtain briefing from Situation Analysis Unit Leader.
- Read this entire checklist.
- Establish and maintain a position log and other necessary files.
- Appoint and brief Status Situation Room staff as needed.
- Supervise the collection and analysis of all event or disaster-related information from the Status area in the Situation Room.
- Ensure that information gathered from the Status areas is incorporated with the information gathered by Situation Analysis.
- Incorporate the functions of the Status areas into the overall Situation Analysis Action plan.
- Ensure that each Status area provides an overall status report on a regular basis.
- Participate in the action planning meetings.
- Provide assistance to the Situation Analysis Unit Leader on an as-needed basis.
- Recheck this list periodically and refer to text of the emergency plan.

PLANS SECTION
RESOURCE STATUS UNIT LEADER

Primary: General Services Agency
Alternate: Sheriff’s Office
Supervisor: Plans Section Chief
Assignment: Plans Section

**Your Responsibility:** Capture and centralize resource status information. Prepare and maintain lists that reflect the current status and location of resources. Maintain a master check-in list of resources assigned to the incident(s).

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Resource Status Unit Leader (On the organization chart in the EOC).
- Obtain briefing from the Plans Section Chief.
- Read this entire checklist.
- Establish and maintain a position log.
- Coordinate with the Logistics Section, as resource requests are received post on a status board and track the progress of the request until filled.
- Develop Resource Status action plan: assess the situation, define the problem, and establish priorities.
- Track requests by providing the following information: date and time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party and estimate of how long the resource will be needed.
- Establish contact, as needed, with your counterparts in:
  __ Cities   __ Special Districts   __ State Agencies
- Execute Resource Status action plan.
- Track State resources provided to agencies through the Operational Area. Be prepared to report to State OES the location and status of those resources.
- Maintain master roster of all resources checked-in at incident(s).
- Provide resource summary information to the Situation Analysis Unit as requested.
- Prepare resource situation reports for the Planning Section Chief each operational period or when important changes occur.
- Participate in Planning Section meetings as required by Planning Section Chief.
- Revise Resource Status plan as needed.
- Develop Resource Status demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
Primary: Sheriff’s Planning and Research Analyst  
Alternate: Sheriff’s Analyst  
Supervisor: Plans Section Chief  
Assignment: Plans Section  

**Your Responsibility:** Collect, organize and file all completed forms related to the disaster event, including all EOC position logs, situation status reports, EOC action plans and any other related information, for each operational period.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Document Unit Leader (On the organization chart in the EOC).
- Obtain briefing from Plans Section Chief.
- Read this entire checklist.
- Coordinate with the Plans Section Chief to determine what EOC materials should be maintained as official records.
- Meet with the Recovery Planning Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for financial recovery purposes.
- Develop Document action plan: assess the situation, identify problems, and establish priorities.
- Reproduce and distribute the Situation Status Reports and Action Plans, with extra copies of reports and plans available for special distribution as required.
- Ensure that EOC staff has the necessary forms to document the incident response and recovery efforts.
  - __ EOC message forms  
  - __ Status Report Worksheets  
  - __ Action Plan worksheets  
  - __ After Action Report Forms
- Execute Document action plan.
- Brief Plans Section Chief on unit’s efforts.
- Develop Document Unit demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
OPERATIONAL AREA AGENCY LIAISON

Primary: Sheriff’s Emergency Services Coordinator
Alternate: Sheriff’s Emergency Services Coordinator
Supervisor: Plans Section Chief
Assignment: Plans Section

Your Responsibility: Coordinate all liaison activities, including outside agency representatives assigned to the Operational Area EOC and handle requests from other EOCs for Operational Area agency representation and assistance.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Operational Area Agency Liaison (On the Organization Chart in the EOC).
- Obtain briefing from Plans Chief.
- Read this entire checklist.
- Establish and maintain a central location for incoming agency representatives, providing work space and support as needed.
- Ensure that policy directives, situation reports and a copy of the EOC Action Plan are provided to agency representatives upon check-in.
- Contact agency representatives on site and ensure that they:
  __ Signed into the EOC   __ Know their work location   __ Understand their assignment
  __ Understand Alameda County EOC organization and floor plan
- Determine if additional agency representation is required from:
  __ Other agencies   __ Volunteer Organizations
  __ Private Organizations   __ Utilities not already represented
- In conjunction with the EOC Director and the EOC 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 EOC Coordinator in conducting regular briefings for the Interagency Coordination Group including distribution of the current EOC Action Plan and Situation Report.
- Request that agency representatives maintain communications with their agencies and obtain situation status reports regularly.
- Maintain a roster of agency representatives located at the Operational Area EOC. Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.
- With the approval of the EOC Director, provide agency representatives from the Alameda Operational Area EOC to other EOCs as required and requested.
- Ensure that all OpArea agencies are notified of deactivation and that it is done as directed by the EOC Director.
☐ Recheck this list periodically and refer to text of the emergency plan.
PUBLIC INFORMATION UNIT

Primary: County Administrator’s Office PIO
Alternate: Sheriff’s Office Lieutenant PIO
Supervisor: Plans Section Chief
Assignment: Plans Section

**Your Responsibility:** Assist the Public Information Officer to formulate and release information about the incident to the public by means of the news media and other appropriate agencies.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Public Information Unit (On the organization chart in the EOC).
- Obtain briefing from Public Information Officer and Plans Section Chief.
- Read this entire checklist.
- Coordinate with the Situation Analysis Unit and identify method for obtaining and verifying significant information as it is developed.
- Implement and maintain an overall press information release program, develop content for Emergency Alert System (EAS) releases. Monitor EAS releases as necessary.
- Keep the Public Information Officer and 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.
- Ensure that adequate staff are available at incident sites to coordinate and conduct tours of the disaster areas.
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Ensure that a rumor control function is established to correct false or erroneous information.
- In coordination with the Public Information Officer and the EOC Director coordinate with other EOC sections and issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. Distribute this information by means of wire services, EDIS, and press briefings.
- Prepare, update and distribute to the public a Disaster Assistance Information Directory, containing locations to obtain food, shelter, supplies, health services and other pertinent information.
- Establish liaison, as needed, with your counterparts in:
  __ Cities __ Special Districts __ Adjacent Counties __ State OES __ FEMA
- Coordinate media releases with the Public Information Officers representing other affected emergency response agencies.
- At the request of the Public Information Officer and EOC Director, prepare media briefings for members of the County Board of Supervisors and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Evaluate progress of emergency efforts each operational period.
- Brief Plans Section Chief and Public Information Officer on unit’s efforts.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this checklist periodically and refer to text of the emergency plan.
EOC COORDINATION UNIT

Primary: Sheriff’s Emergency Services Coordinator
Alternate: Sheriff’s Emergency Services Coordinator
Supervisor: Plans Section Chief
Assignment: Plans Section

Your Responsibility: Facilitate the overall functioning of the Alameda County Operational Area EOC. Coordinate EOC support units: clerical coordination, message center, sign in/out reception area, telephone answering point, and audio/visual desk. Assist the Agency Liaison Officer to ensure procedures are in place for directing agency representatives and coordinating VIP/Visitor tours of the EOC.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as EOC Coordinator (on the organization chart in the EOC).
- Obtain briefing from Plans Section Chief.
- Read this entire checklist.
- Ensure that all the necessary EOC equipment is functioning for activation. Coordinate the distribution of basic office supplies, and set up for coffee.
- Assign and brief OES staff and others as needed for EOC support:
  - Telephone Answering Point
  - Clerical Coordinator
  - Audio Visual Desk
  - Sign In/Out Reception
- Determine availability of EOC staffing, relief personnel, special equipment.
- Notify the Plans Section Chief when the EOC activation steps have been completed.
- Assist the Plans Section Chief in the development, continuous updating, and execution of the EOC action plan.
- Ensure that all communications with Operational Area emergency response agencies are established and are well maintained.
- Provide assistance to the Sr. Emergency Services Coordinator in preparing for and conducting briefings with the Command Staff and the EOC staff.
- Ensure that notifications are made to Operational Area Agencies and the State OES REOC.
- Assist the Sr. Emergency Services Coordinator, the Plans Section Chief and the 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.
- Develop EOC support staff demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
LOGISTICS SECTION CHIEF

Primary: Assistant Director General Services Agency
Supervisor: Director of Emergency Services
Assignment: Logistics Section


- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Logistics Section Chief (On the organization chart in the EOC).
- Obtain briefing from the Director of Emergency Services, logistics unit leaders, other section chiefs, and your departments EOC staff.
- Read this entire checklist.
- Develop the Logistics portion of the EOC action plan.
- Ensure that section objectives as stated in the EOC action plan are accomplished within the operational period or within the estimated time frame.
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance Section, and that all required documents and procedures are completed and followed.
- Meet with the Finance Section Chief and determine level of purchasing authority for the Logistics Section.
- Ensure that transportation requirements, in support of response operations are met.
- Ensure that all requests for facilities and facility support are addressed.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Plans Section Chief with the Logistics Section objectives prior to each action planning meeting.
- Attend and participate in EOC action planning meetings.
- Prepare Logistics Status Reports, update as necessary.
- Forward all reports to the Document Unit.
- Assign staff to develop a demobilization plan for the Logistics Section and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
LOGISTICS SECTION

RESOURCE UNIT

Primary: GSA Purchasing Department
Supervisor: Logistics Section Chief
Assignment: Logistics Section

Your Responsibility: Provide the resources (equipment, supplies, services, etc.) necessary for response and recovery efforts by the County. Coordinate the sharing of resources among local, state, and federal agencies, utilities, and the private sector within the Alameda County Operational Area.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Resource Unit (On the organization chart in the EOC).
- Obtain briefing from Logistics Section Chief, other Logistics unit leaders, and your Departments EOC staff.
- Read this entire checklist.
- Develop Resources action plan: assess the situation, define the problem, and establish priorities.
- Appoint and brief resources specialist for the following:
  - Fire Ops
  - Law Enforcement Ops
  - Medical Ops
  - Care & Shelter Ops
  - Public Works Ops
- Whenever possible, meet personally with requesting party to clarify types and amounts of supplies and material, and also verify that the request has not previously been filled through another source.
- In conjunction with Resource Status, maintain a status board or other reference depicting procurement actions in progress and their current status.
- Execute Resources action plan.
- Establish liaison, as needed, with your counterparts in: cities, special districts and State OES.
- Determine if resources can be provided without cost from another jurisdiction or organization within the Operational Area.
- Determine procurement spending limits with the Logistics Section Chief and the Purchasing Unit in the Finance Section. Order exceeding the purchase order limits must be approved by the Finance Section before the order can be completed.
- If vendor contracts are required for procurement of specific resources or services, refer the requests to the Finance Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- Provide actual or estimated costs of resource procurement to the Cost Unit.
- Brief Logistics Section Chief on resource status and update periodically.
- Revise Resource Unit action plan as needed.
- Develop demobilization plan for Resource Unit and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
PERSONNEL/VOLUNTEERS UNIT

Primary: Human Resource Services
Supervisor: Logistics Section Chief
Assignment: Logistics Section

Your Responsibility: Provide disaster service workers necessary for response and recovery efforts by the County (County employees and/or registered volunteers), arrange for the registration of volunteers in the unincorporated areas, and coordinate County efforts with community-based volunteer organizations.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as Personnel/Volunteers Unit (On the organization chart in the EOC).
- Obtain briefing from Logistics Section Chief.
- Read this entire checklist.
- Develop Personnel/Volunteers action plan: Assess the situation, define the problem, and establish priorities.
- Appoint and brief staff, as needed:
  __ Personnel Staff   __ Volunteer organizations liaison
  __ Disaster Service Worker Registrars
- Determine status of the following: Operations Units’ personnel needs, current EOC staffing and relief needs, assistance needs for County employee call-backs, and need for establishing DSW registration sites.
- Execute Personnel/Volunteers action plan.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival.
- Coordinate with the Liaison Officer to ensure access and proper direction for responding personnel upon arrival at the EOC.
- Establish liaison, as needed, with your counterparts in:
  __ Cities   __ Special Districts   __ State OES   __ Volunteer Centers
  __ Red Cross   __ Community-based organizations
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Assure that care and shelter needs for field/EOC staff, and volunteers are being met.
- To minimize redundancy, coordinate all requests for personnel resources from the field level, or from activated EOCs within the operational area, through the EOC Operations Section prior to acting on the request.
- Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- Brief Logistics Section Chief on personnel status and update periodically.
- Revise Resources action plans as needed.
- Develop demobilization plan for Resources and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
TRANSPORTATION UNIT

Primary: GSA Motor Vehicles
Supervisor: Logistics Section Chief
Assignment: Logistics Section

Your Responsibility: Provide vehicles for movement of disaster service workers to and from incident scenes, for evacuations and transporting emergency resources, and to maintain list of available vehicles and track their deployment.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Transportation Unit (On the organization chart in the EOC).
- Obtain briefing from Logistics Section Chief.
- Read this entire checklist.
- Develop Transportation action plan: Assess the situation, define the problem, and establish priorities.
- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the operational area.
- Routinely coordinate with Public Works Operations to determine progress of route recovery operations.
- Develop a Transportation Plan identifying routes of ingress and egress, to facilitate the movement of response personnel, the affected population, and shipment of resources and material.
- Establish contact with local transportation agencies and schools to establish availability of equipment and personnel resources for use in evacuations and other operations as needed.
- Brief Logistics Section Chief on transportation status and update periodically.
- Revise transportation plan as needed.
- Develop demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
FACILITIES UNIT

Primary: Building Maintenance Department
Supervisor: Logistics Section Chief
Assignment: Logistics Section

Your Responsibility: Provide buildings to be used in an emergency to facilitate emergency response and recovery efforts; provide maintenance of County facilities being used during an emergency; and maintain a list of available County facilities and track their use.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Facilities Unit (On the organization chart in the EOC).
- Obtain briefing from Logistics Section Chief.
- Read this entire checklist.
- Develop facilities action plan: Assess the situation, define the problem, and establish priorities.
- Work closely with the EOC Coordinator and other sections in determining facilities and furnishings required for effective operation of the EOC.
- Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a facilities manager.
- Develop and maintain a reference depicting 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.
- As facilities are vacated, coordinate with the facility manager to return the location to it’s original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Brief Logistics Section Chief on facilities status and update periodically.
- Revise facilities action plan as needed.
- Develop a facilities demobilization plan and release personnel from the EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
COMMUNICATIONS UNIT

Primary: GSA Communications
Supervisor: Logistics Section Chief
Assignment: Logistics Section

**Your Responsibility:** Develop and maintain systems that function adequately in an emergency to assure EOC communications with other agencies, as well as emergency incident staff; coordinate the use of additional communication resources in an emergency.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Communications Unit (On the organization chart in the EOC).
- Obtain briefing from Logistics Section Chief.
- Read this entire checklist.
- Develop Communications action plan: Assess the situation, define the problem, and establish priorities.
- Ensure that EOC Communications are established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- Develop and distribute a Communications plan, which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
- Meet periodically with the Operations Section branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- Ensure that communications links are established with activated EOC within the Operational Area.
- Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- Ensure that technical personnel are available for communications equipment maintenance and repair.
- Request and coordinate amateur radio resources to augment primary communications systems as required.
- Coordinate with the telephone company to obtain portable telephone banks, as necessary.
- Prepare objectives for the Communications Unit; provide them to the Logistics Section Chief prior to the next action planning meeting.
- Revise Communications plan as needed.
- Develop Communications demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
Primary: County Administrator’s Office
Supervisor: Director of Emergency Services
Assignment: Finance Section

**Your Responsibility:** Coordinate Finance Section units: Timekeeping, Compensation/Claims, Costs and Recovery Planning Unit.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Finance Section Chief (On the organization chart in the EOC).
- Obtain briefing from the Director of Emergency Services, other Section Chiefs and your department’s EOC staff.
- Read this entire checklist.
- Develop Finance portion of the action plan.
- Activate units with the Finance Section as required; monitor section activities continuously and modify the organization as needed.
- Gather preliminary cost estimates and preliminary damage assessment budgetary impact, when possible, and brief Section Chiefs and Command Staff.
- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time records are collected from Field Level Supervisors or Incident Commanders and their staffs, who are assigned in their staffs, who are assigned in the county unincorporated and contract area.
- Ensure that there is continuity of payroll process for all County employees responding to the event or disaster.
- Meet with Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- Meet with Finance Section unit leaders and determine the initial action planning objectives for each operational period.
- Keep the EOC Director, Command Staff, and County agency administrators aware of the current fiscal situation and other related matters, on an ongoing basis.
- In coordination with the Logistics Section, ensure that the Resources Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation and Claims Unit processes all workers’ compensation claims resulting from the disaster.
- Ensure that all recovery documentation is accurately maintained by the Recovery Planning Unit during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor’s Office of Emergency Services for disaster assistance.
- Forward all reports to the Document Unit.
- Direct Finance Section staff to develop demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
FINANCE SECTION

RECOVERY UNIT

Primary: County Administrator’s Office
Alternate: Finance Section Chief
Assignment: Finance Section

**Your Responsibility:** Coordinate the delivery of long-term, event-related services by County agencies; collect and maintain documentation of disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the Governor’s Office of Emergency Services; and complete post-event documentation.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Recovery Unit (On the organization chart in the EOC).
- Obtain briefing from Finance Section Chief.
- Read this entire checklist.
- Develop Recovery action plan: Assess the situation, define the problem, and establish priorities.
- Appoint and brief staff as needed: Coordinator of Disaster Survey Reports, Hazard Mitigation Officer, and Disaster Application Center Coordinator.
- Develop an Advance Plan identifying future policy-related issues, social and economic impacts, significant response or recovery resource needs, and other key issues likely to affect EOC operations within a 36 to 72 hour time frame.
- Submit the advance plan to the Finance Section Chief for review and approval prior to briefings for the EOC Director and Command Staff.
- Meet with the Documentation Unit and review EOC position logs, status reports and actions plans to determine additional cost recovery items that may have been overlooked.
- Prepare all required state and federal documentation as necessary to recover all allowable disaster response and recovery costs.
- Revise Recovery Unit Action Plan as needed.
- Organize and prepare records for final audit.
- Assist the EOC coordinator and Plans Section with preparation of the after action report.
- Develop Recovery demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
COSTS UNIT

Primary: Auditor’s Office
Supervisor: Finance Section Chief
Assignment: Finance Section

Your Responsibility:

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Costs Unit (On the organization chart in the EOC).
- Obtain briefing from Finance Section Chief.
- Read this entire checklist.
- Develop Costs action plan: Assess the situation, define the problem, and establish priorities.
- Maintain a fiscal record of all expenditures related to the emergency.
- Ensure all obligation documents initiated are properly prepared and accurately identified.
- Maintain accurate information on the actual costs for the use of all assigned resources.
- Ensure that all equipment and personnel, which require payment, are properly identified.
- Make recommendations for costs savings to the Finance Section Chief.
- Brief Finance Section Chief on unit’s efforts.
- Provide essential costs records to Document Unit.
- Revise Costs action plan as needed.
- Develop Costs Unit demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
TIMEKEEPING UNIT

Primary: Auditor’s Office
Supervisor: Finance Section Chief
Assignment: Finance Section

Your Responsibility: Collect timekeeping data on personnel and equipment used for response and recovery efforts of the County.

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Timekeeping Unit (On the organization chart in the EOC).
- Obtain briefing from Finance Section Chief.
- Read this entire checklist.
- Develop Timekeeping action plan: Assess the situation, define the problem and establish priorities.
- Initiate, gather, or update time reports from all county personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with County policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that the timesheets and travel expense claims are completed properly and signed by each employee prior to submitting.
- Establish a file for each employee or volunteer within the first operation period, and maintain a fiscal record for as long as the employee is assigned to the response.
- Assure that all staff are briefed on their personnel recordkeeping requirements of the emergency.
- Keep the Finance Section Chief informed of significant issues affecting the Timekeeping Unit.
- Provide essential timekeeping records to the Document Unit.
- Revise Timekeeping action plan as needed.
- Develop Timekeeping Unit demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
COMPENSATION/CLAIMS UNIT

Primary: County Administration Risk Management
Alternate: Finance Section Chief
Assignment: Finance Section

Your Responsibility: Collect necessary records for processing request for compensation and claims against the County during the emergency (including workers’ compensation reports and receipts for commandeered property).

- Initiate event log of your actions taken, beginning with your notification that an emergency exists.
- Identify yourself as the Compensation/Claims Unit (On the organization chart in the EOC).
- Obtain briefing from the Finance Section Chief.
- Read this entire checklist.
- Develop Compensation/Claims action plan: Assess the situation, define the problem, and establish priorities.
- Establish liaison with your counterparts, if needed, in Cities, Special Districts, Workers’ Compensation administrator and State Compensation Insurance Fund.
- Maintain a chronological log of injuries, illnesses, and property damage reported during the event or disaster.
- Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Workers’ Compensation within the required timeframe consistent with County guidelines.
- Keep the Finance Chief informed of significant issues affecting the Compensation/Claims Unit.
- Revise the Compensation/Claims action plan as needed.
- Develop Compensation/Claims demobilization plan and release personnel from EOC as planned.
- Recheck this list periodically and refer to text of the emergency plan.
Emergency Notification Procedure

The Emergency Notification Procedure is a detailed procedural annex to the Emergency Operations Plan. The information contained in the Emergency Notification Procedure will be used to assist Alameda County’s continuity of government and promptness of organizational response in the event of a disaster. In case of a major earthquake, representatives from County Departments should report automatically; damaged/inoperable telephone systems may preclude the use of this procedure.

Copies of the entire procedure, including incumbents’ names and confidential telephone numbers (See page 61 for a sample page from the Emergency Notification Procedure) have been distributed to the following:

- Sheriff/Director of Emergency Services
- Undersheriff/Assistant Director of Emergency Services
- Commander, Sheriff's Department, Countywide Services Division
- Captain/Emergency Program Manager, Sheriff's Department, Specialized Services Section
- Dispatch Supervisor's Office, Sheriff's Office,
Sample Sample Sample Sample Sample

DEPARTMENT

Office of Homeland Security and Emergency Services / Director of Emergency Services

QIC 81501

ORDER OF SUCCESSION

Department Head Title and Incumbent’s Name:
Director of Emergency Services          Gregory J. Ahern

1st
Assistant Director of Emergency Services          Curtis L. Watson

2nd
Office of Homeland Security and Emergency Services Coordinator          On-Call Personnel

ALERT LIST

<table>
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<tr>
<th>NAME</th>
<th>On-call OES Coordinator</th>
<th>James Williams, Cmdr.</th>
<th>Charles Plummer, Sheriff</th>
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<tr>
<td>OFFICE</td>
<td>925-803-7807</td>
<td>510-271-5198</td>
<td>510-272-6866</td>
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<tr>
<td>HOME</td>
<td></td>
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<tr>
<td>FAX</td>
<td>925-803-7878</td>
<td>510-208-9818</td>
<td>510-272-3796</td>
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**acgov.org**
Authorities and References


6. County of Alameda, Agreement for Participation in Alameda County Operational Area Emergency Management Organization, dated 01/24/95.

7. Bioterrorism Response Plan, County of Alameda Public Health Department, dated 12/01/02.

8. Alameda County Plan: Terrorism Response (Annex to Alameda County EOP)

10. Alameda County Sheriff’s Office of Homeland Security and Emergency Services Emergency Notification Procedure

(Copies of these and other emergency management authorities and references are kept in the Alameda county Emergency Operations Center so that they are available in times of emergency.)
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PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Title 2, Section 2.118.110, of the Administrative Code of the County of Alameda empowers the Director of Emergency Services to proclaim the existence of a local emergency when said County is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session; and

WHEREAS, the Director of Emergency Services of the County of Alameda does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by __________________________, and

That the Board of Supervisors of the County of Alameda is not in session (and cannot immediately be called into session);

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this county and by the County of Alameda emergency plan, as approved by the Board of Supervisors.

Date: __________  
By:  
Director of Emergency Services  
County of Alameda
PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY
AND REQUEST THAT THE GOVERNOR
PROCLAIM A STATE OF EMERGENCY

WHEREAS, Title 2, Section 2.118.110, of the Administrative Code of the County of Alameda empowers the Director of Emergency Services to proclaim the existence of a local emergency when said County is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session; and

WHEREAS, the Director of Emergency Services of the County of Alameda does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by ________________________, and

That the Board of Supervisors of the County of Alameda is not in session (and cannot immediately be called into session);

WHEREAS, it has now been found that local resources are unable to cope with the effects and recovery of said emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this county and by the County of Alameda emergency plan, as approved by the Board of Supervisors.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded through the State Director of the Office of Emergency Services to the Governor of California with the request that he proclaim the County of Alameda to be in a state of emergency.

Date: __________  By:
Director of Emergency Services
County of Alameda
PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY
AND REQUEST THAT THE GOVERNOR
PROCLAIM A STATE OF EMERGENCY
AND REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, Title 2, Section 2.118.110, of the Administrative Code of the County of Alameda empowers the Director of Emergency Services to proclaim the existence of a local emergency when said County is affected or likely to be affected by a public calamity and the Board of Supervisors is not in session; and

WHEREAS, the Director of Emergency Services of the County of Alameda does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by ___________________________________________, and

That the Board of Supervisors of the County of Alameda is not in session (and cannot immediately be called into session);

WHEREAS, it has now been found that local resources are unable to cope with the effects and recovery of said emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this county and by the County of Alameda emergency plan, as approved by the Board of Supervisors.

IT IS FURTHER PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded through the State Director of the Office of Emergency Services to the Governor of California with the request that he proclaim the County of Alameda to be in a state of emergency; further that the Governor request a Presidential Declaration.

Date: ____________

By:
Director of Emergency Services
County of Alameda
(510) 272-6866

February 3, 1998

The Honorable Board of Supervisors
1221 Oak Street, Room 536
Oakland, CA  94612

Agenda:

SUBJECT:  Proclamation of a Local Emergency and Request that the Governor
Proclaim a State of Emergency and Request a Presidential Declaration

Recommendation:

It is recommended that your Honorable Board proclaim a Local Emergency and request that the Governor proclaim a State of Emergency in Alameda County; and further that the Governor request a Presidential Declaration.

Background/Discussion/Summary:

On______________, the County of Alameda

State law and the Alameda County Administrative Code requires your Honorable Board’s proclamation to allow victims of the________ in this county to be eligible for disaster assistance from state and federal agencies.

Financing:

Sincerely,

Gregory J. Ahern, Sheriff
Director of Emergency Services

cc:  Susan Muranishi, County Administrator
On motion of Supervisor __________, seconded by Supervisor __________, THE FOREGOING RESOLUTION was passed and adopted by the following vote of the Board of Supervisors, County of Alameda, State of California, on _____, to wit:

PROCLAMATION OF EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Title 2, Section 2.118.110, of the Administrative Code of the County of Alameda empowers the Board of Supervisors to proclaim the existence of a local emergency when said County is affected or likely to be affected by a public calamity; and

WHEREAS, the Board of Supervisors of the County of Alameda does hereby find:

That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by __________________________;

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this county shall be those prescribed by state law, by ordinances, and resolutions of this county and by the County of Alameda emergency plan, as approved by the Board of Supervisors; and

IT IS FURTHER PROCLAIMED AND ORDERED that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Board of Supervisors of the County of Alameda, State of California.

AYES: Supervisors
NOES: Supervisors
EXCUSED: Supervisors

PRESIDENT, BOARD OF SUPERVISORS

I hereby certify under penalty of perjury that a copy of the attached document has been delivered to the President, Alameda County Board of Supervisors, as provided in Section 25103 of the Government Code.

_________________________ Dated:

CRYSTAL HISHIDA
Clerk, Board of Supervisors, County of Alameda

File:
Agenda:
Date: On motion of Supervisor __________, seconded by Supervisor __________.
THE FOREGOING RESOLUTION was passed and adopted by the following vote of the Board of
Supervisors, County of Alameda, State of California, on ______, to wit:

PROCLAMATION CONFIRMING EXISTENCE OF A LOCAL EMERGENCY

WHEREAS, Title 2, Section 2.118.110, of the Administrative Code of the County of Alameda empowers
the Director of Emergency Services to proclaim the existence of a local emergency when said County is
affected or likely to be affected by a public calamity and the Board of Supervisors is not in session,
subject to confirmation by the Board of Supervisors at the earliest practicable time; and

WHEREAS, conditions of extreme peril to the safety of persons and property arose within this county,
caused by
commencing on or about __:___m. on the ______ day of ________, 20__, at which time the Board of
Supervisors of the County of Alameda was not in session; and

WHEREAS, said Board of Supervisors does hereby find that the aforesaid conditions of extreme peril
did warrant and necessitate the proclamation of the existence of a Local Emergency; and

WHEREAS, the Director of Emergency Services did proclaim the existence of a Local Emergency
within said County on the ______ day of ________, 20__;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that the Proclamation of
Existence of a Local Emergency, as issued by said Director of Emergency Services, is hereby confirmed
by the Board of Supervisors of the County of Alameda; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to
continue to exist throughout said County until its termination is proclaimed by the Board of Supervisors
of the County of Alameda, State of California.

AYES: Supervisors
NOES: Supervisors
EXCUSED: Supervisors

PRESIDENT, BOARD OF SUPERVISORS

I hereby certify under penalty of perjury that a copy of the attached document has been delivered to the
President, Alameda County Board of Supervisors, as provided in Section 25103 of the Government Code.

______________________Dated:
CRYSTAL HISHIDA,
Clerk, Board of
Supervisors, County of Alameda

File:
Agenda:
Date:
On motion of Supervisor __________, seconded by Supervisor __________,
THE FOREGOING RESOLUTION was passed and adopted by the following vote of the Board of Supervisors,
County of Alameda, State of California, on ______, to wit:

PROCLAMATION BY THE BOARD OF SUPERVISORS
REQUESTING THAT THE GOVERNOR
PROCLAIM A STATE OF EMERGENCY

WHEREAS, the Board of Supervisors of the County of Alameda found that due to
, which occurred at __: __m., the
_______ day of ________, 20__, a condition of extreme peril to life and property did exist in the County of
Alameda; and

WHEREAS, in accordance with state law and Title 2, Section 2.118.110 of the Administrative Code of the County
of Alameda, the Director of Emergency Services proclaimed the existence of a local emergency throughout said
County effective the _______ day of __________, 20__; and

WHEREAS, said proclamation of the Director of Emergency Services was confirmed by the Board of Supervisors
of the County of Alameda on the _______ day of __________, 20__; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED
that a copy of this proclamation be forwarded through the State Director of the Office of Emergency Services to the Governor of California with the
request that he proclaim the County of Alameda to be in a state of emergency; and

IT IS RESOLVED that

IT IS FURTHER RESOLVED that

AYES: Supervisors
NOES: Supervisors
EXCUSED: Supervisors

PRESIDENT, BOARD OF SUPERVISORS

I hereby certify under penalty of perjury that a copy of the attached document has been delivered to the President,
Alameda County Board of Supervisors, as provided in Section 25103 of the Government Code.

__________________________ Dated:__________________________

CRYSTAL HISHIDA,
Clerk, Board of
Supervisors, County of Alameda

File:
Agenda:
Date:
On motion of Supervisor __________, seconded by Supervisor __________,
THE FOREGOING RESOLUTION was passed and adopted by the following vote of the Board of Supervisors,
County of Alameda, State of California, on ________ to wit:

PROCLAMATION BY THE BOARD OF SUPERVISORS
REQUESTING THAT THE GOVERNOR
PROCLAIM A STATE OF EMERGENCY
AND REQUEST A PRESIDENTIAL DECLARATION

WHEREAS, the Board of Supervisors of the County of Alameda found that due to __________,
which occurred at __.__ m., the
_______ day of __________, 20__ , a condition of extreme peril to life and property did exist in the County of
Alameda; and

WHEREAS, in accordance with state law and Title 2, Section 2.118.110 of the Administrative Code of the County
of Alameda, the Director of Emergency Services proclaimed the existence of a local emergency throughout said
County effective the ______ day of __________, 20__ ; and

WHEREAS, said proclamation of the Director of Emergency Services was confirmed by the Board of Supervisors
of the County of Alameda on the ______ day of __________, 20__ ; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of said emergency;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this proclamation be
forwarded through the State Director of the Office of Emergency Services to the Governor of California with the
request that he proclaim the County of Alameda to be in a state of emergency; and further that the Governor
request a Presidential Declaration.

IT IS RESOLVED that

IT IS FURTHER RESOLVED that

- AYES: Supervisors________________________
- NOES: Supervisors________________________
- EXCUSED: Supervisors________________________

PRESIDENT, BOARD OF SUPERVISORS

I hereby certify under penalty of perjury that a copy of the attached document has been delivered to the President,
Alameda County Board of Supervisors, as provided in Section 25103 of the Government Code.

________________________ Dated: ______________________

CRYSTAL HISHIDA,
Clerk, Board of
Supervisors, County of Alameda

File:
Agenda:
Date:
On motion of Supervisor __________, seconded by Supervisor __________,
THE FOREGOING RESOLUTION was passed and adopted by the following vote of the Board of Supervisors, County of Alameda, State of California, on ________, to wit:

PROCLAMATION OF TERMINATION OF A LOCAL EMERGENCY

WHEREAS, a period of Local Emergency presently exists in the County of Alameda in accordance with the proclamation thereof by the Board of Supervisors on the ________ day of ________, 20__,

or

the proclamation by the Director of Emergency Services that was confirmed by the Board of Supervisors on the day of ________, 20__
as a result of conditions of extreme peril to the safety of persons and property caused by
______________________________

and

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed not to be beyond the control of the normal protective services, personnel, equipment and facilities of and within the County of Alameda;

NOW THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED by the Board of Supervisors of the County of Alameda that a Local Emergency is terminated in the County of Alameda, State of California.

AYES: Supervisors
NOES: Supervisors
EXCUSED: Supervisors

PRESIDENT, BOARD OF SUPERVISORS

I hereby certify under penalty of perjury that a copy of the attached document has been delivered to the President, Alameda County Board of Supervisors, as provided in Section 25103 of the Government Code.

_________________________ Dated:

CRYSTAL HISHIDA,
Clerk, Board of Supervisors, County of Alameda

File:
Agenda:
Date:
CITY OF ___________________

FLASH REPORT

Date/Time of Contact: _________________   _____ am/pm
Contact Person Info.   Name: ____________________________   Title: _________________
Method of Contact   Phone #: _________________   Radio Frequency: _________

HAS THE CITY BEEN IMPACTED? (circle one)   YES    NO

HAS A LOCAL EMERGENCY BEEN DECLARED? (circle one) YES   NO

When?   Date: ____________________________   Time: ________________
Who signed it? Name: ____________________________   Title: _________________

Can you tell me what MAJOR INCIDENTS are occurring now?   YES   NO

Please summarize:

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>LOCATION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Are you requesting an ADDITIONAL RESOURCES from the Operational Area?   YES   NO

If you circled YES, YOU NEED TO SUBMIT RESOURCE REQUEST.
CITY OF Tremor, USA

FLASH REPORT

Date/Time of Contact: 11/03/03 9:15 am/pm
Contact Person Info. Name: John Smith Title: Emerg. Coord.
Method of Contact Phone #: n/a Radio Frequency: 147.240

HAS THE CITY BEEN IMPACTED? (circle one) 
YES NO

HAS A LOCAL EMERGENCY BEEN DECLARED? (circle one) YES NO

When? Date: 11/03/03 Time: 9:15

Who signed it? Name: Jane Jones Title: City Manager

Can you tell me what MAJOR INCIDENTS are occurring now? YES NO

Please summarize:

<table>
<thead>
<tr>
<th>INCIDENT</th>
<th>LOCATION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building collapse – Liberty Bank, 10th &amp; Main;</td>
<td>rescues under way</td>
<td></td>
</tr>
<tr>
<td>Structure fire – Short’s Drugs; 12th and Main;</td>
<td>out of control</td>
<td></td>
</tr>
<tr>
<td>Freeway overpass down – I-580 &amp; 150th Ave.;</td>
<td>12 casualties</td>
<td></td>
</tr>
</tbody>
</table>

Are you requesting an ADDITIONAL RESOURCES from the Operational Area? YES NO

If you circled YES, YOU NEED TO SUBMIT RESOURCE REQUEST.
Situation Report

1. Event Name:
   a) Look for your Event in the list on the right
   b) If NOT found, GO TO Create Event Report by pressing button on the right...

2. Date/Time of Event:
   a) Event Date/Time will be added after Submit is pushed
   b) Event Type will be added after Submit is pushed
   c) Event Location will be added after Submit is pushed

3. Event Type:

4. Event Location:

5. Areas Affected:

6. Report as of:
   12/16/2003 02:06 PM

7. Weather:
   Push here to access latest weather

8. Current Situation:

9. Current Situation Detail: Status
   Comments
   a. Significant Damage: ○ Yes ○ No ○ Unknown

   b. Deaths: ○ High ○ Moderate ○ Low ○ Yes ○ No ○ Unknown

   c. Injuries: ○ High ○ Moderate ○ Low ○ Yes ○ No ○ Unknown

http://rimsinland.oes.ca.gov/training/semsrmt.usfsf/49f3254c92c9ca228256f3f0d7614a77OpenForm 12/16/2003
<p>| | | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Damaged Buildings:</td>
<td>High</td>
<td>Moderate</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>5. Utility Problems:</td>
<td>High</td>
<td>Moderate</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>6. Communication Problems:</td>
<td>High</td>
<td>Moderate</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>7. Food Problems:</td>
<td>High</td>
<td>Moderate</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>8. Evacuations:</td>
<td>High</td>
<td>Moderate</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>9. Critical Issues:</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Other Problems:</td>
<td>High</td>
<td>Moderate</td>
<td>Low</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Functional Area Response</td>
<td>Status, brief details, locations, comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. EOC(s) Activated</td>
<td>☐ Yes ☐ No ☐ Unknown</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Care &amp; Shelter</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Constr. &amp; Engr.</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. HazMat/Radiological</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. Fire &amp; Rescue</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. Law Enforcement</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>g. Medical/Health</td>
<td>NA</td>
<td></td>
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</tr>
<tr>
<td>h. Movement:</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>i. Utilities:</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j. Disaster assistance programs/facilities:</td>
<td>Yes</td>
<td>No</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k. Mutual aid round in last 24 hours?</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>l. Mutual aid needed in next 24 hours?</td>
<td>Yes</td>
<td>No</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>m. Prognosis:</td>
<td>Worsening</td>
<td>No Change</td>
<td>Improving</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Major Incidents:
   (Enter short Event Name)

12. Response/Recovery Priorities:

http://rimsinland.oes.ca.gov/training/semsrpt.nsf/49d3254cf92e9ea28825650c007614a2"OpenForm  12/16/2003
<table>
<thead>
<tr>
<th>13. Proclamations/Declerations:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Local</td>
</tr>
<tr>
<td>b. Gubernatorial Requested</td>
</tr>
<tr>
<td>c. Director's Concurance</td>
</tr>
<tr>
<td>d. Gubernatorial Received</td>
</tr>
<tr>
<td>e. Presidential Requested</td>
</tr>
<tr>
<td>f. Presidential Received</td>
</tr>
</tbody>
</table>

| 14. Other Critical Information or General Comments: |

| 15. Date/Time of Next Report: |

| 16. Attachments: |

To attach a file, push Browse and locate the file and press OPEN:

1. Map(s) - Areas Affected/Threatened
   Attached?  C  Yes  C  No
   To follow - Date/Time

2. Declaration/Proclamation(s)  C  Yes  C  No

---

**OES IT Only:**

- state operations center/drill only
- 2003 statewide med & health disaster exercise
- drill only
- southend/drill only
- 2003 statewide med & health disaster exercise
- drill only
- tuolumne/drill only
- 2003 statewide med & health disaster exercise
- drill only
- belmont belmont earthquake
- butechico training

---

http://rimsinland.oes.ca.gov/training/semsrot.nsf/49d3254cf92c9ca28825650c007614a2?OpenForm 12/16/2003
### Initial Damage Estimate (IDE) Report

**Report Information**
- **Reported By:** Alameda OA
- **Agency:**
- **Phone:**

**Location**
- **City:** 32nd St. Naval Station
- **Population:**

**Incident Event**
- **Date:** mm/dd/yyyy
- **Time:** hh:mm AM or PM

**Local Declaration (date):**

**EOC Activated (date):**

**Report Prepared by:**

**Declarations**
1. Director's Concurrency
2. Gubernatorial
3. SBA
4. Presidential
5. Individual Assistance
6. Public Assistance

**Individual Assistance (IA) Damages**

<table>
<thead>
<tr>
<th>Note: Please enter numeric values in these fields</th>
<th>a. Destroyed</th>
<th>b. Major Damage</th>
<th>c. Minor Damage</th>
<th>d. Affected: (no phys damage)</th>
<th>e. Estimated Loss</th>
<th>f. Estimated % Covered by insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Primary Residence (Include mobile homes)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Business</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13. Other (i.e. buildings, etc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14. Totals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>$0</td>
<td></td>
<td>0%</td>
</tr>
</tbody>
</table>

**Comments:**

http://rimsinland.oes.ca.gov/training/semsrpt.nlsl/ff059d3cebe17e95a8825651c00647eb?OpenForm

12/16/2003
## Agricultural Damage:

*Note: Please enter numeric values in these fields*

<table>
<thead>
<tr>
<th>Item</th>
<th>Acres Impacted</th>
<th>Number Impacted</th>
<th>Estimated Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. Cropland/Grazing Land</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>16. Farm Buildings and Machinery</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17. Livestock</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>18. Totals:</td>
<td></td>
<td></td>
<td>$0</td>
</tr>
</tbody>
</table>

## Public Assistance (PA) Damages

*Note: Categories A & B - exclude normal operating costs*  
*Please enter numeric values in these fields*

<table>
<thead>
<tr>
<th>Category</th>
<th>Number of Sites</th>
<th>Estimated Loss</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. CAT A: Debris Removal and Disposal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20. CAT B: Emergency Protective Measures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21. CAT C: Road and Bridge Systems (non-federal)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22. CAT D: Water Control Facilities (levees, dams &amp; channels)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23. CAT E: Public Buildings and Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24. CAT F: Public Utilities (water and power, etc.)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. CAT G: Park/Recreational Areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26. Totals:</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

## Comments:


## Federal Program Damages

*Please enter numeric values in these fields*

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>27. Federal Highways (Emergency Relief Program) (Damas to federal highway systems)</td>
<td></td>
</tr>
<tr>
<td>28. U.S. Army Corps of Engineers (PL 84 - 99) (For emergency flood control projects)</td>
<td></td>
</tr>
<tr>
<td>29. Natural Resources Conservation Service: (For emergency watershed rehabilitation)</td>
<td></td>
</tr>
<tr>
<td>30. Other (Describe):</td>
<td></td>
</tr>
<tr>
<td>31. Totals:</td>
<td>$0</td>
</tr>
</tbody>
</table>

## 32. Reporting Agency Point of Contact

Name:  
Phone:  
Pager:  
Fax Number:  
Alt. Phone Number:  
E-Mail Address:  

## 33. When known enter estimated date to commence Preliminary Damage Assessments (PDA):

## 34a. Community Relations: Need for special language considerations?  
○ Yes  ○ No

http://rims/indexed.oes.ca.gov/training/semsrpt.nsf/ffe59d3ebe1795a8825851c006447eb?OpenForm  
12/16/2003
34b. If "Yes," please describe:

[Text area for description]

Cancel  Save/Submit
Mission/Request Tasking Form

Mission Number: Priority:

FIELDS WITH ASTERISK (*) ARE REQUIRED

PRINT

This is an Initial Request
This field must be set to Final before it can be submitted to State OES for approval, and in order for Mission approval/validation buttons and field edits to properly function. Initial Missions will only appear in the Initial Requests view.

Information required from requesting agency:

1. Request Date/Time: 02/04/2004 01:27:33 P

2. Operational Area:

3. Related Event/Disaster:
Enter here if Event Name not listed above:

4a. Desired Arrival Date/Time:

b. Estimated Duration:
Enter below if Type not listed above:

5. Mission Type:

6. Related Incident Name:

7. Threat:

8. Situation: (1-2 line description of cause of request. Do not describe mission or resources requested).

9. Requested Mission:

10. Incident/Proj Order No.: 11a. AFRCC Incident No.: b. AFRCCMission No.:

Detailed Resource List: (Use only if you know exactly what type of resources are needed to accomplish the requested mission. If you do not know the exact number and type of resources, leave blank and the Governor's OES will help you develop the resource list.)

<table>
<thead>
<tr>
<th>Request No.</th>
<th>Type Resource</th>
<th>Qty</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a.</td>
<td>b.</td>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>1b.</td>
<td>b.</td>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>1c.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2a.</td>
<td>b.</td>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>2b.</td>
<td>b.</td>
<td>c.</td>
<td></td>
</tr>
<tr>
<td>2c.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
18. Additional Resource Information:

19. Requesting Agency: (This is the agency where the request originated and for whom the requested mission will be performed)
   a. * Name: 
   b. * Position: 
   c. * Agency: 
   d. * Phone Number: 
   e. Fax Number: 
   f. Alt#: 

20. Service/Support Supplier: (Who will provide the following categories of support/supplies to the agency(s) that will perform the requested mission.)
   a. Fuel: 
      Enter below if Other selected in above: 
   b. Meals: 
      Enter below if Other selected in above: 
   c. Water:
      Enter below if Other selected in above: 
   d. Maintenance:
      Enter below if Other selected in above picklist: 
   e. Lodging:
      Enter below if Other selected in above picklist: 
   f. Misc:

21. Reporting Location: (Location where requesting agency wants resources to deploy initially. In line 21.b. use the CA Thomas Brothers map book. List PG and map section.)
   a. *Address: 
   b. Map Ref: 
   c. Lat/Long:

22. Forwarding Agency: (If different from Block 19)
   (Completed by the agency forwarding request to the Governor's OES. If requesting agency (OAs and State Agencies only) is making the request
directly to the Governor's OES, then use one of the two buttons within the block.)
   Set ALL as Item 19
   Set Agency as Item 19
   a. Name: 
   b. Position: 
   c. Agency: 
   d. Phone Number: 
   e. Fax Number: 
   f. Pager/Alt#: 

REQUEST MISSION APPROVAL:

*Select OES Office/Duty Officer:

[Submit] [Cancel] [Help]

Governor's Office of Emergency Services:

Blocks 23 through 26 to be filled out by the Governor's OES only.

23. OES Coordinator: 
   a. Name: 
   b. OES Office: 
   c. Phone: 

[Auto fill b, c, d & e] Use only if Name found in 23a.

keyword list.
24. Responding Agency:
   a. Agency Name: 
   b. Agency POC: 
   If selection not in list above, enter here: 
   d. Fax Number: 
   e. Pager/Alt#: 
   f. Other: 

25. Special Instructions: 

26. a. Responsible OES Branch/Region: 
   b. Approver's Name: 
   c. Designee's Name: 

This portion completed by the Responding Agency or the Governor's OES 
Status of Mission # 

Number of Audit Documents Created: 0 

You must use the "Create Status Audit" button whenever saving the Status Report! 

Create Status Audit 

1. Overall Mission/Resource Status: 
   Waiting for approval 

2. Person Making Report: 
   Alameda CA 

3. Report Date/Time: 
   02/04/2004 01:27:41 PM 

4. Responding Agency: 
   If selection not in list above, enter here: 

5. ETA Date/Time: 

6. a. Original Request Date: 
   02/04/2004 
   b. Actual Time on Site(Date/Time): 

7. Mission: 

8a. Past Activities: 

8b. Current Activities: 

8c. Future Activities: 

9. Critical Issues: 

104
<table>
<thead>
<tr>
<th>Req #</th>
<th>Providing Unit</th>
<th>Resource Description</th>
<th>Qty</th>
<th>Status</th>
<th>Locat</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

No. of Audit Documents Created: 0

Created by: Alameda OA on: 02/04/2004 01:27:33 PM
Last Modified by: Alameda OA on: 02/04/2004 01:27 PM
Alameda County Sheriff’s
Office of Homeland Security and Emergency Services

DISASTER SERVICE WORKER REGISTRATION
(In compliance with Calif. Labor code Sec. 32119 et.seq. and Calif. Emergency Services Act Sect. 8580)

Name: ____________________________________ Date: ______________________________

Address: __________________________________ SSN: _____________________________

(SSN is used for processing of claims only)

Date of Birth: _____________________________

Drivers License #: _________________________

Class: _______ Exp. Date: __________

Home Phone: _____________________________ Specialty: ________________________

Class Assigned: _________________________ Prof. Lic. No.: _______________________

(See reverse for list of classes) (If applicable)

In case of emergency, contact: ______________________ Phone: __________

Identification Information:

Hair color: _______ Eye color: _______ Approx. Ht.: _____ Approx. Wt.: ______

I acknowledge and understand that this will be a volunteer position, and I have no expectation of monetary compensation for work I may perform.

LOYALTY OATH OR AFFIRMATION (Govt. Code Sec 3102)
I, ______________________, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. I certify under penalty of perjury that the foregoing is true and correct.

_____________________________ Date

Signature of Volunteer/Disaster Service Worker

_____________________________ Date

Signature of Parent of Guardian (if applicant is under 18 yrs.)

_____________________________ Date

Signature of Authorized Official
LOCAL REGISTRATION ONLY

This information is mandatory in accordance with Government Code Section 8580 and the California Emergency Council Rules and Regulations. Purpose of information is registration as a Disaster Service Worker. Failure to provide mandatory information is disqualification as a Disaster Service Worker. The official responsible for maintenance of this information and the location filed are shown below.

Disaster Council: Alameda County
Location Filed: Office of Homeland Security and Emergency Services
Address: 4985 Broder Blvd., Dublin, CA 94568
Responsible Official/Title: Sheriff Gregory J. Ahern
Director of Emergency Services
Telephone No.: (925) 803-7800 FAX: (925) 803-7878

Classes of Disaster Service Workers

Staff
Area Leader
Communications
Emergency Welfare
Engineer
Fire
Law Enforcement
Medical Health
Radiological
Rescue
Supply
Traffic Control
Transportation
Utilities
Alameda County Sheriff’s  
Office of Homeland Security and Emergency Services  

DISASTER SERVICE WORKER  
REGISTRATION  
GROUP SHEET  

(In compliance with Calif. Labor Code Sec. 3211.9 et. seq. and Calif. Emergency Services Act Sec. 8580)  

The undersigned do solemnly swear (or affirm) that they will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that they will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that they take this obligation freely, without any mental reservation or purpose of evasion; and that they will well and faithfully discharge the duties upon which they are about to enter.  

I acknowledge and understand that this will be a volunteer position, and I have no expectation of monetary compensation for work I may perform.  

<table>
<thead>
<tr>
<th>NAME (Last name first)</th>
<th>ADDRESS</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
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<tr>
<td>4.</td>
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<tr>
<td>5.</td>
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<tr>
<td>6.</td>
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<tr>
<td>7.</td>
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<tr>
<td>8.</td>
<td></td>
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<tr>
<td>9.</td>
<td></td>
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<tr>
<td>10.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The signatures on this registration list were gathered and witnessed by  

List # 1997-______ Incident: _____________________ DSW Class: _______________________
Witness’ Employer/Department: _____________________ Pers/Vol OK’d: _____________
This information is mandatory in accordance with Government Code Section 8580 and the California Emergency Council Rules and Regulations. Purpose of information is registration as a Disaster Service Worker. Failure to provide mandatory information is disqualification as a Disaster Service Worker. The official responsible for maintenance of this information and the location filed are shown below.

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Director of Emergency Services
Telephone No.: (925) 803-7800 FAX: (925) 803-7878

### Classes of Disaster Service Workers

- Staff
- Area Leader
- Communications
- Emergency Welfare
- Engineer
- Fire
- Law Enforcement
- Medical Health
- Radiological
- Rescue
- Supply
- Traffic Control
- Transportation
- Utilities
INSPECTED

LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

☐ Inspected Exterior Only

☐ Inspected Exterior and Interior

Report any unsafe condition to local authorities; reinspection may be required.

Inspector comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Facility Name and Address:

________________________________________________________________________
________________________________________________________________________

Date __________________________
Time __________________________

(Caution: Aftershocks since inspection may increase damage and risk.)
This facility was inspected under emergency conditions for:

________________________________________________________________________
(Jurisdiction)

Inspector ID / Agency:

________________________________________________________________________

ALAMEDA COUNTY
BUILDING INSPECTION

Do Not Remove, Alter or Cover this Placard until Authorized by Governing Authority
RESTRICTED USE

Caution: This structure has been inspected and found to be damaged as described below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Entry, occupancy and lawful use are restricted as indicated below:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Facility Name and Address:

________________________________________________________________________
________________________________________________________________________

Date ___________________________________________________________________
Time ___________________________________________________________________
(Caution: Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

________________________________________________________________________

(Jurisdiction)
Inspector ID / Agency

________________________________________________________________________

ALAMEDA COUNTY
BUILDING INSPECTION

Do Not Remove, Alter or Cover this Placard until Authorized by Governing Authority
UNSAFE
DO NOT ENTER OR OCCUPY
(THIS PLACARD IS NOT A DEMOLITION ORDER)

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.

Facility Name and Address:
__________________________________________________________________________
__________________________________________________________________________

Date ____________________________
Time ____________________________

This facility was inspected under emergency conditions for:

__________________________________________________________________________

(Jurisdiction)

Inspector ID / Agency
__________________________________________________________________________

ALAMEDA COUNTY
BUILDING INSPECTION

Do Not Remove, Alter or Cover this Placard until Authorized by Governing Authority
**ATC-20 Fixed Equipment Checklist**

<table>
<thead>
<tr>
<th>FACILITY:</th>
<th>INSPECTOR:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Inspector ID</td>
</tr>
<tr>
<td></td>
<td>Affiliation</td>
</tr>
<tr>
<td>Address:</td>
<td>INSPECTION DATE:</td>
</tr>
<tr>
<td></td>
<td>Mo/day/year</td>
</tr>
<tr>
<td></td>
<td>Time</td>
</tr>
</tbody>
</table>

**CHECKLIST:**

<table>
<thead>
<tr>
<th>Equipment Damaged</th>
<th>No</th>
<th>Yes Operable</th>
<th>Yes Inoperable</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main boilers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chillers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency generators</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel tanks</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Battery racks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire pumps</td>
<td></td>
<td></td>
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<tr>
<td>On-site water storage</td>
<td></td>
<td></td>
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<tr>
<td>Communications Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main transformers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main electrical panels</td>
<td></td>
<td></td>
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<tr>
<td>Elevators (traction)</td>
<td></td>
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<td></td>
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<tr>
<td>Other fixed equipment:</td>
<td></td>
<td></td>
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<tr>
<td>Special Concerns for Hospitals and Other Health Care Facilities:</td>
<td></td>
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<tr>
<td>Radiation equipment</td>
<td></td>
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<tr>
<td>Toxic chemical storage:</td>
<td></td>
<td></td>
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<tr>
<td>Liquid oxygen tanks</td>
<td></td>
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<tr>
<td>Other:</td>
<td></td>
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</tbody>
</table>

**Recommendations/Comments:**
## EOC Message Form

<table>
<thead>
<tr>
<th>Date</th>
<th>Priority (type or write in yes for selected priority in box)</th>
<th>TO</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Life</td>
<td>Threatening</td>
<td>Name</td>
</tr>
<tr>
<td></td>
<td>Property</td>
<td>Threatening</td>
<td>Phone #</td>
</tr>
</tbody>
</table>

Check this box for information only

### Message

Message taken by: | Telephone number: |

### Disposition

(What action was taken)

### Method Message Sent

<table>
<thead>
<tr>
<th>Status (re: Information sent by Radio, Dispatch, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Time</td>
</tr>
<tr>
<td>Radio Frequency</td>
</tr>
<tr>
<td>Initial/Call sign</td>
</tr>
</tbody>
</table>

Method Message Sent: (if not hand delivered within the EOC)

- Amateur Radio
- Dispatch
- Facsimile
- Courier
- Other

Revised 11/02

ALCO EOP 2002
<table>
<thead>
<tr>
<th>Event Status</th>
<th>Unincorporated Area</th>
<th>Alameda County (Includes Cities)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>People</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dead</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Injured</td>
<td></td>
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</tr>
<tr>
<td>Missing</td>
<td></td>
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<tr>
<td>Displaced</td>
<td></td>
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<tr>
<td>Sheltered</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Private Property</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Homes Damaged/Destroyed</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Business Damaged/Destroyed</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Cost</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Public Property</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bldgs Damaged/Destroyed</td>
<td>/</td>
<td>/</td>
</tr>
<tr>
<td>Cost</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>
| **Total Property Losses** |             | $                               | $
<table>
<thead>
<tr>
<th>#</th>
<th>Incident Name/Type</th>
<th>Thomas Bros.¹</th>
<th>Current Status</th>
<th>Incident Cmdr/Agency²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Thomas Bros.¹</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>7</td>
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</tbody>
</table>

¹ Thomas Bros. – map reference from Thomas Brothers Guide. Show page number over grid coordinates (example: 28)

² Incident Cmdr/Agency – List last name of person in charge of incident’s response and the person’s agency.
Action Planning Process in the EOC

What is an EOC Action Plan?
The EOC Action Plan is a printed document outlining the priorities and planned responses of the organization for a defined time period (An “operational period”).

Why Do We Need an EOC Action Plan?
Simple logic tells us that planned activity is more productive than disorganized (or reactive) activity. The EOC Action Plan provides guidance for all workers in the emergency operations center and helps us focus on the identified needs and priorities which face us now—during this shift on duty.

Incident Action Plans have been used as a primary tool of the Incident Command System (ICS) in major incident planning for many years. Experience has shown that many of the elements of that process are appropriate for incorporating into the SEMS EOC action planning process.

According to the SEMS Guidelines adopted as part of Government Code 8607 et seq., action plans “are an essential part of SEMS at all levels.”

Definitions and Terms Used in the Action Planning Process

EOC Action Plan A printed document produced for each operational period and approved by the EOC Director, which describes briefly the planned activities of the jurisdiction’s emergency operations center for a set period of time. This document outlines the EOC’s overall coordination role.

Operational Period A set period of time used as a basis in the planning process. A typical operational period in disaster response is twelve hours, but the actual length may be determined based on the immediate situation, the availability of staff and other resources, the length of time needed to accomplish identified tasks, and other considerations. Operational periods seen in California disasters have ranged from a few hours up to a seven-day period.

Objectives Identified steps to be accomplished during the operational period, in accordance with the priorities set by the EOC Director. Objectives must be measurable, attainable, and concise.

Strategic Objectives A prioritized list of the general objectives of the EOC Director, which provides guidance for more detailed planning. Examples are provided in the attached sample EOC Action Plan.

Section Objectives Specific tactical steps which will address the priorities provided by the EOC Director. Section objectives should be capable of being accomplished within the identified operational period.
Elements of the EOC Action Plan

Statement of strategic objectives approved by the EOC Director.

Organization chart (or list) showing the elements of the SEMS organization which will be activated for the operational period.

Management Section objectives for the operational period.

Operations Section objectives for the operational period.

Planning/Intelligence Section objectives for the operational period.

Logistics Section objectives for the operational period.

Finance/Administration Section objectives for the operational period.

Most recent Situation Report.

Weather forecast.

EOC telephone/fax directory.

Liaison agencies telephone/fax directory.
Who Prepares the EOC Action Plan?

Overall responsibility for assembling the EOC Action Plan rests with the Planning/Intelligence section. However, all elements of the SEMS EOC organization must have input into the process. The table below illustrates specific responsibilities for portions of the plan.

<table>
<thead>
<tr>
<th>Plan Portion</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall compilation of EOC Action Plan</td>
<td>Planning/Intelligence Section (Section chief or designee)</td>
</tr>
<tr>
<td>Approval of EOC Action Plan</td>
<td>EOC Director</td>
</tr>
<tr>
<td>Distribution of completed plan</td>
<td>Planning/Intelligence Section (Documentation Unit)</td>
</tr>
<tr>
<td>Strategic objectives</td>
<td>Management Section</td>
</tr>
<tr>
<td>SEMS organization in place</td>
<td>Planning/Intelligence Section* (Situation Status Unit)</td>
</tr>
<tr>
<td>Section objectives</td>
<td>Each section*</td>
</tr>
<tr>
<td>Situation report</td>
<td>Planning/Intelligence Section (Situation Status Unit)</td>
</tr>
<tr>
<td>Weather forecast</td>
<td>Planning/Intelligence Section (Situation Status Unit)</td>
</tr>
<tr>
<td>EOC telephone/fax directory</td>
<td>Logistics Section (Communications Unit)</td>
</tr>
<tr>
<td>Liaison agency directory</td>
<td>Logistics Section (Communications Unit)*</td>
</tr>
</tbody>
</table>

* Requires input and assistance from all sections.

Implementing the EOC Action Plan

Once approved by the EOC Director, copies of the EOC Action Plan will be produced and distributed by the Planning/Intelligence section’s Documentation Unit to all areas of the emergency operations center.

(The Planning/Intelligence section chief should establish deadlines for input of elements of the next EOC Action Plan so that the next planning session can take place as scheduled.)

It must be understood at all levels of the organization that the EOC Action Plan is intended as a Guide to activities, not as a constraint to actions which were not included. Leaders and workers must allow enough flexibility so that as the circumstances of the disaster change, so may the actions of the responding jurisdiction. Any section chief may modify the objectives for that section as warranted by changing events; any such changes that affect another section or the overall effort must be communicated to all EOC elements through the Planning/Intelligence section.
EOC ACTION PLAN ALCO Operational Area, Coastal Region

CURRENT OPERATIONAL PERIOD
(enter Date/Time)
From Hr.
To Hr.

MAJOR INCIDENT/EVENTS IN PROGRESS:
(Refer to Situation Report)

<table>
<thead>
<tr>
<th>SITUATION:</th>
<th>LOCATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Widespread damage from liquefaction</td>
<td>Oakland, Alameda, Hayward, Fremont, Union City</td>
</tr>
<tr>
<td>2) Widespread damage from ground shaking- Buildings, Utilities Lifelines</td>
<td>Oakland, Alameda, Hayward, Fremont, Union City, Livermore, Dublin</td>
</tr>
<tr>
<td>3) Surface Transportation disruptions</td>
<td>Countywide</td>
</tr>
<tr>
<td>4) Loss of power grid</td>
<td>South County</td>
</tr>
<tr>
<td>5) Disruption of communications-phones, repeaters, cell sites overloaded.</td>
<td>Countywide</td>
</tr>
<tr>
<td>6) Mass casualty incidents</td>
<td>Oakland, Alameda</td>
</tr>
<tr>
<td>7) Widespread building collapses</td>
<td>North County</td>
</tr>
</tbody>
</table>

Weather: Clear, warm temps, Highs 68-75 Lows overnight 55-60 Winds from the Northwest at 5 Kts, 20% change of fog in low lying valleys. BMNT 0615 SR 0735 SS 1742 EENT 1840 MR 2200 Lunar Illumination 45%

OVERALL EOC OBJECTIVES: (Operational Priorities for the EOC)

1) Complete assessment of the event, and produce situation status report for the OP Area and Region.

2) Prepare to sustain EOC Operations for 3 + days.

3) Plan and Coordinate the movement, marshaling, staging, deployment, reception, sustaining and demobilization of State mutual aid resources into the Operational Area.

4) Prepare initial damage assessment estimate, forward damage and response costs to the Region to support our request for gubernatorial and Presidential disaster declarations.

5) Restore essential countywide services and support emergency response efforts in the unincorporated areas.
**MANAGEMENT STAFF**  
**OPERATIONAL OBJECTIVES:**  
PIO/POLICY GROUP/OES COORDINATOR/RISK MANAGER/COUNTY COUNSEL

<table>
<thead>
<tr>
<th>OBJECTIVE:</th>
<th>BRANCH OR UNIT RESPONSIBLE</th>
<th>TIME REQUIRED (If earlier than end of Op Period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Produce continuing press releases on EOC activation and Operational Area response.</td>
<td>PIO</td>
<td></td>
</tr>
<tr>
<td>2) Clarify/Identify spending limits and authorities.</td>
<td>Director</td>
<td></td>
</tr>
<tr>
<td>3) Write Safety plan.</td>
<td>Risk Manager</td>
<td></td>
</tr>
<tr>
<td>4) Brief Management Section on current status of media coverage of County efforts.</td>
<td>PIO</td>
<td></td>
</tr>
<tr>
<td>5) Establish integration plan and floor plan for inclusion of State and Agency reps.</td>
<td>OES Coordinator</td>
<td></td>
</tr>
<tr>
<td>6) Prepare briefing for incoming agency reps and the executive staff.</td>
<td>OES Coordinator</td>
<td></td>
</tr>
</tbody>
</table>
### OPERATIONS SECTION

#### OPERATIONAL OBJECTIVES:

**LAW / FIRE / MEDICAL / CARE & SHELTER / PUBLIC WORKS**

<table>
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<tr>
<th>OBJECTIVE:</th>
<th>BRANCH OR UNIT RESPONSIBLE</th>
<th>TIME REQUIRED (If earlier than end of Op Period)</th>
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</thead>
<tbody>
<tr>
<td><strong>Law and Coroner:</strong></td>
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<tr>
<td>1) Coordinate LE response to unincorporated area</td>
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<tr>
<td>2) Support LE Mutual Aid request from inside and outside the Operational Area</td>
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<tr>
<td>3) Select and coordinate the establishment of staging areas for incoming mutual aid resources</td>
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<td>4) Coordinate evacuation of threatened populations</td>
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<tr>
<td>5) Provide for animal control assistance for pets</td>
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<td>6) Establish capacity to collect fatalities and support Coroner function</td>
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<td><strong>Fire:</strong></td>
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<tr>
<td>1) Control fires and HAZMAT sites in unincorporated areas</td>
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<tr>
<td>2) Mobilize, coordinate, and provide heavy rescue within the operational area</td>
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<tr>
<td>3) Provide Plans Section with detailed information on op area wild fires and HAZMAT incidents</td>
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<tr>
<td>4) Support Operational Area mutual aid request</td>
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<tr>
<td><strong>Care and Shelter:</strong></td>
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<tr>
<td>1) Identify potential shelter sites for unincorporated area</td>
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<tr>
<td>2) Coordinate with Red Cross/CARD countywide mass care plan</td>
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<td>3) Identify logistic requirements to implement mass care plan</td>
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<tr>
<td>4) Mobilize Social Services Agency emergency functions</td>
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<tr>
<td><strong>Medical:</strong></td>
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<tr>
<td>1) Activate Countywide MCI coordination plan</td>
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<tr>
<td>2) Identify to Plans Section casualty collection points and status of medical facilities countywide</td>
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<tr>
<td>3) Evaluate Health Care Service Agencies current capacity to provide various disaster medical functions</td>
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<tr>
<td><strong>Public Works:</strong></td>
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<tr>
<td>1) Identify and begin to clear debris from essential surface transportation routes in unincorporated area</td>
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<tr>
<td>2) Identify damages to and threat from flood control systems</td>
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<td>3) Assist utilities evaluate systems status</td>
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<tr>
<td>4) Identify priority water and sewer restoration projects</td>
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<td>5) Begin restoring county controlled lifelines</td>
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<tr>
<td><strong>Chief of Operations Section:</strong></td>
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<td></td>
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<tr>
<td>1) Identify staffing requirements for 72 hours operations</td>
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<tr>
<td>2) Ensure logs are established throughout the section to document all activities</td>
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<tr>
<td>3) Accomplish Mission Tasking on EOP Checklist for the Operations Section</td>
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</tbody>
</table>
### Operational Objectives:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Branch or Unit Responsible</th>
<th>Time Required (If earlier than end of Op Period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Complete initial damage assessment</td>
<td>Sit/Stat</td>
<td></td>
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<tr>
<td>2) Complete plan to coordinate RSD of incoming resources</td>
<td>Sit/Stat</td>
<td></td>
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<tr>
<td>3) Plan and prioritize restoration of essential County Services</td>
<td>Recovery</td>
<td></td>
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<tr>
<td>4) Prepare initial dollar estimates based on initial damage report</td>
<td>Sit/Stat</td>
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<tr>
<td>5) Establish 24-hr EOC operation to include security and provide for personal needs</td>
<td>EOC Coordinator</td>
<td></td>
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<tr>
<td>6) Establish Media Center on a 24-hr basis</td>
<td>EOC Coordinator</td>
<td></td>
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</tbody>
</table>
**LOGISTICS SECTION**

**OPERATIONAL OBJECTIVES:**
RESOURCES / TRANSPORTATION / PERSONNEL / PROCUREMENT / FACILITIES / COMMUNICATIONS

<table>
<thead>
<tr>
<th>OBJECTIVE:</th>
<th>BRANCH OR UNIT RESPONSIBLE</th>
<th>TIME REQUIRED (If earlier than end of Op Period)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Coordinate with section chiefs on staffing needs for sustained operations</td>
<td>Personnel</td>
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<tr>
<td>2) Coordinate with section chiefs on equipment needs for sustained operations</td>
<td>Resources</td>
<td></td>
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<tr>
<td>3) Identify allocation of replacement office space for damaged County work sites</td>
<td>Transport</td>
<td></td>
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<tr>
<td>4) Identify available grounds/air/sea transport</td>
<td>Facilities</td>
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<tr>
<td>5) Establish accounts with vendors for emergency equip/supplies purchases</td>
<td>Resources</td>
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<tr>
<td>6) Identify volunteer management plan</td>
<td>Personnel</td>
<td></td>
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<tr>
<td>7) Identify volunteer management plan</td>
<td>Chief</td>
<td></td>
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<tr>
<td>8) Make initial inquiries into establishing care and shelter for emergency responders</td>
<td>Resources</td>
<td></td>
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</tbody>
</table>
FINANCE ADMINISTRATION SECTION
OPERATIONAL OBJECTIVES:
COMPENSATION-CLAIMS / TIMEKEEPING / COST UNIT

<table>
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<tr>
<th>OBJECTIVE:</th>
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<th>TIME REQUIRED (If earlier than end of Op Period)</th>
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<tbody>
<tr>
<td>1) Initiate emergency procurement procedure for emergency equip/supplies purchases</td>
<td>Chief</td>
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<tr>
<td>2) Establish a cost tracking system</td>
<td>Cost</td>
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<tr>
<td>3) Identify staffing and space requirements for sections sustained operations</td>
<td>Chief</td>
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<tr>
<td>4) Establish DSR tracking procedures</td>
<td>Comp/claims</td>
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<td>5) Develop DSW claims briefing</td>
<td>Comp/claims</td>
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<tr>
<td>6) Establish timekeeping system for EOC</td>
<td>Timekeeping</td>
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</table>
# EOC ACTION PLANNING FORMAT

EOC ACTION PLAN ALCO Operational Area, Coastal Region

<table>
<thead>
<tr>
<th>CURRENT OPERATIONAL PERIOD</th>
<th>Plan Prepared by:</th>
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<td>(enter Date/Time)</td>
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<td>From</td>
<td>Plan Approved by:</td>
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| MAJOR INCIDENT/EVENTS IN PROGRESS: (Refer to Situation Report) |
| INCIDENTS/MAJOR OCCURRENCES: | LOCATION: | EOC SPT REQUESTED: |
| 1)                          |           |                   |
| 2)                          |           |                   |
| 3)                          |           |                   |
| 4)                          |           |                   |
| 5)                          |           |                   |
| 6)                          |           |                   |
MANGEMENT STAFF OBJECTIVES:
PIO/POLICY GROUP/OES COORDINATOR/RISK MANAGER/COUNTY COUNSEL

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<td>Law and Coroner:</td>
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<td>Care &amp; Shelter:</td>
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<td>Disaster Medical:</td>
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<td>Public Works:</td>
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<td>Chief of Operations Section:</td>
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PLANS / INTELLIGENCE SECTION OBJECTIVES:
SITUATION ANALYSIS / DOCUMENTS UNIT / RECOVERY / PIO UNIT /
EOC COORDINATOR / RESOURCE STATUS / DEMOB

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LOGISTICS SECTION OBJECTIVES:
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## FINANCE ADMINISTRATION SECTION OBJECTIVES:
**COMPENSATION – CLAIMS / TIMEKEEPING / COST UNIT**

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EVENT TIMELINE

Listed below are time-dependent factors that should be considered in Alameda County’s preparedness for, response to, and recovery from an emergency.

**Preparedness Phase**

Prior to an emergency’s impact, efforts should be made to review the Emergency Operations Plan. Means of communication for the County’s emergency organization for both internal and external coordination should be reviewed as well. Resources should be designated and either procured or be made available.

In the event of an earthquake advisory by the Governor’s Office of Emergency Services (State OES), a severe weather watch by the National Weather Service, or other emergency notification by the State OES Warning Center in Sacramento, the County may be directed by the Director of Emergency Services to take additional steps to increase the level of readiness. These steps may include the following:

- Inspection of essential facilities to prepare for potential emergency
- Check EOC operations and supplies; activate if appropriate
- Test emergency communications equipment
- Remove emergency vehicles from potentially hazardous locations
- Activate the Emergency Notification Procedure and current call-out lists to notify and brief County managers and staff
- Disseminate emergency information to the public on steps to be taken to mitigate damage from the threat

**Immediate Response Phase**

After immediate impact, initial efforts should focus on the following:

- Assess the situation
- Respond to save lives and property
- Alert or warn the public of steps that can be taken to mitigate additional damage from the threat
• Provide for the care and shelter of the public

• Commit the County’s resources to the response and recovery from the disaster, as well as maintain a continuity of government services (As the situation allows)

• Activate the EOC as instructed by the Director of Emergency Services

• Proclaim a Local Emergency, if warranted (See samples on pages 64-72); notify State OES of the impact; and request additional resources, if necessary

• Prepare an action plan for a sustained response, if necessary

**Sustained Response Phase**

**After the first response**, maintain coordination of County’s interdepartmental efforts to save lives and property. Additionally, the County should maintain lines of communication with other local, state, and federal agencies to coordinate planning for disaster recovery. These efforts will include the following:

• Status of Governor’s State of Emergency proclamation and President’s declaration of a disaster

• Coordinate assistance being offered to the County and mutual aid being provided by the County

• Board of Supervisors confirm a Local Emergency proclaimed by the Director of Emergency Services within 7 days of event (See sample document, page 69)

• Plan for route recovery and debris removal within 30 days of event

• Coordinate with State OES to have County representation in Disaster Application Centers (DACs). The DAC sites are to be designated within 4 or 5 days of event.

• Plan for the demobilization of the EOC and other County response

**Recovery Phase**

**A key indicator of the Recovery Phase** is decentralized coordination of the County’s ongoing response to the disaster. The focus of this phase is on both short-term and long-term recovery issues, including the following efforts:

• Restore County services to the public
- The Board of Supervisors must continue to review the status of the Local Emergency every 14 days (May be done as a consent calendar item) until it is terminated (See sample document, page 72).

- Prepare to send representatives of the County to Public Agencies Briefing scheduled within 7 days of the event being declared a disaster by the President

- Submit a Notice of Intent (distributed at the Public Agencies Briefing) to State OES to begin the fiscal recovery process for the County

- Continue to disseminate public information on the County’s event-related efforts

- Plan for long-term public health and mental health concerns, including Critical Incident Stress Debriefings for County staff

- Plan for a Hazard Mitigation Plan to be submitted to State OES within 120 days of the event

- Incorporate risk management/hazard mitigation issues into County Plans