# 4

# SUPPORTING DOCUMENTS AND ATTACHMENTS

**This section contains the following:**

**Acronym List**
**Glossary**
**Authorities**
**References**
**EOC Job Aids**
**Lifeline Situation Reports**
**ESF Crosswalk**

Page purposely left blank.

# ACRONYMS

| Acronym | Meaning |
| --- | --- |
| AAR | After-Action Report |
| ACF | Alternate Care Facilities |
| ACS | Solano Auxiliary Communications Service |
| ADA | Americans with Disabilities Act of 1990 |
| ADAAG | Americans with Disabilities Act Accessibility Guidelines |
| AHEOP | All Hazards Emergency Operations Plan (for Solano County Department of Public Health and Social Services) |
| ARC | American Red Cross |
| ASL | American Sign Language |
| CAHAN | California Health Alert Network |
| CAL FIRE | California Department of Forestry and Fire Protection |
| Cal OES | California Governor's Office of Emergency Services |
| CALWAS | California Warning System |
| CBO | Community-Based Organization |
| CBRNE | Chemical, Biological, Radiological, Nuclear, Explosive Incidents |
| CDC | Centers for Disease Control |
| CDAA | California Disaster Assistance Act |
| CERT | Community Emergency Response Team |
| CEOP | Comprehensive Emergency Operations Plan |
| COG | Continuity of Government |
| COOP | Continuity of Operations Plan |
| CPG | Comprehensive Preparedness Guide |
| C-POD | Commodity Points of Distribution |
| CSC | Crisis Standards of Care |
| CSWC | California State Warning Center |
| DAFN | Disabilities and Access and Functional Needs |
| DOC | Department Operations Center |
| DSW | Disaster Service Worker |
| ECC | Solano County Emergency Communications Center |

| Acronym | Meaning |
| --- | --- |
| EAP | EOC Action Plan |
| EAS | Emergency Alert System |
| EEI | Essential Elements of Information |
| EMA | Emergency Management Agency |
| EMAC | Emergency Management Assistance Compact |
| EMS | Emergency Medical Services |
| EOC | Emergency Operations Center |
| EOP | Emergency Operations Plan |
| ESA | California Emergency Services Act |
| ESC | Emergency Services Coordinator |
| FBI | Federal Bureau of Investigation |
| FBO | Faith-Based Organization |
| FCC | Federal Communications Commission |
| FE | Functional Exercise |
| FEMA | Federal Emergency Management Agency |
| FMAG | Fire Management Assistance Grant |
| FSE | Full-Scale Exercise |
| GETS | Government Emergency Telephone System |
| H&SS | Health and Human Services Department |
| HCO | Healthcare Organization |
| HIPAA | Health Insurance Portability and Accountability Act of 1996 |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| IA | Individual Assistance |
| IAP | Incident Action Plan |
| ICP | Incident Command Post |
| ICS | Incident Command System |
| IDE | Initial Damage Estimate |
| IHSS | In-Home Support Services |
| IMT | Incident Management Team |
| IPAWS | Integrated Public Alert Warning System |
| IPPW | Integrated Planning and Preparedness Workshop |

| Acronym | Meaning |
| --- | --- |
| IP | Improvement Plan |
| IT | Information Technology |
| JIC | Joint Information Center |
| JIS | Joint Information System |
| JFO | Joint Field Office |
| MAC | Multiagency Coordination Group |
| MCI | Mass Casualty Incident |
| MCM | Medical Countermeasures |
| MCS | Mass Care and Sheltering |
| MHOAC | Medical Health Operational Area Coordinator |
| MJHMP | Multi-Jurisdictional Hazard Mitigation Plan |
| MMAA | Master Mutual Aid Agreement |
| MOA | Memorandum of Agreement |
| MOU | Memorandum of Understanding |
| NAWAS | National Warning System |
| NGO | Nongovernmental Organization |
| NIMS | National Incident Management System |
| NOAA | National Oceanic and Atmospheric Administration |
| NPI | Non-pharmaceutical Interventions |
| NRF | National Response Framework |
| NRCC | National Response Coordination Center |
| NWR | National Weather Radio |
| NWS | National Weather Service |
| OA | Operational Area |
| OASIS | Operational Area Satellite Information System |
| OES | Office of Emergency Services |
| PA | Public Assistance |
| PCII | Protected Critical Infrastructure Information |
| PHI | Public Health Information |
| PHO | Public Health Officer |
| PII | Personal Identifiable Information |

| Acronym | Meaning |
|---|---|
| PIO | Public Information Officer |
| PKEMRA | Post-Katrina Emergency Management Reform Act |
| PNP | Private Nonprofits |
| POD | Point of Distribution |
| PPE | Personal Protective Equipment |
| RA | Rehabilitation Act of 1973 |
| RDMHC | Regional Disaster Medical Health Coordinator |
| REOC | Regional Emergency Operations Center |
| SAME | Specific Area Messaging Encoding |
| SAR | Search and Rescue |
| SBA | Small Business Association |
| SCOUT | Situation Awareness and Collaboration Tool |
| SEMS | Standardized Emergency Management System |
| SEP | State of California Emergency Plan |
| SHMP | California State Hazard Mitigation Plan |
| SOC | State Operations Center |
| SOG | Standard Operating Guide |
| SOP | Standard Operating Procedure |
| SPH | Solano County Department of Public Health and Human Services – Public Health Division |
| TTX | Tabletop Exercise |
| UASI | Urban Areas Security Initiative |
| UC | Unified Command |
| USAR | Urban Search and Rescue |
| USCG | United States Coast Guard |
| USDA | United States Department of Agriculture |
| USGS | United States Geological Survey |
| VAL | Voluntary Agency Liaison |
| VIP | Very Important Person |
| VOAD | Voluntary Agencies Active in Disasters |
| WEA | Wireless Emergency Alerts |
| WHO | World Health Organization |

# GLOSSARY

**Activate:** The implementation by a designated official of the emergency plan in response to an emergency situation.

**After-Action Report (AAR):** A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After-action reports are required under SEMS after any event that requires a declaration of an emergency.

**Alert Solano**: In the event of an emergency, public safety officials have the ability to send out a message about a potential safety hazard or concern, including severe weather alerts, road closures, and natural disasters directly to residents who have registered for Alert Solano.

**All-hazards:** A classification encompassing all conditions, environmental or human-caused, that have the potential to cause injury, illness, or death, damage to or loss of equipment, infrastructure services, or property; or alternatively causing functional degradation to social, economic, or environmental aspects. These include accidents, technological events, natural disasters, space weather, domestic and foreign-sponsored terrorist attacks, acts of war, weapons of mass destruction, and chemical, biological (including pandemic), radiological, nuclear, or explosive events.

**Area Command**: Area Command may be established to oversee the management of a very large incident that has multiple incident management teams assigned to it and/or multiple incidents that are each being handled by a separate ICS organization.

**Auxiliary Aids:** Devices or services that enable effective communication for people with disabilities or access or functional needs.

**Auxiliary Communications Service (ACS)**: ACS is a Solano OES volunteer cadre of communications professionals and amateur radio operators available during emergencies.

**Available Resources:** Incident-based resources which are available for immediate assignment.

**Branch:** The organizational level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Divisions and/or Groups in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified using Roman numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequence at EOC levels

**CalEOC:** A response technology tool based on WebEOC, used to document response activity information and facilitate resource requests.

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

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

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

**Community-Based Organization (CBO)**: Non-profit, non-governmental, or charitable organizations that represent community needs and work to help them. CBOs may be associated with a particular area of concern or segment of the community

**Compact:** A formal working agreement among agencies to obtain mutual aid.

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

The coordination process does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.

**Cultural Competence:** The ability to understand, value, communicate with, and effectively interact with people across cultures to ensure that the needs of all community members are addressed, with priority given to "culturally diverse communities." It includes but is not limited to, being respectful and responsive to the cultural and linguistic needs of diverse population groups.

**Cultural Considerations**: Cultural knowledge that should be considered when communicating emergency information to the public. In addition to ensuring emergency information is disseminated in all languages spoken in the community, Public Information staff should have a working knowledge of the different customs and beliefs of cultural groups within the community as they may relate to emergency preparedness and actions.

**Demobilization:** The return to normal operating procedures for those involved in a disaster response.

**Department Operations Center (DOC)**: A location used by a county department as a coordination point for agency resources and facilities during major incidents and planned events. DOCs play significant roles during an incident. They may support the incident response by providing subject matter expertise, specialized resources, and operational support.

**Direction and Control:** The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Disabilities and Access and Functional Needs (DAFN):** Populations whose members may have additional needs before, during, and after an incident. Individuals in need of additional response assistance may include but are not limited to those who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, older adults, children, people living in institutionalized settings, or those who are low income, homeless, transportation disadvantaged, those who are dependent on public transit, those who are pregnant, non-English speaking, or those with limited English proficiency.

**Disaster:** An occurrence of a natural catastrophe, technological accident, or human-caused event that has resulted in severe property damage, deaths, and/or multiple injuries.

**Disaster Service Workers (DSW):** Includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council.

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

**Documentation Unit:** A functional unit within the Planning Section, responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

**Emergency:** An unexpected event that places life and/or property in danger and requires an immediate response using routine community resources and procedures.

**Emergency Alert System (EAS)**: A national public warning system commonly used by state and local authorities to deliver important emergency information, such as weather and AMBER alerts, to affected communities.

**Emergency Communications Center (ECC)**: The Solano County ECC is located within the Solano County Sheriff's Office and provides 24-hour coverage daily for four law enforcement agencies and seven fire agencies within the county.

**Emergency Management:** The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Emergency Operations Center (EOC):** A facility used for the centralized direction and/or coordination of emergency operations. An effective EOC must provide adequate working space and be properly equipped to accommodate its staff, have a capability to communicate with field units and other EOCs, and provide protection commensurate with the projected risk at its location. EOC facilities are established by an agency or jurisdiction responsible for the support of an emergency response.

**Emergency Operations Plan (EOP):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Emergency Organization:** Civil government augmented or reinforced during an emergency by elements of the private sector, auxiliaries, volunteers, and persons impressed into service.

**Emergency Plans:** Those official and approved documents which describe principles, policies, concepts of operations, methods, and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

**Emergency Public Information:** Information disseminated to the public by official sources during an emergency, using broadcast and print media. This includes instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.); status information on the disaster situation (number of deaths, injuries, property damage, etc.); and other useful information (state/federal assistance available).

**EOC Action Plan:** The plan developed at the Emergency Operations Center level, which contains objectives reflecting the overall incident strategy and specific support and coordination actions and supporting information for the next operational period. The plan may be oral or written.

**Essential Elements of Information (EEI):** Any critical intelligence information required by decision-makers that will improve situational awareness and help maintain a common operating picture.

**Event:** Preplanned or anticipated activities that require significant resources from the government, private sector, and community organizations. Events gather large crowds that may be vulnerable in the case of a natural, technological, or human-caused emergency or disaster.

**Facilities Unit:** The Facilities Unit sets up, maintains, and demobilizes all facilities used in support of incident operations. This unit also coordinates facility maintenance and janitorial services as required. The Facilities Unit is comprised of the Facilities Unit Leader, Facility Manager, and Billeting Manager.

**Federal Disaster Assistance:** Provides in-kind and monetary assistance to disaster victims and state or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

**Finance/Administration Section:** One of the five primary functions found at all SEMS levels, and which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

**Function:** In ICS, function refers to the five major ICS activities: Command, Operations, Planning, Logistics, and Finance/Administration. The same five functions are also found at all SEMS EOC levels. At the EOC, the term "Management" is used in place of "Command." The term "function" is also used when describing the activity involved.

**General Staff:** The group of management personnel reporting to the Incident Commander or to the EOC Director. They may have a Deputy as needed. The General Staff consists of the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. At some SEMS EOC levels, the position titles are Section Coordinators.

**Go bag:** A bag packed with essential items such as change of clothes, toiletries, extra prescription medications, phone charger, cash, water, and nonperishable food, kept ready for use in the event of a multiday deployment.

**Hazard:** Any source of danger or element of risk.

**Impacted population:** People who are affected, either directly or indirectly, by a hazardous event. This includes displaced populations.

**Incident:** An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

**Incident Action Plan (IAP):** The plan developed at the Field response level, which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

**Incident Commander (IC):** The individual responsible for the command of all functions at the field response level.

**Incident Command Post (ICP):** The location at which the primary command functions are executed. The ICP may be collocated with the Incident Base or other incident facilities.

**Incident Command System (ICS)** The nationally used, standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with the responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

A system designed for the on-scene management of emergencies resulting from fires and other natural or man-caused emergencies, ICS can be used during serious multidisciplinary (fire, law, medical) emergencies or for operations involving a single jurisdiction with single or multiagency involvement, or multijurisdiction/multiagency involvement.

**Integrated Public Alert and Warning System (IPAWS)**: FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio.

**JIS/JIC Liaison:** Coordinates with supporting partners' PIOs and appropriate personnel in the Planning Section at EOCs and ICPs to gather verified incident-specific information.

**Joint Information Center (JIC):** The JIC is a central location that facilitates operation of the Joint Information System. It is the central point of contact for all news media. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System (JIS):** The JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district, city, county, state, or federal boundary line) or functional (e.g., police, fire, health department).

**Liaison Officer:** A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be filled by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

**Local Government (state definition):** Local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district, or special district.

**Logistics Section:** One of the five primary functions found at all SEMS levels. The section responsible for providing facilities, services, and materials for the incident or at an EOC.

**Major Disaster (federal definition):** Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the president, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the federal

government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Master Mutual Aid Agreement (state definition):** An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities, and to render services to each other to prevent and combat any type of disaster or emergency.

**Media Monitoring:** Reviews video, print, and social media for accuracy, content, and possible response.

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

**Multiagency or Interagency Coordination:** The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

**Multiagency Coordination (MAC) Group:** Part of the offsite incident management structure of NIMS. Also sometimes referred to as policy groups. Typically, agency administrators, executives or their designees from stakeholder agencies or organizations impacted by and with resources committed to the incident. The MAC Group may also include representatives of nongovernmental organizations, such as businesses and volunteer organizations. During an incident, a MAC Group acts as a policy-level body, supports resource prioritization and allocation, makes cooperative multiagency decisions, and enables decision making among elected and appointed officials and the Incident Commander responsible for managing the incident. The MAC Group does not perform incident command functions, nor does it replace the primary functions of EOCs or other operations, coordination, or dispatch organizations.

**Mutual Aid Agreement:** A written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request by furnishing personnel and equipment.

**Mutual Aid Coordinator:** An individual at local government, operational area, region, or state level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending on the mutual aid system.

**Mutual Aid Region (state definition):** A subdivision of the state Office of Emergency Services (OES), established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state consisting of two or more counties (operational areas).

**National Incident Management System (NIMS):** A systematic, proactive approach designed to guide all levels of government, NGOs, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the Whole Community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, from daily occurrences to incidents requiring a coordinated federal response.

**NOAA Weather Radio (NWR)**: NOAA Weather Radio All Hazards is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NWR broadcasts official Weather Service warnings, watches, forecasts, and other hazard information 24 hours a day, 7 days a week.

**Nongovernmental Organization (NGO):** A nonprofit group that is based on the interests of its members, individuals, or institutions. An NGO is not created by a government, but it may work cooperatively with government. Examples of NGOs include faith-based groups, relief agencies, and animal welfare organizations.

**Office of Emergency Services (OES):** A state (Governor's Office of Emergency Services), operational area (county), city, or other jurisdictional administrative and operational function with the mission of planning for, preparing for, reacting to, and recovering from disasters and major events. The OES may not be staffed on a full-time basis, although the function is necessary. The day-to-day operations may be administered by a Coordinator.

**Operational Area:** Under the California Standardized Emergency Management System (SEMS), the intermediate level of the state's emergency management organization, which encompasses the county and all political subdivisions located within the county, including special districts.

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

**Operations Section:** One of the five primary functions found at all SEMS levels. The section is responsible for all tactical operations at the incident or for the coordination of operational activities at an EOC. The Operations Section at the Field level can include Branches, Divisions, and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

**Political Subdivision (State Definition):** Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

**Public Emergency Portal**: The Solano County Public Emergency Portal is a consolidated website for all Solano County social media accounts to be utilized before, during, and after emergencies.

**Public Information / Alert and Warning:** The capability to provide coordinated, prompt, reliable, and actionable information to the whole community using clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard and, as appropriate, the actions being taken, and the assistance being made available.

**Public Information Officer (PIO):** The individual at Field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending on the agency and SEMS level.

**ReddiNet**: A web-based application that enables Solano EMS to communicate with local health care facilities to initiate hospital bed capacity counts and patient distribution and assist with patient tracking and family reunification.

**Resources:** Personnel and equipment available, or potentially available, for assignments to incidents or EOCs. Resources are described by kind and type and may be used in tactical support or supervisory capacities at an incident or EOC.

**Safety Officer:** A member of the Management Staff at the incident or within the EOC responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

**Search and Rescue (SAR):** Systematic investigation of area or premises to determine the presence and/or location of persons trapped, injured, immobilized, or missing.

**Section:** The organization level with responsibility for a major functional area of the incident or at an EOC (e.g., Operations, Planning, Logistics).

**Section Chief:** The ICS title for individuals for command of functional sections: Operations, Planning, Logistics, and Finance/Administration. At the EOC level, the position title may be Section Coordinator.

**Service:** An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

**Single Command**: A single command is generally established when an incident is contained within and affects a single jurisdiction and/or a single agency has the legal responsibility to manage the principal incident hazard. The lead agency under single command can be established by determining the lead discipline based on the primary uncontrolled hazard element.

**Situation Report (SitRep)**: A form of status reporting that provides decision-makers and readers a quick understanding of the current situation.

**Social Media**: Interactive technologies that facilitate the creation and sharing of information, ideas, interests, and other forms of expression through virtual communities and networks. One of the avenues through which emergency public information is coordinated and disseminated to the public.

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, or maintain a project (as defined in California Code of Regulations 2900(s)) for the purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

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

**Standardized Emergency Management System (SEMS):** A system required by California Government Code for managing response to multiagency and multijurisdiction emergencies in the State of California. SEMS consists of five organizational levels that are activated as necessary: Field Response, Local Government, Operational Area, Region, and State. The State of California's designated emergency management structure for all government agencies, jurisdictions, and districts mandated by law. Failure to comply with this law may result in the loss of all state and federal funding for expenses incurred while dealing with a natural or man-made disaster.

**State Agency:** Any department, division, independent establishment, or agency of the executive branch of the state government.

**State Emergency Plan (SEP):** The State of California Emergency Plan as approved by the governor.

**State of Emergency:** The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake, or other conditions, other than conditions resulting from a labor controversy, or conditions causing a "state of war emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat.

**State Operations Center (SOC):** A facility established by Cal OES Headquarters for the purpose of coordinating and supporting operations within a disaster area and controlling the response efforts of state and federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of state and federal agencies and private organizations and will have the capability of providing a communications link to a Joint Emergency Operations Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area. It operates at the State Level in SEMS.

**Unhoused population:** An individual or family who lacks a fixed, regular, and adequate nighttime residence, such as those living in emergency shelters, transitional housing, or places not meant for habitation.

**Unified Command**: When no one jurisdiction, agency, or organization has primary authority and/or the resources to manage an incident on its own, Unified Command may be established. In Unified Command, there is no one "commander." Instead, the Unified Command manages the incident by jointly approved objectives. A Unified Command allows these participating organizations to set aside issues such as overlapping and competing authorities, jurisdictional boundaries, and resource ownership to focus on setting clear priorities and objectives for the incident. The resulting unity of effort allows the Unified Command to allocate resources regardless of ownership or location. Unified Command does not affect individual agency authority, responsibility, or accountability.

**Unit:** An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

**Volunteers:** Individuals who make themselves available for assignment during an emergency. These people may or may not have the skills needed during emergencies and may or may not be part of a previously organized group.

**WebEOC:** Web Emergency Operations Center is an online tool for information sharing and resource request tracking during emergencies, disasters, significant events, and daily operations.

**Whole Community approach:** A Whole Community approach attempts to engage the full capacity of the private and nonprofit sectors, including businesses, faith-based and disability organizations, and the general public, in conjunction with the participation of local, tribal, state, territorial, and federal governmental partners.

**Wireless Emergency Alerts (WEA)**: A public safety system that allows customers who own compatible mobile devices to receive geographically targeted, text-like messages alerting them of imminent threats to safety in their area.

Page purposely left blank.

## AUTHORITIES

**Federal**

Robert T. Stafford Disaster Relief and Emergency Assistance Act

Homeland Security Presidential Policy Directive 5

Homeland Security Presidential Policy Directive 8

Title 44 of the Code of Regulations, Emergency Management and Assistance

**Volunteer, Quasi-Governmental**

American National Red Cross Federal Charter

**State**

State of California Emergency Plan (SEP), 2017

CA Government Code (CGC), Title 1, Division 1, Chapter 1, Sections 177-178.5 (Interstate Defense and Disaster Compact)

CGC, Title 1, Division 1, Chapter 1, Sections 179-179.5 (Emergency Management Assistance Compact)

CGC, Title 1, Division 8, Chapter 4, Section 3100 (Disaster Service Workers)

CGC, Title 2, Division 1, Chapter 7, Sections 8550 to 8668 (California Emergency Services Act)

CGC, Title 2, Division 1, Chapter 7.5, Sections 88680 to 8692 (California Disaster Assistance Act)

CGC, Title 1, Division 8, Chapter 4, Section 8635 (Preservation of Local Government)

CA Health and Safety Code, Division 101, Chapter 2, Part 3, Article 1, Section 101040 (Local Emergency Prevention Measures for County Health Official)

Title 19 California Code of Regulations (CCR), Sections 2400-2450 (Standardized Emergency Management System [SEMS] Regulations)

Title 19 CCR, Sections 2900-2999.5 (California Disaster Assistance Act [CDAA] Regulations)

California Disaster and Civil Defense Master Mutual Aid Agreement

Orders and Regulations that may be selectively promulgated by the governor during a State of Emergency or a State of War Emergency

**Local**

Emergency Services, Solano County Gov. Code § 7.

Page purposely left blank.

# REFERENCES

**Federal**

FEMA. (2021). *Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide v3*. Retrieved from https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf

FEMA. (2022). *Emergency Operations Center Quick Reference Guide: Virtual Considerations*. Retrieved from https://www.fema.gov/sites/default/files/documents/fema_eoc-quick-reference-guide.pdf

FEMA. (2023). *Hazard Mitigation Assistance Program and Policy Guide*. Retrieved from https://www.fema.gov/sites/default/files/documents/fema_hma-program-policy-guide_032023.pdf

FEMA. (2021). *Individual Assistance Program and Policy Guide v1.1*. Retrieved from https://www.fema.gov/sites/default/files/documents/fema_iappg-1.1.pdf

FEMA. (2017). *National Incident Management System 3rd ed*. Retrieved from https://www.fema.gov/sites/default/files/2020-07/fema_nims_doctrine-2017.pdf

FEMA. (2013). *National Infrastructure Protection Plan.* Retrieved from https://www.cisa.gov/sites/default/files/2022-11/national-infrastructure-protection-plan-2013-508.pdf

FEMA. (2016). *National Mitigation Framework.* Retrieved from https://www.fema.gov/sites/default/files/2020-04/National_Mitigation_Framework2nd_june2016.pdf

FEMA. (2020). *National Preparedness System.* Retrieved from https://www.fema.gov/emergency-managers/national-preparedness/system

FEMA. (2019). *National Response Framework 4th ed*. Retrieved from https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf

FEMA. (2016). National Disaster Recovery Framework. Retrieved from https://www.fema.gov/sites/default/files/2020-06/national_disaster_recovery_framework_2nd.pdf

FEMA. (2020). *Public Assistance Program and Policy Guide v4*. Retrieved from https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf

NEMA. (n.d.) *Emergency Management Assistance Compact.* Retrieved from https://www.emacweb.org/

**State**

CalOES. (2023). *California Fire Service and Rescue Emergency Mutual Aid System Mutual Aid Plan.* Retrieved from https://www.caloes.ca.gov/wp-content/uploads/Fire-Rescue/Documents/CalOES_-_Fire_and_Rescue_-_Mutual_Aid_Plan-3.pdf

CalOES. (2017). *California State Emergency Plan.* Retrieved from https://www.caloes.ca.gov/wp-content/uploads/Preparedness/Documents/California_State_Emergency_Plan_2017.pdf

CalOES. (2018). *State of California Hazard Mitigation Plan.* Retrieved from
https://www.caloes.ca.gov/wp-content/uploads/002-2018-SHMP_FINAL_ENTIRE-PLAN.pdf

State of California. (1950). *California Disaster and Civil Defense Master Mutual Aid Agreement.* Retrieved
from https://www.caloes.ca.gov/wp-
content/uploads/Preparedness/Documents/CAMasterMutAidAgreement.pdf

**Local**

Solano County. (2022). *Solano County Multi-Jurisdictional Hazard Mitigation Plan*. Retrieved from
https://www.solanocounty.com/depts/oes/emergency_plans.asp

**Other**

United States Census Bureau. (2022). *American Community Survey.* Retrieved from
https://www.census.gov/programs-surveys/acs

## EOC JOB AIDS

The following pages contain functional descriptions and checklists for the primary and secondary positions identified in each section of the Solano County Emergency Operations Center (EOC). Key responsibilities of additional support positions are contained within the secondary position job aids.

**All Positions**

- Activation
- Operation
- Demobilization

**Management**

- EOC Director
- EOC Coordinator
- Public Information Officer
- Safety Officer
- Liaison Officer

**Finance**

- Finance Section Chief
- Cost Accounting Unit Leader
- Time Recording Unit Leader

**Logistics**

- Logistics Section Chief
- Service Branch Coordinator
  - *Communications Unit*
  - *Human Resources Unit*
- Support Branch Coordinator
  - *Transportation Unit*
  - *Facilities Unit*
  - *Resource/Tracking Unit*
  - *Supply/Procurement Unit*

**Operations**

- Operations Section Chief
- Law Enforcement Branch Coordinator

- Law Enforcement Unit
  - *Evacuations Unit*
  - *Coroner/Fatalities Unit*
  - *Missing Persons Unit*
  - *Search and Rescue Unit*
  - *Animal Control Unit*
- Mass Care and Shelter Branch Coordinator
  - *DAFN Unit*
  - *Care and Shelter Unit*
  - *Feeding Unit*
- Medical/Health Branch Coordinator
  - *Medical Health Unit*
  - *Public Health Unit*
  - *EMS Unit*
- Fire/Rescue Branch Coordinator
  - *HazMat Unit*
  - *Fire/Rescue Unit*
- Engineering Branch Coordinator
  - *Utilities Unit*
  - *Public Works Unit*
  - *Damage/Safety Assessment Unit*

**Planning**

- Planning Section Chief
- Situation Unit Leader
- Document Unit Leader
- Demobilization Unit Leader
- Advanced Planning Unit Leader
- Technical Specialist Unit Leader
  - GIS Chief

# All Positions

**Activation**

- ☐ Check on your home and family.
- ☐ Respond to the activation notification with your availability and estimated time of arrival.
- ☐ Check in at the EOC reception desk and receive your assignment.
- ☐ Check in with your EOC position supervisor.
- ☐ Identify yourself and your position by putting on the vest with your title.
- ☐ Review your position responsibilities.
- ☐ Open and maintain an ICS 214 position log.
- ☐ Obtain a briefing from all available resources.

**Operation**

- ☐ Carry out your position responsibilities as assigned.
- ☐ In conjunction with the Safety Officer, establish and maintain a safe working environment.
- ☐ Ensure that all logs and files are maintained.
- ☐ Think ahead and anticipate situations and problems before they occur.
- ☐ Notify your EOC position supervisor of any anticipated or actual challenges encountered.
- ☐ Attend periodic EOC briefings.
- ☐ Use face-to-face communication whenever possible.
- ☐ Document decisions.
- ☐ Ensure that all personnel and equipment time records and a record of expendable materials used are provided to the Finance Section at the end of each operational period (e.g., 214s, receipts, etc.)

**Deactivation/Demobilization**

- ☐ Brief replacement personnel on the situation and any open actions not yet completed.
- ☐ Ensure that all required forms or reports are completed and submitted to the Documentation Unit and an additional appropriate party.
- ☐ Leave contact information for follow-up.
- ☐ Be prepared to provide input to the After-Action Report.

# EOC DIRECTOR

| Reports to | Policy Group |
| --- | --- |
| Suggested Skills/ Traits/Qualities | Decision-making authority, leadership, policy and direction, emergency management expertise, written and verbal communication skills, public affairs coordination, organizational representation |

## Your Responsibility

- Overall management of the County's/Operational Area's (OA's) EOC support and coordination of the emergency response and recovery effort.

## Checklist Actions

- ☐ Determine the operational status and appropriate level of EOC activation based on situation as known.
- ☐ Establish the appropriate level of organization, continuously monitor its effectiveness, and make changes as necessary.
- ☐ Notify the Policy Group, Cal OES, and nearby jurisdictions of the EOC activation as appropriate.
- ☐ Develop overall incident support strategy with the Section Chiefs.
- ☐ Initiate Emergency Proclamations as needed.
- ☐ Make executive decisions based on the direction of the Policy Group.
- ☐ Develop and issue incident-specific rules, regulations, proclamations, and orders in coordination with the Policy Group.
- ☐ In conjunction with the General Staff, set priorities for response efforts, and ensure that all agency actions are accomplished within the priorities established.
- ☐ Ensure that multi-agency or inter-agency coordination is accomplished effectively within the EOC.
- ☐ Approve and authorize the implementation of the EOC Emergency Action Plan for each operational period.
- ☐ Conduct periodic briefing sessions with the entire EOC to update the overall situation.
- ☐ Conduct periodic briefing sessions with the Policy Group to update the overall situation.
- ☐ In conjunction with the Public Information Officer, coordinate and conduct news conferences and review media releases as required. Establish procedures for information releases affecting inter-agency coordination.
- ☐ Authorize the Public Information Officer to release information to the media and to access Emergency Alert System (EAS) as needed through appropriate channels.
- ☐ Determine when the emergency situation no longer requires EOC activation.
- ☐ Proclaim termination of the emergency and proceed with recovery operations when appropriate and authorized by the Policy Group.

# EOC COORDINATOR

| Reports to | EOC Director |
| --- | --- |
| Suggested Skills/ Traits/Qualities | Leadership, decision-making authority, emergency management expertise, written and verbal communication skills, EOC facility management, situational awareness, performance improvement |

**Your Responsibility**

- Activation, operation, and demobilization of the EOC.
- Provision of information and recommendations to the EOC Director and Policy Group.

**Checklist Actions**

- ☐ Ensure that EOC is properly set up and ready for operations.
- ☐ Ensure that the EOC staffing chart is posted and that arriving team members are assigned by name and position.
- ☐ Ensure that Section Chiefs (General Staff) are appointed and in place as soon as possible and are staffing their respective sections.
- ☐ Carry out responsibilities of any Sections not currently staffed.
- ☐ Brief incoming Section personnel. Briefings should include:
  - Current situation assessment.
  - Specific job responsibilities.
  - Operational period work shifts.
  - Location of work and eating areas.
  - Procedural instructions for obtaining additional supplies, services, and personnel.
- ☐ Schedule the first planning meeting.
- ☐ Confer with the Operations Section Chief and other General Staff to determine what representation is needed at the EOC from other agencies.
- ☐ Ensure that the field agency representatives have been assigned to other facilities as necessary.
- ☐ Establish the frequency of briefing sessions.
- ☐ Ensure that all logs and files are maintained.
- ☐ Monitor EOC activities and adjust organization as appropriate.
- ☐ Resolve problems that arise in conducting EOC operations.
- ☐ Hold action planning meetings with Sections, Branches, Units, and Agency Representatives (as required) and other key staff.
- ☐ Monitor the performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate.
- ☐ Deactivate the EOC and close out logs when the emergency situation no longer requires activation.

# PUBLIC INFORMATION OFFICER

| Reports to | EOC Director |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, written and verbal communication skills, public affairs coordination, situational awareness |

**Your Responsibility**

- Serve as the dissemination point for all media releases within the affected area.
- Activation, operation, and demobilization of the Joint Information Center (JIC), as necessary.

**Checklist Actions**

- ☐ Secure guidance from the EOC Director regarding the release of available incident-related information.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments.
- ☐ Coordinate with EOC staff and partners as necessary to ensure that the public within the affected area equitably receives complete, culturally competent, accurate, actionable, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- ☐ Maintain a relationship with media representatives from both mainstream and those who serve the impacted cultural populations, and hold periodic press conferences as required.
- ☐ Coordinate all media events with the EOC Director and ensure accessibility capabilities at events.
- ☐ Coordinate the release of emergency information from all departments, agencies, and response organizations in the jurisdiction.
- ☐ Establish a Media Information Center at a site away from the EOC, Command Post, and incident for media use and dissemination of information.
- ☐ Coordinate with the Planning Section and define areas of special interest for public information action. Identify means for securing the information as it is developed.
- ☐ Maintain an up-to-date picture of the situation for presentation to the media.
- ☐ Obtain, process, and summarize information in a form usable in presentations.
- ☐ Provide periodic briefings and press releases about the disaster situation throughout the affected areas.
- ☐ Respond to information requests from the EOC Director and EOC Coordinator.
- ☐ Ensure that a rumor control function is established and correct misinformation/disinformation.
- ☐ Consider establishing and staffing a multilingual hotline to answer inquiries from the public.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory containing locations to obtain food, shelter, supplies, health services, etc.
- ☐ Provide escort service to the media and VIPs; arrange for tours and photo opportunities when available staff and time permit. Coordinate VIP tours with the Liaison Officer.
- ☐ Ensure that all content is culturally competent and accessible for diverse populations, including those with DAFN (non-English speaking; non-readers; elderly; the hearing, sight, and mobility impaired; etc.).

# LIAISON OFFICER

| Reports to | EOC Director |
|---|---|
| Suggested Skills/ Traits/Qualities | Organizational representation, situational awareness, verbal and written communication |

**Your Responsibility**

- Serve as the point of contact for Agency Representatives from assisting organizations and agencies outside the County government structure.

**Checklist Actions**

- ☐ Determine if outside liaison is required with other agencies such as local/state/federal agencies, schools, volunteer organizations, private sector organizations, and utilities.
- ☐ Compile and provide a list of Agency Representatives (agency, name, EOC phone) to the EOC Director, EOC Coordinator, and all Section Chiefs.
- ☐ Determine if there are any communication problems in contacting outside agencies. Provide information to the Communications Unit of the Logistics Section.
- ☐ Determine the status and resource needs and availability of other agencies.
- ☐ Interact with other sections and Units within the EOC to obtain information and assist in coordination and ensure the proper flow of information.
- ☐ Brief Agency Representatives on the current situation and priorities – including guidelines, directives, action plans, other appropriate situation information.
- ☐ Respond to requests for liaison personnel from other agencies.
- ☐ Ensure bilateral engagement with organizations representing impacted diverse populations and people with DAFN to broaden, validate, and strengthen information flow.
- ☐ Arrange and coordinate VIP tours with Public Information Officer and EOC Director.

# SAFETY OFFICER

| Reports to | EOC Director |
|---|---|
| Suggested Skills/ Traits/Qualities | Decision-making authority, safety advising, situational awareness, performance improvement |

**Your Responsibility**

- Identify and mitigate safety hazards and situations of potential County liability during EOC operations and ensure a safe working environment in the EOC.

**Checklist Actions**

- ☐ Secure information regarding emergency conditions.
- ☐ Tour the entire EOC facility area and determine the scope of ongoing operations.
- ☐ Study the EOC facility to learn the location of all fire extinguishers, fire hoses, and emergency pull stations.
- ☐ Be familiar with particularly hazardous conditions in the EOC.
- ☐ Ensure that the EOC location is free from environmental threats (i.e., radiation exposure, air purity, potable water, etc.)
- ☐ Coordinate with the Personnel Unit of the Logistics Section to ensure that training for personnel includes safety and hazard awareness and is in compliance with OSHA requirements.
- ☐ Obtain assistance for any special safety requirements.
- ☐ Monitor EOC personnel to ensure that proper hydration, feeding, and rest are being utilized.
- ☐ Monitor the performance of EOC personnel for signs of stress or under-performance; initiate Critical Incident Stress Debriefing as appropriate.
- ☐ Advise the EOC Director and EOC Coordinator of any conditions and actions that might result in liability—e.g., oversights, improper response actions, etc.
- ☐ Coordinate with the Human Resources Specialist and Finance/Administration Section on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

# FINANCE SECTION CHIEF

| Reports to | EOC Coordinator |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, emergency management expertise, finance experience, detail-oriented, organizational skills, legal authority to expend funds, situational awareness, performance improvement |

**Your Responsibility**

- Supervise the financial support, response, and recovery for the disaster/emergency; ensure that the payroll and revenue collection process continue and activate the Disaster Accounting System.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- ☐ Supervise the Finance Section staff and exercise overall responsibility for coordination of Unit activities within the Section.
- ☐ Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Emergency Action Plan.
- ☐ Keep the EOC Coordinator updated on all significant financial developments.
- ☐ Implement a Disaster Accounting System.
- ☐ Maintain financial records of the emergency.
- ☐ Track and record all agency staff time.
- ☐ Process purchase orders and contracts in coordination with Logistics Section.
- ☐ Manage travel and expense claims.
- ☐ Ensure that all personnel and equipment time records and records of expendable materials used are received from other Sections and submitted to the Cost Unit Leader at the end of each operational period.
- ☐ Organize, manage, coordinate and channel the donations of money received during and following the emergency from individual citizens and volunteer groups.
- ☐ Provide input in all planning sessions on finance and cost analysis matters.
- ☐ Ensure that all obligation documents initiated during the emergency/disaster are properly prepared and completed.
- ☐ Keep the Management and General Staff apprised of the overall financial situation.

# COST ACCOUNTING UNIT LEADER

| Reports to | Finance Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Finance experience, detail-oriented, organizational skills, document, and records management |

**Your Responsibility**

- Provide cost analysis data for the incident to help the planning and recovery efforts - obtain and record all cost data; analyze and prepare estimates of incident costs and maintain accurate records of incident costs.

**Checklist Actions**

- ☐ Maintain fiscal records of all expenditures related to the incident.
- ☐ Ensure that all EOC sections maintain proper supporting records and documentation to support claims.
- ☐ With the Time Recording Unit, ensure that all pieces of equipment under contract and dedicated personnel are properly identified.
- ☐ Maintain accurate information on the actual cost for the use of all assigned resources.
- ☐ Ensure the proper identification of all equipment and personnel requiring payment.
- ☐ Ensure that all financial obligation documents are accurately prepared.
- ☐ Prepare and provide periodic cost summaries for the Finance Section Chief and the EOC Director.
- ☐ Prepare resource-use cost estimates.
- ☐ Make recommendations for cost savings to the Finance Section Chief.

# TIME RECORDING UNIT LEADER

| Reports to | Finance Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Finance experience, detail-oriented, organizational skills, document, and records management |

**Your Responsibility**

- Ensure the daily recording of incident personnel and equipment time in accordance with County policies.

**Checklist Actions**

- ☐ Collect, record, and maintain time data and cumulative time documentation of incident personnel and equipment.
- ☐ Determine, in coordination with the Finance Section Chief and EOC Coordinator, the incident personnel and equipment for which staff will track time.
- ☐ Provide the EOC Coordinator and Operations Section Chief with documentation on personnel hours worked and equipment time usage to ensure compliance with established work/rest ratios.

# LOGISTICS SECTION CHIEF

| Reports to | EOC Coordinator |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, emergency management expertise, logistics experience, detail-oriented, organizational skills, document and records management, situational awareness, performance improvement |

**Your Responsibility**

- Support the response effort and oversee the acquisition, transportation, and mobilization of resources.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- ☐ Supervise the Logistics Section staff and exercise overall responsibility for the coordination of Unit activities within the Section.
- ☐ Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Emergency Action Plan.
- ☐ Keep the EOC Coordinator updated on all significant logistic developments.
- ☐ Meet with the Finance Section Chief to review financial and administration support needs and procedures.
- ☐ Obtain the level of purchasing authority delegated to Logistics Section from the Finance Section Chief.
- ☐ Manage all radio, data, and telephone needs of the EOC.
- ☐ Coordinate transportation needs and issues.
- ☐ Manage personnel issues and registering volunteers.
- ☐ Obtain and distribute all materials, equipment, and supplies to support emergency operations (through purchasing, mutual aid, the State, or other means).
- ☐ Establish and maintain staging areas for incoming resources.
- ☐ Coordinate the acquisition and management of facilities used during disaster response and recovery.
- ☐ Following action planning meetings, ensure that orders for additional resources necessary to meet known or expected demands have been placed and are being coordinated within the EOC and field units.

# SERVICE BRANCH COORDINATOR

| Reports to | Logistics Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, action tracking, situational awareness |

**Your Responsibility**

- Provide for the coordination of wrap-around services needed to meet incident objectives, including communications and human resources.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Provide direction and oversight to the **Communications Unit**, when activated:
  - Oversee the installation, activation, and maintenance of all radio, data, and telecommunications services inside of the EOC and between the EOC and outside agencies.
  - Approve all radio frequencies to minimize interference conditions.
  - Provide necessary communication system operators and ensure effective continuous 24-hour operation of all communications services, including that of amateur radio services working in support of the EOC or field operations.
  - Copy and log incoming radio, data, and telecommunication reports.

- ☐ Provide direction and oversight to the **Human Resources Unit**, when activated:
  - Work with the EOC Coordinator to develop an EOC staffing plan.
  - Determine current EOC staffing gaps and assist in identifying solutions in coordination with the EOC Coordinator.
  - Determine needs for special accommodations and work with the appropriate personnel or outside resources to meet these needs.
  - Facilitate workman's compensation claims.

- ☐ Provide direction and oversight to any additional units activated within the Service Branch.

# SUPPORT BRANCH COORDINATOR

| Reports to | Logistics Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, action tracking, situational awareness |

**Your Responsibility**

- Provide for the coordination of support needed to meet incident objectives, including transportation, facilities, supplies and procurement, and resource tracking support.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Provide direction and oversight to the **Transportation Unit**, when activated:
  - Ensure transportation services are available to EOC and field personnel as required.
  - In collaboration with Operations, coordinate the transportation of individuals and animals during evacuations.

- ☐ Provide direction and oversight to the **Facilities Unit**, when activated:
  - Ensure essential facilities are obtained and furnished to support response efforts.
  - Ensure the proper maintenance, cleaning, and repair of any facilities used to support response efforts.

- ☐ Provide direction and oversight to the **Resource/Tracking Unit**, when activated:
  - Ensure all resource requests are logged, prioritized, and tracked throughout the incident.
  - Work closely with the demobilization unit in Planning to facilitate resource demobilization.

- ☐ Provide direction and oversight to the **Supply/Procurement Unit**, when activated:
  - Ensure supplies and materials not normally available through mutual aid are available to support response efforts. These may be obtained through procurement, donation, the State, or other avenues.
  - Work closely with Finance to ensure adherence with procurement laws and regulations, and to ensure eligibility for cost reimbursement.

- ☐ Provide direction and oversight to any additional units activated within the Support Branch.

# OPERATIONS SECTION CHIEF

| Reports to | EOC Coordinator |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, emergency management expertise, first responder experience, decision-making authority, verbal communication skills, situational awareness, performance improvement, action tracking |

**Your Responsibility**

- Coordinate all County (and Operational Area, if requested) operations in support of the emergency response and short-term recovery.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- ☐ Supervise the Operations Section staff and exercise overall responsibility for the coordination of Branch and Unit activities within the Section.
- ☐ Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Emergency Action Plan.
- ☐ Keep the EOC Coordinator updated on all significant operational developments.
- ☐ Work closely with Branch Coordinators and the Planning Section Chief in the development of the EOC Emergency Action Plan.
- ☐ Receive, evaluate, and disseminate information relative to the operations of the disaster/emergency.
- ☐ Based on the situation as known or forecast, determine likely future Operations Section needs.
- ☐ Establish field communications with affected areas.
- ☐ Evaluate the field conditions associated with the disaster/emergency and coordinate with the Situation Unit Leader of the Planning Section.
- ☐ Coordinate all requests for mutual aid and other operational resources.
- ☐ Direct Operations Branch Directors to maintain up-to-date Incident Charts, Incident Reports, and Unit specific maps and provide copies of the daily Incident Report to the Documentation Unit of the Planning Section at end of each operational period or a requested.
- ☐ Determine resources committed and resource needs.
- ☐ Ensure that intelligence information from Unit leaders is made available to the Planning Section.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance Section, i.e., notification of all emergency expenditures.

# LAW ENFORCEMENT BRANCH COORDINATOR

| Reports to | Operations Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, law enforcement experience, decision-making authority, verbal communication skills, situational awareness, performance improvement, action tracking |

**Your Responsibility**

- Alert and warn the public, coordinate evacuations, enforce laws and emergency orders, establish safe traffic routes, ensure that security is provided at incident facilities, ensure access control to damaged areas, order and coordinate appropriate law enforcement mutual aid resources, and assume responsibility for the Medical Examiner/Coroner function. Necessary units or groups may be activated as needed to carry out these functions.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

☐ Provide direction and oversight to the **Law Enforcement Unit**, when activated:
  - Alert and notify the public of the pending or existing emergency.
  - Coordinate all law enforcement and traffic control operations during the disaster.
  - Ensure the provision of security at incident facilities.
  - Coordinate incoming law enforcement mutual aid resources during the emergency.

☐ Provide direction and oversight to the **Evacuations Unit**, when activated:
  - Determine the need to evacuate and issue evacuation orders in coordination with the LE Branch.
  - Determine the need for In-Place Sheltering and issue notification orders in coordination with the LE Branch.
  - In coordination with the Care and Shelter Unit of the Mass Care and Shelter Branch, the Situation Unit Leader of the Planning Section, designate primary and alternate evacuation routes for each incident.
  - Provide evacuation information to the Public Information Officer (PIO) / Joint Information Center (JIC).

☐ Provide direction and oversight to the **Coroner/Fatalities Unit**, when activated:
  - Coordinate the recovery and identification of human remains.
  - Ensure adequate and proper storage of remains, identifying methods and resources for temporary storage when an incident exceeds the capacity of community resources.
  - Provide information and assistance to surviving family members in an equitable manner.
  - Provide accurate and timely information to the media and public, as appropriate.

☐ Provide direction and oversight to the **Missing Persons Unit**, when activated:

- Confirm or correct missing persons reports.
- Investigate confirmed or suspected missing persons.
- Issue public information in cooperation with the PIO/JIC.

☐ Provide direction and oversight to the **Search and Rescue Unit**, when activated:

- Mobilize local or mutual aid urban or mountain SAR resources, as needed.
- Coordinate with Construction/Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Emergency Medical Services Unit to provide on-site assistance to extricated victims requiring medical treatment.
- Coordinate with the Coroner/Fatalities Unit to provide on-site assistance in managing fatalities at search locations.

☐ Provide direction and oversight to the **Animal Control Unit**, when activated:

- Coordinate the evacuation, care and shelter, and overall assessment of animal needs with local animal organizations, volunteer groups, and the County Animal Care Services.
- Coordinate with the Care and Shelter Unit in the Mass Care and Shelter Branch for reunification of companion animals and livestock with their owners.

☐ Provide direction and oversight to any additional units activated within the Law Enforcement Branch.

☐ Request law enforcement mutual aid as necessary.

# MASS CARE AND SHELTER BRANCH COORDINATOR

| Reports to | Operations Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, shelter experience, decision-making authority, verbal communication skills, situational awareness, performance improvement, action tracking |

**Your Responsibility**

- Provide for the sheltering/temporary housing, feeding and hydration, basic emergency first aid, bulk distribution of emergency items, reunification services, and disaster support services of individuals impacted by an incident.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

☐ Provide direction and oversight to the **DAFN Unit**, when activated:

- Coordinate response activities and resources and support partnerships with Voluntary Organizations Active in Disaster (VOAD) and other community-based organizations (CBOs) and faith-based organizations (FBOs) required for ensuring equitable, quality response during an activation.

☐ Provide direction and oversight to the **Care and Shelter Unit**, when activated:

- Coordinate the provision of mass care services for impacted populations. May work with the other Mass Care Branch Units, the American Red Cross, and other government, nongovernment, and community-based organizations as well as private industry (hotels, motels, and dormitories).
- Establish and operate Temporary Evacuation Points (TEPs); congregate, non-congregate, or hybrid shelters; and commodity points of distribution (CPODs).
- In collaboration with the Medical/Health Branch, facilitate the provision of mental and public health services.
- Ensure building sites conform with ADA requirements and offer culturally inclusive services.

☐ Provide direction and oversight to the **Feeding Unit**, when activated:

- In collaboration with CBOs, FBOs, and COAD, the Feeding Unit is responsible for coordinating feeding in congregate and non-congregate / modified shelters. This may include, but is not limited to, the purchase and distribution of prepackaged foods, onsite meal preparation, or coordination with CBOs or private entities to provide necessary services.

☐ Provide direction and oversight to any additional units activated within the Mass Care and Shelter Branch.

# MEDICAL/HEALTH BRANCH COORDINATOR

| Reports to | Operations Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, medical experience, decision-making authority, verbal communication skills, situational awareness, performance improvement, action tracking |

**Your Responsibility**

- Monitor and coordinate the triage, emergency medical care, transport, and treatment of the sick and injured resulting from the incident, including preventive health services and other health-related activities.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Provide direction and oversight to the **Medical Health Unit**, when activated:
  - Organize, staff, and manage alternate care sites and/or provide support for basic medical care in normal shelter operations.
  - Support healthcare organization needs during an incident, including resources, level bedding, and transportation.
  - Prioritize the allocation of scarce resources.

- ☐ Provide direction and oversight to the **Public Health Unit**, when activated:
  - If systems are damaged, request assistance from the Utilities Unit to assess drinking water quality and potential health risks from ruptured sewer sanitation systems.
  - Determine the need for and implement vector control in cooperation with the Law Enforcement Unit.

- ☐ Provide direction and oversight to the **Emergency Medical Services Unit**, when activated:
  - Activate and operate Casualty Collection Points, as needed.
  - Coordinate with the Transportation Branch to support the transportation of casualties and medical resources.
  - Prioritize the allocation of scarce resources.

- ☐ Provide direction and oversight to any additional units activated within the Medical/Health Branch.

# FIRE/RESCUE BRANCH COORDINATOR

| Reports to | Operations Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, firefighter experience, decision-making authority, verbal communication skills, situational awareness, performance improvement, action tracking |

**Your Responsibility**

- Coordinate the prevention, control, and suppression of fires and hazardous materials incidents.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Provide direction and oversight to the **Hazardous Materials Unit**, when activated:
  - Coordinate hazardous material response, including identification of the type of container, location of the leak, the product involved; collection of hazard information, and potential outcomes based on the surrounding conditions; determination of PPE suitable for the incident conditions and emergency and decontamination; and performance of control measures as required.

- ☐ Provide direction and oversight to the **Fire/Rescue**, when activated:
  - Monitor and coordinate the status of firefighting resources.
  - Allocate scarce resources.

- ☐ Provide direction and oversight to any additional units activated within the Fire/Rescue Branch.
- ☐ Request fire mutual aid as necessary.

# ENGINEERING BRANCH COORDINATOR

| Reports to | Operations Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, public works/engineering experience, decision-making authority, verbal communication skills, situational awareness, performance improvement, action tracking |

**Your Responsibility**

- Support the response effort through coordination of utilities support and restoration, public works operations, and damage/safety assessments.
- Carry out the responsibilities of any support units not currently staffed.

**Checklist Actions**

- ☐ Provide direction and oversight to the **Utilities Unit**, when activated:
  - Coordinate the maintenance of surviving utilities and services and the restoration of those that are damaged or destroyed.
  - Request mutual aid, as required.

- ☐ Provide direction and oversight to the **Public Works Unit**, when activated:
  - Coordinate all Public Works operations and assist other functions with traffic issues, search and rescue, transportation, etc. as needed.
  - Request mutual aid as necessary.

- ☐ Provide direction and oversight to the **Damage/Safety Assessment Unit**, when activated:
  - Activate data tracking system to document and report safety assessment information.
  - Implement procedures for posting of building occupancy safety status.
  - Assess the need to require potentially unsafe structures to be vacated.

- ☐ Provide structural evaluation of mass care and shelter facilities as requested.
  - Consider using 24-hour inspection call-in lines (i.e. voice mail system) to take damage reports and requests for safety inspections.
  - After completion of the safety/damage survey, develop a preliminary estimate of the need for mutual aid assistance.

- ☐ Provide direction and oversight to any additional units activated within the Engineering Branch.

# PLANNING SECTION CHIEF

| Reports to | EOC Coordinator |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, emergency management expertise, planning experience, detail-oriented, organizational skills, written and verbal communication skills, situational awareness, performance improvement, document and records management |

**Your Responsibility**

- Collect, evaluate, forecast, formulate, and disseminate information about the development of the incident and the status of resources.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Establish the appropriate level of organization within the Section, and continuously monitor the effectiveness of that organization. Make changes as required.
- ☐ Supervise the Planning Section staff and exercise overall responsibility for the coordination of Branch and Unit activities within the Section.
- ☐ Ensure that the Section is supporting other EOC sections consistent with priorities established in the EOC Emergency Action Plan.
- ☐ Keep the EOC Coordinator updated on all significant planning developments.
- ☐ Assess the initial safety/damage impact of the incident on the County/Operational Area, information from sources that may include, but are not limited to, the fire departments, sheriff's office, public works, school districts, transportation providers, nongovernmental organizations, the private sector, and the public.
- ☐ Utilize Lifeline Situation Reports to gather, analyze, and disseminate information to the EOC Director, EOC Coordinator, Public Information Officer, Liaison Officer, Section Chiefs, and others.
- ☐ Review and develop responses to State requests for information (RFIs).
- ☐ Working with the EOC Coordinator, plan for and facilitate planning meetings.
- ☐ Utilize planning meetings to prepare an EOC Emergency Action Plan to identify priorities and objectives for the current and forthcoming operational periods.
- ☐ Direct the coordination of periodic incident status and strategy briefings to the EOC Director and General Staff, including the analysis and forecast of incident potential.
- ☐ Ensure coordination of collection and dissemination of incident information and intelligence with other sections.

# SITUATION UNIT LEADER

| Reports to | Planning Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Documentation and records management, situational awareness, coordination, verbal and written communication, analyst experience |

**Your Responsibility**

- Collect and organize incident status and situation information and evaluate, analyze, and display information for use by EOC staff.

**Checklist Actions**

- ☐ Collect, organize, and display incident information including but not limited to, the location and nature of the incident, specific hazards, number of injured and deceased, road closures and evacuation routes, structural property damage, committed resources, and temporary evacuation points (TEPs) and shelters.
- ☐ Collect, assimilate, and display Lifeline Status Reports.
- ☐ Provide for an authentication process in case of conflicting status reports on events.
- ☐ Meet with the Public Information Officer (PIO) to determine the best methods for exchanging information and for supporting the development of media and other briefings.
- ☐ Collaborate with the National Weather Service to obtain weather briefings and spot forecasts. Keep up-to-date weather information posted.
- ☐ Provide resource and situation status information in response to specific requests.
- ☐ Prepare written situation reports at periodic intervals at the direction of the Planning Section Chief.
- ☐ Assist at planning meetings as required. Provide technical support.

# DOCUMENTATION UNIT LEADER

| Reports to | Planning Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Documentation and records management, coordination, detail-oriented, organizational skills |

**Your Responsibility**

- Maintain and preserve incident files for legal, financial, analytical, and historical purposes.

**Checklist Actions**

- ☐ Meet with the Planning Section Chief and EOC Coordinator to determine what EOC materials should be maintained for official records.
- ☐ Ensure the development of a filing system to collect, log, and compile documentation.
- ☐ Inform Section Chiefs of the requirement to maintain official records. Assist them as necessary in setting up a file records system.
- ☐ Coordinate documentation with the Situation Unit Leader.
- ☐ Following planning meetings, ensure that the EOC Emergency Action Plans are compiled, approved, copied, and distributed to EOC Sections and Units.
- ☐ Ensure distribution and use of ICS 214 forms and message center forms to capture a written record of resource use, decisions, and actions taken.
- ☐ Establish a copying service and respond to authorized copying requests.
- ☐ Establish a system for collecting all section and unit messages, records, reports, logs, journals and forms for the official record.
- ☐ Establish and maintain an open file of situation reports and major incident reports for review by other sections/units.
- ☐ Provide all event documentation to the point of contact for After Action Report and Improvement Plan (AAR/IP) development.

# DEMOBILIZATION UNIT LEADER

| Reports to | Planning Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Emergency management expertise, planning experience, detail-oriented, organizational skills, written and verbal communication skills, situational awareness, coordination |

**Your Responsibility**

- Facilitate the safe and efficient demobilization of resources.

**Checklist Actions**

- ☐ Coordinate with the Operations Section Chief and the EOC Coordinator to understand the approximate duration of incident response and whether resources are likely to be drawn down in phases or released all at once.
- ☐ Coordinate with the Resource/Tracking Unit in Logistics to understand the number and type of resources currently deployed or planned for deployment.
- ☐ Request a demobilization meeting through Planning to meet with key staff to understand likely drawdown timelines and amounts, and to identify any special needs during demobilization (e.g., all personnel exposed to chemicals may need a medical evaluation and/or rest period prior to demobilization).
- ☐ Develop a demobilization process and demobilization plan, accounting for safety, financial, documentation, and other considerations. The demobilization plan must be approved by the EOC Director.
- ☐ Ensure Section Chiefs, Branch Coordinators, and Unit Leaders are trained on the approved demobilization plan.
- ☐ Ensure the Planning Section Chief and Resource/Tracking Unit is kept informed during demobilization.

# ADVANCED PLANNING UNIT LEADER

| Reports to | Planning Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Emergency management expertise, planning experience, detail-oriented, organizational skills, written and verbal communication skills, situational awareness, analyst experience |

**Your Responsibility**

- Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.

**Checklist Actions**

☐ Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.

☐ Identify potential problem areas along evacuation routes (e.g., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.).

☐ In coordination with the Operations Section, estimate the number of people within an impact zone that will require additional assistance.

☐ Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.

# TECHNICAL SPECIALIST UNIT LEADER

| Reports to | Planning Section Chief |
|---|---|
| Suggested Skills/ Traits/Qualities | Leadership, emergency management expertise, detail-oriented, organizational skills, written and verbal communication skills, situational awareness, performance improvement, coordination |

**Your Responsibility**

- Provide subject matter expertise to support incident response and recovery.
- Carry out the responsibilities of any support positions not currently staffed.

**Checklist Actions**

- ☐ Provide subject matter expertise to support incident response and recovery.
- ☐ Provide direction and oversight to the **GIS Chief**, when activated:
    - Maintain and update GIS databases specific to incident response and recovery with a high level of accuracy.
    - Geographically convert and maintain information from multiple sources using GIS.
    - Produce electronic mapping products and paper maps as needed. Produce professional reports, correspondence, forms, and other documents.

## LIFELINE SITUATION REPORTS

The following Lifelines Situation Reports are contained within this packet:

**Lifelines Situation Reports**

- Safety and Security
- Food, Water, and Shelter
- Health and Medical
- Energy
- Communications
- Transportation
- Hazardous Materials

# Solano County Operational Area Safety and Security Situation Report

| Date: | Operational Period: |
|---|---|
| Incident Name: | |

| Overall Lifeline Status | | | |
|---|---|---|---|
| Stable | Stabilizing | Unstable | Unknown |
| | | | |

| Law Enforcement / Security | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | Unknown |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Fire Services | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | Unknown |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Search and Rescue | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Government Services | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Community Safety | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

# Solano County Operational Area
# Food, Water, Shelter Situation Report

| Date: | Operational Period: |
|---|---|
| Incident Name: | |

| Overall Lifeline Status | | | |
|---|---|---|---|
|  |  |  |  |
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| | | | |

| Food | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Water | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Shelter | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Agriculture | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

# Solano County Operational Area
# Health and Medical Situation Report

| Date: | Operational Period: |
|---|---|
| Incident Name: | |

## Overall Lifeline Status

| Stable | Stabilizing | Unstable | Unknown |
|---|---|---|---|
| | | | |

## Medical Care

| Stable | Stabilizing | Unstable | Unknown |
|---|---|---|---|
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

## Public Health

| Stable | Stabilizing | Unstable | Unknown |
|---|---|---|---|
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Patient Movement | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Medical Supply Chain | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Fatality Management | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

# Solano County Operational Area
# Energy Situation Report

| Date: | Operational Period: |
|---|---|
| Incident Name: | |

| Overall Lifeline Status | | | |
|---|---|---|---|
| Stable | Stabilizing | Unstable | Unknown |
| | | | |

| Power Grid | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Fuel | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

# Solano County Operational Area Communications Situation Report

| Date: | Operational Period: |
|---|---|
| Incident Name: | |

| Overall Lifeline Status | | | |
|---|---|---|---|
|  |  |  |  |
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| | | | |

| Communication Infrastructure | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Responder Communications | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Alerts, Warnings, and Messages | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| 911 and Dispatch | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

# Solano County Operational Area Transportation Situation Report

| Date: | Operational Period: |
|---|---|
| Incident Name: | |

| Overall Lifeline Status | | | |
|---|---|---|---|
|  |  |  |  |
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| | | | |

| Highway / Roadway / Motor Vehicle | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Mass Transit | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Railway | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Aviation | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

| Maritime | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

# Solano County Operational Area
# HAZMAT Situation Report

| Date: | Operational Period: |
|---|---|
| Incident Name: | |

| Overall Lifeline Status | | | |
|---|---|---|---|
|  |  |  |  |
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| | | | |

| HAZMAT, Pollutants, Contaminants | | | |
|---|---|---|---|
| **Stable** | **Stabilizing** | **Unstable** | **Unknown** |
| Impact: | | | |
| Actions Planned: | | | |
| Limiting Factors: | | | |

Page purposely left blank.

## ESF CROSSWALK

This crosswalk outlines how California's State Emergency Support Functions (CA-ESFs) may integrate with Solano County EOC sections to aid with coordination.

**CA-ESF #1 – TRANSPORTATION**

Assists in the management of transportation systems and infrastructure in response to an incident. (Coordinates with Logistics: Transportation Unit Leader and/or Operations: Public Works Unit Leader)

**CA-ESF #2 – COMMUNICATIONS**

Provides resources, support, and restoration of government emergency telecommunications, including voice and data systems. (Coordinates with Logistics: Communications Unit Leader)

**CA-ESF #3 – CONSTRUCTION AND ENGINEERING**

Organizes the capabilities and resources of the state government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to local jurisdictions. (Coordinates with Operations: Public Works Unit Leader)

**CA-ESF #4 – FIRE AND RESCUE**

Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural, and wildland fires, urban search and rescue activities, and provides personnel, equipment, and supplies to support local jurisdictions. (Coordinates with Operations: Fire/Rescue Unit Leader)

**CA-ESF #5 – MANAGEMENT**

Coordinates and resolves issues among the CA-ESFs in the four phases of emergency management to ensure consistency in the development and maintenance of the State Emergency Plan (SEP) annexes. During emergencies, serves as an advisor to the State Operations Center (SOC) Director. (Coordinates with Management: EOC Director)

**CA-ESF #6 – CARE AND SHELTER**

Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification, and victim recovery. (Coordinates with Operations: Mass Care and Shelter Branch Coordinator)

**CA-ESF #7 – RESOURCES**

Coordinates plans and activities to locate, procure, and pre-position resources to support emergency operations. (Coordinates with Logistics: Support or Service Branch Coordinator)

**CA-ESF #8 – PUBLIC HEALTH AND MEDICAL**

Coordinates public health, environmental health, and emergency medical services activities in support of local jurisdiction resource needs. (Coordinates with Operations: Medical/Health Branch Coordinator)

*CA-ESF #9 – SEARCH AND RESCUE*

*This ESF was merged into CA-ESF #4 Fire and Rescue for urban search and rescue requests and CA-ESF #13 Law Enforcement for wildland search and rescue requests.*

**CA-ESF #10 – HAZARDOUS MATERIALS**

Coordinates state resources and supports local jurisdictions in the event of a current or potential threat to public and/or environmental health as a result of a hazardous materials release. (Coordinates with Operations: HazMat Unit Leader)

**CA-ESF #11 – FOOD AND AGRICULTURE**

Supports local jurisdictions and coordinates activities in response to an incident that adversely impacts agriculture and the food supply, including recovery of impacted industries and resources. (Coordinates with Operations: Public Health Unit Leader)

**CA-ESF #12 – UTILITIES**

Provides resources and support to responsible jurisdictions and in partnership with the private sector to restore gas, electric, water, wastewater, and telecommunication systems. (Coordinates with Operations: Public Works Unit Leader)

**CA-ESF #13 – LAW ENFORCEMENT**

Coordinates state law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities, wildland search and rescue activities, in accordance with law enforcement and coroner's mutual aid plans. (Coordinates with Operations: Law Enforcement Branch Coordinator)

**CA-ESF #14 – RECOVERY**

Supports and enables the recovery of communities affected by extraordinary emergencies or disasters. (Coordinates with Management: EOC Director)

**CA-ESF #15 – PUBLIC INFORMATION**

Supports the accurate, coordinated, timely, and accessible information to affected audiences, including governments, media, the private sector, the local populace, including those with access and functional needs. (Coordinates with Management: Public Information Officer / Joint Information Center)

*CA-ESF #16 – EVACUATION*

*This ESF merged into CA-ESF #13 Law Enforcement in August 2013.*

**CA-ESF #17 – VOLUNTEER AND DONATIONS MANAGEMENT**

Supports local jurisdictions to ensure the most efficient and effective use of affiliated volunteers, organizations, and monetary or in-kind donated resources. (Coordinates with Logistics: Human Resources Unit Leader)

**CA-ESF #18 – CYBER SECURITY**

Coordinates resources to prepare for, mitigate against, respond to, and recover from a significant cybersecurity event. (Coordinates with Operations: Law Enforcement Unit Leader or GIS Chief)