

PART TWO: Managing Emergency Operations

Part Two of the City of Glendale Emergency Plan includes functional Annexes that describe the emergency response organization. Each Annex is supported by a statement of mission objectives, initial action checklists and the emergency management organizational structure to be used by assigned personnel.

Annex A1 - Alerting and Warning

Annex A2 - Communications

Annex A3 – Situation Analysis

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Annex B - Fire and Rescue Operations

Annex C - Law Enforcement & Traffic Control

Annex D – Medical Operations

Annex E - Public Health Operations

Annex F - Coroner Operations

Annex G - Care & Shelter Operations

Annex H - Movement & Evacuation Operations

Annex I - Rescue Operations

Annex J – Construction & Engineering Operations

Annex K1 – Supply & Procurement Unit

Annex K2 – Personnel Resources

Annex K3 – Transportation

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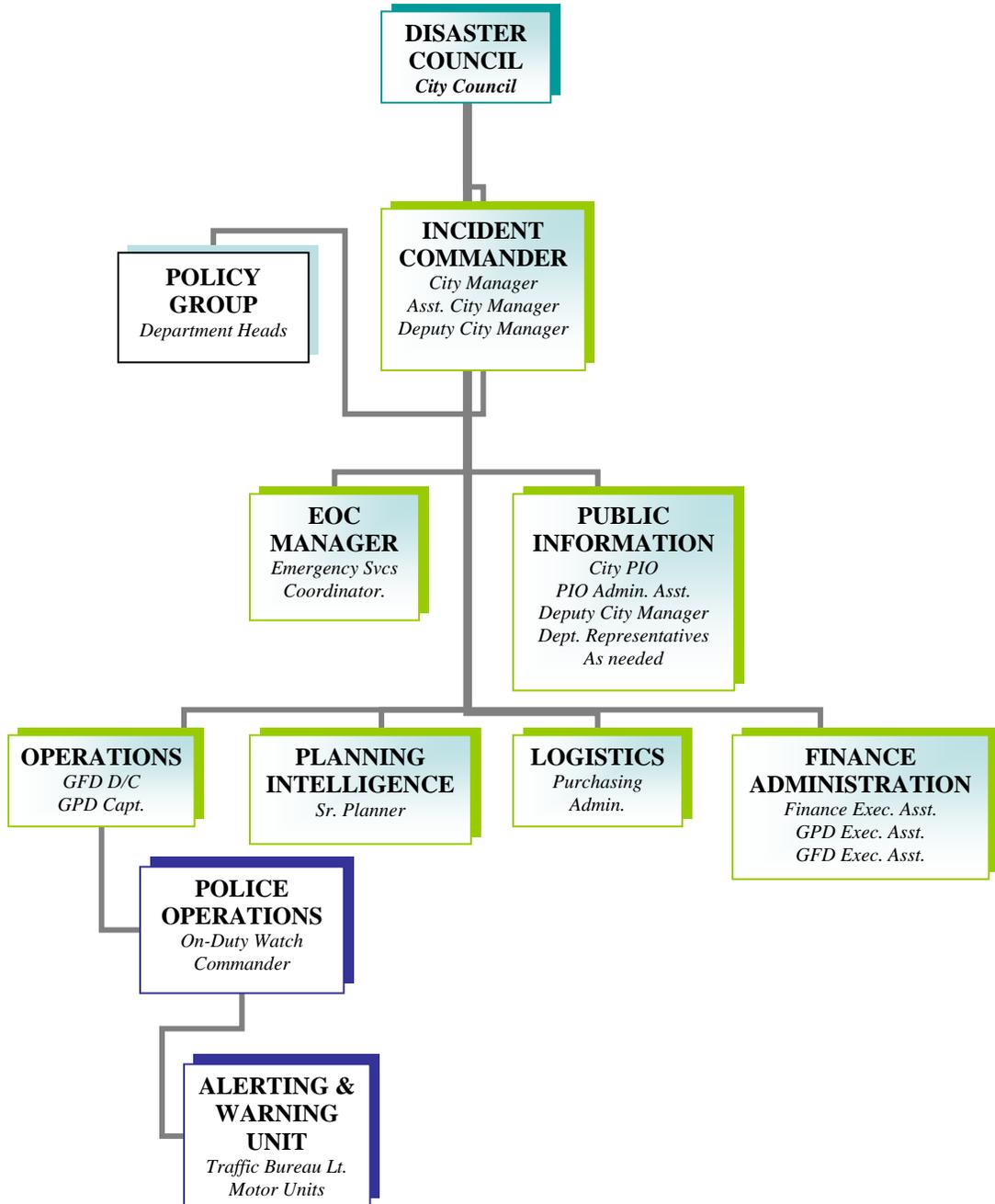
Annex L - Recovery Operations

ANNEX A1 – ALERTING & WARNING
LEAD DEPARTMENT: POLICE

Mission Objectives:

- Estimate area and population to be advised
- Establish traffic control points
- Establish evacuation assembly points
- Dispatch units to alert population
- Provide crowd control
- Monitor evacuation routes
- Provide for safe, orderly alerting and evacuation

ANNEX A1 – ALERTING & WARNING INCIDENT COMMAND STRUCTURE



**ANNEX A1.1 – ALERTING & WARNING
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

IF EVACUATION IS DIRECTED:

Determine the area that will require evacuation.	EOC Plan Investigation Services Dept. (ISD) Commander
Estimate the number of in the evacuation area.	EOC Plan Investigation Services Dept. (ISD) Commander
Estimate number of persons needing transportation assistance.	EOC Plan Investigation Services Dept. (ISD) Commander
Survey status of major evacuation routes: Identify alternative routes where necessary.	EOC Plan Investigation Services Dept. (ISD) Commander
Establish traffic control points.	Police Operations / Access Control Unit
Establish evacuation assembly points.	Police Operations/ Movement & Evacuation Unit
Dispatch units to alert people in areas to be evacuated	Police Operations / Alerting & Warning Unit
Coordinate with City Public Information Office and Media Relations Unit to notify Radio and TV stations to broadcast evacuation instructions.	Police Operations / Alerting & Warning Unit/ Police Public Information Officer
Dispatch transportation to special facilities and to disabled, elderly or other requiring assistance.	Police Operations / Movement & Evacuation Unit
Dispatch buses to designated assembly points.	EOC Logistics (PW Transportation Section)
Dispatch units to traffic and access control points.	EOC Police Operations
Provide crowd control assembly points.	Police Operations / Movement & Evacuation Unit

Place tow truck on standby to assist disabled vehicles on evacuation routes.

Police Operations / Movement & Evacuation Unit

Monitor status of warning and evacuation processes.

Police Operations / Movement & Evacuation Unit

Notify Red Cross to open designated Reception Center.

Police Operations / EOC Parks Operations – Care & Shelter Coordinator

Monitor traffic flow along evacuation routes.

Police Operations / Movement & Evacuation Unit

Establish security patrols and access control procedures.

Police Operations / Access Control Unit

Coordinate with Public Works to obtain barricades and signs.

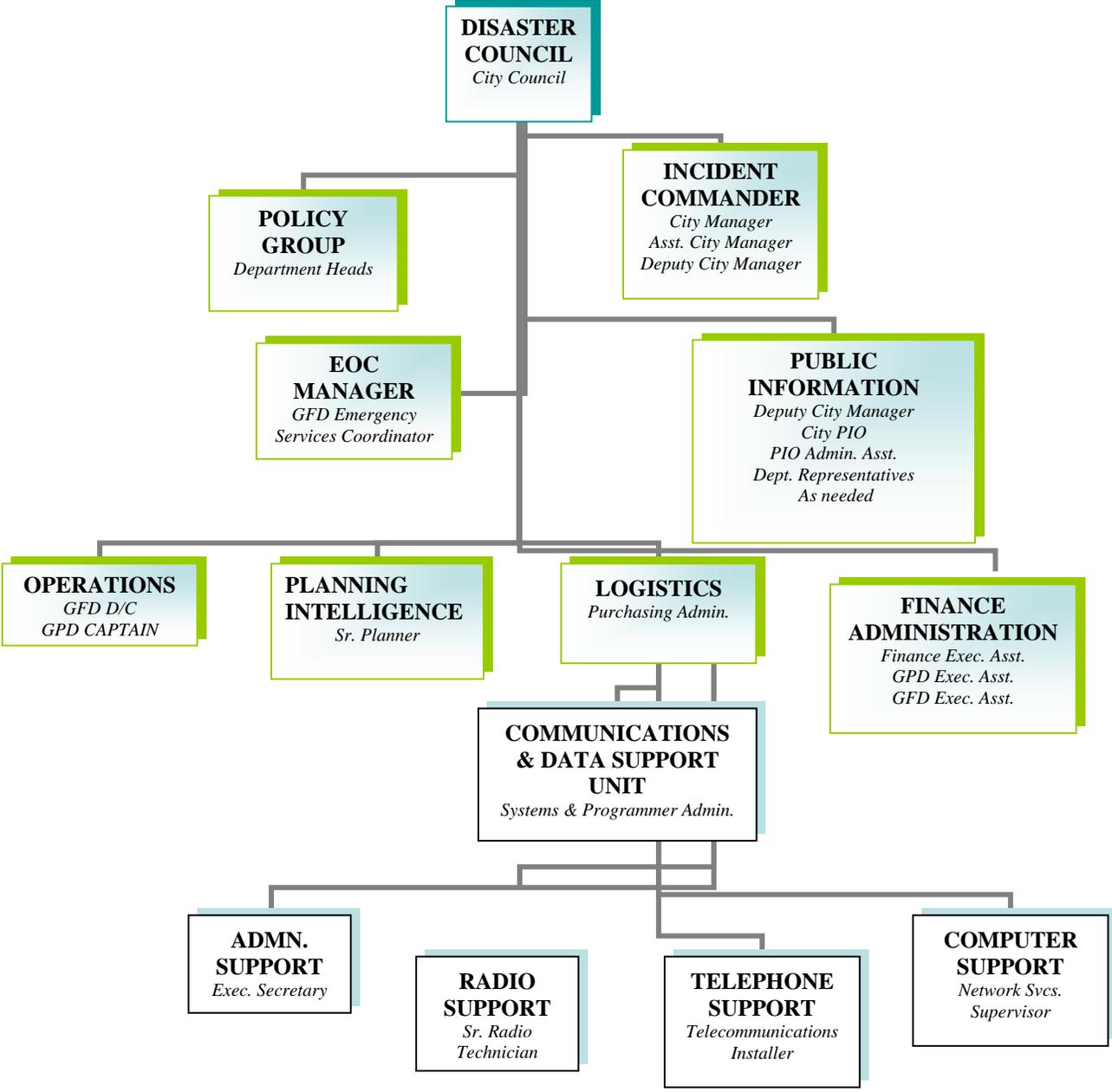
EOC Police Operations / EOC Logistics

ANNEX A2 – COMMUNICATIONS
LEAD DEPARTMENT: Information Services

Mission Objectives:

- Ensure that the City's communication systems are fully operational.
- Provide emergency technical support as needed to the telephone, radio, and computer systems.
- Provide a system for the receipt and dissemination of information required for the effective response to, and recovery from, the effects of a major disaster.

ANNEX A2 - COMMUNICATIONS



Incident Command Structure

ANNEX A2.1 – COMMUNICATIONS
LEAD DEPARTMENT: Information Services

ACTION

ASSIGNED RESPONSIBILITY

Verify the operational status of the City's Radio System.

- Conduct a radio check on all City frequencies.
- Repair and restore affected or downed systems.

Radio Shop – Radio Technician

Verify the operational status of all Radio base Stations and microwave equipment.

- Drive to all locations and do a visual check of the conditions.

Radio Shop – Radio Technician

Repair and recharge the hand held radios.

Radio Shop – Radio Technician

Verify the operational status of the 911 system.

- Contact Police Communications Center
- Contact Verdugo Fire Communications Center

Information Services – Telephone / Network Branch Leader

If 911 System is down, restore the system.

- Contact the phone company Priority Repair Unit

Information Services – Telephone / Network Branch Leader

Assess physical conditions of all On-site PBX, Key Service Units, Network Hubs, and Network Routers.

Information Services – Telephone / Network Branch Leader

Assist the Emergency Operations Center (EOC) with any special service that is required.

Information Services – Telephone / Network Branch Leader

Assist the Public Information Office with the establishment of the Emergency Information Center (EIC).

Information Services – Telephone / Network Branch Leader

Verify the Fire Dispatch components are running primary systems, and notifying appropriate agencies when off line.

Information Services – Fire Computer Technician or Dispatch Personnel

Verify that the Police Dispatch components are running primary systems, and notifying appropriate agencies when off line.

Information Services – Police Computer Technician or Dispatch Personnel

Verify that the Police Records Management System (RMS) is operating, and notifying appropriate agencies when it is not.

Information Services – Police Computer Technician or Dispatch Personnel

Verify that the Police Arrest and Booking System (ABS) is operating, and notifying appropriate agencies when it is not.

Information Services – Network Specialist

Verify the operational status of the Network Servers.

Information Services – Network Specialist

- Verify that remote sites are up and running.
- Check server list to determine that all servers are running.

Verify that routers, switches and hubs are up and running between the EOC, City Hall and Information Services.

Information Services – Sr. Computer Operator

Verify the operational status of the Mainframe computer.

Information Services – Mainframe Branch

Verify the operational status of mainframe Operating systems.

Systems Programmer
Systems Programmer
Systems Programmer

- VM
- VSE Production
- VSE CICS

Verify the operational status of mainframe application systems.

- VM
- VSE Production
 - PROFS
 - Accounting
 - Purchasing
 - Utility Billing
 - Rubbish

Accounting Systems Analyst
Purchasing Systems Analyst
Utility System Analyst
Utility System Analyst
Utility System Analyst
Utility System Analyst

Accounting Systems Analyst
Treasurer's System

- VSE CICS
Permits

Verify the operational status of distributed system servers.

- IS1 / IS2 File Servers
- ISSUN41 Database Server

Verify the operational status of distributed System applications.

- PeopleSoft Application
- PeopleSoft Oracle Database

Verify the operational status of the GIS System.

Verify the operational status of the RFS / LIS Systems.

Verify the operational status of the MARS System

Utility System Analyst
Utility System Analyst
Permit System Analyst

Information Services – Mainframe Branch
Network Specialist
Sun Systems Administrator

Information Services – Mainframe Branch
PeopleSoft Systems Analyst
Database Specialist

Information Services – GIS Analyst

Information Services – Programmer

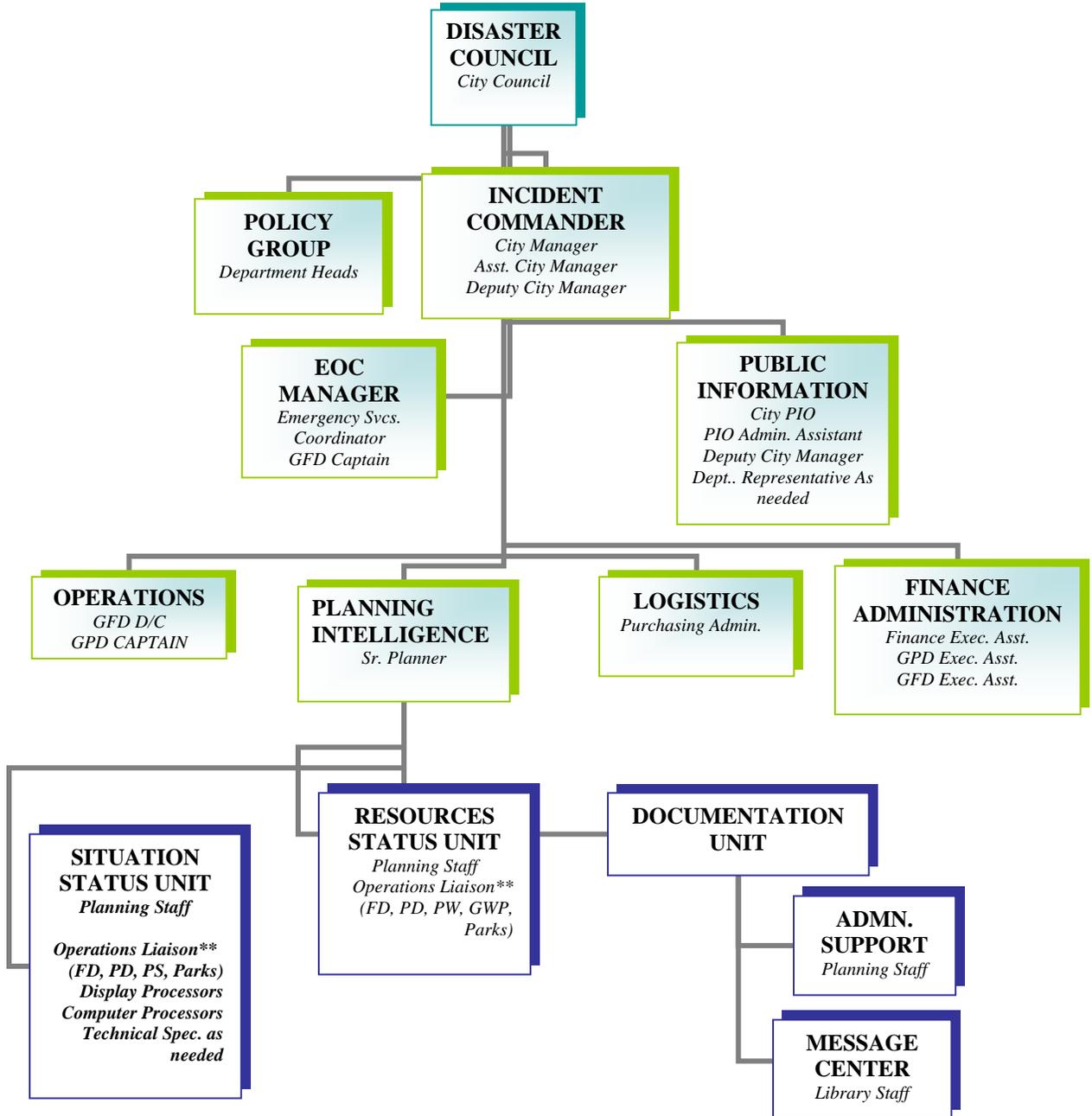
Information Services – MARS System Analyst.

ANNEX A3 – SITUATION ANALYSIS
LEAD DEPARTMENT: PLANNING/FIRE/POLICE

Mission Objectives:

- Ensure damage information is compiled and reported to EOC staff, City Management, the Los Angeles County Operational Area, and other Local, State, or Federal agencies as needed.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps or other visual aids.
- Disseminate situation intelligence and present summary damage assessment reports to the Incident Commander, EOC General Staff, the City public Information Officer, the Los Angeles Operational Area, other sections and city departments, and other Local, State or Federal agencies as required.
- Determine and document the City's post-event condition, including (but not limited to) damage to:
 - Bridges
 - Building (Commercial and Residential Capability)
 - Casualties (Fatalities & Injuries)
 - Communications
 - Continuing of Government
 - Fire & Rescue Capability
 - Hospitals
 - Law Enforcement
 - Sewers
 - Street & Highways
 - Utilities (Water, Gas, Electric, Telephone)
- Ensure accurate recording and documentation of the incident, including extent of damage, action(s) taken, and financial losses.
- Assist (Recovery Unit) in the preparation of a post-disaster recovery plan.

ANNEX A3 – SITUATION ANALYSIS
INCIDENT COMMAND STRUCTURE



**ANNEX A3.1 – SITUATION ANALYSIS
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

Check-in upon arrival at the EOC. Report to the Operations Section Chief and obtain a briefing on situation.

Plan Officer

Activate necessary elements of the Planning Section.

Plan Officer

Activate and maintain an EOC Message Center.

Plan Officer / Documentation Unit Leader / Message Center Spvr.

Ensure that a City of Glendale EOC journal/log is maintained of all incidents and action(s).

Plan Officer / Documentation Unit Leader

Ensure that a chronological record of all reports or summaries issued by the EOC are maintained for post-incident use. Maintain a record of all EOC message forms and documents.

Plan Officer / Documentation Unit Leader

Meet with Operations and Logistics Section Coordinators and prepare **initial** City Reconnaissance Report of conditions resulting from the event.

Plan Officer / Situation Status Unit Leader

Ensure that the City Reconnaissance Report is transmitted to the Crescenta Valley Sherriff's Station as soon as possible (i.e. <30 minutes of EOC activation).

Plan Officer / Situation Status Unit Leader

Determine the location of, and establish contact with, adjacent EOC's.

Plan Officer / Documentation Unit Leader

Prepare and maintain EOC displays.

Plan Officer / Documentation Unit Leader

Develop sources of information to collect and analyze data from the following:

Plan Officer / Documentation Unit Leader

Operations Section

- ✓ Fire
- ✓ Police
- ✓ Public Works
- ✓ GWP

Logistics Section

Finance Section

<p>Establish a schedule for the completion and submittal of an Incident Briefing (ICS201) from all EOC Sections and Branches. Ensure this schedule is posted and communicated to all personnel.</p>	<p>Plans Officer</p>
<p>Collect and compile completed Incident Briefings (ICS201) from all activated EOC Sections/Branches.</p>	<p>Plans Officer / Situation Status Unit Leader / Documentation Unit Leader</p>
<p>In conjunction with the Operations and Logistics Section Coordinators, prepare a City of Glendale Action Plan using the Incident Objectives (ICS202) report for the Incident Commander (City Manager) and Disaster Policy Group.</p>	<p>Plans Officer / Situation Unit Leader/ Resource Status Unit Leader / Documentation Unit Leader</p>
<p>Ensure that the approved City of Glendale Action Plan is disseminated through appropriate channels to response personnel, city EOC staff, city departments, Crescenta Valley Sherriff's Station, and the public.</p>	<p>Plans Officer / Documentation Unit Leader / Resource Status Unit Leader / Documentation Unit Leader</p>
<p>Prepare and transmit an updated City Status Report to the Los Angeles County.</p>	<p>Plans Officer / Situation Unit Leader</p>
<p>Prepare and transmit an update City Status report to the Los Angeles County Operational Area via the Crescenta Valley Sheriff's Station. Establish a schedule for this to occur on a regular basis.</p>	<p>Plans Officer / Situation Unit Leader</p>
<p>Determine weather conditions – Current and upcoming. Ensure that updated weather information is regularly posted in the EOC.</p>	<p>Plans Officer / Situation Unit Leader</p>
<p>Determine weather conditions of all roadways. Maintain a listing of all road closures.</p>	<p>Plans Officer / Situation Unit Leader</p>
<p>Identify potential problem areas along evacuation routes (i.e. weight limitations, narrow bridges, damaged roadways, etc.).</p>	<p>Plans Officer / Situation Unit Leader</p>
<p>Based on situation (either as known or forecast), attempt to identify future information and/or personnel needs for the incident.</p>	<p>Plans Officer / Situation Unit Leader</p>

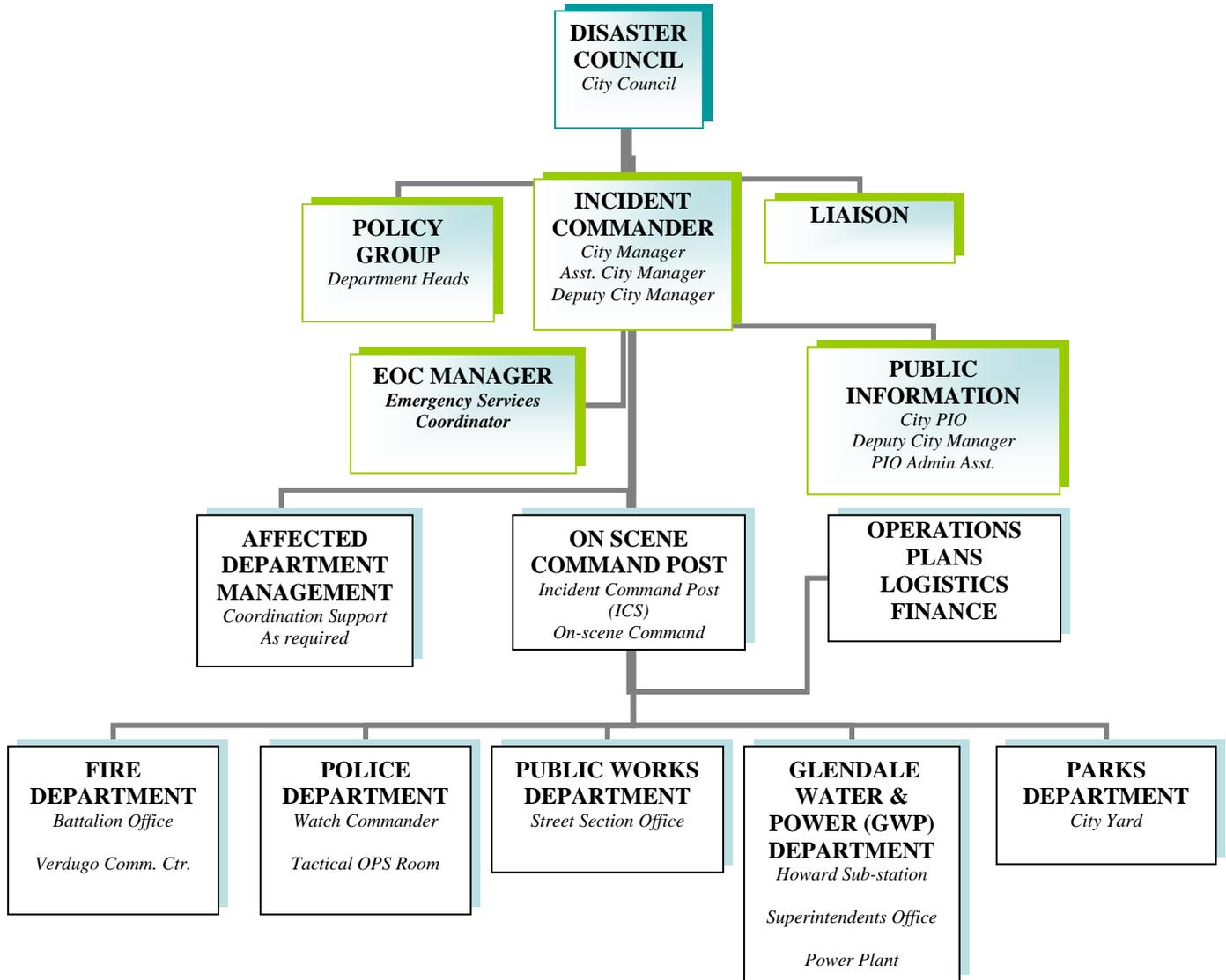
Ensure that new pertinent event information is disseminated through appropriate channels to response personnel, City EOC Staff, City Departments, Crescenta Valley Sheriff's Station and the public.	Plans Officer / Situation Unit Leader
Ensure that the Resources Status Unit compiles and displays emergency status and summary information.	Plans Officer / Situation Unit Leader
Direct the coordination of periodic disaster and strategy plan briefings with the EOC director, Incident Commander (City Manager) and EOC General Staff, including prediction incident potential.	Plans Officer / Situation Unit Leader
Authorize deactivation of organizational elements when they are no longer required. Ensure that any open actions are handled by the Section or transferred to other EOC elements prior to deactivation.	Plans Officer
Deactivate the Section and close out logs when authorized by the Incident Commander (City Manager).	Plans Officer
Prepare and submit the Plans Section After-Action Report for inclusion in the City of Glendale After-Action Report.	Plans Officer

ANNEX A4 – EMERGENCY MANAGEMENT
LEAD DEPARTMENT: MANAGEMENT SERVICES

Mission Objectives:

- Overall management and coordination of emergency operations, to include as required, on-scene incident management.
- Coordinating or maintaining liaison with appropriate federal, state, and other local government agencies and applicable segments of the private sector.
- Requesting and allocating resources and other support.
- Establishing priorities and adjudicating any conflicting demands for support.
- Coordinating inter-jurisdictional mutual aid.

ANNEX A4 – EMERGENCY MANAGEMENT
INCIDENT COMMAND STRUCTURE



FUNCTIONAL EMERGENCY ASSIGNMENTS OF CITY DIVISIONS

	A1	A2	A3	A4	A5	B	C		D	E	F	G	H	I	J	K1	K2	K3	K4	L	
	Alerting & Warning	Communication	Situation Analysis	Management	Public Information	Fire & Rescue	Access Control	Law Enforcement	Medical	Public Health	Coroner	Care & Shelter	Movement & Evacuation	Urban Search & Rescue	Construction & Engineering	Supply & Procurement	Personnel	Transportation	Utilities	Recovery	
City Manager	S			P	P											S					P
Fire	S	S	P1	S	S	P			P					P							S
Police	P	S	P1	S	S		P	P			P		P								S
Public Works			S	S	S	S	S			P	S		S	S	P	S		P	S	S	
GWP			S	S	S	S				S				S	S					P	S
Parks Rec. & Comm. Services			S							S		P	S		S						S
Planning			S												S						S
Human Resources										S		S					P				S
Community Development			S		S							S			S		S				S
City Clerk					S										S						S
Library					S							S									S
Legal								S													S
Redevelopment Agency			S																		S
Finance & Admin. Svcs																P					S
Treasurer																S					S
Information Services		P																			S

P: Indicates Departments with primary responsibility for this function

P1: Lead Department based on type of incident

S: Indicates Departments with supporting responsibility for this function

ANNEX A4.1 – EMERGENCY MANAGEMENT
LEAD DEPARTMENT: MANAGEMENT SERVICES

ACTION

ASSIGNED RESPONSIBILITY

Appoint and ensure that Section Coordinators (General Staff) are in place as soon as possible and are staffing their respective sections.

- Operations Section Coordinator
- Planning/Intelligence Section Coordinator
- Logistics Section Coordinator
- Finance/Administration Section Coordinator

Incident Commander

Assign staff to initiate check-in procedures (**ICS Form 211**).

EOC Manager

Ensure that the EOC organization and staffing chart is posted and that arriving team members are assigned by name.

Planning/Intelligence Section Coordinator

Ensure that EOC is properly set up and ready for operations. Ensure that the Management function is staffed as soon as possible at the level needed. (Information, Liaison, etc.).

EOC Manager

Ensure that the field agency representatives have been assigned to other facilities as necessary.

Incident Commander / Operations Section Coordinator / Logistics Section Coordinator

Ensure that telephone and/or radio communications with other facilities are established and tested.

Logistics Section Coordinator / Communications and Data Services Unit Leader

Ensure that all Departments account for personnel and work assignments.

Incident Commander

Confer with Operations Section Coordinator and other General Staff to determine what representation is needed at the EOC from other agencies.

Incident Commander

Determine need and establish, if necessary, a deputy director position.

Incident Commander

Request additional personnel support as needed for the organization.

Incident Commander

Establish the frequency of briefing sessions. Schedule the first planning meeting.	Incident Commander/ Operations Section Coordinator
Access situation, work in progress, resources and estimate incident duration.	Incident Commander/ Branch Leaders
Confirm Level Two or Level Three EOC activation and ensure that EOC positions and ICS field positions are filled as needed.	Incident Commander/ Operations Section Coordinator
Direct the implementation of the City of Glendale's Multi-hazard Functional Plan.	Incident Commander
Develop overall strategy with the Section Coordinators.	Incident Commander/ Operations Section Coordinator
Develop and issue appropriate rules, regulations, proclamations and orders.	Disaster Council/ Incident Commander
Initiate Emergency Proclamations as needed.	Disaster Council/ Incident Commander
Conduct periodic briefing sessions with the entire EOC Management Team to update the overall situation.	Incident Commander/ Operations Section Coordinator
Conduct periodic briefing sessions with the Policy Group to update the overall situation.	Incident Commander/ Section Coordinator
Conduct periodic briefing sessions with the City Council to update the overall situation.	Incident Commander/ Section Coordinator
Establish and maintain contacts with the adjacent jurisdictions/ agencies and with other organizational levels as appropriate.	Incident Commander/ Liaison Officer/ Operations Section Coordinator
In conjunction with the Public Information Officer, coordinate news conferences and review media releases as required. Establish procedure for information releases affecting interagency coordination.	Incident Commander/ PIO/ Operations Section Coordinator
Ensure that the Liaison Officer is providing for and maintaining positive and effective interagency coordination.	Incident Commander

Hold action planning meeting of section and branch coordinators, agency representatives (as required) and key staff.

Incident Commander

Approve and authorize the implementation of the EOC Action Plan developed and prepared by the Planning/Intelligence Section and EOC Management Team.

Incident Commander

Authorize release of information to the media.

Incident Commander/ Operations Section Coordinator/ Public Information Officer

Thoroughly brief relief upon shift change.

Incident Commander/ All Section Coordinator

DEACTIVATION

Authorize deactivation of sections, branches or units when they no longer required.

Incident Commander

Deactivate the EOC and close out logs when emergency situation no longer requires activation.

Incident Commander
Operations Section Coordinator

Notify Los Angeles County Operational Area via appropriate channels, adjacent facilities and other EOC's as necessary of planned time for deactivation.

Incident Commander
Operations Section Coordinator

Ensure that any open actions no yet completed will be taken care of after deactivation.

Incident Commander
All Section Coordinators

Ensure that all required forms or reports are completed prior to deactivation.

Incident Commander
All Section Coordinators

Proclaim termination of the emergency and proceed with recovery operations.

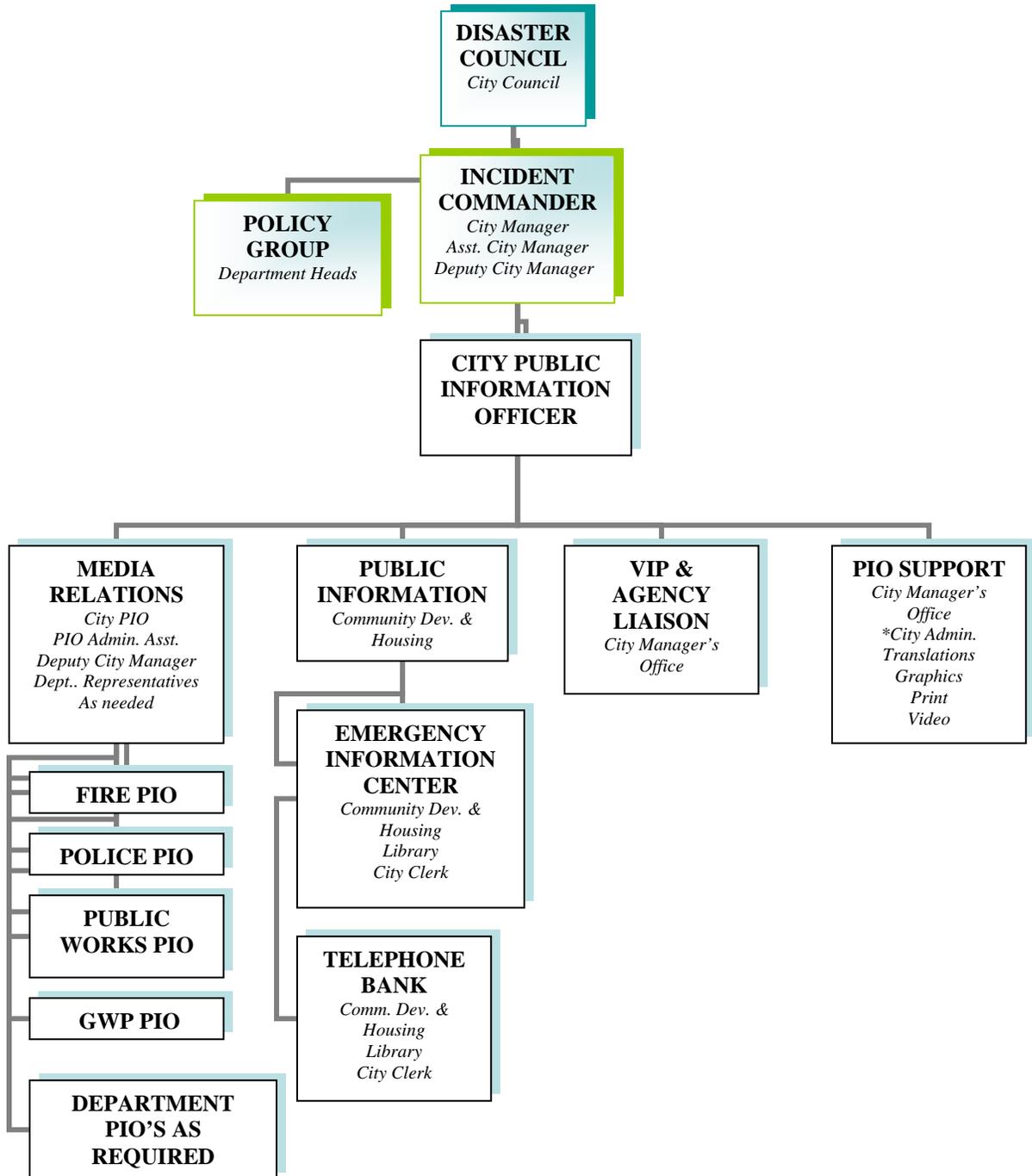
Disaster Council/
Incident Commander
All Section Coordinators

ANNEX A5 – PUBLIC INFORMATION
LEAD DEPARTMENT: MANAGEMENT SERVICES

Mission Objectives:

- Preparing and disseminating emergency public information. Serve as the dissemination point for all media releases within the City.
- Coordinate as necessary to ensure that the public within the affected area receives complete, accurate, timely, and consistent information about lifesaving procedures, health preservation instructions, emergency status and other information, and relief programs and services.
- Review and coordinate all related information access.
- Maintain a relationship with the media representatives and hold periodic press conferences as required.
- Coordinate or maintain liaison with appropriate federal, state, and other local government and applicable segments of the private sector.

ANNEX A5 – PUBLIC INFORMATION INCIDENT COMMAND STRUCTURE



ANNEX A5.1 – PUBLIC INFORMATION
LEAD DEPARTMENT: MANAGEMENT SERVICES

ACTION

ASSIGNED RESPONSIBILITIES

Check-in upon arrival at the EOC. Report to the Incident Commander and obtain briefing on the situation.

City Public Information Officer

Identify yourself as the PIO by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.

City Public Information Officer

Using activity logs (**ICS Form 214**), maintain all required records and documentation to support the After-Action Report and the history of the emergency/disaster.

City Public Information Officer

Document:

- ✓ Messages received
- ✓ Action Taken
- ✓ Decision justification and documentation
- ✓ Requests filled
- ✓ EOC personnel and time on duty

Precise information is essential to meet requirements for reimbursement by the State and Federal Governments.

Review position responsibilities.

City Public Information Officer

Determine personal operating location(s) set-up as necessary.

City Public Information Officer

Clarify any issues regarding your authority and assignment and what others in the organization do.

City Public Information Officer

Meet with Communications Branch Coordinator. Obtain briefing on site and external communications capabilities and restrictions.

City Public Information Officer

Establish operating procedures with Communications Branch for use of telephone and radio systems. Make any priorities or special request known.

City Public Information Officer

Determine 24-hour staffing requirements and request additional support as required.

City Public Information Officer

Determine the need for (SEMS/NIMS/ICS) Group of Unit establishment. Make required personnel assignments as staff arrives at the EOC.

City Public Information Officer

Secure guidance from the Incident Commander regarding the information available and proper for release under the initial conditions.

City Public Information Officer
Incident Commander

Establish a system to ensure that information provided by and released by the Media Relations and Public Information Units are consistent, accurate, and timely.

City Public Information Officer

Coordinate with the Situation Status Unit and define areas of special interest for public information action. Identify means for securing the information from other Branches or Units as it develops.

City Public Information Officer
EOC Plans Officer

Develop an information release program. Contact other Public Information Officers by whatever communications are available and determine which radio and TV stations are operational.

City Public Information Officer
Incident Commander
Media Relations Unit

Establish a Media Information Center at a site away from the EOC, Command Post and incident for media use and dissemination of information.

City Public Information Officer
Media Relations Unit

Announce safe access to Media
Information Center for media

*Media Information Center Location:
City Council Chambers
Glendale City Hall
613 E. Broadway*

Schedule and post times and locations of news briefs in the EOC, Media Information Center and other appropriate areas. Arrange for preparation of and provide approved information to the media; and post news releases in the EOC, Media Information Center and other appropriate areas.

PIO Support Unit Leader

Provide sufficient staffing and telephones to efficiently handle incoming public calls.

PIO Support Unit Leader

Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate release of emergency information through the PIO and that all press releases must be cleared with the Incident Commander before releasing information to the media.

City Public Information Officer

Coordinate all media events with the Incident Commander.

City Public Information Officer

Coordinate news releases about a particular organization/agency with their PIO.

City Public Information Officer/
VIP & Agency Liaison

If requested, established content for state Emergency Alert Systems (EAS) releases. Provide this information through appropriate EBS links. Monitor EBS releases.

City Public Information Officer

Coordinate the use of the local cable Government channel and/or emergency override system for broadcast of emergency information.

City Public Information Officer

As required, periodically prepare briefings for the jurisdiction executives or elected officials.

City Public Information Officer/
Incident Commander

Establish a television bank easily accessible. Monitor broadcast media, and use information to develop follow-up news releases and rumor control. Establish a rumor control function as necessary.

City Public Information Officer

Consider establishing and staffing a hot-line to answer inquiries from the public.

City Public Information Officer/
Public Information Unit Leader

Coordinate VIP tours with Liaison Officer, City Council and Legislative Liaison. Arrange for media tours and photo opportunities when available staff and time permit.

City Public Information Officer/
VIP & Agency Liaison

Ensure that announcements, information and materials are translated and prepared for special populations (non-English speaking, non-readers, elderly, the hearing, sight and mobility impaired, etc.).

City Public Information Officer/
Public Information Officer Support Unit/
Logistics – Personnel Unit

Through the Los Angeles County Operational Area, coordinate with state, federal or private sector agencies to get technical information (health risks, weather, etc.) for release to the public and media.

City Public Information Officer/
VIP & Agency Liaison

Issue timely and consistent advisories and instructions for life safety, health and assistance:

Incident Commander/
City Public Information Officer/
EOC Plans Officer/
EOC Logistics Officer/
Pd Operations – Movement Coordinator

- ✓ What to do and why
- ✓ What not do and why
- ✓ Hazardous areas and structures to stay away.
- ✓ Evacuation routes, instructions and arrangements for persons without transportation or special needs (non-ambulatory, blind, etc.).
- ✓ Location of mass care shelters, first aid stations, food and water distribution points, etc.
- ✓ Location where volunteers can register and be given assignments.
- ✓ Street and freeway overpass conditions, congested areas to avoid and alternate routes to take.
- ✓ Instructions from the coroner and public health officials pertaining to dead bodies, potable water, human waste and spoiled waste disposal.

- ✓ Weather hazards when appropriate.

Issue timely and consistent advisories and instructions for life, safety, health and assistance.

- ✓ Public information hotline numbers.
- ✓ Status of Local Declaration, Governor's Proclamation of Declaration.
- ✓ Local state and federal assistance available; locations opening dates and times.
- ✓ How and where people can obtain information about relatives/friends in the emergency disaster area (coordinate with Red Cross on the release of this information).

Incident Commander/
City Public Information Officer/
EOC Plans Officer/
EOC Logistics Officer/
PD Operations – Movement Coordinator

Ensure that file copies are maintained of all information released. Provide copies of all releases to the EOC Manager.

Public Information Officer Support Unit

Conduct shift change briefings in detail. Ensure that in-progress activities are identified and follow-up requirements are known.

Public Information Officer Support Unit

DEACTIVATION

Deactivate the Emergency Public Information position and close out logs when authorized by the EOC Manager.

City Public Information Officer

Ensure that any required forms or reports are completed prior to your release and departure.

City PIO/ PIO Support Unit

Determine what follow up to your assignments might be required before you leave.

City Public Information Officer

Leave forwarding phone number where you can be reached.

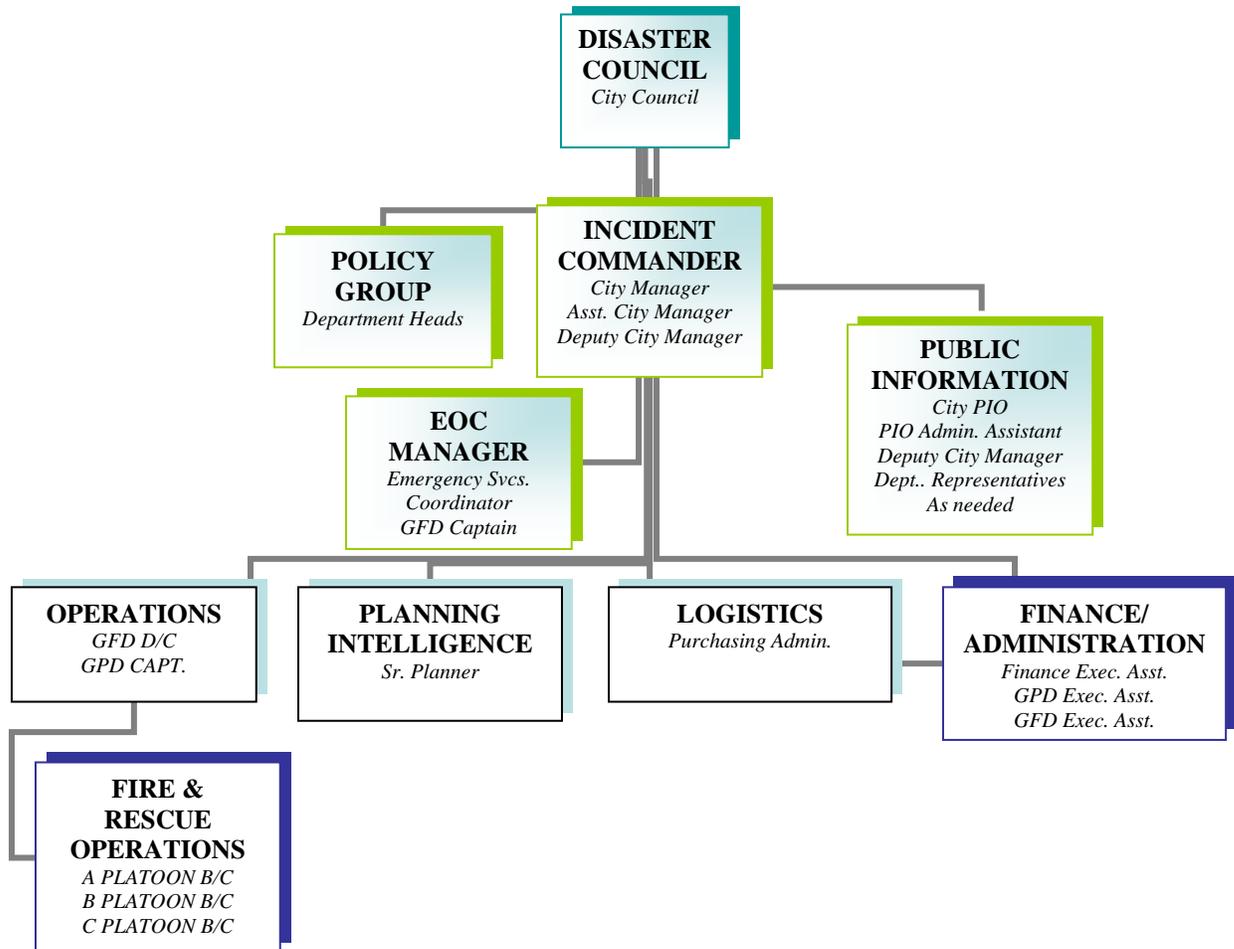
City Public Information Officer

ANNEX B – FIRE & RESCUE OPERATIONS
LEAD DEPARTMENT: FIRE

Mission Objectives:

- Mobilize and deploy fire resources and coordinate fire suppression and related rescue operations.
- Coordinate rescue operations.
- Coordinate Fire Department response to medical emergencies.
- Coordinate and initiate fire safety measures appropriate to the mitigation of fire hazards.
- Perform containment and cleanup activities associated with hazardous materials spills.
- Assist in alerting and notifying the general public.
- Coordinate heavy rescue operations with other agencies.

ANNEX B – FIRE AND RESCUE OPERATIONS INCIDENT COMMAND STRUCTURE



ANNEX B1 – FIRE & RESCUE OPERATIONS
LEAD DEPARTMENT: FIRE

ACTION

ASSIGNED RESPONSIBILITY

Assure that all emergency equipment under cover has been moved to open areas to prevent damage in the event of aftershocks. (other disasters besides earthquakes)

On-Duty Operations Battalion Chief/
Company Commander

Dispatch units to survey and report damage.

On-Duty Operations Battalion Chief

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGE JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Determine condition of pre-designated locations where hazardous chemicals, flammable substances, and explosives are stored or used.

Company Commanders

Check communications to ensure dispatching and reporting system is operating.

Verdugo Communications Spvr.

Dispatch units to provide alternate communications links if necessary.

On-Duty Operations Battalion Chief

Determine if firefighting water system is functional.

Company Commanders

Call back all regular personnel and reserves, including public and private ambulances.

On-Duty Operations Battalion Chief/
Recall Coordinator

Take suppression actions on reported fires.

Company Commanders

Keep other emergency forces informed of areas threatened by fire.

Fire Operations Officer/
EOC Plans Officer

Clear debris from pre-planned routes to support fire and rescue activities.

Public Works Operations –
Construction & Engineering Unit

Determine if current and forecast wind conditions will support large and intense fires.	Plans Officer
Give priority to lifesaving actions.	On-Duty Operations Battalion Chief
Organize and direct light rescue of trapped persons, and perform first aid.	Company Commanders
Coordinate the activation of multi-purpose staging areas.	On-Duty Operations Battalion Chief
Broadcast emergency self-help instructions to the public.	City Public Information Officer/ Fire Public Information Officer
Call for equipment needed for debris clearance and heavy duty rescue operations.	Heavy Rescue Coordinator
Establish access controls to damaged areas, assist people to safe areas, request needed medical support.	Police Operations – Access Control Unit Fire Operations – Company Commanders
If any facility is reported to be unsafe because of damage, developing fires, or other hazards, order evacuation.	Fire Operations – Company Commanders Police Operations – Access Control Unit
Request additional assistance from the Operational Area Fire and Rescue Coordinator.	On-Duty Operations Battalion Chief
Ensure that operations are conducted from an upwind position.	On-Duty Operations Battalion Chief Company Commanders
Identify substance(s) involved, including shipping papers and/or placards.	Company Commanders/ Hazardous Materials Team
Contact as required, the appropriate local, county and state agencies.	On-Duty Operations Battalion Chief Company Commanders
Take steps necessary to protect or save human life; safeguard property in so far as practical.	On-Duty Operations Battalion Chief Company Commanders
Coordinate with Police Operations and the On-Scene Law Enforcement Supervisor to ensure that a safe perimeter is maintained to protect the public.	On-Duty Operations Battalion Chief Hazardous Materials Team/ Police Operations – Access Control Unit
Re-evaluate perimeters as conditions change.	On-Duty Operations Battalion Chief/ Hazardous Materials Teams

Assist medical personnel in isolating and removing contaminated or injured persons from the scene.	On-Duty Operations Battalion Chief/ Hazardous Materials Team/ Company Commanders
Take action to contain and/or prevent the spread of the material.	On-Duty Operations Battalion Chief/ Hazardous Materials Team/ Company Commanders
Secure the services of a designated governmental and/or private hazardous materials clean up agency.	On-Duty Operations Battalion Chief/ Hazardous Materials Team
Establish communications links with law enforcement agencies.	On-Duty Operations Battalion Chief
Prepare to relocate fire equipment from stations in impacted area(s).	On-Duty Operations Battalion Chief/ Company Commanders
Assist in warning and evacuation necessary.	On-Duty Operations Battalion Chief/ Company Commanders
Assist in evacuating non-ambulatory persons.	On-Duty Operations Battalion Chief/ Company Commanders
Coordinate with facility operators to ensure actions are taken to prevent the release of hazardous materials.	On-Duty Operations Battalion Chief/ Company Commanders
Continue to warn and assist areas not yet impacted or flooded.	On-Duty Operations Battalion Chief/ Company Commanders
Obtain equipment as needed for debris clearance and heavy rescue operations.	EOC Fire Operations/ EOC Public Works Operations/ EOC Logistics
Establish liaison with the Emergency Operations Center (EOC) and any mutual aid providers.	On-Duty Operations Battalion Chief
Establish communication links with law enforcement agencies.	EOC Fire Operations/ On-duty Operations Battalion Chief
Prepare to relocate fire equipment from stations in impacted area(s).	On-duty Operations Battalion Chief/ Company Commanders
Assist in warning and evacuation necessary.	On-duty Operations Battalion Chief/ Company Commanders
Assist in evacuating non-ambulatory persons.	On-duty Operations Battalion Chief/ Company Commanders

Coordinate with facility operators to ensure actions are taken to prevent the release of hazardous materials.

On-duty Operations Battalion Chief/
Company Commanders

Continue to warn and assist areas not yet impacted or flooded.

On-duty Operations Battalion Chief/
Company Commanders

Obtain equipment as needed for debris clearance and heavy rescue operations

EOC Fire Operations/
EOC Public Works Operations/
EOC Logistics

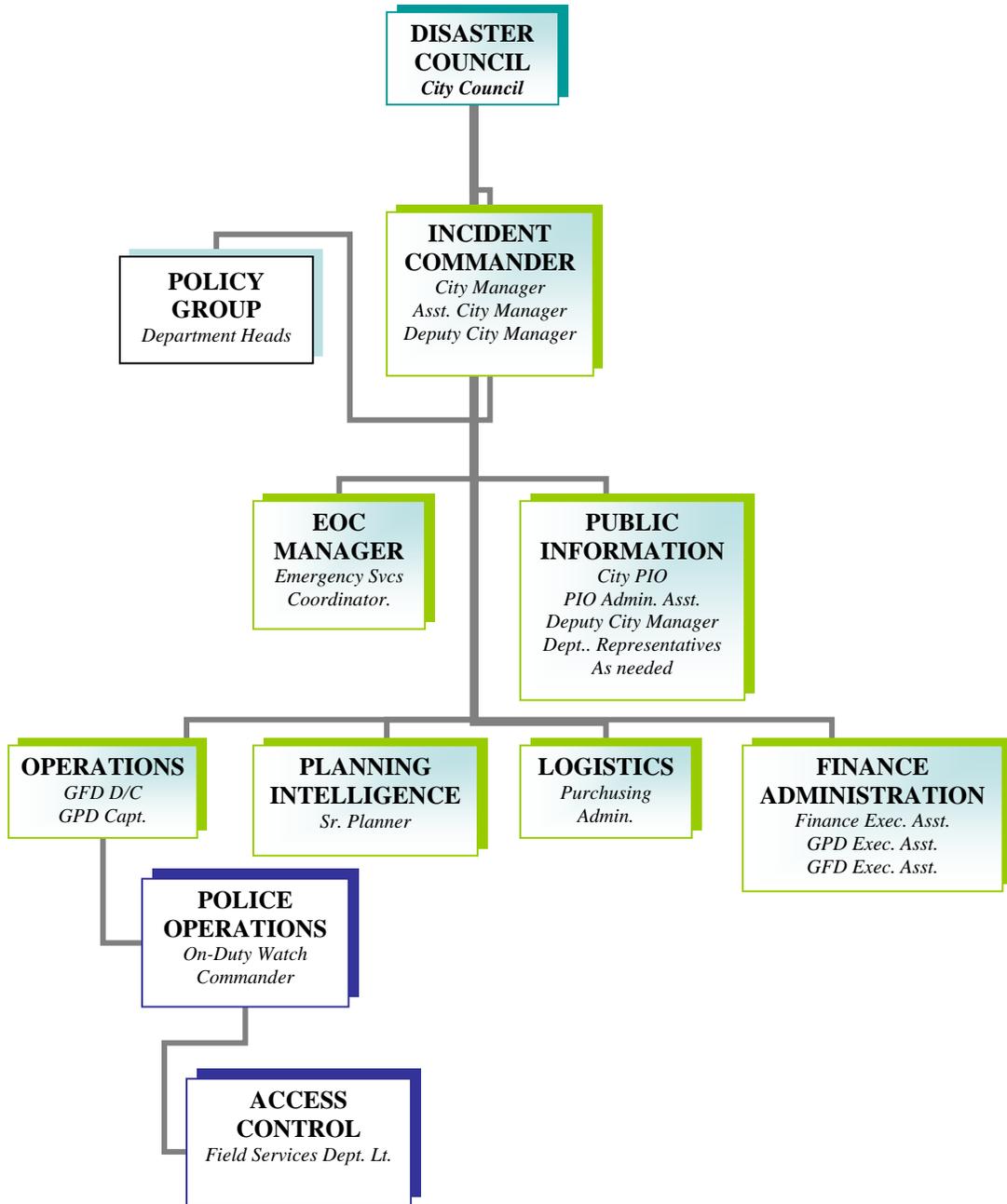
**ANNEX C – LAW ENFORCEMENT AND TRAFFIC CONTROL
OPERATIONS – LEAD DEPARTMENT: POLICE**

Mission Objectives:

- Mobilize, deploy, and organize for law enforcement and traffic control operations.
- Assist in alerting and notifying the public.
- Report conditions, needs, damage assessment, and other vital information to include road closures, bridge failures, collapsed buildings, casualty estimates or any other situation which would normally require emergency response.
- Provide traffic and crowd control support at mass care facilities, multi-purpose staging areas, casualty collection points, storage areas, vacated areas, key facilities and vital institutions.
- Establish procedures to allow rapid access by authorized personnel to controlled areas.
- Predetermine accreditation procedures for vital services and disaster service personnel.
- Protect critical facilities and supplies.
- Assists in establishing multipurpose staging areas for incoming mutual aid, supplies equipment, food, medical resources, etc.
- Establish liaison with coroner services. Provide security protection of personal effects and assist with the identification of the dead.
- Support search and rescue operations.

ANNEX C – LAW ENFORCEMENT AND TRAFFIC CONTROL

INCIDENT COMMAND STRUCTURE



**ANNEX C1– LAW ENFORCEMENT AND TRAFFIC CONTROL
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

Dispatch units to survey damage, particularly pre-designated facilities.

EOC Police Operations

Assure that all emergency equipment under cover has been moved to prevent damage in the event of aftershocks (**other type of disasters**)

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Provide alternated communications, if telephone or radio communications are not operational.

Logistics – Communications & Data Support Unit

Call in regular personnel and reserves, assign responsibilities according to plan.

EOC Police Operations

Assist with the removal and disposition of the dead, if requested by the County Coroner.

Coroner Unit

Take required animal control measures; coordinate with Humane Society if necessary.

EOC Police Operations

Continue surveys for further damage or hazards.

EOC Police Operations/
Field Units

Impose curfew, as directed.

Incident Commander/
EOC Police Operations

Protect inmates within detention facilities.

EOC Police Operations / Jail Spvr.

Assist with the evacuation of institutionalized persons, as necessary.

EOC Police Operations/
Jail Spvrs.

Request mutual aid assistance from the Operational Area Law Enforcement Coordinator, as required.

EOC Police Operations

Assist in search and rescue operations

EOC Police Operations / Field Units / Fire

Search vacated areas to ensure that all people have received warnings.	EOC Police Operations/ Field Units / Fire Operations
Relocate people to safe areas.	Movement Unit Leader/ Fire Operations
Provide security to protect people remaining in area.	EOC Police Operations
Provide traffic control.	Access Control Unit
Assist fire units in entering or leaving area.	Access Control Unit
Establish perimeter access control, as required.	Access Control Unit
Coordinate the evacuation of hazardous areas with other agencies.	Access Control Unit
Coordinate with the Construction and Engineering Coordinator for street/roads barricades.	EOC Police Operations/ Access Control Unit
Establish security for vital facilities and essential supplies.	EOC Police Operations/ Access Control Unit
Coordinate with traffic engineering to determine capacity and safety of evacuation routes.	Movement & Evacuation Unit
Coordinate with Public Works for debris clearance and heavy rescue operations.	EOC Police Operations/ Movement & Evacuation Unit/ EOC Fire Operations

ANNEX C2– LAW ENFORCEMENT AND TRAFFIC CONTROL
LAW ENFORCEMENT FACILITIES AND RESOURCES

POLICE DEPARTMENT & HEADQUARTERS

131 N. Isabel St.

Contact: GPD Watch Commander

GALLERIA SUBSTATION

Glendale Galleria

Contact: Galleria Sgt.

COPPS SUBSTATION

3808 Ocean View Blvd.

Contact: COPPS Sgt.

AMERICANA SUBSTATION

Americana

Contact: Americana Sgt.

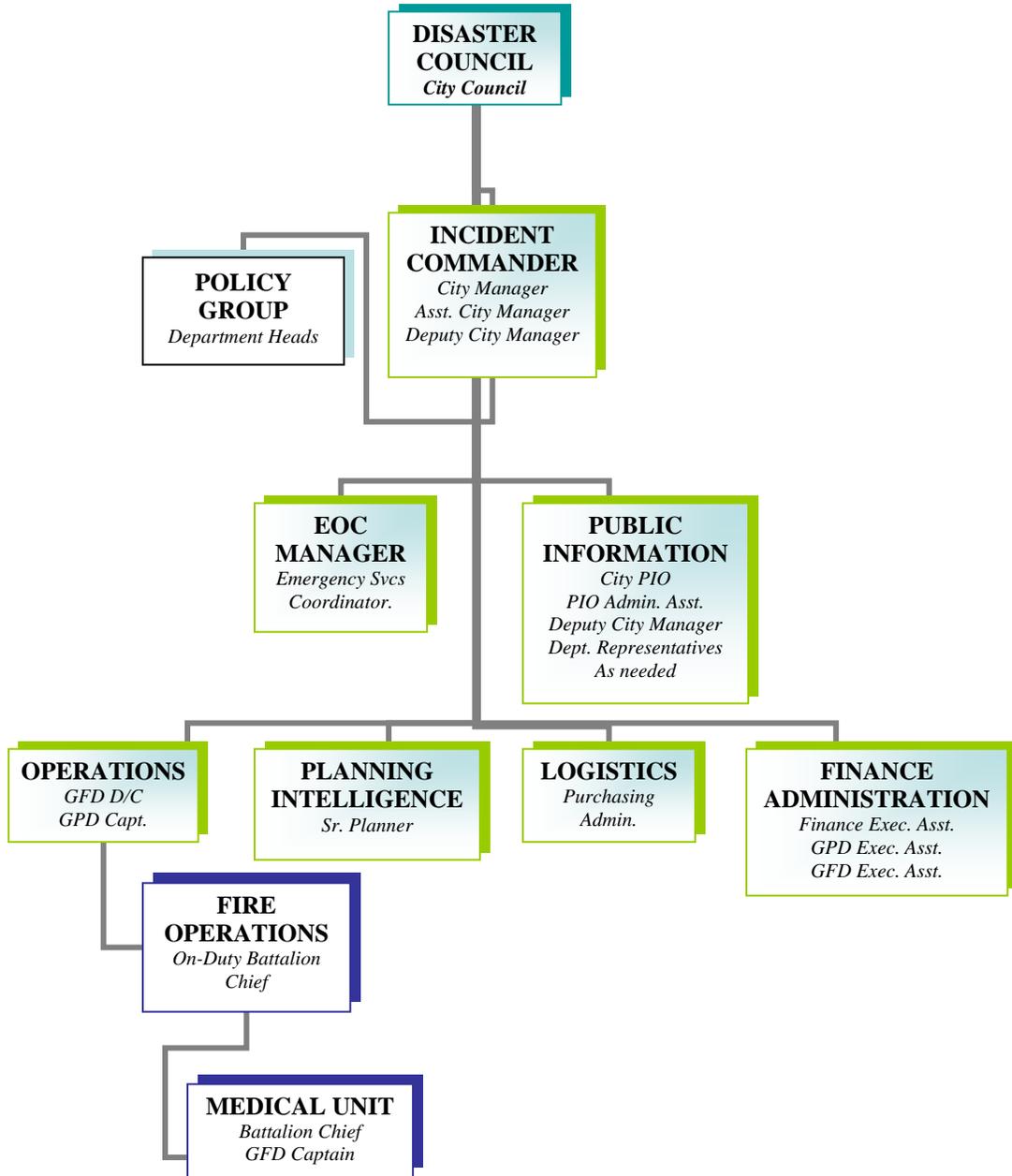
ANNEX D – MEDICAL OPERATIONS
LEAD DEPARTMENT: FIRE

Mission Objectives:

- Minimize loss of life, subsequent disability, and human suffering by ensuring timely and coordinated medical assistance, to include the evacuation of severely ill and injured patients.
- Coordinate the application of medical facilities and the procurement, allocation, and distribution of medical personnel, supplies, communications, and other resources.
- Provide a system for the receipt and dissemination of information required for the effective response to and recovery from the effects of a major disaster.

ANNEX D – MEDICAL OPERATIONS

INCIDENT COMMAND STRUCTURE



**ANNEX D1 – MEDICAL OPERATIONS
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

Determine number and location of casualties that require hospitalization.

- Survey Fire Field Units
- Obtain GPD Updates from Police Operations

E.O.C. Operations – Deputy Chief

Activate Casualty Collection Points if required.

- Notify Operational Area Disaster
- Medical Coordinator (L.A. Co. DHS)

E.O.C. Operations – Deputy Chief

Establish and operate emergency medical care centers for essential workers in the hazardous areas following the evacuation of the population.

- Alert E.O.C. PLANNING AND E.O.C. LOGISTICS

E.O.C. Operations – Medical Branch Leader

Provide medical care at shelter/congregate care centers.

- Obtain location of care sites
- Assign medical care units to sites

E.O.C. Operations – Medical Branch Leader

Provide field medical care, including triage, near or in affected areas.

- Obtain location of care sites
- Assign medical care units to sites

E.O.C. Operations – Medical Branch Leader

Provide field medical care, including triage, near or in affected areas.

- Obtain location of care sites
- Assign medical care units to sites

E.O.C. Operations – Medical Branch Leader

Coordinate patient evacuation with Movement Coordinator

- Contact GPD Police Operations
- Alert E.O.C. PLANNING

E.O.C. Operations – Deputy Chief

Assist in reducing the patient population in hospitals and other health care facilities if evacuation is necessary and continuing medical care for those that cannot be evacuated.

- Notify Operational Disaster Area Medical Coordinator (L.A. Co. DHS)
- Alert E.O.C. PLANNING

E.O.C. Operations – Deputy Chief

Contact hospitals to determine their capability to receive and treat casualties.

E.O.C. Operations – Deputy Chief

Identify hospitals, nursing homes, and other facilities that could be expanded into emergency treatment center for disaster victims.

- Coordinate with E.O.C. PLANNING

E.O.C. Operations – Deputy Chief

Provide crisis augmentation of medical personnel; e.g. nurses aides, paramedics, Red Cross personnel, and other trained volunteers.

Fire Operations – Medical Branch Leader

Inform the Emergency Public Information Officer of current information for dissemination to the public.

E.O.C. Operations – Deputy Chief

Have units dispatched to pick up injured.

E.O.C. Operations – Deputy Chief

Determine if specialized equipment is needed for medical personnel operating in the affected areas.

E.O.C. Operations – Deputy Chief

Place medical personnel on standby status.

E.O.C. Operations – Medical Branch Leader

Provide evacuation assistance to non-institutionalized persons who required medical/nursing support.

E.O.C. Operations – Medical Branch Leader

**ADDITIONAL ACTION IN
RESPONSE TO HAZARDOUS
MATERIAL INCIDENT**

Notify hospitals/toxic center if contaminated or exposed patients are involved.
Coordinate with HazMat Unit

E.O.C. Operations – Medical Branch Leader

**ADDITIONAL ACTION IN
RESPONSE TO FLOODING AND/OR
DAM FAILURE**

Identify facilities subjects to flooding and prepare to move people from facilities.

- Alert E.O.C. PLANNING

E.O.C. Operations – Deputy Chief

Initiate the removal of patients from nursing homes in flood plain.

- Coordinate with Movement and Evacuation Unit within Police Operations.

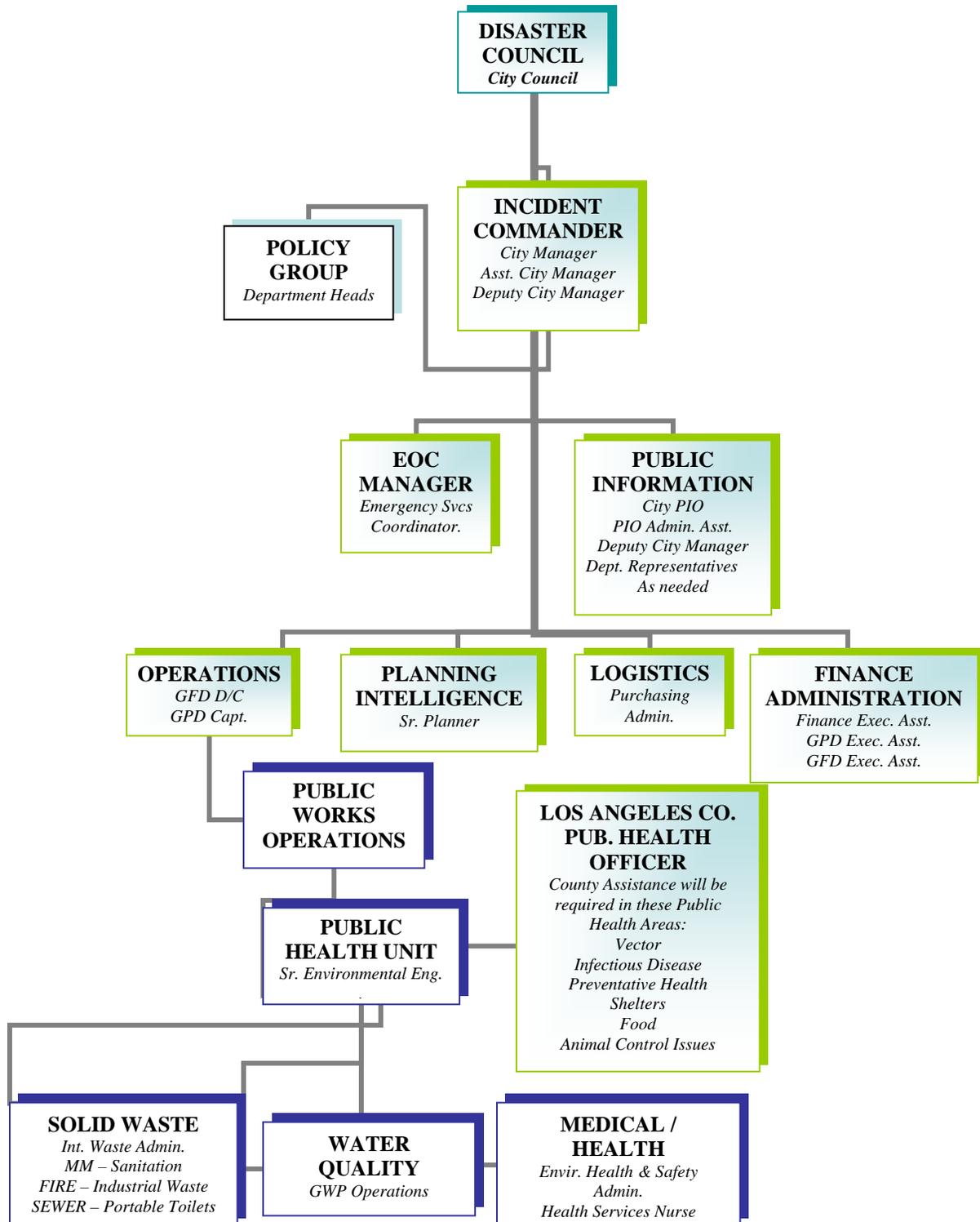
E.O.C. Operations – Deputy Chief

ANNEX E – PUBLIC HEALTH OPERATIONS
LEAD DEPARTMENT: PUBLIC WORKS

Mission Objectives:

- Coordinate Preventive Health Services.
- Coordinate food handling and mass feeding sanitation services in emergency facilities with Care and Shelter Operations & L.A. Co. Health Services.
- Inspect and advise on general sanitation matters.
- Coordinate health-related activities among other local public and private response agencies or groups.

ANNEX E – PUBLIC HEALTH OPERATIONS
INCIDENT COMMAND STRUCTURE



ANNEX E1 – PUBLIC HEALTH OPERATIONS
LEAD DEPARTMENT: PUBLIC WORKS

ACTION

ASSIGNED RESPONSIBILITY

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Inspect foodstuffs, water, drugs, and other consumable for purity and usability.

Public Health Unit/ County Health Dept.

Provide sanitation services in emergency facilities.

Public Works Operations / Public Health Unit

Coordinate the procurement of portable sewage pumps.

Public Works Operations / Public Health Unit

Conduct inspection health hazards in damaged buildings.

Public Works Operations / Public Health Unit

Request assistance from the Regional Disaster Medical/Health Coordinator, as required.

Public Works Operations / Public Health Unit / E.O.C. Operations Incident Commander

Conduct field survey to detect damage to water and sewage systems.

GWP Operations / Public Works Operations
GWP Operations

Locate and check status of potable water sources.

GWP / Logistics Transportation Unit

Coordinate the transportation of water to points of consumption.

Public Works Operations / Public Health Unit

Provide chemical toilets and other temporary facilities for the disposal of human waste and other infected refuse.

Public Works Operations / Public Health Unit

Coordinate health-related activities among local public and private response agencies or groups.

Public Works Operations / Public Health Unit / Animal Control

Coordinate the collection and disposal of dead animals.

Coordinate, with the County Coroner, on any health-related problems associated with the disposal of the dead.

Police Operations Coroner Unit /
Public Works Operations /
Public Health Unit

ANNEX E2 – PUBLIC HEALTH OPERATIONS
LEAD DEPARTMENT: PUBLIC WORKS

AGENCY

ACTIONS

Los Angeles Co. Sanitation District (Scholl Canyon)

Ensure continued operations of Scholl Canyon Landfill for ultimate disposal of storage of solid wastes.

United Site Services

Rental of portable toilets and emergency installation of protective fences.

Arrowhead Puritas

Sales and delivery of potable water.

California Integrated Waste Management Board (CIWMB) Permitting Branch

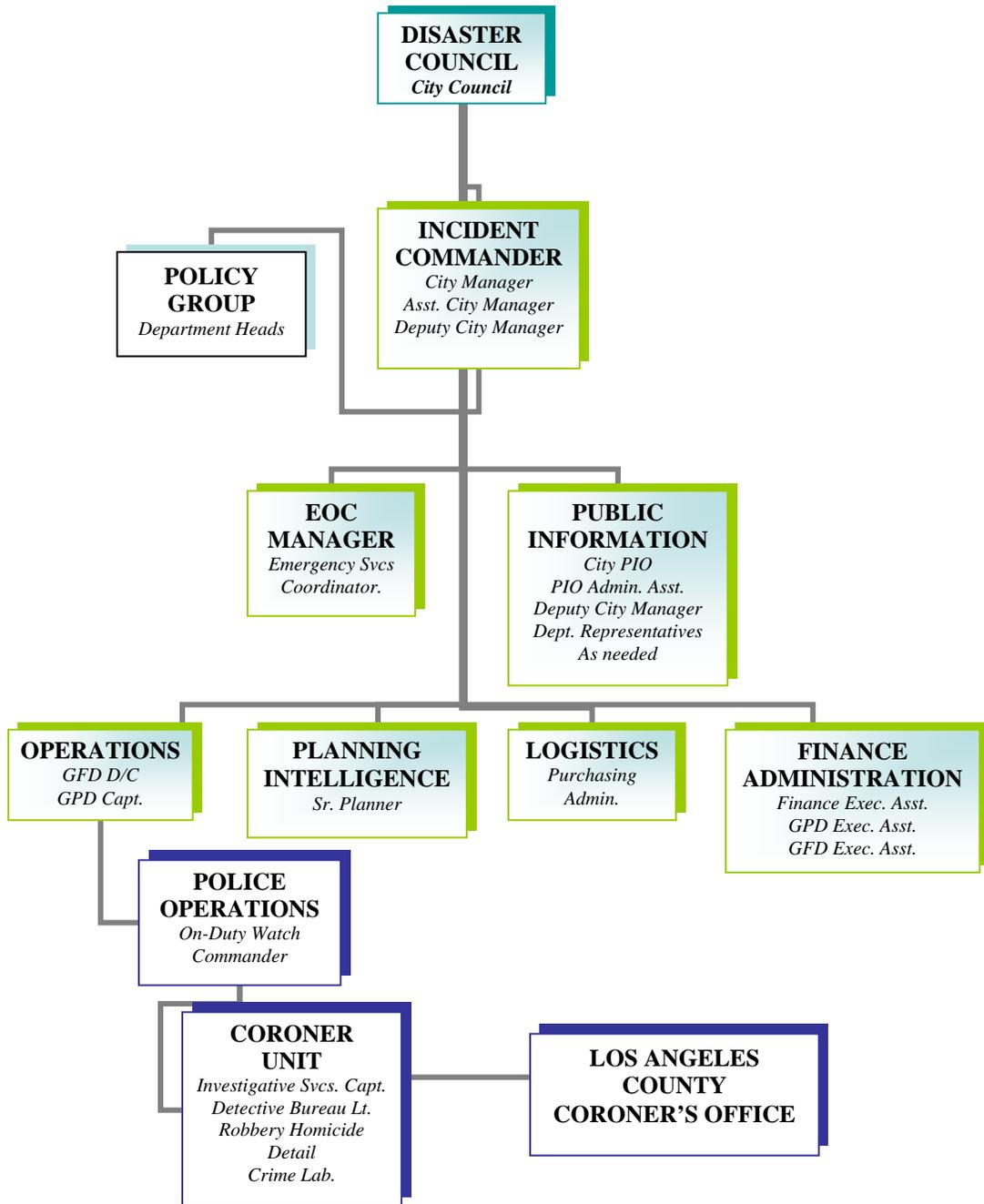
Acquisition of permits for emergency disposal of quantities exceeding existing capacity.

ANNEX F – CORONER OPERATIONS
LEAD DEPARTMENT: POLICE

Mission Objectives:

- Identify human remains and provide adequate care (storage, posthumous examination, etc.)
- Inventory and protection of personal effects.
- Locate and notify next of kin.
- Determine the cause and manner of death.

ANNEX F – CORONER OPERATIONS INCIDENT COMMAND STRUCTURE



ANNEX F1 – CORONER OPERATIONS
LEAD DEPARTMENT: POLICE

IF THERE ARE ONLY A FEW OR NO FATALITIES, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF THERE ARE A LARGE NUMBER OF FATALITIES, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

<u>ACTIONS</u>	<u>ASSIGNED RESPONSIBILITY</u>
Alert staff to report to pre-designated locations.	Coroner Unit
Establish morgue facilities.	Coroner Unit
Procure temporary cold storage facilities or vehicles if required.	Logistics – Supply & Procurement Unit/ Logistics – Transportation Unit
Establish collection points to facilitate body recovery operations.	Logistics – Supply & Procurement Unit
Collect and tag bodies.	Coroner Unit
Transport human remains to morgue(s).	Coroner Unit
Establish additional temporary morgue facilities as needed.	Coroner Unit
Identify remains.	Coroner Unit
Notify next to kin.	Coroner Unit
Request mutual aid assistance through the Los Angeles Co. Operational Area.	Police Chief or designee

**ANNEX F2 – CORONER OPERATIONS
MORTUARY FACILITIES**

<u>NAME</u>	<u>ADDRESS</u>
CABOT & SONS	27 Chestnut Pasadena
CRIPPEN MORTUARY	2900 Honolulu Ave. La Crescenta
EKERMAN-HEISMAN	333 E. Magnolia Blvd. Burbank
FOREST LAWN	1712 S. Glendale Ave. Glendale 6300 Forest Lawn Dr. Burbank
GLASBAND WILLEN	5423 Tujunga Ave. North Hollywood
SCOVERN / WOODS	511 S. Central Ave. Glendale

**ANNEX F3 – CORONER OPERATIONS
MORTALITY MANAGEMENT POLICY**

The Glendale Police Department Emergency Action Plan contains additional detailed information regarding this function and the processing of deceased victims during a major disaster.

For planning purposes, the Los Angeles County Coroner has established the following guidelines pertaining to emergency coroner functions.

State I (10-100 Fatalities)

The Coroner's Office is equipped to handle and process an event of this magnitude through the central facility. (Normal caseload averages 48 per day)

State II (101-1000 Fatalities)

Most of the normal functions of the central facility would be disrupted and would not be able to handle the normal caseload. It may be necessary to establish temporary morgue facilities and recruit local funeral directors and their equipment/supplies.

State III (> 100-1000 Fatalities)

A total disruption of normal workload. All funeral directors' establishments (204 in L.A. County) and cemeteries (56) would be recruited. Depending on the scope of the incident, public health concerns may arise. Mutual aid from local, state and federal agencies will be required.

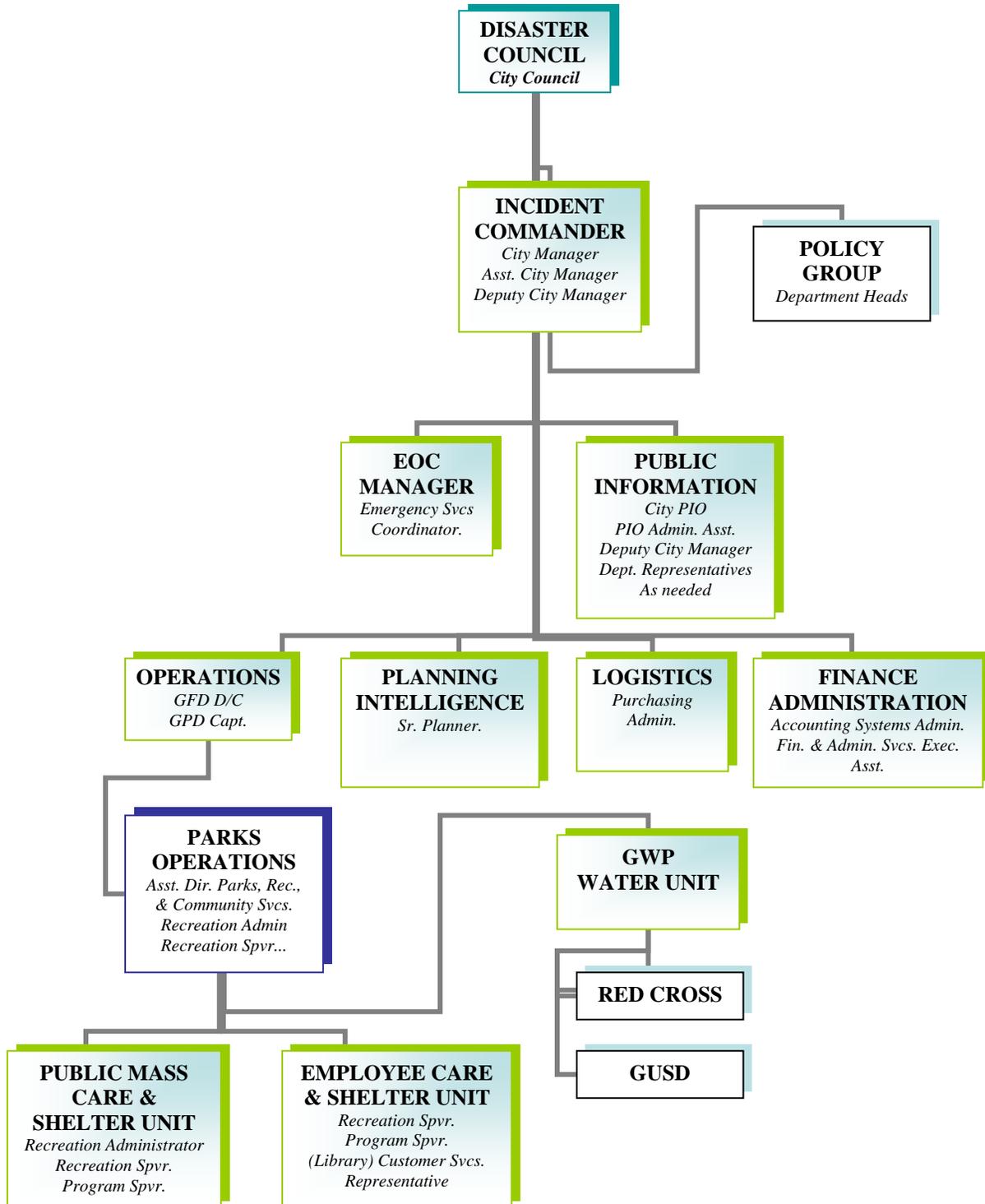
Additional guidelines and specific functional direction is maintained in the **Mortality Management during Disaster Operations** policy, contained in the Glendale Police Department Emergency Action Plan.

ANNEX G – CARE AND SHELTER OPERATIONS
LEAD DEPARTMENT: PARKS, RECREATION, COMM. SERVICES

Mission Objectives:

- In conjunction with the Red Cross, coordinate and/or support food, clothing, shelter, and other basic necessities of life, on a mass care basis, to persons unable to provide for them as a result of a disaster.
- Coordinate and/or support an inquiry service in conjunction with the Red Cross to reunite separated families or respond to inquiries from relatives and friends outside the affected areas.
- Provide food, clothing, shelter, and other basic necessities of life to city employees and their families as necessary.
- Assure an orderly transition from mass care, to separate family living, to post-disaster recovery.

ANNEX G – CARE AND SHELTER OPERATIONS INCIDENT COMMAND STRUCTURE



ANNEX G1 – CARE AND SHELTER OPERATIONS
RESPONSE TO ALL MAJOR DISASTERS

Note: The Crescenta Valley/Glendale Chapter of the American Red Cross is considered the agency with primary responsibility for establishing a mass care facility, with support from the city as necessary. In the event the Red Cross is unavailable or seriously delayed in their response, the following actions will be taken by the City until such time the Red Cross can support this function.

ACTION

ASSIGNED RESPONSIBILITY

Determine the location(s) impacted, and estimated numbers of persons needing shelter:

Parks Operations Coordinator/
Care & Shelter Unit Leader

- Coordinate Operations and Plan Officers(s)
- Survey field units
- Establish contact with Red Cross and Glendale Unified School District (GUSD)
- Coordinate as necessary with other EOC Branches

Determine the location, condition and availability of possible shelter sites:

Parks Operations Coordinator/
Care & Shelter Unit Leader/
Field Units

- Coordinate inspection/survey with Public Works Operations (Building Inspection)
- Survey schools sites
- Survey City facilities
- Survey Churches

Activate shelter site(s)

Parks Operations Coordinator/
Care & Shelter Unit Leader
Red Cross Representative/
Logistics-Personnel Unit

- Notify site owner (agency/organization)
- Notify Red Cross and/or GUSD
- Coordinate with Plan, Logistics and Public Information Branches in EOC
- Notify shelter management team leaders and shelter management teams.

Establish shelters and operate mass care and feeding at sites

Parks Operations Coordinator/
Care & Shelter Unit Leader
Red Cross Representative/
Logistics – Supply Procurement Unit/
Logistics – Personnel Unit/
GWP Operations – Water Unit

- Assign shelter management teams
- Request shelter materials, equipment, and supplies from Red Cross

- Coordinate needs with EOC Logistics Branch and Public Services Water Unit as necessary
- Coordinate with Logistics – Personnel Unit to register and assign volunteer to augment shelter management teams as necessary.

Determine if there is a need for an employee shelter.

- Coordinate with all EOC Branches to determine employee need(s)
- Identify employee shelter site(s)
- Alert Employee Care & Shelter Unit Leader(s) (Library Staff)
- Establish shelter as necessary
- Notify all EOC Branches of employees shelter(s)

Parks Operations Coordinator/
Employee Shelter Unit Leader

Establish and operate employee shelter at identified site(s).

- Assign shelter management teams
- Request shelter materials, equipment, and supplies from Red Cross
- Coordinate needs with EOC Logistics Branch and Public Service Water Unit as necessary
- Coordinate with Logistics – Personnel Unit to register and assign volunteers to augment shelter management teams as necessary

Parks Operations Coordinator/
Care & Shelter Unit Leader
Red Cross Representative/
Logistics – Supply Procurement Unit/
Logistics – Personnel Unit
GWP Operations – Water Unit

Coordinate with the Red Cross to ensure the implementation of an inquiry service to reunite families.

- Maintain updated lists of victims and their location(s)
- Provide EOC Plans Section with regular updates

Parks Operations Coordinator/
Care & Shelter Unit Leader
Red Cross Representative/
Employee Care & Shelter Unit Leader

Coordinate victim movement with EOC Operations and Plans.

Care & Shelter Unit Leader/
Police Operations – Movement Coordinator

In the event hospitals are not available or heavily impacted, coordinate the provision of medical care at shelter sites.

- Coordinate with Red Cross
- Coordinate with Fire Operations- Medical Unit

Provide Emergency Public Information Officer with current information for public dissemination.

Parks Operations Coordinator/
Care & Shelter Unit Leader
Employee Care & Shelter Unit Leader/
Red Cross Representative

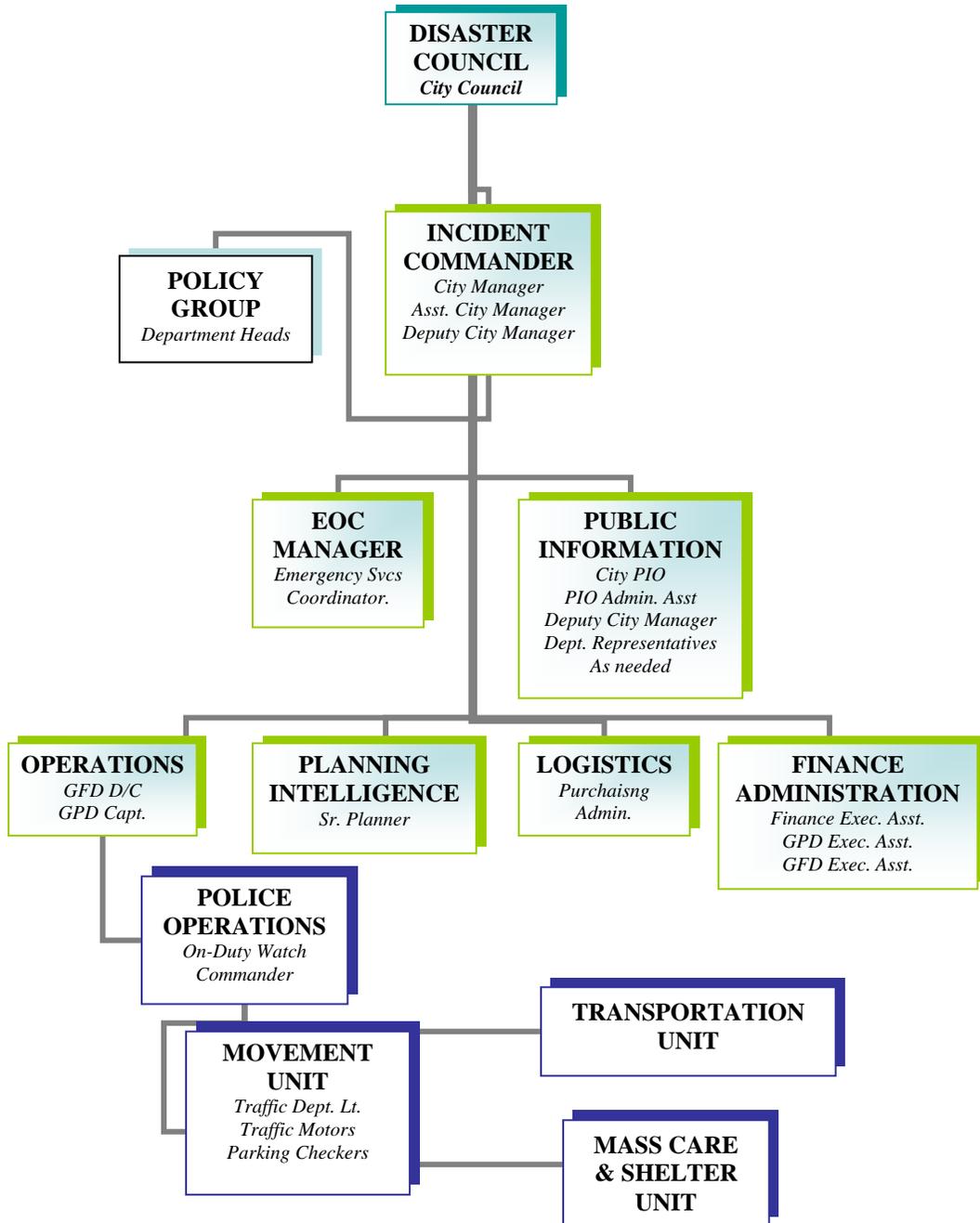
Parks Operations Coordinator/
Public Information Officer

ANNEX H – MOVEMENT & EVACUATION OPERATIONS
LEAD DEPARTMENT: POLICE

Mission Objectives:

- Expedite the movement of persons from hazardous areas.
- Control evacuation traffic.
- Provide adequate means of transportation for disabled persons, the elderly, and persons without vehicles.
- Provide for the procurement, allocation, and use of necessary transportation resources and law enforcement resources by means of mutual aid or other agreements.

ANNEX H – MOVEMENT AND EVACUATION OPERATIONS
INCIDENT COMMAND STRUCTURE



**ANNEX H1 – MOVEMENT & EVACUATION OPERATIONS
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

Determine the area that will require evacuation.

EOC Police Operations/
Movement & Evacuation Unit

Estimate the number of people in the evacuation area.

Movement & Evacuation Unit

Estimate number of persons needing transportation assistance.

Movement & Evacuation Unit

Coordinate with Access Control Unit to identify major evacuation routes and establish traffic control points.

Movement & Evacuation Unit/
Access Control Unit

Establish evacuation assembly points.

Movement & Evacuation Unit

Dispatch units to warn threatened area.

EOC Police Operations/
Alerting & Warning Unit

Notify radio and TV stations to broadcast warning. (Coordinate with the City Public Information Officer and Media Relations Unit).

Alerting & Warning Unit

Dispatch buses to designated assembly points.

Movement & Evacuation Unit

Dispatch units to traffic and access control points.

Movement & Evacuation Unit

Provide crowd control at assembly points.

Movement & Evacuation Unit

Place two trucks on standby to assist disabled vehicles on evacuation routes.

EOC Police Operations

Monitor status of warning and evacuation process.

Movement & Evacuation Unit

Notify Red Cross to open designated Reception Center.

EOC Parks Operations/
Care & Shelter Unit

Monitor traffic flow on evacuation routes.

Movement & Evacuation Unit

Establish security patrol and access control procedures.

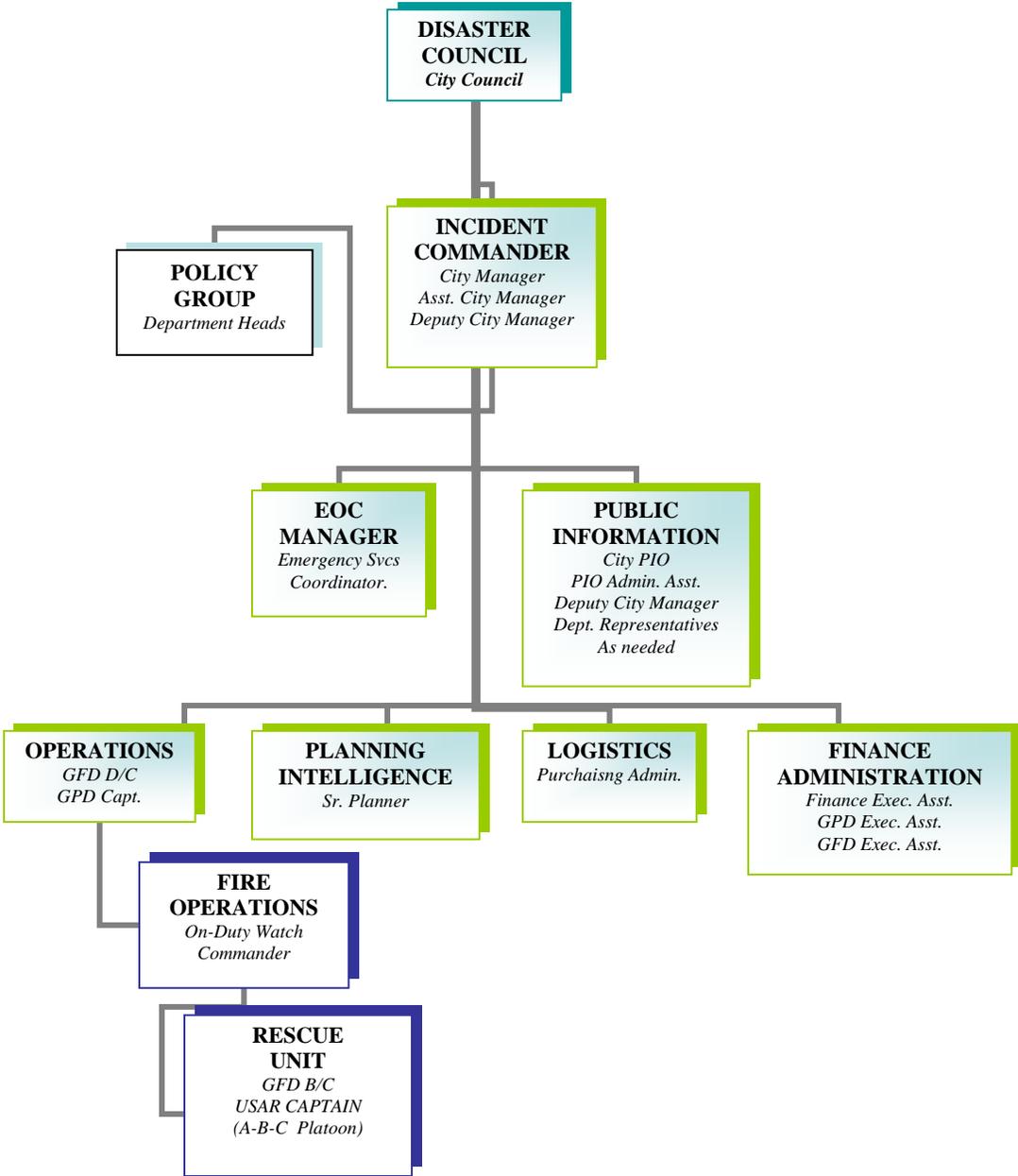
EOC Police Operations

ANNEX I – RESCUE OPERATIONS
LEAD DEPARTMENT: FIRE

Mission Objectives:

- Locate endangered, trapped, disabled and/or isolated persons
- Gain access to persons in need of assistance/rescue
- Administer first aid
- Extricate trapped and injured persons
- Move persons to safety
- Perform initial triage of injured persons
- Transport non-ambulatory injured to Casualty Collection Points or medical care facilities
- Remove dead as incidental to rescue efforts
- Tag injured and deceased
- Report conditions, needs, observations of damage, resource status, and progress to proper authorities
- Provide food, lodging, equipment, materials, and supplies to rescue personnel
- Mark structures and facilities which have been searched

ANNEX I – RESCUE OPERATIONS
INCIDENT COMMAND STRUCTURE



ANNEX 11 – RESCUE OPERATIONS
LEAD DEPARTMENT: FIRE

ACTION

ASSIGNED RESPONSIBILITY

Mobilize available public and private rescue personnel and equipment.

On-Duty Operations Battalion Chief

Organize rescue teams.

On-Duty Operations Battalion Chief

Assign teams to areas according to established priorities.

EOC Operations / Fire Operations/
On-Duty Operations Battalion Chief

Establish communications net and reporting procedures.

On-Duty Operations Battalion Chief
Verdugo Fire Communications/
EOC Fire Operations

Assign mutual aid resources arriving from other jurisdictions.

Logistics Officer/
On-Duty Operations Battalion Chief

Recruit volunteers.

Logistics Personnel Unit

Monitor resources and team activities.

On-Duty Operations Battalion Chief

Coordinate with Disaster Medical, Public Health, and Coroner Coordinators for the care and collection of fatalities.

EOC Fire Operations Officer

Request assistance from the Los Angeles County Operational Area as required.

EOC Fire Operations Officer/
On-Duty Operations Battalion Chief

ADDITIONAL ACTIONS TO BE TAKEN IN RESPONSE TO A HAZARDOUS MATERIALS INCIDENT

Check with scene coordinator to determine existing or potential rescue requirements.

On-duty Operations Battalion Chief

Ensure that personnel have adequate protective clothing and breathing apparatus if operating in hazardous areas.

Safety Officer/
Company Commanders

Coordinate with Medical Unit, Public Health Unit and Coroner Unit Leaders on care of injured and collection of fatalities.

EOC Fire Operations Officer/
On-Duty Operations Battalion Chief

Coordinate with Logistics Officer for emergency generators and other equip.

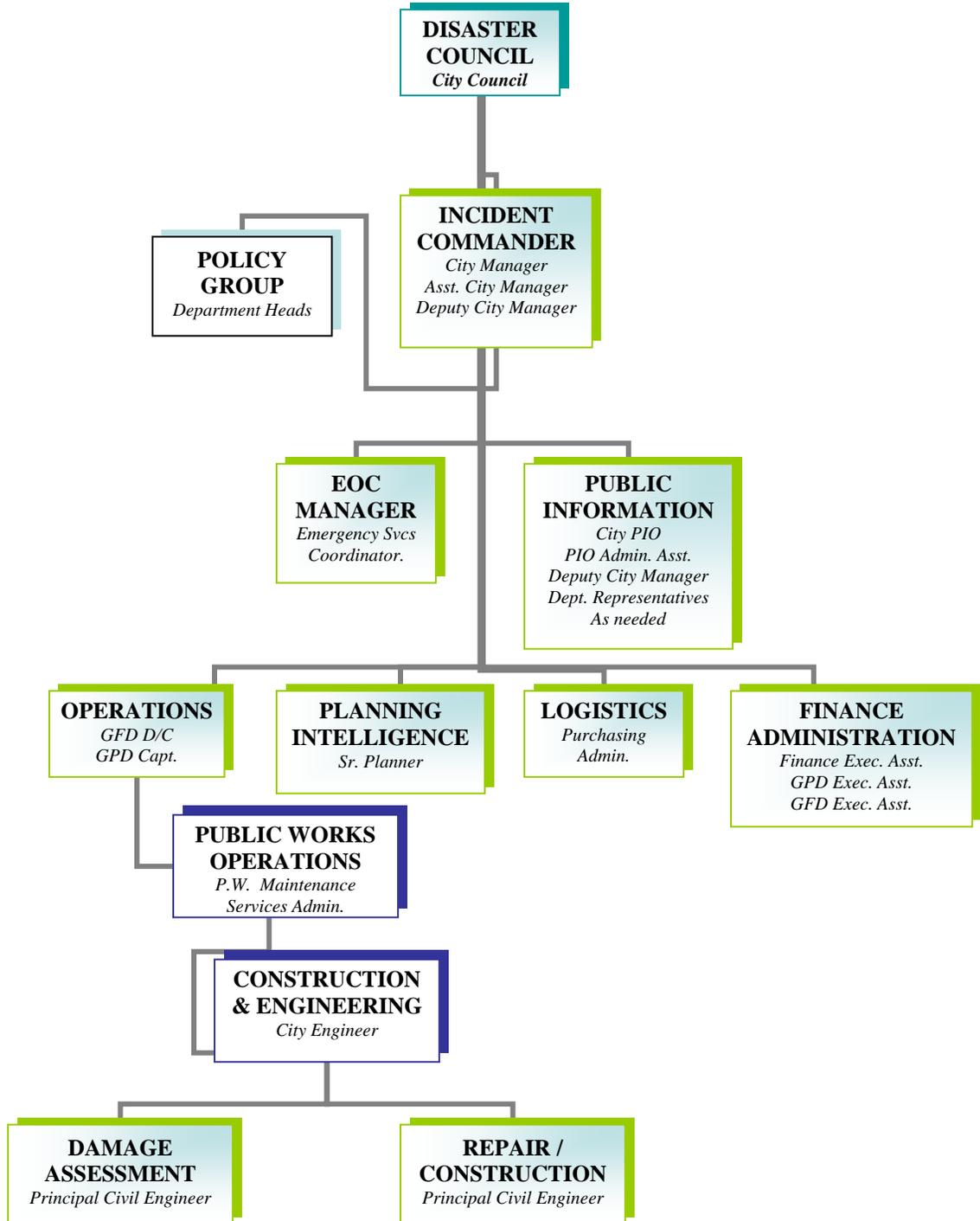
EOC Fire Operations Officer/ On-Duty Oper. Battalion Chief / Company Comm.

ANNEX J – CONSTRUCTION & ENGINEERING OPERATIONS
LEAD DEPARTMENT: PUBLIC WORKS

Mission Objectives:

- Assess post-event serviceability of facilities and structures
- Conduct emergency repair and/or restoration of essential streets, roads, highways and related bridges, overpasses and tunnels
- Conduct emergency debris clearance and route recovery operations
- Conduct damage assessment activities, including building structural inspections and placarding
- Conduct flood fighting operations
- Restore/maintain sanitation and sewer systems

ANNEX J – CONSTRUCTION AND ENGINEERING OPERATIONS
INCIDENT COMMAND STRUCTURE



**ANNEX J1 – CONSTRUCTION & ENGINEERING OPERATIONS
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

Dispatch units to survey for damage, fires, landslides and other effects.

Public Works OPS/ Construction & Engineering / Damage Assessment Unit

Dispatch team to check reservoirs.

GWP OPS

Check key facilities, public works yards, and other facilities to determine the extent of damage and ability to operate.

Public Works OPS/ Construction & Engineering

Provide alternate communication links where needed.

Logistics / Communication & Information Services

Assure that equipment under cover has been moved to open areas to prevent damage in the event of aftershocks.

Public Works OPS

IF LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTIONS AS APPROPRIATE.

Activate public, contractual and volunteer forces.

Assign teams to inspect buildings and structures critical to emergency operations and public safety.
EOC OPS/ Public Works OPS/
Construction & Engineering Unit

Mobilize personnel, heavy equipment and vehicles at designated Multi-purpose Staging Areas.

Public Works OPS/Construction & Engineering/ Transp. Ground Sup.

Determine priorities for construction and engineering activities.

Organize crews to clear debris which hampers emergency response activities.

EOC OPS/ Public Works OPS/Construction & Engineering Unit

Provide barricades for traffic and access controls.

Public Works OPS/Construction & Engineering/ Repair & Const. Unit

Assign engineering teams to determine capacity and safety of bridges, underpasses, and roadways.

Logistics / Transportation Unit

Assign teams to inspect Civic Center and other critical buildings.	Public Works OPS/ Construction & Engineering Damage Assessment Unit
Advise residents and EOC of the need for evacuation of hazardous structures.	Public Works OPS/ Construction & Engineering Damage Assessment Unit
Cordon-off and placard hazardous structures.	Public Works OPS/ Construction & Engineering Damage Assessment Unit
Compile Inspection results (ATC 20) and communicate to EOC / Planning.	Public Works OPS/ Construction & Engineering Damage Assessment Unit
Construct detours and alternate routes according to plans.	Public Works OPS/ Construction & Engineering Damage Assessment Unit
Repair damage to essential routes.	Public Works OPS/ Construction & Engineering/ Repair & Const. Unit
Coordinate with utilities on repair efforts.	Public Works OPS/ Construction & Engineering/ Repair & Const. Unit
Clear debris from Flood Control System to prevent flooding.	Public Works OPS/ Construction & Engineering/ Repair & Const. Unit
Assist in the removal and tagging of dead persons, as requested.	Logistics/Transportation
Provide information to Jurisdiction PIO.	Public Works OPS/ Public Works PIO
Request assistance from the Operational Area Construction and Engineering Coordinator.	Public Works OPS/ EOC OPS
Coordinate on controlled release of water from reservoir to avoid failure.	GWP OPS

**ANNEX J2 – CONSTRUCTION & ENGINEERING OPERATIONS
SUPPORTING ORGANIZATIONS**

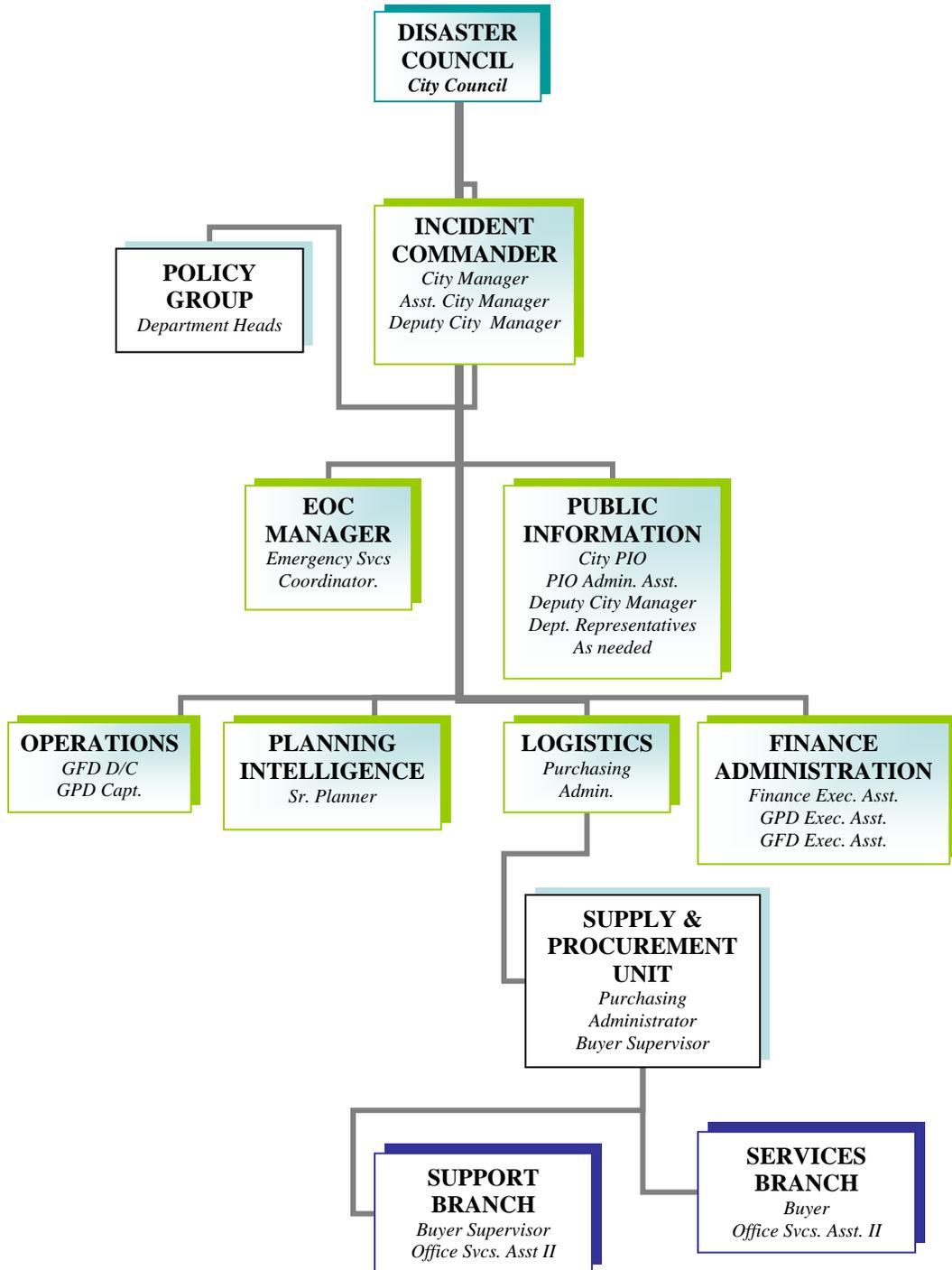
<u>AGENCY</u>	<u>ACTIONS</u>
A. <i>Internal Resources</i>	
1. Public Works Street & Field Services	Street Repair, Debris Removal, Barricading, Sewer/Drainage Rep.
2. Building Inspection Section	Supplies: 150 blank ATC 20"s (rapid damage assessment) 900 green placards (safe), 900 yellow placards (limited entry) 900 red placards (unsafe) 24 rolls of duct tape
B. <i>External Resources</i>	
1. Richardson Equipment 4311 San Fernando Rd.	Heavy/Light Equipment
2. Home Depot 5040 San Fernando Rd.	Construction Material
3. Sully-Miller Construction 1100 E. Orangethorpe (Anaheim)	Bridges/Street Repair, Debris removal
4. Nobest Inc. Westminster	Bridges/Street Repair. Debris removal

ANNEX K1 – SUPPLY & PROCUREMENT UNIT
LEAD DEPARTMENT: FINANCE & ADMINISTRATION SERVICE

Mission Objectives:

- Procure and allocate essential resources (personnel and materials) to support emergency operations
- Provide support for incoming mutual aid resources
- Provide support and management of donated aid resources
- Provide supplies for mass care facilities, multi-purpose staging areas, and medical facilities
- Coordinate and oversee procurement, allocation and distribution of resources not normally obtained through existing mutual aid sources, such as food, potable water, petroleum fuels, heavy and special equipment and other supplies and consumables
- Provide supplies for the EOC, field operations and other necessary facilities
- Purchase items within limits of delegated authority from Finance/Administrative Services. Coordinate with the Finance/Administrative Service Section on actions necessary to purchase or contract for items exceeding delegated authority
- Arrange for the delivery of the items requisitioned, contracted for / or purchased
- Maintain records to ensure a complete accounting of supplies procured and monies expended
- Support activities for restoration of disrupted services and utilities

ANNEX K1 – SUPPLY AND PROCUREMENT UNIT
INCIDENT COMMAND STRUCTURE



**ANNEX K1 – SUPPLY & PROCUREMENT UNIT
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

START-UP ACTIONS

<p>Check in upon arrival at the EOC: Identify yourself as the Supply & Procurement Unit/ Branch Leader by putting on the vest with your title. Print your name on the EOC organization chart next to your assignment.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Report to the Logistics Section Coordinator and obtain a briefing on the situation.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Review your position responsibilities. Review emergency purchasing and contracting procedures.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Clarify any issues regarding your authority and assignment and what others in the organization do.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Activate elements of your Branch/Unit, establish work area, assign duties and ensure Branch/Unit journal/log is open using an ICS-214 log form.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Determine 24- hours staffing requirement and request additional support as required.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Ensure that all your incoming Branch/Unit personnel are fully briefed.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Coordinate with Operations and Plans Sections. Based on the situation as known or forecast, determine likely future Branch/Unit needs.</p>	<p>Supply & Procurement Unit Leader</p>
<p>Using activity log (ICS-214), maintain all required records and documentation to support the City's After-Action Report and the history of the emergency/ disaster.</p>	<p>Supply & Procurement Unit Leader</p>

Document:

- ✓ Messages received
- ✓ Action taken
- ✓ Decision justification and documentation
- ✓ Request filled
- ✓ EOC personnel and time on duty

Precise information is essential to meet requirements for possible reimbursement by State OES and FEMA

GENERAL OPERATIONAL DUTIES

Develop a plan for your Branch / Unit operations and support of field operations as requested. Assign specific responsibilities.

Supply & Procurement Unit Leader

Keep up to date on the situation and resources associated with your Branch/Unit. **Maintain current status reports and displays.**

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

Keep the Logistics Section Coordinator advised of your Branch / Unit status and activity and on any problem areas that now need or will require solutions.

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

Provide periodic situation or status reports to your Section Coordinator for updating information to the Planning/Intelligence Section.

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

Establish operating procedure with the Logistics Section for use of telephone, radio and data systems. Make any priorities or special requests known.

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

Review situation reports as they are received. Verify information where questions exist.

Logistics Officer/
Supply & Procurement Unit Leader

Anticipate potential situation changes, such as severe aftershocks, in all Branch/Unit planning. Develop a backup plan for all plans and procedures requiring off-site communications.

Logistics Officer/
Supply & Procurement Unit Leader
Services Branch Leader
Support Branch Leader

Conduct periodic briefings for your Branch/Unit. Ensure they are aware of priorities.

Supply & Procurement Unit Leader

Refer all media contacts to the Public Information Unit.

Supply & Procurement Unit Leader

Be prepared to participate in the EOC Director's Action Planning Meetings and policy decisions when requested.

Supply & Procurement Unit Leader

Ensure that all your Branch / Unit personnel time records are provided to your Section Coordinator at the end of each operational period.

Supply & Procurement Unit Leader

Meet and coordinate activities with Finance/Administration Section and determine purchasing authority to be delegated to Procurement Unit.

Supply & Procurement Unit Leader

Review, verify and process requests from other sections for resources.

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

A LOG OF ALL REQUESTS AND THEIR DISPOSITION MUST BE MAINTAINED:

- ✓ Resources readily available
- ✓ Resources requests
- ✓ Status of shipments
- ✓ Priority resource requirements
- ✓ Shortfalls

Coordinate with other branches/ groups/ units as appropriate on resource request received from operations forces to ensure there is no duplication of effort or requisition.

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

Determine if needed resources are available from city stocks, mutual aid sources or other sources. Arrange for delivery as needed. Coordinate with Transportation Unit as needed.

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

Notify Finance/Administration Section of procurement needs that exceed delegated authority. Obtain needed authorization and paperwork.

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

If contracts are needed for procuring resources, request that Finance/ Administration Section develop necessary agreements.

Supply & Procurement Unit Leader
 Services Branch Leader/
 Support Branch Leader

Identify to the Logistics Section Coordinator any significant resources request(s) which cannot be met through local action. Suggest alternative methods to solve the problem if possible.

Supply & Procurement Unit Leader

Establish contact with the Operations Section (GWP – Water Unit) and Red Cross representative(s) and discuss the food and potable water situation with regard to mass care shelters and mass feeding locations. Coordinate actions.

Supply & Procurement Unit Leader
 Services Branch Leader/

Establish a plan field and EOC feeding operations. Coordinate with Operations Section to avoid duplication.

Supply & Procurement Unit Leader
 Services Branch Leader/

Assemble resource documents which will allow for agency, vendor and contractor contacts; e.g., telephone listings, procurement catalog, directories and supply locations.

Supply & Procurement Unit Leader
 Services Branch Leader/
 Support Branch Leader

Provide updated reports on resource status to Planning Section – Resources Status Unit.

Supply & Procurement Unit Leader
 Services Branch Leader/
 Support Branch Leader

Procure and arrange for basic sanitation and health needs at mass care facilities (toilets, showers, etc.) as requested by Operation Section.

Supply & Procurement Unit Leader
 Services Branch Leader/

Ensure the organization, management, coordination and channeling of donations of goods from individual citizens and volunteer groups during and following the disaster/emergency.

Supply & Procurement Unit Leader
 Services Branch Leader/
 Support Branch Leader

Be prepared to provide input to the After-Action Report.

Supply & Procurement Unit Leader
 Services Branch Leader/
 Support Branch Leader

Determine what follow-up to your assignment might be required before you leave. Deactivate the Supply and Procurement Unit position and close out logs when authorized by the Logistics Sect. Officer

Supply & Procurement Unit Leader
Services Branch Leader/
Support Branch Leader

**ANNEX K2 – SUPPLY & PROCUREMENT UNIT
REFERENCES & SUPPORTING ORGANIZATIONS**

The following reference materials are maintained on file in the Purchasing Office, 3rd Floor, and Perkins Building.

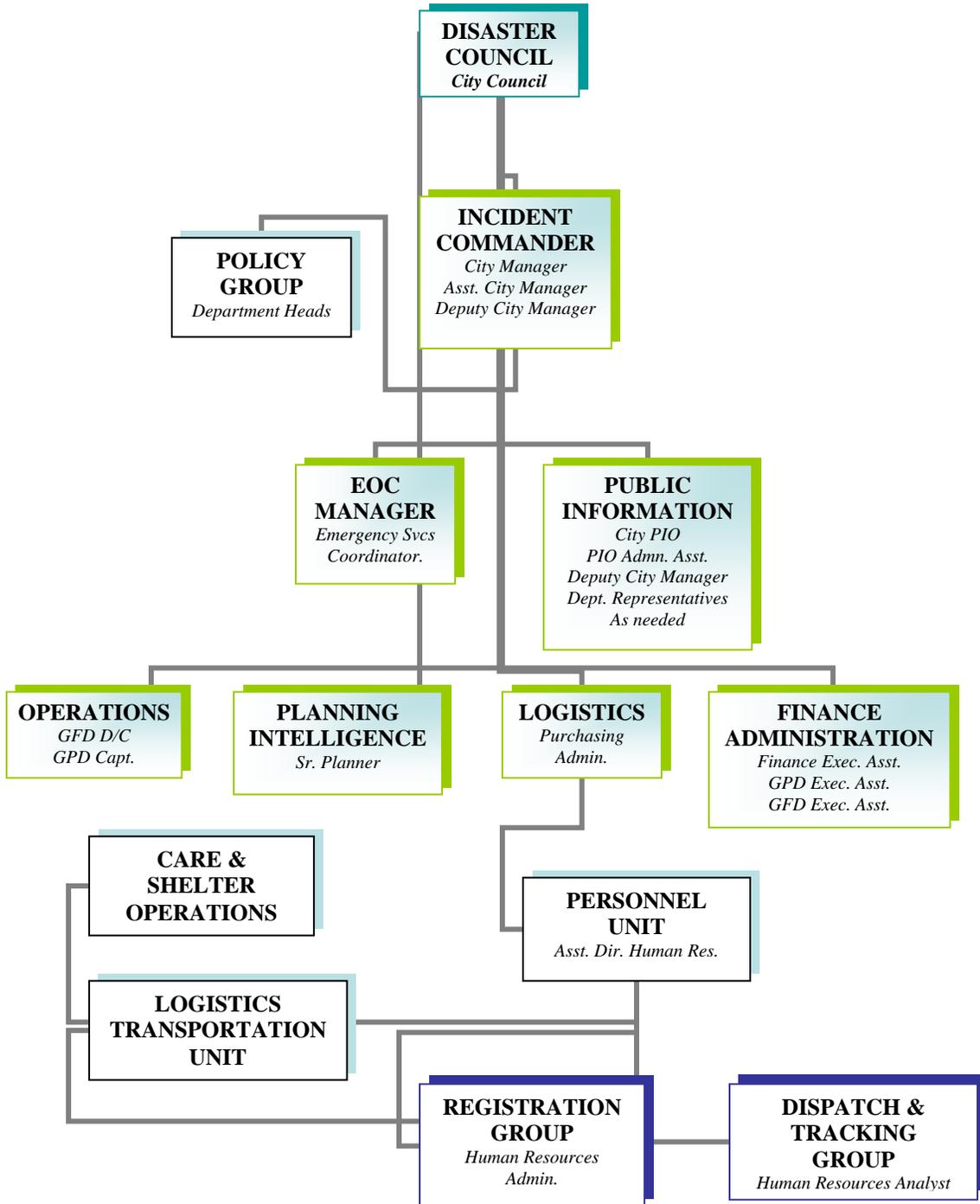
NAME	DESCRIPTION
Vendor File	All vendors who have submitted a vendor registration can be sorted by commodity or service or NIGP codes.
California Assoc. of Public Purchasing Officers (CAPPO)	Directory of state purchasing officials
National Inst. of Governmental Purchasing	Directory of state purchasing officials
National Purchasing Institute	Directory of state purchasing officials
Telephone Directory (White Pages & Yellow Pages)	Various for greater Los Angeles & Orange County Area
Annual Vendor Listing	Printout of previous years (city) vendors
Blue Book of Building & Construction for Greater Southern California Area	A classified and alphabetical listing of general contractors, architects, engineers, equipment, supplies and services
Regional Industrial Buying Guide	Index to products and services for Southern California, Arizona and Nevada
Thomas Register	Nationwide listing of manufactures

ANNEX K2- PERSONNEL
LEAD DEPARTMENT: HUMAN RESOURCES

Mission Objectives:

- To procure and allocate personnel resources to support emergency operations.

ANNEX K2 – PERSONNEL RESOURCES
INCIDENT COMMAND STRUCTURE



**ANNEX K2- PERSONNEL
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITY

PERSONNEL UNIT LEADER

Ensure Registration and Dispatch & Tracking leaders are assigned.

- Identify personnel, make assignments
- Distribute copies of resource list

Sr. Human Resources Analyst

Establish contact with Logistics Chief and Leaders of Transportation, Supply & Procurement, and Care & Shelter.

- Make contacts, establish communication method

Sr. Human Resources Analyst

Monitor status of requests for emergency volunteers.

- Obtain information regarding number of volunteers needed, reason for request, contact person at site, and any equipment that will be need it
- Forward information to Dispatch & Tracking
- Coordinate transportation of volunteers
- Coordinate with Supply & Procurement for equipment or supplies that the volunteer need to perform the assignment

Sr. Human Resources Analyst

Monitor staffing requirements for emergency shelters.

- Coordinate with Care & Shelter and determine the number of shelters, locations, and staffing needs
- Forward information to Dispatch & Tracking
- Coordinate transportation of volunteers

Sr. Human Resources Analyst

Coordinate with Logistics Chief and P.I.O. to disseminate information to public pertaining to volunteer registration sites.

- Make contacts, coordinate with P.I.O.

Sr. Human Resources Analyst

Conduct periodic briefings with
Registration and Dispatch & Tracking
Leaders.

Sr. Human Resources Analyst

REGISTRATION GROUP LEADER

Ensure Registered and Walk-in Volunteer
sections are established.

Sr. Human Resources Analyst

- Make staffing assignment
- Establish method of communication
- Identify appropriate check-in,
registration, and staging areas,
notify Personnel unit leader of
locations and staffing.

Obtain registered volunteer list and
distribute to Registered Volunteer Section.

Sr. Human Resources Analyst

Ensure Walk-in volunteer section has
supplies to register volunteer (chair,
tables, applications, camera, and
identification cards).

Sr. Human Resources Analyst

Establish section to assist with recruiting
outside resources.

Sr. Human Resources Analyst

- Make staffing assignment
- Establish method of communication
- Identify appropriate check-in,
registration and staging areas,
notify Personnel Unit Leader of
locations and staffing

**DISPATCH & TRACKING GROUP
LEADER**

Ensure appropriate staging area is
available for volunteers.

Sr. Human Resources Analyst

- Identify area (Personnel Training
Room or alternate location), set up
chairs if available
- Communicate location to
Registration section and Personnel
Unit Leader

Obtain assignment/tracking sheets.

Sr. Human Resources Analyst

Assign staff members to assist with
dispatch and tracking.

Sr. Human Resources Analyst

- Identify needs
- Assign positions, direct/assist staff

Maintain list of available volunteers, periodically update Personnel Unit Leader.

- Determine if volunteer is suited for strenuous or non-strenuous activities
- Maintain list of both types of volunteers, to assist in dispatching

Sr. Human Resources Analyst
Section Staff

Fill requests from Personnel Unit.

- Assign volunteers, provide name of contact person at specific sit
- Make a log of names and number of volunteers dispatched, means of transportation, and locations
- Assist with providing transportation
- Monitor arrival and movement of dispatched volunteers
- Document when volunteers are released

Sr. Human Resources Analyst
Section Staff

PRE-REGISTERED VOLUNTEER SECTION LEADER

Assign staff members to section.

- Determine number of persons needed
- Assign positions, direct/assist staff

Sr. Office Service Assist.

Process pre-registered volunteers.

- Verify identity of volunteer
- Administer loyalty oath
- Send volunteer to staging

Sr. Office Service Assist.
Section Staff

Documentation

- Identify and number of volunteers sent to staging, number of pre-registered volunteers who have not yet been processed

Sr. Office Service Assist.

Provide periodic updates to Registration Leader

Sr. Office Service Assist.

WALK-IN VOLUNTEER SECTION LEADER

Assign staff members to section.

- Determine number of persons needed
- Assign positions, direct/assist staff

Sr. Office Service Assist.

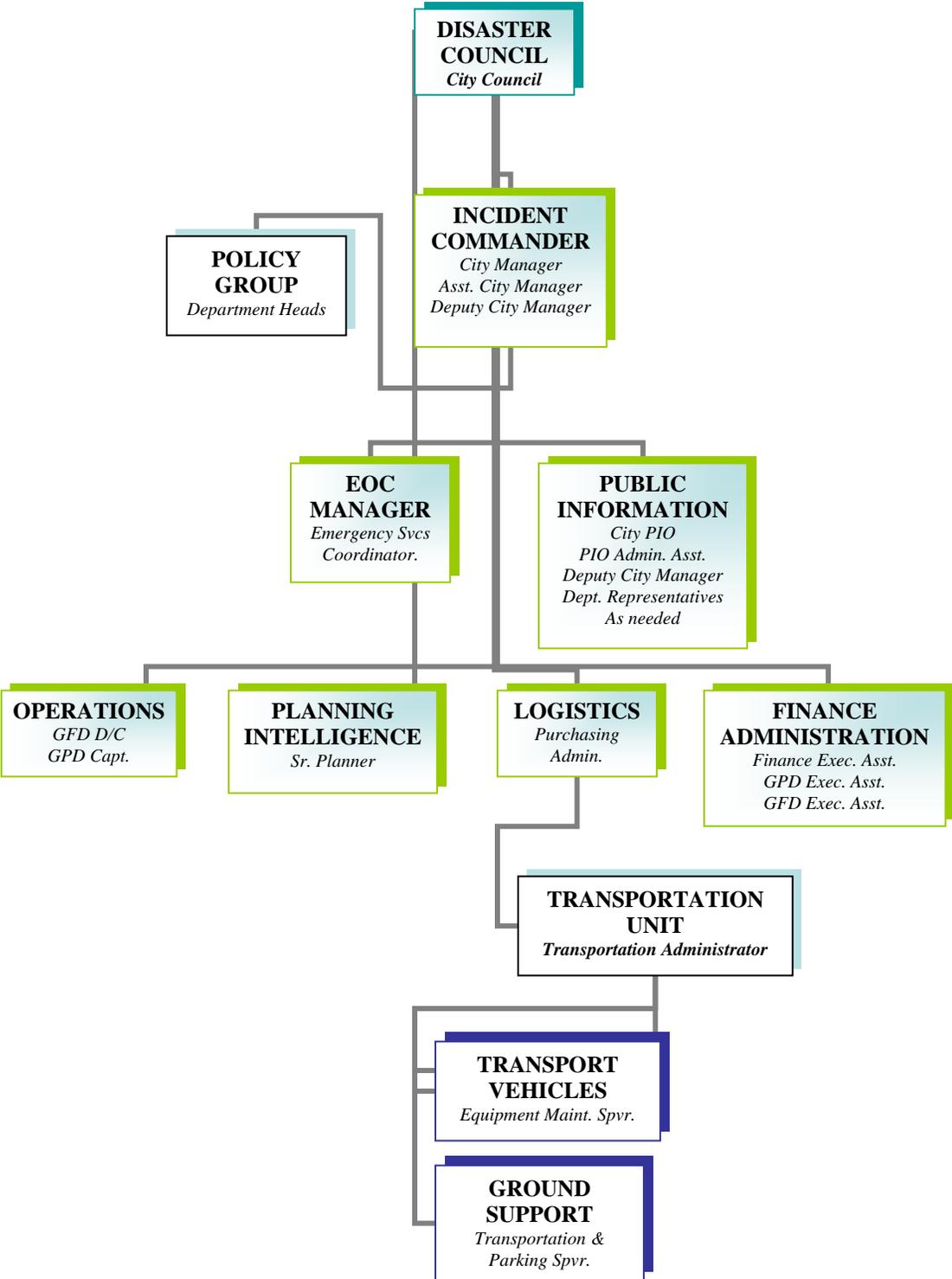
Process walk-in volunteers.	Sr. Office Service Assist.
<ul style="list-style-type: none"> ▪ Have volunteer fill out application ▪ Verify identity of volunteer ▪ Administer loyalty oath ▪ Issue identification and send to staging 	
Documentation	Sr. Office Service Assist.
<ul style="list-style-type: none"> ▪ Identify and number of volunteers sent to staging 	
Provide periodic updates to Registration Leader.	Sr. Office Service Assist.
OUTSIDE SKILLED RESOURCES SECTION LEADER	Sr. Office Service Assist.
Set up area where section will be located (Personnel conference room or alternate location).	
Assign staff members as needed.	Sr. Human Resources Analyst
Obtain Divisional resource lists for outside personnel.	Sr. Human Resources Analyst Section Staff
Fill requests from Personnel Unit.	Section Staff
<ul style="list-style-type: none"> ▪ Make contacts with designated resources ▪ Tell persons to report to Outside Resource Section ▪ Have volunteer fill out application ▪ Verify identify of volunteer ▪ Administer loyalty oath ▪ Issue identification and send volunteer to staging 	
Documentation	Section Staff / Documentation
<ul style="list-style-type: none"> ▪ Identity and number of volunteer sent to staging 	
Provide periodic updates to Registration Leader.	Sr. Human Resources Analyst

**ANNEX K3 – TRANSPORTATION
RESPONSE TO ALL MAJOR DISASTERS**

Mission Objectives:

- Procure and allocate required transportation resources
- Provide support for incoming mutual aid resources
- Provide support and management of transportation resources and major equipment
- Provide support for the distribution of food and other essential supplies

ANNEX K3 – TRANSPORTATION
INCIDENT COMMAND STRUCTURE



**ANNEX K3.2 – TRANSPORTATION
RESPONSE TO ALL MAJOR DISASTERS**

IF A LITTLE OR NO DAMAGE IS REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

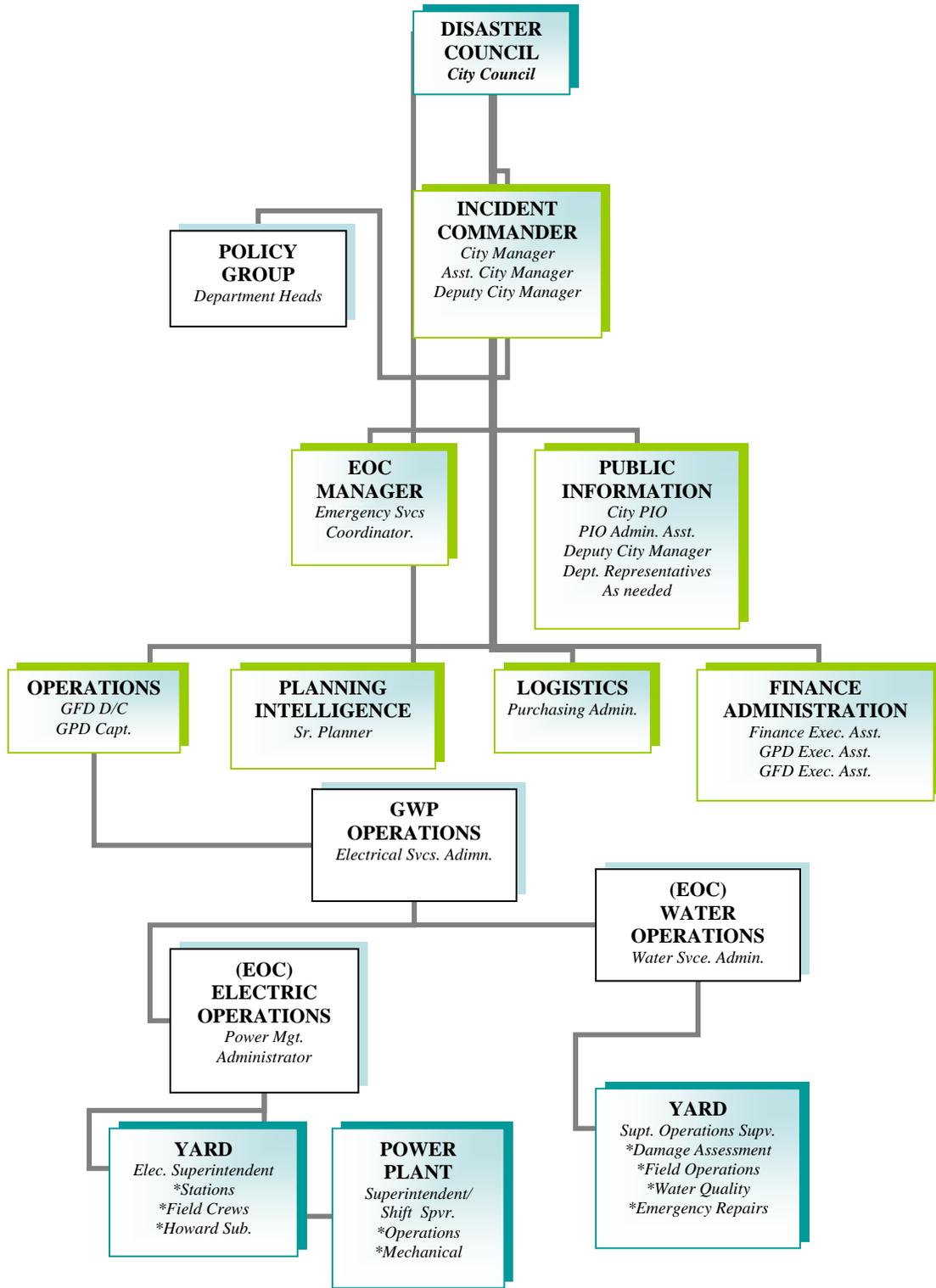
IF EXTENSIVE DAMAGE IS REPORTED, TAKE ACTION AS APPROPRIATE.

ANNEX K4 – UTILITY OPERATIONS
LEAD DEPARTMENT: WATER & POWER (GWP)

Mission Objectives:

- Maintain water, and electrical systems and services
- Provide for the restoration of water and electrical systems in affected areas
- Provide emergency electrical power to critical city facilities, pumping stations, and other vital area
- Provide for the distribution of potable water to affected areas, mass care shelters, and critical facilities

ANNEX K4.1 – UTILITY OPERATIONS INCIDENT COMMAND STRUCTURE



**ANNEX K4.1 – UTILITY OPERATIONS
RESPONSE TO ALL MAJOR DISASTERS**

ACTION

ASSIGNED RESPONSIBILITIES

Dispatch units to survey for damage, fires, landslides and other effects.

Incident Commander, Water & Electric Superintendents, Howard Substation

Dispatch team to check dam(s).

Water Superintendent

Check key facilities, GEP yards, and other facilities to determine the extent of damage and ability to operate.

Field and Station crews

Provide alternate communication links where needed.

Logistics, Water & Electrical Superintendents

Assure that equipment under cover has been moved to open areas to prevent damage in the event of aftershocks.

Water & Electrical Superintendent on duty

IF LITTLE OR NO DAMAGE IF REPORTED, PREPARE TO SUPPORT MORE HEAVILY DAMAGED JURISDICTIONS.

IF EXTENSIVE DAMAGE IS REPORTED, TAKE THE FOLLOWING ACTION AS APPROPRIATE.

Activate public, contractual, and volunteer forces.

GWP Operations Officer

Mobilize personnel, heavy equipment and vehicles at designated Multipurpose Staging Areas.

GWP Operations Officer / On-Duty Superintendent

Determine priorities for construction and engineering activities.

EOC Operations/ GWP Operations Officer/ Superintendents

Allocate personnel and equipment in accordance with established priorities.

Water & Electrical Superintendent

Organize heavy equipment crews to assist in rescue of trapped people.

Fire Operations Officer. GWP Operations Officer, Water & Electrical Superintendents

Organize crews to clear debris which hampers emergency response activities.

Water & Electrical Superintendents and Field crews

Assign engineering teams to determine capacity and safety of electric generation and water distribution system.

On-duty Plan Supervisor & Yard Field Supervisor

Advise evacuation of hazardous structures.

Water Superintendent & Field Crews

Cordon-off area around hazardous structures.

Field & Station Crews

Repair damage to essential circuits.

Field Crews

Coordinate with other utilities on repair efforts.

GWP Operations Officer

Construct temporary Electric and Water Lines.

Water & Electrical Superintendents and Field Crews

Provide information to Jurisdiction Public Information Officer.

GWP Operations Officer & GWP Information Officer

Request assistance from the Operational Area Construction and Engineering Coordinator.

GWP Operations Officer

Coordinate on controlled release of water from reservoir to avoid dam failure.

EOC Operations/ EOC Plan/ GWP Operations Officer/ Water Superintendent & Field Crews

Additional Actions in Response to a hazardous Material Incidents

Check with Scene Coordinator to determine construction and engineering requirements.

Supervisor & Field Crews

Provide equipment and crews to support hazardous material teams as requested.

Supervisor & Field Crews

Ensure that personnel have adequate protective clothing for operations in hazardous areas.

Fire Operations/ Hazardous Material Team/Supervisor & Field Crews

Additional Actions in Response to an Imminent/Actual Dam Failure

Coordinate efforts to reinforce dam as feasible.

Water Superintendent & Field Crews

Monitor status of dam and report any changes.

Water Superintendent, Principal Engineer & Field Crews

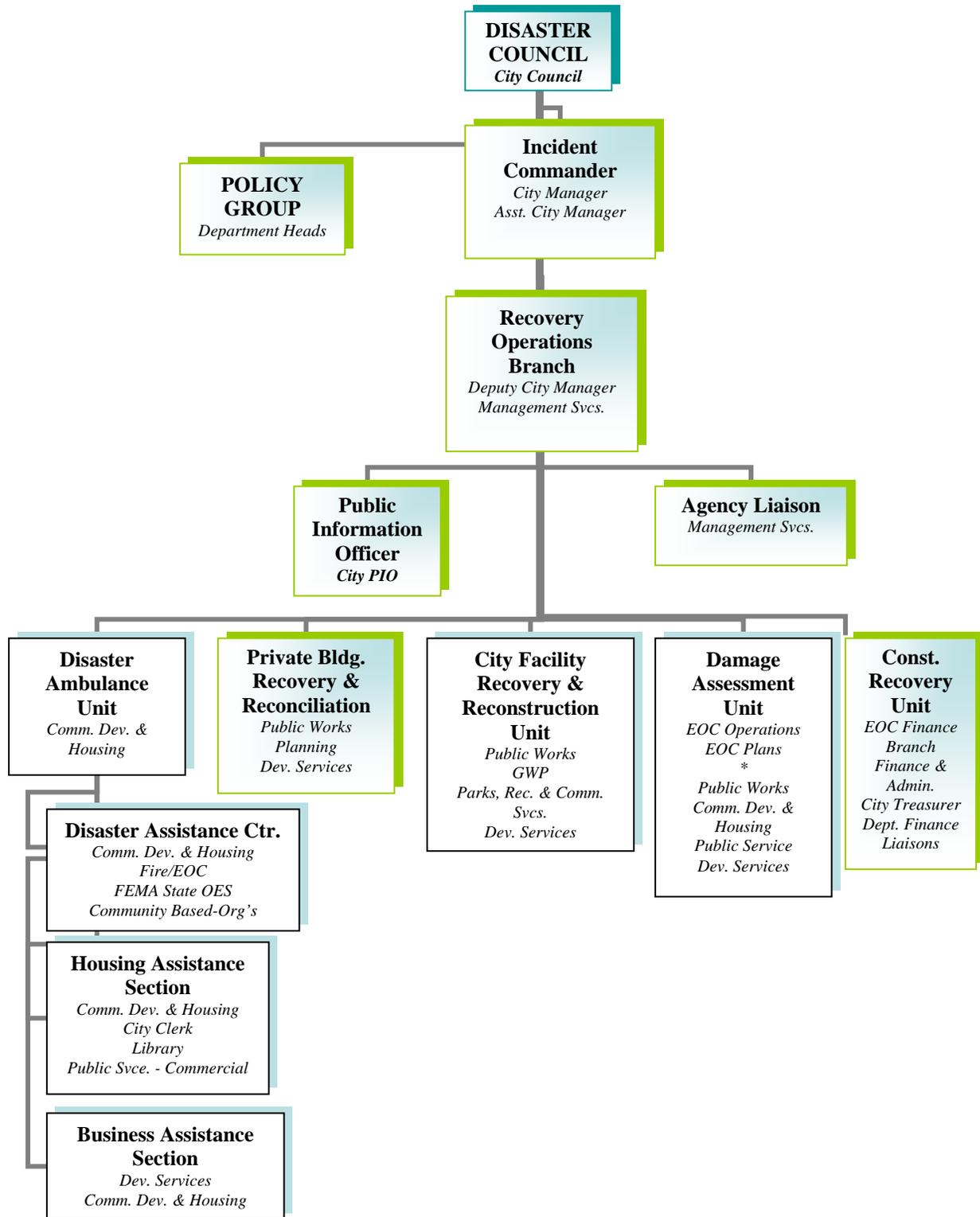
Place damage assessment teams on standby.	GWP Operations Officer / Superintendent
Establish and test communications net.	Water Superintendent, Principal Engineer & Field Crews
Move construction equipment to high ground.	Superintendent & Field Crews
Dispatch damage assessment teams to flooded areas.	Water Superintendent, Engineering & Field Crews
Begin debris clearance as situation permits.	Water Superintendent, Engineering & Field Crews
Provide barricades for access control. Construct temporary pipeline for distribution of potable water.	Field Crews Water Superintendent, Engineering & Field Crews
Coordinate obtaining vehicles for hauling of emergency water.	EOC Logistics / Water Superintendent / Engineering & Field Crews
Obtain and allocate personnel and material required to support emergency operations.	Water Superintendent / Field Supervisor
When floodwaters recede inspect structures for hazards.	Water Superintendent & Field Supervisor

ANNEX L – RECOVERY OPERATIONS
LEAD DEPARTMENT: MANAGEMENT SERVICES

Mission Objectives:

- Oversee effective transition process for prioritizing and restoring City services.
- Assist residents and businesses with obtaining available assistance from Federal, State Local and other agencies.
- Provide on-going assessment of damage to identify unsafe structures.
- Streamline regulatory, permitting and inspection process for post-disaster repairs and reconstruction to damaged/affected privately owned buildings.
- Track eligible expenses and obtain timely reimbursement for damages to public buildings and facilities.
- Coordinate and expedite repairs and reconstruction of public buildings and facilities.

ANNEX L – RECOVERY OPERATIONS
INCIDENT COMMAND STRUCTURE



ANNEX L1 – RECOVERY OPERATIONS
LEAD DEPARTMENT: MANAGEMENT SERVICES

ACTION

ASSIGNED RESPONSIBILITY

Monitor on-going disaster response staffing needs and prioritize other City services based on those priorities as staffing becomes available.

Incident Commander/
EOC Operations
Recovery Coordinator

Coordinate with FEMA, State OES and other agencies on the establishment of a Local Assistance Center (LAC).

Liaison Officer/
LAC Unit Leader

Determine site and make logistical arrangements for establishing and supporting a Disaster Application Center (LAC).

LAC Unit Leader/
Logistics Officer

Coordinating staffing and training of staff to support LAC operations.

LAC Unit Leader

Establish streamlined permitting and inspection process for demolition of unsafe buildings.

Private Bldg. Recovery Unit Leader

Establish process for the disposal and recycling of debris from building demolition.

Private Bldg. Recovery Unit Leader/
Public Works Operations – Debris Removal
Unit Leader

Establish a tracking system to record City expenses eligible for reimbursement.

Cost Recovery Unit Leader

Coordinate the completion of appropriate forms and documentation necessary to ensure reimbursement of expenses as quickly as possible.

Cost Recovery Unit Leader

Establish an accounting procedure to monitor reimbursement of submitted expenses.

Cost Recovery Unit Leader

Identify if any permit and/or plan check or other city fees will be reduced or waived for post-disaster repair and reconstruction.

Recovery Coordinator /
Private Bldg. Recovery Unit Leader

Approve or deny any recommended waivers of city fees for post-disaster repair and reconstruction.

Disaster Council

Establish a streamlined permitting and inspection process for post-disaster damage repair and reconstruction.	Private Bldg. Recovery Unit Leader
Determine how Building and Zoning Code requirements will apply to post-disaster repair and reconstruction.	Private Bldg. Recovery Unit Leader
Identify damage to City buildings and facilities; prioritize for repair and reconstruction.	City Facility Recovery Unit Leader
Identify project manager for post-disaster repair and reconstruction projects.	City Facility Recovery Unit Leader
Implement an accelerated process for funding approval, design, contract bidding and construction of post-disaster projects.	City Facility Recovery Unit Leader / Cost Recovery Unit Leader
Establish an overall project management program for monitoring post-disaster damage repair(s).	Recover Operations Coordinator
Identify damage to critical economic development facilities and activities; provide individual assistance to businesses to facilitate recovery efforts.	LAC Unit Leader/ Business Assistance Section
Establish a program to identify Federal, state and local economic funding assistance; facilitate obtaining and applying such assistance to economic development recovery efforts.	LAC Unit Leader/ Business Assistance Section/ Agency Liaison
Coordinate with elected officials on advocacy efforts to maximize approval of applications for funding assistance from other agencies.	Agency Liaison/ LAC Unit Leader-Business Assistance Unit/ Cost Recovery Unit Leader
Identify and recommend City financial assistance for residential and business rehabilitation efforts.	Recovery Coordinator/ Private Bldg. Recovery Unit Leader
Approve or deny recommendations for City financial assistance to residential and business rehabilitation efforts.	Disaster Council