# ANNEX A

## MANAGEMENT SECTION

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1.0 **PURPOSE**

The Management Section directs the Kern County and Operational Area (OA) Emergency Management Organization (EMO) and Emergency Operations Center (EOC); establishes operational priorities; ensures development and implementation of strategies to meet the needs of the emergency; communicates with the media; coordinates response with representatives from the OA jurisdictions and external agencies; and ensures the safety of emergency responders.

While managing response to County/OA conditions, the Management Section also evaluates the potential impacts of emergencies outside the County/OA, since regional emergencies could affect local economic, social and environmental issues, or draw upon County/OA resources and staffing.

1.1 **Objectives**

The objectives of the County/OA EOC staff include:

- Coordinate emergency resources and activities within the geographic area of Kern County;
- Collect, process and exchange disaster intelligence and resource status information from and with members of the OA organization.
- Serve as the communications and coordination link between the State Office of Emergency Services (OES) Regional EOC (REOC) and all members of the Kern County Operational Area.
2.0 STAFFING

At full activation, the EOC Management Section includes the following functions:

- Director of Emergency Services (hereafter referred to as EOC Director) (Fire Chief or Sheriff)
- EOC Deputy Director (Under Sheriff)
- Legal Advisor (County Counsel)
- Public Information Officer (Fire PIO)
- Policy Advisor/Liaison Officer (CAO)
- Safety Officer(s) (County Safety Officer)
- Agency Representative(s)

3.0 DUTIES

Refer to EOC organization chart in Attachment A-2.

3.1 Emergency Management Group

The Emergency Management Group (EMG), established by County Code Section 2.66, is the strategic command and policy-making section of the County/OA EOC. The EMG, which advises and assists the EOC Director in the management of the Kern County EMO, is comprised of the following members:

- County Administrative Officer, Chair
- Director Emergency Medical Services
- EOC Director (Fire Chief), Vice Chair
- Director Environmental Health Services
- Sheriff/Coroner
- Chair, Board of Supervisors
- Director Resource Management Agency
- Ass't County Administrative Officer for General Services
- Director Waste Management
- Chief Executive Officer for Kern Medical Center
- Public Health Officer

Non-voting members of the Group include the following or their designees:

- Chairman of the Board of Supervisors
- County Counsel
- Emergency Services Manager
- Director of Personnel Development
- Director of Human Services Department
- Director of Mental health Department
- Director of Aging & Adult Services Department
- Agricultural Commissioner/Sealer
- Director of Engineering & Survey Services Department

3.2 EOC Director

The EOC Director is responsible for directing the emergency management activities of the EOC staff, approving the ordering and release of specialized resources, and interfacing
with elected and senior officials from city, special district, county, state and federal governments. In general, the EOC Director is responsible to:

- Assess the situation and determine the level of EOC activation required.
- Review the availability of resources.
- Create an initial EOC Action Plan.
- Oversee response actions of the EOC.
- Direct County resources for deployment to essential emergency functions.
- Review and approve requests to send/receive mutual aid resources.
- Proclaim a Local Emergency, if warranted and the Board of Supervisors (BOS) is not in session.
- Confer with the Legal Advisor and/or County Administrative Officer (CAO) on legal and policy issues, as necessary.
- Coordinate emergency response activities with OA jurisdictions, Inland Region EOC (REOC), and State and Federal agencies, as indicated.
- Brief the CAO on the situation on an agreed upon schedule.
- Conduct regular briefings with the General Staff.
- Convene meetings of the EMG, if indicated.

3.3 EOC Deputy Director

The role of the EOC Deputy Director is to support the EOC Director in performing his duties, to serve as the EOC Director in the absence of the primary designee, and to perform specific activities assigned by the Director.

3.4 Legal Advisor

In general, the Legal Advisor is responsible to:

- Prepare Local Emergency Proclamation, as requested by the EOC Director.
- Advise the EOC Director on emergency powers, authorities, and responsibilities, as necessary.
- Provide the EOC Director and EOC staff with legal guidance on emergency response actions and policy decisions as indicated.
- Monitor the status of the incident and advise EOC Director if/when additional action is required by the Board of Supervisors (BOS) (e.g., Resolution Continuing or Terminating Local Emergency Proclamation, etc.).
3.5 **Policy Advisor/Liaison**

In general, the Policy Advisor/Liaison is responsible to:

- Advise the EOC Director on matters of County policy.
- Make internal and external notifications as indicated by the situation, and/or as directed by the EOC Director.
- Establish and maintain communications and coordination links with all involved OA jurisdictions and external agencies.
- Compile information and resource requests from external agencies and jurisdictions and refer to the appropriate EOC function.
- Confer with Public Information Officer (PIO) on major notifications and/or any special instructions required.
- Maintain a log of all internal and external contacts made or attempted.
- Coordinate involvement of incoming Agency Representatives.

3.6 **Public Information Officer**

In general, the Public Information Officer (PIO) is responsible to:

- Consult with the EOC Director to identify any limits on dissemination of certain information (e.g., confirmation of reported fatalities, damages before the release of information).
- Activate the EOC PIO organization to the extent deemed necessary to address the presenting situation.
- Brief PIO staff and assign to specific functions as indicated:
  - Emergency Information/Rumor Control
  - Non-emergency Information/Visitor Control
  - On-Scene Public Information Team
  - Administrative Support Services
- Maintain a log of all communications, decisions, key actions.
- Establish a Media Information Center (MIC), if indicated, and establish a schedule for regular briefings to provide updated event information.
- Provide the public with timely and accurate emergency information and instructions, as indicated and/or as directed by the EOC Director.
- Monitor external reports and conditions via broadcasts on commercial TV and radio, and advise the EOC Director.
- Act as an information resource and contact for elected officials.
- Represent the County/OA in any Joint Information Center (JIC) that may be activated.

3.7 Safety Officer(s)

In general, the Safety Officer(s) is responsible to:

- Ensure that emergency operations are conducted with the safety of emergency response personnel in mind, especially those working with heavy rescue operations, hazardous materials incidents, and/or terrorist events.
- Ensure that field response includes appropriate technical specialists, such as Environmental Health, Civil Engineers, etc., where indicated.
- Advise the Operations Section Chief of any special safety procedures and/or equipment needs for field responders.
- Assist the EOC Director and Operations Chief to identify potential risks associated with field operations.
- Consult with Building Inspectors as necessary to determine the safety of County buildings for occupancy.
- Ensure that unsafe and searched structures are marked as such.

3.8 Agency Representative

In general, the Agency Representative is responsible to:

- Ensure that EOC staff are aware of Agency resources.
- Provide input on use of Agency resources.
- Advise Agency EOC when County EOC is deactivated.
- Advise County Liaison of any special Agency needs or requirements.
- Ensure all Agency personnel and equipment is accounted for at release and prior to departure.

4.0 EOC FUNCTIONAL RESPONSIBILITIES

The functional responsibilities of the other EOC Sections include the following:

4.1 Operations Section

The Operations Section, which is managed by the Operations Section Chief, coordinates with discipline-specific County Department Operation Centers (DOCs) and other local jurisdiction and external Agency EOCs in support of the field emergency response. The Operations Section monitors the situation and resource status of all Kern County Cities.
and Special Districts involved in responding to the incident.

The Operations Section includes the following Branches, each of which is managed by a Branch Coordinator:

4.1.1 **LAW ENFORCEMENT & CORONER BRANCH**

In addition to normal law enforcement duties, establishes traffic and access control in and around disaster area(s); alerts and coordinates the movement of people from hazardous or threatened area(s) to lower risk reception area(s); assists in search and rescue operations; and coordinates the collection, identification and disposition of the deceased.

4.1.2 **FIRE, RESCUE & HAZMAT BRANCH**

In addition to normal fire service activities, coordinates search and rescue operations; responds to hazardous materials incidents; coordinates operations associated with the safe removal of endangered, trapped, injured and/or isolated persons; provides immediate medical aid; and assists with evacuations.

4.1.3 **HEALTH & MEDICAL BRANCH**

Coordinates and allocates critical public and private medical resources to perform field triage; activate Field Treatment Sites; provide emergency medical care; transport casualties; relocate patients from damaged or untenable health care facilities; implements and coordinates public health measures, including emergency response to bioterrorism events and toxic chemical spills/emissions; provides public health nurses to support Care & Shelter operations; coordinates with Environmental Health Services (EHS) to provide potable water; supports EHS in identifying and mitigating unhealthy sanitary conditions, provides psychological support for disaster victims and emergency responders, upon request; and conducts post-incident Crisis Incident Stress Debriefings for emergency responders.

4.1.4 **CARE & SHELTER BRANCH**

Coordinates the procurement and allocation of resources necessary to support mass care operations, including activation of appropriate shelter and feeding facilities.

4.1.5 **CONSTRUCTION & ENGINEERING BRANCH**

Coordinates the County-wide allocation and deployment of resources (public and private) to conduct damage assessments and engineering evaluations of roads, highways, bridges, over/underpasses, tunnels and critical facilities and structures; determines strategies and priorities for disaster route recovery and emergency repair and restoration of critical facilities and structures; confers with Debris Management Branch on debris clearance strategies and priorities; establishes communications link with utilities to determine restoration schedules and to coordinate restoration activities if necessary; and conducts flood fighting operations when necessary.
4.1.6 **DEBRIS MANAGEMENT BRANCH**

Manages efforts to clear debris, including removal, collection, recycling, reduction and disposal.

4.2 **Planning/Intelligence Section**

The Planning/Intelligence (Planning) Section, managed by a Planning Section Chief, collects, evaluates, posts, analyzes and disseminates disaster intelligence; compiles resource damage assessment information; convenes EOC Action Planning meetings and prepares EOC Action Plans; establishes and maintains a central repository for all incident-related documentation; oversees demobilization of EOC staff; and arranges for technical specialists when necessary.

The Planning/Intelligence Section includes the following Units, each of which is managed by a Unit Leader:

4.2.1 **Situation Status Unit**

Compiles and analyzes status and damage reports forwarded by the Operations Section from Incident Commanders (ICs), County DOCs, cities, special districts, external agency partners and other County EOC staff; inputs data into RIMS and compiles required output reports to the Inland REOC for review and approval by Planning Section Chief; posts pertinent incident information on Status Boards; assists Planning Section Chief in preparing and submitting required RIMS reports and disseminating Situation Reports; and assists Planning and Operations Sections with preparing EOC Action Plans.

4.2.2 **RESOURCE STATUS UNIT**

Maintains status of all resources assigned to the emergency response, with input form the DOCs; checks in/out all EOC staff; and maintains a master list of all assigned resources.

4.2.3 **DOCUMENTATION UNIT**

Establishes and maintains a central repository for all incident-related documentation, including all reports submitted to and disseminated from the EOC; provides duplication services to EOC staff; obtains Geographic Information System (GIS) support from the Planning Department as necessary; and assists Planning and Operations Section Chiefs with preparing After Action Report and Corrective Action Plan.

4.2.4 **DAMAGE ASSESSMENT UNIT**

Compiles, reviews and posts damage information from the Operations Section; consults with County Assessor to determine damage cost estimates for public and private property; provides Finance/Administration Section with damage cost estimates; establishes and maintains status boards and files for damage
information, including all documentation (e.g., photographs, video, field notes, etc.); and damage cost estimates.

4.2.5 DEMOBILIZATION UNIT

Assists Planning Section Chief and EOC Director in planning for demobilization of EOC; consults with EOC Section Chiefs regarding demobilization strategy and plan; and prepares a Demobilization Plan to ensure an orderly, safe and cost-effective release of personnel and equipment, and monitors its implementation.

4.2.6 TECHNICAL SPECIALISTS

Provides the EOC staff with subject matter information related to area of expertise; reviews available damage and situation reports and identifies subject-specific issues or problems that may need to be addressed; provide written report of findings and any recommendations; and provide input to the EOC Action Plan as indicated.

4.3 Logistics Section

This Section, managed by a Logistics Section Chief, provides services and supplies, including personnel, equipment, facilities, materials, communications, transportation and meals for emergency response and mutual aid personnel, in support of the emergency response and recovery.

The Logistics Section includes the following Units, each of which is managed by a Unit Leader:

4.3.1 COMMUNICATIONS-INFORMATION TECHNOLOGY SERVICES (ITS) UNIT

Assists with set-up of EOC; coordinates procurement and allocation of communications equipment, including cellular telephones, computers and radios, to support emergency operations; and troubleshoots EOC computer and communications equipment as necessary.

4.3.2 SUPPLY UNIT

Coordinates the procurement and allocation of essential supplies; negotiates contracts with suppliers, restaurants, rental agencies, and other sources; and coordinates the provision of food, fuel, health and medical supplies, and utility needs as required to support emergency operations.

4.3.3 FACILITIES UNIT

Ensures the rapid inspection and restoration of facilities critical to emergency operations and continuity of essential County operations; provides emergency backup power for the EOC and other emergency facilities; identifies alternate facilities for emergency operations and to conduct essential County services, such as Shelters, Disaster Recovery Centers, Local Assistance Centers, Staging
4.4 **Finance/Administration Section**

The Finance/Administration Section, managed by a Finance Section Chief, implements emergency finance and accounting procedures to support cost recovery, and maintains, to the greatest possible extent, the systems necessary to continue the County’s essential finance-related services, including payroll, payments and revenue collection.

The Finance Section includes the following Units, each of which is managed by a Unit Leader:

4.4.1 **PROCUREMENT UNIT**

Advises all EOC and County staff to implement emergency finance procedures; coordinates equipment and supply purchases with the Logistics Supply Unit; prepares purchase orders, emergency contracts, equipment rental agreements and/or vendor agreements as necessary; and processes documentation for payments.
4.4.2 **COST & TIME UNIT**

Advises all EOC and County staff to implement emergency timekeeping procedure to capture and document emergency response-related labor costs; ensures that daily personnel time records for volunteers and contract and mutual aid personnel are prepared consistent with the emergency procedure; and compiles and summarizes daily cost estimates for damages, expenses and extraordinary labor associated with the emergency response.

4.4.3 **COMPENSATION & CLAIMS UNIT**

Manages investigation and compensation of any emergency-related physical injury and property damage claims involving the County; records and maintains documents related to injuries and illnesses required by local agencies and state worker's compensation programs; and issues checks upon settlement of claims.

### 5.0 CONCEPT OF OPERATIONS

To respond to disasters effectively, each person assigned an emergency management position has specific duties to complete before, during and after a disaster. These tasks are outlined in Part 1 - Basic Plan. More detailed information about each EOC function is contained in the function-specific annexes to this Emergency Operations Plan (EOP).

#### 5.1 Preparedness

Preparedness actions allow County/OA EOC staff to prepare for disaster operations, become familiar with the contents of this EOP and annex, develop and update procedures, resource lists, and other supporting information, and participate in training, drills and exercises. The preparedness duties assigned to all personnel in the Management Section include:

- Participate in regular meetings of the EOC staff to maintain familiarity with roles and responsibilities of the assigned EOC function, and to discuss emergency management issues.

- Review this EOP, emergency procedures, and the materials contained in this annex.

- Consolidate any recommended revisions and updates to this annex and submit changes to the County Emergency Services Manager.

- Develop any additional information needed to perform the assigned function and incorporate in this annex.

- Review the Emergency Services Ordinance to identify any revisions needed.

- Participate in exercises and post exercise critiques scheduled by the County Office of Emergency Services (OES) staff.
5.2 Initial Response

Specific activities to be performed by the Management Section functions are listed in the attached checklists. The EOC Director is responsible for ensuring that all Management Section staff:

- Report to the EOC when indicated or directed and obtain a briefing from the EOC Director.
- Initiate and maintain a function log and appropriate status displays.
- Implement activities outlined in the assigned Emergency Action Checklist.
- Make internal and external notifications as indicated.
- Prepare and disseminate public notifications and emergency instructions, if necessary.

5.3 Extended Operations

- Coordinate activities with Management Section staff and with other EOC Sections’ staff, as indicated.
- As needed, consult with the EOC Director regarding any unresolved conflicts.
- Participate in regular Section briefings and provide input to the EOC Action Plan.
- Track and document all activities and major decisions for disaster claims and assistance applications.
- Evaluate EOC needs, including policy issues.
- Establish response and restoration priorities and strategies.
- Coordinate response with local cities and special districts, as indicated.
- Ensure the safety of emergency responders is considered when developing the EOC Action Plan.
- Provide situation report to be submitted to the Inland REOC.

5.4 Post Emergency

- Close out function log and submit to Planning Section Documentation Unit to be filed in the permanent incident record.
- Identify locations for a Local Assistance Center (LAC) and Disaster Assistance Center (DAC), if indicated and advise the Public Information Officer (PIO).
• Identify the resources required by the LAC and DAC and designate County staff to
  arrange for the necessary resources and support LAC and/or DAC operations, as
  necessary.

• Determine when the EOC can be deactivated and advise the County Administrative
  Officer (CAO).

• In conjunction with the Legal Advisor, advise the Board of Supervisors when the Local
  Emergency proclamation can be terminated.

• Ensure internal and external deactivation notifications are made.

• Conduct a debriefing and critique with all EOC staff.

• Provide input to the After Action Report and Corrective Action Plan.

• Implement any assigned corrective actions.

6.0 COORDINATION AMONG EMO LEVELS

The Standardized Emergency Management System (SEMS) on the state level and the National
Incident Management System (NIMS) on the national level, both based on the nationally-recognized
and –utilized Incident Command System (ICS), provide a standard emergency response system
and organization that enhances the ability of all levels of government to work together in a
coordinated manner. In California, NIMS elements have been incorporated into SEMS, and
Government Code (CGC) § 8607 requires all local public agencies (cities, special districts and
counties) to use SEMS at the scene of multi-agency emergencies, in Department Operations
Centers (DOCs) and in the EOC.

In a major emergency, the County/OA EOC serves as the central point for coordination and
communication among all local response levels, including cities, special districts and school
districts’ EOCs, County DOCs, the Inland REOC, and through the REOC, with state and federal
agencies. At each response level, the same five major ICS management functions are employed
to facilitate interagency communication and coordination - Command in the field and Management
in the DOC and EOC, Operations, Planning/Intelligence, Logistics, and Finance/Administration.

6.1 City and Special District Level

Cities, special districts and school districts within Kern County’s boundaries may contact
the County/OA EOC for information and/or to request assistance. Such requests are
typically submitted via the County/OA EOC Liaison, or directly to the corresponding EOC
Section (e.g., City EOC Operations Section to County/OA Operations Section). The Kern
County/OA EOC Liaison serves as the initial point of contact for these and other external
agencies. The Liaison refers requests for mutual aid to the appropriate discipline (e.g.,
law, fire, etc.).

Cities and Special Districts are asked to submit RIMS Major Incident Reports and
Situation Reports to the County/OA EOC on an agreed upon schedule. In some cases,
these reports will be submitted via RIMS to the County/OA EOC Planning/Intelligence
Section; in other cases, verbal or facsimile reports will be submitted by the city or District EOC Director or Liaison to the County/OA EOC Director or Liaison.

6.2 Field Response Level

6.2.1 INCIDENT COMMAND

At the field level, the various response disciplines and agencies coordinate their response efforts as part of an integrated Incident Command System (ICS) organization. The Incident Commander (IC) reports status to and requests resources from the County/OA EOC Operations Section directly, or through a Dispatch Center or a DOC, which is organized around the same five SEMS management functions as the EOC.

6.2.2 AREA COMMAND

An Area Command may be established between multiple Incident Command Posts (ICPs) and the County/OA EOC. The Area Commander reports to and requests assistance from the EOC Operations Section Chief on behalf of each ICP.

For incidents in which both the County and a city or special district have primary responsibility for some aspect of the response, a Unified Area Command would be established to oversee incidents in general proximity to each other. The Unified Area Commander coordinates with the County/OA EOC Operations Section Chief.

6.3 Department Operations Center Level

The activities of most, if not all, County field response units is overseen and coordinated by discipline-specific Department Operations Centers (DOCs). The DOCs support their field units and coordinate and communicate with the County/OA EOC via their respective representatives (e.g., Branch Coordinators) in the EOC Operations Section.

6.4 Operational Area Level

In accordance with Kern County Code, Chapter 2.66, Kern County and its political subdivisions (cities and special districts) become an Operational Area (OA) for emergency response purposes during multi-agency disaster events. The Kern County/OA EOC coordinates emergency operations and manages resources throughout the County, and serves as a communication and coordination link between all public agencies in the County and the State Regional EOC (REOC). In accordance with state and local EOPs, the County/OA EOC submits regular situation reports and requests for support and resources not available within the county to the REOC.

6.5 Regional Level

Kern County is within the State Office of Emergency Services (OES) Inland Administrative Region and Mutual Aid Region V. During incidents in which a Local Emergency or State of Emergency has been proclaimed in Kern County, the Inland Region activates an REOC
to coordinate response by regional mutual aid resources. The County/OA EOC submits status and situation reports to the REOC and Operational Area Mutual Aid Coordinators request regional mutual aid from Regional Mutual Aid Coordinators or the REOC.

6.6 State and Federal Levels

Under certain conditions, such as major floods, oil spills, aircraft accidents, etc., state and/or federal agencies may deploy field response units to incidents in Kern County. At the field level, state and federal units may be found in any ICS section, branch or unit, or as part of a Unified Command (UC) structure. Reporting and coordination with the County/OA EOC follows the usual Field Level response. (It should be noted that military assets remain under the direction and control of the military at all times.)

Depending upon the nature and scope of the incident, the level of Emergency/Disaster proclaimed, and the need for multi-agency coordination, State OES and/or the Federal Emergency Management Agency (FEMA) may assign representatives to report to the County/OA EOC to provide a direct coordination and communication link. These representatives will be assigned to the Agency Representative function in the EOC Management Section.

6.7 Private and Voluntary Agencies

Private contractors and firms support specific government operations on a daily basis. During disasters, their support is often essential to an effective emergency response.

Voluntary agencies play an important role in responding to disasters of all types and levels. The agencies most involved with emergency response in Kern County are the American Red Cross (ARC), Salvation Army (SA), County Superintendent of Schools (CSOS), and Radio Amateur Civil Emergency Services (RACES). Each of these agencies responds on a countywide basis and each has a representative assigned to the Kern County/OA EOC to provide direct communications and coordination. The ARC, SA and CSOS support the Care & Shelter Branch in the Operations Section and RACES supports the Communications and Information Technology Unit in the Logistics Section.

Another community-based organization (CBO) – Volunteer Organizations Active in Disasters (VOAD) – serves as the point of contact with numerous other local CBOs and provides assistance as requested by the Volunteer Coordinator in the Logistics Section.
Figure A-2 Kern County SEMS Organization
7.0 POLICIES AND PROCEDURES

In addition to the EOC management-related procedures outlined in Part 3 – EOC Procedures Manual, the following policies and procedures will be implemented, as the situation dictates:

- County OES staff, with assistance from the Communications and Information Technology Systems (ITS) function will set up the EOC in accordance with the procedure contained in Part 3 – EOC Procedures Manual.

- The EOC Director may convene the Emergency Management Group (EMG) to provide policy direction to EOC staff, as necessary.

- The designated successors to the EOC emergency functions have all the power and authority assigned to the primary when performing the function. Upon return of the assigned primary or the next higher position on the successor’s list, or a special appointment by the Board of Supervisors, the function shall be relinquished.

- Field operations will be organized and conducted using the Incident Command System (ICS).

- Kern County emergency management operations shall be organized and conducted consistent with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

- When the Operational Area level of the Kern County EMO is activated, the County EOC Director will function as the Operational Area Manager and will have overall responsibility for coordinating the emergency operations of all local jurisdictions, including cities, special districts, and the county.

- Operational Area-wide emergency response priorities will be established by the EOC Director, according to the following:
  
  o Actions required to protect life safety (e.g., evacuation, medical care, shelter, etc.) will receive the highest priority for available resources.

  o Temporary restoration of facilities essential for health, safety and welfare, whether publicly or privately owned, will receive second priority for available resources (e.g., water, sanitation, power, transportation routes).

  o Addressing rehabilitation needs for temporary housing, food stamps, employment, etc., will receive third priority for available resources.

- All on-duty employees are expected to remain on duty until properly relieved. Off-duty personnel are expected to report to work consistent with this plan and department assignments.

- Employees with pre-established emergency assignments will report to a pre-designated reporting location for the assigned shift. Those without emergency assignments will report to the usual work location for the next normally scheduled shift. If unable to reach the assigned
location, employees will report to the closest local jurisdiction and attempt to contact the work supervisor to report status.

- Depending on the scope of the emergency and its impact on County operations, all EOC staff may be placed on 12-hour work shifts. Normal work shifts may resume when conditions warrant.

- Operations Section Law Enforcement and Fire & Rescue personnel will make manpower and mutual aid requests directly to their respective Operational Area Mutual Aid Coordinators. The Logistics Section Personnel Unit will request non-operations mutual aid personnel.

- When the Kern County EMO Operational Area response level is activated, all requests for assistance by cities and special districts will be submitted to the County/OA EOC. Requests for operations personnel and/or equipment will be forwarded to the appropriate OA Mutual Aid Coordinator. If assistance from outside the County is required, the request will be forwarded to the Regional Mutual Aid Coordinator or the REOC, as indicated.
ATTACHMENT A-1

EMERGENCY PROCLAMATION CHECKLIST

Notes on Emergency Proclamations

• Local Emergency Proclamations are necessary for requesting assistance from other jurisdictions (local, state, and federal), and applying for state and federal disaster assistance.

• Can by proclaimed by:
  o Governing body (GC § 8630).
  o Director of Emergency Services (GC § 8630 provides for local ordinance to designate other individuals).

• Can include:
  o Request for Gubernatorial Proclamation.
  o Request for Presidential Declaration.
  o Designation of Local Agent (for state and federal disaster reimbursements).

• Provides the jurisdiction:
  o Additional powers and authorities as detailed by local ordinance (GC § 8634).
  o The ability to render mutual aid to other political subdivisions (GC § 8631).
  o Extends liability coverage (GC § 8655, 8656, 8657, 8658, 8659, 8660).
  o Initiation to receive state (GC § 8685.4) and federal disaster assistance (PL 93-288, §§ 401 & 501).
  o The ability to receive mutual aid approved by the Governor from other jurisdictions at no cost (GC § 8633).

1. _____ What was the initiating event or combination of events?
   _____ What is the primary event (i.e. wildland fire, earthquake)?
   _____ What are the secondary problems (hazmat, fire, collapsed buildings)?
   _____ Use the Situation Summary form in the Resource Information Management System (RIMS) to record the extent of damage and transmit to the state.

2. _____ Determine the resources necessary to mitigate all problems:
   _____ Are local resources capable of handling problem?
   _____ What problems require state assistance?
   _____ What problems require federal assistance?

3. _____ Proclaim existence of Local Emergency:
Request Governor to Proclaim a State of Local Emergency if:

- Emergency response problems or repair of local government damage is beyond the capabilities of local government and/or specific state resources are needed (i.e. National Guard).
- State assistance under the Natural Disaster Assistance Act is required.

Request Governor to request a Presidential Declaration of Emergency if:

- Emergency response problems require specific federal resources (i.e. FEMA Urban Search And Rescue Task Forces) or the repair of damage to public and private properties is beyond the capabilities of local government.
- Federal assistance under the Stafford Act is required.

Notes on Local Emergency Proclamations in Incorporated Cities

- According to California Attorney General Opinion No. 79-710:
  - “Cities within a county are bound by county rules and regulations adopted by the county pursuant to section 8634 of the Government Code during a county proclaimed local emergency when the local emergency includes both incorporated and unincorporated territory of the county even if they do not independently declare the existence of a local emergency.”
  - “When the county declares a local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the to declare the existence of a local emergency independently.”

- It is recommended that all incorporated cities and special districts proclaim a local emergency:
  - It allows them to adopt rules and regulations as long as they do not conflict with county rules and regulations.
  - It is required for applying for state and federal disaster assistance.
  - Politically, it sends a strong signal to constituencies that everything is being done that can be done.

4. Attempt to quantify damages (required by state for Gubernatorial Proclamation and Governor’s Request for Presidential Declaration):

- Damage to private dwellings and businesses.
- Local government damage (estimated costs, if available):
  - Debris clearance issues.
  - Emergency protective measures.
_____ Road systems.

_____ Water control facilities.

_____ Buildings and equipment.

_____ Public utility systems.

_____ Other damage or costs (not listed above).

_____ Record damage assessment information on the RIMS form entitled “Initial Damage Assessment”.

5. Prepare an Applicant’s Agent Resolution if a federal declaration is requested or authorized (see OES Form 130 or the sample format included in this plan. The CEO, Assistance CEO, and Deputy CEO, are individuals that could be designated along with the Assistant Director, who will be responsible for coordinating the recovery effort.

6. Prepare proper resolution for the Board of Supervisors to terminate local Emergency Proclamation as soon as possible.

Local emergency proclamations should be terminated as soon as the emergency conditions prompting the proclamation have ceased, such as the immediate threats posed to public health and safety (GC § 8630).
ATTACHMENT A-2

EOC ORGANIZATION CHART

MANAGEMENT

EOC Director
Fire/Law
EOC Deputy Director

Policy Advisor/Liaison
CAO

Legal Advisor
County Counsel

Agency Representative(s)

Safety Officers
County Safety Officer

Public Information Officer
Fire PIO

OPERATIONS
Sheriff or Fire Staff

Law & Coroner
--- Sheriff/Coroner

Fire, Rescue & HazMat
--- Fire Dept. Staff

Health & Medical
--- EMS
--- DPH
--- EHS
--- MHS

Care & Shelter
--- Animal Care
--- Human Services
--- Red Cross
--- Salvation Army

Const. & Eng
--- ESS, Roads

Debris Management
--- Waste Mgmt Staff

PLANNING/INTELLIGENCE
Emg Svcs Mgr

Situation Status
--- RMA Staff

Resource Status

Documentation
--- Clerk of BOS

Damage Assessment
--- ESS, BID, Assessor

Demobilization

Technical Specialists
--- GIS, Flood Mgmt

LOGISTICS

Services/Support
--- Comm & ITS
--- Supply
--- Facilities
--- Transportation

Human Resources
--- Personnel/Vols
--- Donations

LOGISTICS

Procurement
--- Budget Director

Cost & Time
--- Auditor/Controller

Compensation & Claims
--- Risk Mgmt

FINANCE/ADMINISTRATION

Procurement
--- County Counsel

County Counsel

Logistics Staff

Comm & ITS - ITS Manager
Supply - Purchasing Manager
Facilities - Parks & Rec Staff, Property Mgmt staff
Transportation - Fleet Svcs Mgr., Roads
Personnel/Volunteers - Personnel Director
Donations - Personnel Director
ATTACHMENT A-3

EMERGENCY PUBLIC INFORMATION (EPI) GUIDELINES

1.0 EMERGENCY PUBLIC INFORMATION (EPI) ORGANIZATION

At full activation, the Kern County/Operational Area (OA) Emergency Public Information (EPI) organization in the County/OA Emergency Operations Center (EOC) is comprised of the four sections indicated in Figure A-3. The Public Information Officer (PIO) will activate the EPI organization to the extent he deems necessary and will determine the minimum number of staff required for each EPI section for all three shifts. Assigned PIOs from Sheriff, County Administrative Office and other County departments may be utilized to staff the EPI organization, if necessary.

![Figure A-3 PIO Organization](image)

1.1 Section Responsibilities

1.1.1 RUMOR CONTROL

- Rapidly release emergency instructions and information to the public through all available means.

- Receive all calls coming into the Emergency Operations Center (EOC) over the public access lines, responding to those from the public and the media and relaying calls to other EOC staff as appropriate.
- Obtain periodic situation updates from EOC staff members and maintain section status boards and maps. Make situation reports and provide hard copy of news releases to the State OES PIO.

- Prepare news releases as requested by the PIO.

1.1.2 **NON-EMERGENCY INFORMATION/VISITOR CONTROL**

- Receive and handle non-emergency calls.

- Greet and badge all visitors to the EOC.

- Conduct situation briefings for visitors, VIPs and media.

- Arrange for official spokesperson(s) and media tours of the EOC (one crew at a time).

- Maintain situation boards and maps in the Media Information Center.

- Provide escorts to accompany visitors into disaster areas.

- Arrange accommodations and transportation for official visitors.

1.1.3 **ON-SCENE PUBLIC INFORMATION TEAM**

The team should be composed of persons from those departments/agencies most familiar with the activities underway at the scene. The Team Chief shall be designated by the Kern County PIO. Alternates should be assigned for coverage of all shifts.

- Establish a Media Control Point in the vicinity of, but physically separated from, the incident site or Command Post.

- Request media cooperation with "ground rules" established by the Incident Commander (IC).

- Brief the media on the incident and on response actions underway. Names or other identification of casualties will not be released.

- Maintain liaison with the IC to obtain latest information and remain current on the situation.

- Arrange interviews and live camera shots with key personnel when requested by the media and when such requests can be accommodated without interfering with response operations.

- Keep the Rumor Control Section and other EOC staff apprized of the status of the emergency situation.
1.1.4 **Administrative Support**

- Provide administrative support (telephones, desks, computers, typewriters, office supplies, copying and fax machines, clerical support) to all elements of the Kern County EPI organization.

- Provide foreign language translators and broadcasters as necessary.

- Ensure that the Media Information Center (MIC) is operational and maintained.

- Arrange details of and equipment for press conferences and media briefings.

- Assist the media in securing accommodations and transportation, if determined necessary by the Kern County PIO.

2.0 **Media Access Control**

2.1 **Accreditation and Visitor Control**

Upon activation of the EOC, the building shall be secured and entry controlled by the Kern County Sheriff's Office (KCSO). An updated list of authorized personnel will be maintained at the Communication Center/EOC complex. As staff members arrive, they are allowed entry through the security check point. Visitors are not allowed into the EOC unless escorted by a Kern County EOC or PIO staff member.

The media will be allowed access to the Media Information Center area once an EOC Media Pass has been issued to the individual.

In the event of a major disaster, which might attract large numbers of local and national news media, an alternate Media Center will be activated at Bakersfield College auditorium. Media owned communications equipment may be staged in the “C” parking lot adjacent to the outdoor theater at Bakersfield College.

2.2 **Media Access Privileges**

2.2.1 **Ground Access**

California Penal Code Section 409.5D permits access by accredited reporters to areas which are closed to the public during disasters. The California Peace Officers’ Association suggests that “In general, authorized members of the news media are to be permitted free movement in the area as long as they do not hamper, deter, or interfere with the law enforcement or public safety functions.”

If access restrictions for the media are unavoidable in the opinion of the authority in charge of the incident/disaster, a “pool” system may be established. Reporters on-scene should be permitted to select one representative from each medium (radio, television, newspaper, wire service) and from each level of coverage (local, regional, national, international) to be escorted into the area. Reporters will then
share information, photographs and video/audio tape with other accredited reporters. If access by the media must be denied or restricted for any reason, a complete explanation must be given.

2.2.2 **AIR ACCESS**

Federal Aviation Administration Regulation 91.137 covers temporary flight restrictions during incidents/disasters and sets forth procedures which pilots of media and other aircraft must follow. Permission to fly over incident sites may be denied if such flights will pose a significant safety hazard to the general public.

3.0 **BASIC ANNOUNCEMENT FORMAT**

Releases should contain as much of the following information as is known:

- Critical Information
  - What has happened?
  - When and where did it happen?
  - What were injuries or damages?
  - What are the cities and the county doing about it?

- Advisory (What public should or should not do):
  - Life/safety actions
  - Personal and family protection measures
  - Shelter-in-place instructions
  - Evacuation routes
  - Areas to be avoided
  - Where to go for help
  - Where to call for additional information

4.0 **EPI PRIORITIES**

4.1 **Priority #1 – Life Safety**

- Lifesaving/health preservation instructions:
  - First aid information
  - Firefighting instructions
  - Evacuation Issues:
    - Routes
    - Instructions (including what to do if vehicle breaks down)
    - Arrangements for persons without transportation
  - Areas to avoid:
    - Hazardous
    - Contaminated
    - Congested
o Information (for parents) on status and actions of schools (if in session).
o Instructions/precautions about utility use, sanitation, how to turn off utilities.
  o Emergency telephone number (otherwise advise people not to use telephone):
    − Stress to out-of-area media that people should NOT telephone into the area. Lines must be kept open for emergency calls.
  o Locations of:
    − Mass care facilities
    − Medical facilities
    − Coroner facilities
    − Food and safe water
    − Status of hospitals
  o Essential services available, including:
    − Hospitals
    − Grocery stores
    − Banks
    − Pharmacies
  o Road, bridge, freeway overpass, and dam conditions, and alternate routes to take.

4.2 Priority #2 – Current Status

■ Emergency Status Information:
  o Media hotline number
  o Public hotline number

■ Description of the emergency situation, including:
  o Number of deaths and injuries
  o Property damage
  o Persons displaced

■ Description of government and private response efforts, including:
  o Mass care
  o Medical
  o Search and rescue
  o Emergency repair
  o Debris clearance
  o Fire/flood fighting
  o Curfews:
    − Times
    − Areas affected

■ Status of Local Emergency Declaration and Governor's Proclamation, and Presidential Declaration:
  o Where people should report/call to volunteer
4.3 Priority #3 – Other Information

- How people in other areas can obtain information about relatives/friends in the disaster area.
- Coordinate with the American Red Cross, Los Angeles Operational Area, on release of this information.
- How disaster victims can locate family members.

4.4 Priority #4 – Media Information

- General Guidelines For Dealing With The Media:
  - Do not release unconfirmed information or speculate on the extent of the emergency, despite repeated urging by reporters to do so.
  - Never hesitate to say, "I don't know, but I'll find out."
  - Monitor published and broadcast EPI for accuracy and correct misinformation, if necessary.
  - Provide sufficient staffing and telephones to efficiently handle incoming media and public calls and to gather status information.
  - Ensure that official spokespersons are thoroughly briefed on all aspects of the emergency situation.
  - Keep EOC Director informed of all actions taken or planned, and obtain clearance prior to public release.
  - Keep PIOs in other jurisdictions and at other government levels apprised of information released.
  - Maintain an EPI release log and an activity log of all information, instructions, and advice released to the public.

5.0 EMERGENCY ALERT SYSTEM (EAS) GUIDELINES

- Never dictate message to radio station personnel. You are the announcer -- the radio station will record your message for immediate broadcast.

- Write the WARNING message to be broadcast by all AM, FM, and TV stations in the affected FCC Operational Area via the Emergency Alert System (see the attached list of designated local officials authorized to activate Emergency Communications Area [ECA] stations).
Identify yourself:
  - Name
  - Title

State the purpose for your call.
  - You want to activate the Emergency Alert System
  - The nature of the emergency

Authenticate (consult current Authenticator List provided by OES).

Prepare to transmit message:
  - Speak clearly and distinctly.
  - Count-down "3 - 2 - 1 . . . " and read your prepared message.

Upon completion of message:
  - Remain quiet at the end until station personnel speak to you.
  - Verify with the station that the recording has been made.
  - Leave call back number for station personnel for additional information.

The radio station will rebroadcast message as soon as possible.

6.0 PIO STATUS LOG

The PIO may prepare a PIO Status Log to assist all PIO staff in collecting and disseminating information to the media. When completed for each operational period, a copy of the log may be submitted to the Planning Section Documentation Unit to be filed with other incident documentation.
Following are sample status logs to assist PIO staff in collecting and releasing information to the news media. Maps of the disaster area should also be on hand.

### PIO STATUS LOG

<table>
<thead>
<tr>
<th>Date and Time of Last Update:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time and Magnitude of Disaster:</td>
</tr>
<tr>
<td># Fatalities</td>
</tr>
<tr>
<td># Buildings/Homes Damaged</td>
</tr>
<tr>
<td>Location of Open Shelters:</td>
</tr>
<tr>
<td>Location of Open Gas Stations:</td>
</tr>
<tr>
<td>General Information:</td>
</tr>
<tr>
<td>Weather Forecast:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Local Emergency Proclaimed:</th>
<th>Yes</th>
<th>No</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Gubernatorial Proclamation:</td>
<td>Yes</td>
<td>No</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Gubernatorial Emergency Proclaimed:</td>
<td>Yes</td>
<td>No</td>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Presidential Declared:</td>
<td>Yes</td>
<td>No</td>
<td>Type: Major Disaster/Emergency</td>
<td>Date</td>
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</tbody>
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## TRANSPORTATION

<table>
<thead>
<tr>
<th>Type</th>
<th>Closed</th>
<th>Restricted</th>
<th>Open</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roads</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridges/Overpasses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airports</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rail</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
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## UTILITIES

<table>
<thead>
<tr>
<th>Type</th>
<th>Disrupted?</th>
<th># of Disruptions or Breaks</th>
<th>Area</th>
<th>Precautions</th>
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</thead>
<tbody>
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<td>Gas</td>
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</tr>
<tr>
<td>Electricity</td>
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<tr>
<td>Water</td>
<td></td>
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</tr>
<tr>
<td>Telephone</td>
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<td></td>
</tr>
<tr>
<td>Other</td>
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</table>

## VOLUNTEER SERVICES

<table>
<thead>
<tr>
<th>Organization</th>
<th>Where to Call</th>
</tr>
</thead>
</table>
# Schools

<table>
<thead>
<tr>
<th>Schools</th>
<th>Status</th>
<th>Comments</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

## Medical/Health/Mass Care Status

<table>
<thead>
<tr>
<th>Injuries</th>
<th>Number</th>
<th>Hospitalized</th>
<th>Number Treated and Released</th>
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<tbody>
<tr>
<td>Fatalities</td>
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<table>
<thead>
<tr>
<th>Hospitals</th>
<th>Open</th>
<th>Closed</th>
<th>Type of Damage/Limitations</th>
<th>Transferring Patients To</th>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Casualty Collection Points</th>
<th>Number</th>
<th>Locations</th>
<th>No. Persons Cared For</th>
</tr>
</thead>
<tbody>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Mass Care Shelters</th>
<th>Number</th>
<th>Locations</th>
<th>No. Persons Cared For</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>
ATTACHMENT A-4

EMERGENCY OPERATION CENTER DIRECTOR

EMERGENCY ACTION CHECKLIST

Upon Receipt of Warning

- Confer with Emergency Services Manager on the appropriate actions to be taken.
- Notify County Administrative Officer (CAO) and key EOC management staff of situation.
- Assess situation:
  - Analyze available information and data to determine potential scope of event.
  - Determine threat to:
    - Residential areas
    - Special populations:
      - Hospitals (Acute and Convalescent Care Facilities)
      - Custody facilities
    - Businesses
    - Schools
    - Environment
  - Determine evacuee reception and care requirements, if indicated.
- Consider activation of the EOC or placing EOC staff on standby.
- Assess the availability and condition of resources:
  - Determine logistics needs:
    - Feeding and lodging requirements for EOC staff and emergency responders
    - Determine potential supply needs
  - Review emergency procedures and checklist.
- Notify the following of the situation as deemed appropriate:
  - Fire Department
  - Sheriff’s Office
  - Emergency Medical Services
  - Cities
  - Special Districts
  - Utilities
  - Key Voluntary Agency partners
- Continue to monitor the situation.
Initial Response (To Most Emergencies)

- Obtain a briefing from Incident Commander (or other staff directing the event), including:
  - Location, magnitude and scope of the event
  - Areas of the County involved
  - Actions taken
  - EOCs activated
  - Support needed for field units
  - Support needed for local population

- Activate the EOC:
  - Determine if EOC to be partially or fully activated and advise the EOC Liaison of the notifications to be made.
  - Advise the CAO of EOC activation.
  - Establish and maintain contact with other involved jurisdictional chief executives and elected officials as appropriate.
  - Advise the Inland Region Office of Emergency Services (OES) of situation and EOC activation.
  - If more than two cities or one city and the county have activated EOCs, the county EOC becomes the OA EOC.

- Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the EOC Director position, directions given, and actions taken.
  - Information to be shared with other EOC functions during the next briefing.
  - Issues that require follow-up.
  - Information that will be needed during recovery operations or for the After Action Report.
  - Issues involving potential liability.

- Confer with the Liaison on additional notifications to be made.

- Assign available staff to essential emergency functions.

- Establish schedule for regular EOC briefings.

- Oversee all aspects of the response and ensure emergency needs are being addressed:
  - Ensure the CAO is informed as to the status of the emergency.
  - Consider the need to proclaim a Local Emergency.
  - With the Legal Advisor, review Emergency Proclamation Procedure, and request that Legal Advisor prepare the appropriate proclamation form.
  - Consider the need to enact emergency ordinances and/or to implement alternate work schedules.
  - Approve appropriate emergency expenditures.

- Consult with PIO on any public notifications required. Consider conducting news conference, if indicated.
Confer with Operations and Planning/Intelligence Section Chiefs on emergency response strategy and development of an EOC Action Plan.

Establish response and restoration priorities.

Identify any potential problems. Direct Liaison to contact the involved response agencies, as indicated.

Provide regular Situation Reports to the Inland Region OES or REOC.

Extended Operations

Obtain regular updated status reports from Operations Section Chief.

Respond to requests from EOC staff for inter-organizational contacts.

Monitor emergency operations to identify current or potential inter-agency problems.

Provide CAO and Board of Supervisors with periodic briefings.

Conduct regular EOC briefings with Management Section members and Section Chiefs.

Review and approve EOC Action Plan for distribution by Planning/Intelligence Section.

Determine information needs and inform Management Section staff and Section Chiefs of needs.

Activate Finance/Administration, if necessary and request activation of procedures for emergency procurements and contracting, as indicated.

Establish priorities for restoration of county services, if necessary.

Authorize release of information to news media and approve Emergency Public Information Plan.

Post Emergency

Determine when EOC can be deactivated and implement Deactivation Procedure when indicated.

When deemed appropriate, advise the CAO when the Emergency Declaration may be terminated and request Legal Advisor to prepare the appropriate resolution.

Direct all departments to initiate detailed cost estimates of damages, personnel-related emergency response costs, and emergency-related expenditures.

Conduct post-emergency debriefing and critique sessions for all EOC staff. Consider conducting a debriefing with OA jurisdictions, if indicated.

Submit log and other emergency-related documentation to Documentation Unit of Planning/Intelligence Section.

Submit Expenditure Tracking and Timekeeping forms to Finance/Administration.
☐ Conduct After Action Report meeting and direct Emergency Services Manager to prepare After Action Report (AAR) and Corrective Action Plan (CAP).

☐ Distribute AAR and CAP to State OES all EOC staff, County Department Managers, and OA jurisdictions.

☐ Ensure emergency plans and procedures are revised to reflect lessons learned from the emergency.

☐ Assist Finance personnel in determining what action needs to be taken to complete FEMA documents.
ATTACHMENT A-5

EMERGENCY OPERATION CENTER DEPUTY DIRECTOR

EMERGENCY ACTION CHECKLIST

Upon Receipt of Warning

- Confer with EOC Director on the appropriate actions to be taken.
- Perform activities assigned by EOC Director.

Initial Response (To Most Emergencies)

- Obtain a briefing from EOC Director including:
  - Location, magnitude and scope of the event
  - Areas of the County involved
  - Actions taken
  - EOCs activated
  - Activities to be performed

- Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, directions given, and actions taken.
  - Information to be shared with other EOC functions during the next briefing.
  - Issues that require follow-up with the EOC Director.
  - Information that will be needed during recovery operations or for the After Action Report.
  - Issues involving potential liability.

- Consult with EOC Director and/or other EOC staff as indicated.
- Identify any potential problems and discuss with EOC Director.
- Provide regular status reports.

Extended Operations

- Monitor emergency operations to identify current or potential inter-agency problems and advise the EOC Director.
- Provide EOC Director with periodic briefings, as indicated.
- Provide inputs to EOC Action Plan as warranted.
Post Emergency

- Participate in post-emergency debriefing and critique sessions for all EOC staff.
- Submit log and other emergency-related documentation to Documentation Unit of Planning/Intelligence Section.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration.
- Participate in After Action Report meeting and provide input as indicated.
ATTACHMENT A-6

POLICY ADVISOR/LIAISON

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC (or other designated reporting location), check-in and obtain briefing from EOC Director:
  - Location, magnitude and scope of event
  - Areas of county impacted
  - Actions taken
  - EOCs activated
  - Existing or anticipated problems/issues

- Initiate and maintain a function log. Record the following:
  - By date and time, note arrival time, decisions made, positions activated, personnel assigned to report to the Liaison position, directions given, and actions taken.
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

- Identify available internal and external communications capabilities.

- Ensure completeness and accuracy of emergency contact list.

- Make notifications as directed by the EOC Director.

- Ensure the following agencies/representatives have been notified of EOC activation:
  - Local cities, special districts and key Voluntary Agency partners
  - State Inland Region Office of Emergency Services or Emergency Operations Center (REOC)

- Determine if liaison is required with external agencies such as:
  - Local cities and special districts agencies
  - Schools
  - Volunteer organizations
  - Private sector organizations
  - Utilities not already represented

- Identify Agency Representatives from involved agencies, including communications links and locations and brief, as necessary.
- Provide a point-of-contact for assisting and cooperating Agency Representatives.
  - Assisting Agency - directly contributing support or service resources to another agency.
  - Cooperating Agency - supplying assistance other than direct support or service functions to incident control efforts.

- Provide policy direction to EOC Director and Section Chiefs, as indicated.

- Participate in regular briefings conducted by EOC Director.

- Forward requests from local jurisdictions and external agencies to appropriate EOC staff.

- Monitor incident operations to identify current or potential inter-organizational problems and advise EOC Director.

- Provide Situation Reports to OA jurisdictions, key external agency partners and Inland Region OES or REOC on a regular basis.

- Assist the PIO with arrangements for visiting dignitaries, as available.

- Upon EOC deactivation, make notifications in accordance with Deactivation Procedure or as directed by EOC Director.

**Post Emergency**

- Contact involved cities to identify where Local Assistance Centers (LACs) will be located and advise EOC Director and PIO.

- Confer with the EOC Director to identify staff to assist at the LAC.

- Participate in post-emergency debriefing and critique session.

- Submit log and other incident-related documentation to Planning/Intelligence Section Documentation Unit.

- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.

- Participate in After Action Report and Corrective Action Plan meetings.

- Revise and update emergency plans and procedures to reflect lessons learned from the incident.
ATTACHMENT A-7
PUBLIC INFORMATION OFFICER
EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC, check-in and receive briefing from the EOC Director, including:
  - Magnitude and scope of event
  - Current situation and statistics (number and type of casualties, displaced, etc.)
  - Areas of county impacted
  - Incident objectives and priorities
  - Actions taken
  - EOCs activated
  - Limits on information to be released
  - Existing or anticipated problems/issues
  - Immediate emergency information or instructions to be disseminated

- Initiate and maintain a function log.
- Identify available internal and external communications capabilities.
- Determine the need for PIO support and activate PIO Team as indicated.
- Prepare the following guidelines for PIO staff:
  - Nature of information to be released
  - Personnel authorized to give interviews

- Establish a Media Information Center, as appropriate, in the vicinity of, but separate from, the EOC.
- If media/press representatives are present, introduce yourself as the Public Information Officer and, if assigned by the EOC Director, official Spokesperson for the emergency:
  - Advise media/press that updated information will be provided as soon as it is available.
  - Request the support of radio and TV in communicating lifesaving information to the public as quickly as possible.
- Identify public information priorities, particularly those that involve life safety, reducing injuries, and protecting property.
- Develop a plan to disseminate emergency information immediately using radio and TV, with secondary priority key print media on deadline.
Extended Operations

- Request PIO Team members at the EOC to assist with proactive call down of all appropriate media.
- Brief all media on the emergency, including response actions underway and planned. Do not release names or identities of casualties.
- Request media to relay life safety information, such as evacuations and shelter locations, shelter-in-place instructions, etc.
- Establish a regular media briefing schedule:
  - Use a written fact sheet whenever possible.
  - Clear ALL information prior to release with the EOC Director.
  - Document media questions and present to EOC Director for response.
  - Provide as much information as possible, but do not speculate.
- Ensure that all departments, agencies and response organizations in the jurisdiction are aware that they must coordinate the release of emergency information through the County/OA PIO and that all press releases must be cleared with the EOC Director before releasing information to the media.
- Provide rumor control, as necessary:
  - Immediately correct any misinformation presented by the media.
  - Establish a Public Information Hotline and Information Center, activate a phone bank, and ask media to publish the number if there are large numbers of inquiries from the public anticipated.
  - Direct the public to radio, TV, press and County website, if operable, to receive most information.
  - Arrange for interviews with key County personnel IF this does not interfere with response operations.
- Confer with the EOC Director and the PIO at the Incident Command Post (ICP) to identify areas where the media may safely view the incident:
  - Arrange media tours for more hazardous areas.
  - Request the media's cooperation regarding hazardous areas.
  - Authorities (usually a law enforcement agency) may deny the media access to the incident if:
    - The area has been declared a crime scene. (CPC 409.5)
    - The area has been declared a National Defense Area (NDA) by military authorities.
    - The media is obstructing or interfering with emergency operations.
  - Establish a media pool to visit the incident site.
- Document information released and contacts made in activity log.
- Submit copies of all press releases and other written records to the Planning/Intelligence Section Documentation Unit.
Prepare media briefing packet containing:

- Nature and scope of event
- Time of occurrence
- How and/or why event occurred
- Situation summary
- Statistics:
  - Casualties
  - Damage estimates
  - Number of homeless
  - Number of shelters, occupants and locations
  - Locations of other types of services (feeding centers, etc.)
  - Cost estimates for damages and response costs
  - Listing of all agencies involved, including responsibilities or current assignments
  - Number of people committed to event
  - Key areas of concern (current event objectives)
  - Actions underway
  - Location of Local Assistance Centers (LACs)
- Major problems associated with:
  - Response (e.g., steep terrain, no water pressure, difficult extrication, severe weather, resource acquisition, etc.).
  - Public Health:
    - Coroner operations
    - Hazardous materials
    - Environmental issues
    - Sanitation
    - Animal Services issues
- Transportation difficulties or disruptions:
  - Cause and nature of disruption
  - Roads closed
  - Detour routes
  - Impacts to mass transit
  - Repairs required
  - Estimated time for repairs
  - Long-term outlook
- Event related information:
  - Event avoidance methods
  - Frequency of similar events in jurisdiction
  - "Myth and rumor correcting" information
Post Emergency

- Sources/locations for counseling
- Volunteer opportunities
- Special instructions regarding current hazards

- Distribute media briefing packet to all departments via e-mail.
- Periodically update media briefing packets.
- Consult with the EOC Director regarding establishing schedule for routine media tour of affected areas and/or news conference:
  - Obtain representation from other jurisdictions for tours, as appropriate.
  - Schedule one photo walk per day of affected area(s) for freelance and other professional photographers.
  - Establish a relationship with video and still photography journalists and collect business cards.
  - Attempt to get pictures and video footage donated to jurisdiction for:
    - Developing a video on event for training and general education
    - County visual displays
  - Remember to credit the source of the material.
- Schedule tours for the media of the EOC with the EOC Director.

Post Emergency

- Distribute 24-hour number for further public information.
- Advise departments to provide information to Emergency Public Information (EPI) Team regarding progress of department recovery operations:
  - Identify department Spokespersons as necessary.
- Participate in post-emergency debriefing and critique sessions.
- Submit log and other emergency-related documentation to Documentation Unit in the Planning/Intelligence Section.
- Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.
- Participate in After Action Report and Corrective Action Plan meeting.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Consider publishing a newsletter or bulletin for distribution to staff and general public on the recovery process, or ask local press to include a Recovery Bulletin Board in the daily newspaper.
- Establish a hotline for government employees regarding:
  - Office closures or relocations
- New hours of operation

- Establish a hotline for the general public regarding:
  - County office closures or relocations
  - New hours of operation
  - Location and type of disaster-related assistance available
  - Changes in operations or services provided
  - Permitting and rebuilding

- Ensure that all agencies involved in doing outreach and individual assistance are identified and are providing the same accurate information:
  - Government agencies (local, state, federal)
  - American Red Cross
  - Salvation Army
  - Voluntary Organizations Active in Disaster (VOAD)
  - Religious organizations
  - Spontaneously created organizations (grassroots) as a result of the event
  - Community organizations
  - Request space in the newsletter of any of these groups that currently publish or develop as a way of publicizing recovery services and activities.

- Develop a list of resource phone numbers to be disseminated by all media.

- Request all media to publish the availability of information on local cable-access channel.

- Develop press releases regarding issues relevant to cleanup and recovery on such topics as (this may be an on-going project – one year or more):
  - Cautions to be taken with hazardous materials involved with property cleanup
  - Locations for assistance
  - Reconstruction
  - Insurance
  - Permitting
  - Utilities replacement
  - Other issues
ATTACHMENT A-8

SAFETY OFFICER(S)

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

☐ Report to EOC (or other designated reporting location), check-in and obtain briefing from EOC Director:
  - Location, magnitude and scope of event
  - Areas of County impacted
  - Actions taken
  - Local city/special district EOCs activated
  - Existing or anticipated problems/issues

☐ Initiate and maintain a function log. Record the following:
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

☐ Identify available internal or external communications capabilities.

☐ Monitor incident operations to identify current or potential inter-organizational problems.

☐ Evaluate conditions and advise EOC Director of any conditions and actions which might result in liability.
  - Coordinate with the Logistics Personnel Unit to ensure training for personnel includes safety and hazard awareness and is in compliance with OSHA.

☐ Monitor Operations Section and Planning/Intelligence Section Situation Status Boards to identify current or potential safety problems.

☐ Study the facility to learn the location of all fire extinguishers, fire alarms and exits.

☐ Identify location of hazardous or potentially hazardous conditions in the facility.

☐ Ensure the EOC location is free from hazardous and environmental threats.

☐ Assist in sealing off any dangerous areas.

☐ Participate in regular EOC Briefings.

☐ Work through normal lines of authority to stop any unsafe practices.
Provide safety message for inclusion in the EOC Action Plan.

Work with Mass Care staff on location of shelters and ensure that sites have been checked for safety.

Investigate accidents.

Forward all safety-related reports to the EOC Director.

Post-Emergency

Identify staff to assist in safety assessments at the Local Assistance Center, as needed.

Arrange for onsite-security at LAC, if directed to do so by EOC Director.

Participate in post-emergency debriefing and critique session.

Submit log and other incident-related documentation to Documentation Unit of the Planning/Intelligence Section.

Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section.

Participate in After Action Report and Corrective Action Plan meeting.

Revise and update emergency plans and procedures to reflect lessons learned from the incident.
ATTACHMENT A-9
AGENCY REPRESENTATIVE
EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Obtain briefing from EOC Director.
  - Ensure EOC staff is aware of available agency resources.
  - Be prepared to participate in regular briefings.
  - Establish and maintain communication and coordination link with assigned agency EOC.

- Establish working location. Establish schedule for regular situation updates with assigned jurisdiction or agency EOC.

- Attend EOC briefings as scheduled.

- Provide input on use of agency resources.

- Cooperate fully with the EOC Director on agency's involvement in the emergency.

- Advise Liaison Officer of any special agency needs or requirements.

- Determine if any special reports or documents are required and complete, as necessary.

- Report to jurisdiction/agency dispatch or EOC on prearranged schedule.

- Advise agency EOC when County EOC is deactivated.

- Ensure that all agency personnel and/or equipment are properly accounted for and released prior to departure.

- Ensure that all required agency forms, reports and documents are completed prior to departure from the EOC. Submit copies to the County Planning/Intelligence Section Documentation Unit.

- Participate in EOC post-event debriefing and critique sessions.

- Participate in After Action Report and Corrective Action Plan meeting.

- Provide input to the After Action Report and Corrective Action Plan, as indicated.
ATTACHMENT A-10

LEGAL ADVISOR

EMERGENCY ACTION CHECKLIST

Initial Response (To Most Emergencies)

- Report to EOC (or other designated reporting location) and obtain briefing from EOC Director:
  - Magnitude and scope of event
  - Areas of county impacted
  - Actions taken
  - Local city EOCs activated
  - Existing or anticipated problems/issues

- Initiate and maintain an activity log. Record the following:
  - Information to be shared with other EOC functions
  - Items that require follow-up
  - Information/data needed for recovery operations
  - Issues that involve potential liability

- Identify available internal and external communications capabilities.

- Advise EOC Director of proclamations to be adopted and/or resolutions to be submitted to the BOS.

- Prepare Emergency Proclamation for signature, if indicated.

- Monitor response status and advise EOC Director of legal considerations.

- Identify areas of legal responsibility and/or potential liability and advise EOC Director, as appropriate.

- Attend EOC briefings as required.

- Consult and collaborate with Section Chiefs as indicated.

Post-Emergency

- Advise EOC Director of resolution required to terminate the Local Emergency proclamation.

- Prepare required proclamations/resolutions.

- Review claims and advise the EOC Director and/or Board of Supervisors (BOS) of actions to be taken, if recommended processes are different from the normal.
- Participate in post-emergency debriefing and critique sessions.
- Submit log and other emergency-related documentation to Planning/Intelligence Section Documentation Staff.
- Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section.
- Revise and update emergency plans and procedures to reflect lessons learned from the emergency.
- Advise BOS and County Administrative Officer (CAO) on reconstruction policies.
ATTACHMENT A-11

EMERGENCY SERVICES MANAGER

EMERGENCY ACTION CHECKLIST

- Brief the Emergency Services Director (EOC Director) on the incident and determine the level to which the EOC should be activated.
- In conjunction with the Emergency Services Director, determine the “Event Name.”
- Notify Kern County Communications to set up the EOC.
- Request Kern County Fire Department (KCFD) Emergency Communications Center (ECC) to:
  - Notify the designated EOC personnel to report to the EOC.
  - Broadcast a Kern ALERT that the EOC is being activated.
  - Notify RACES to activate its Communications Center.
- Notify Kern County Communications to set up the EOC.
- Consult with the EOC Director regarding proclaiming a “Local Emergency”, if warranted.
- Notify State Office of Emergency Services Warning Center and brief the State OES Inland Region Duty Officer on the situation and the event name. (State OES will most likely activate its REOC.)
- Establish communications links with affected cities, special districts and key external agencies and ascertain if they are activating the EOCs and to what level. Brief them on what the Operational Area EOC is doing.
- Advise all activated DOCs and local cities’ and special districts’ EOCs of the event name and the need to submit a RIMS Status Report.
- Direct Planning Section Situation Status Unit to activate RIMS:
  - Prepare an Initial Event/Incident Report.
  - Prepare an Initial Damage Estimate (IDE) Report
- Keep the REOC informed of potential resource needs, e.g., State assets, such as the California National Guard.

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2 This checklist supplements the EOC Set-Up Procedure in Part 3 – EOC Procedures Manual and outlines activities to be completed by the Emergency Services Manager when activating the EOC.