

City of Palm Desert Emergency Operations Plan Part 1: Basic Plan

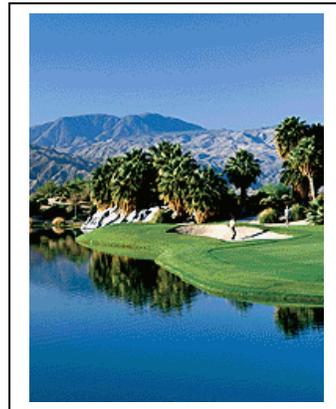
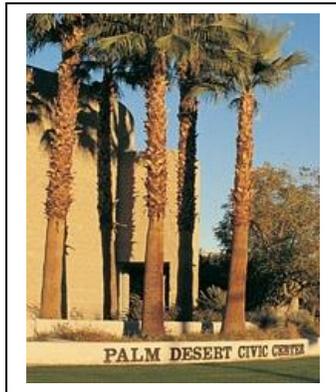


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SECTION 1: INTRODUCTION

1.1 Objectives

This City of Palm Desert Emergency Operations Plan (EOP) addresses the planned response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies in or affecting the City of Palm Desert. This EOP describes the operations of the City of Palm Desert Emergency Operations Center (EOC), which is the central management entity responsible for directing and coordinating the various City of Palm Desert Departments and other agencies in their emergency response activities.

This EOP is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for the City of Palm Desert, which is located within the Riverside County Operational Area (OA) and Mutual Aid Region VI as defined by the Governor's Office of Emergency Services (State OES). By extension, the plan will also implement the National Incident Management System (NIMS) which is being integrated into SEMS at the Governor's directive (Executive Order S-2-05). The plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of Palm Desert and Riverside County, special districts, and state agencies, in emergency operations. This document is operational in design.

Departments within the City of Palm Desert that have roles and responsibilities identified by the plan need to develop and maintain their own department specific Standard Operating Procedures (SOPs), and emergency response checklists based on and consistent with the provisions of this plan.

Figure 1-1 presents the overall comprehensive emergency management planning system. It summarizes the relationship of this EOP with the various other emergency planning documents in use in the City of Palm Desert. This EOP defines the overall structure of emergency operations in Palm Desert and presents the big picture context within which the other emergency operations planning documents reside or are associated with. The associated functional response plans (both at the City and County/Operational Area level) provide detailed plans for selected functions that may be performed for any type of disaster while the hazard-specific response plans provided detailed plans associated with specific hazards.

Together, the documents identified in Figure 1-1 fully define the Emergency Management Program functions for the City. The focus of this EOP and the documents identified in Figure 1-1 is for those departments that are directly involved in the City of Palm Desert emergency response activities.

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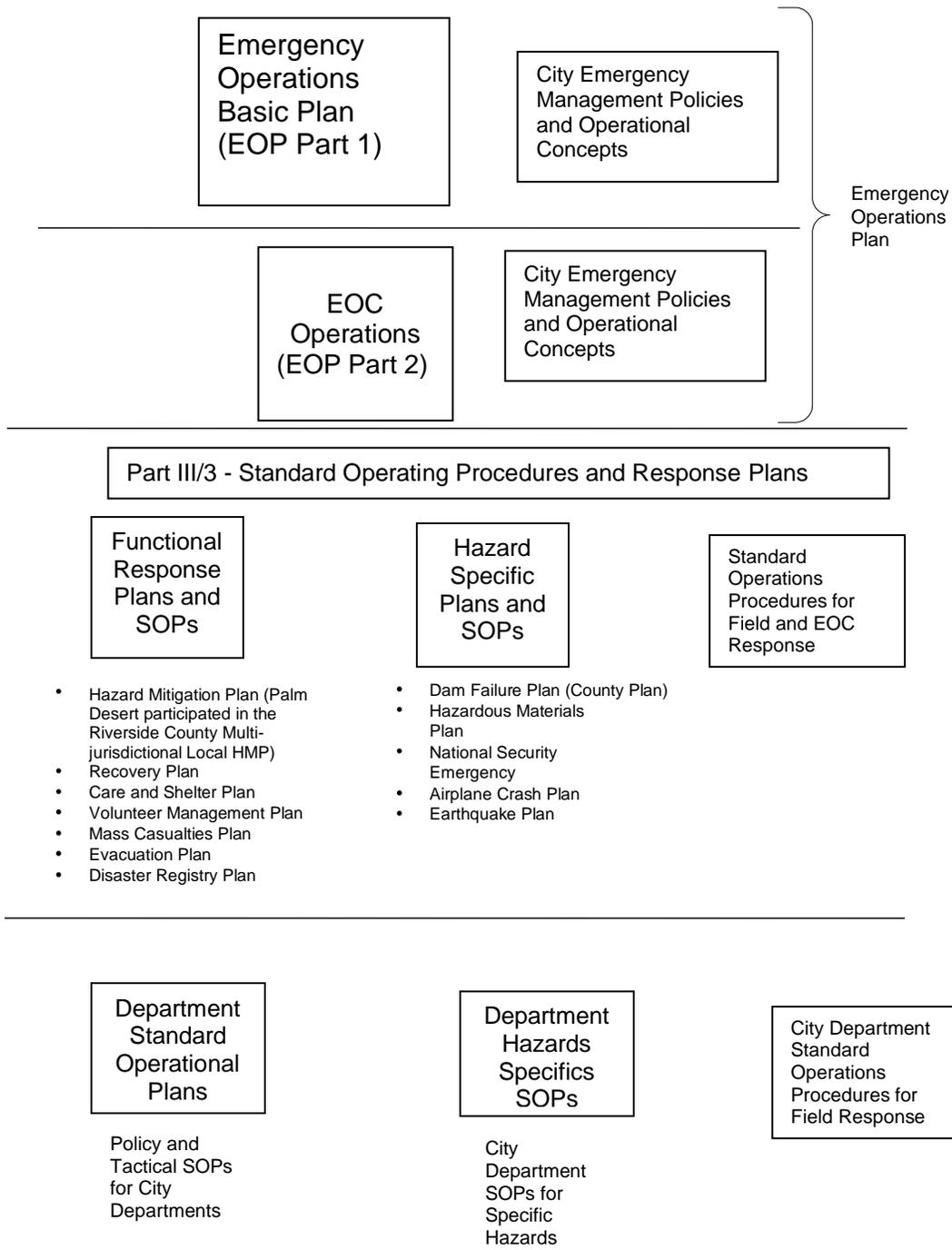


Figure 1-1: City of Palm Desert Emergency Management Planning System

1.2 Laws and Authorities

The following provides emergency authorities for conducting and/or supporting emergency operations:

Federal

- Homeland Security Act of 2002
- HSPD-5, Management of Domestic Incidents
- DHS, *National Incident Management System*, March 1, 2004..
- HSPD-8, National Preparedness.
- Federal Civil Defense Act of 1950 (Public Law 920, as amended)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Public Law 93-288, as amended)
- Army Corps of Engineers Flood Fighting (Public Law 84-99)
- Federal Communications Corporation (RACES)

State

- California Emergency Services Act (Chapter 7 of Division 1 of Title 2 of the Government Code).
- California (Labor Code, §3211.92(b)).
- Standardized Emergency Management Systems (SEMS) Regulations (Chapter 1 of Division 2 of Title 19 of the California Code of Regulations and California Government Code §8607 et seq.).
- Executive Order S-2-05 regarding integration of National Incident Management System (NIMS) into SEMS.
- Hazardous Materials Area Plan Regulations (Chapter 4 of Division 2, Title 19, Article 3, §§2720 – 2728 of the California Code of Regulations and California Health and Safety Code, Division 20, Chapter 6.95, Section 25503.5).
- California Department of Water Resources Flood Control (California Water Code § 128).
- Orders and Regulations which may be Selectively Promulgated by the Governor during a STATE OF EMERGENCY.
- Orders and Regulations which may be Selectively Promulgated by the Governor to take effect upon the existence of a STATE OF WAR.

Local

- Ordinance 758 - Ordinance adopting Emergency Services on September 8, 1994
- Resolution No. 06-125 re: adopting SEMS Emergency Operations Plan on June 13, 2002
- Resolution No. 06-125 re: adopting NIMS on September 14, 2006
- Resolution SLR-28 adopting Workmen's Compensation Benefits for Disaster Service Workers, adopted 6/8/88
- Resolution No. 95-12 adopting the Operational Area Agreement, adopted March 21, 1995
- Riverside County Emergency Services Ordinance 533.5, adopted August 23, 2005, by the Riverside County Board of Supervisors.

1.3 Document Organization

This Emergency Operations Plan (EOP) is divided four major components:

Part 1 – Basic Plan

The Basic Plan provides an overview of the Emergency Operations system at the policy and operations levels. The first five sections of the plan address policy-level issues and provide an overview of the organizational, legal, and management concepts that are in place for the City of Palm Desert. The primary audiences for these sections are City of Palm Desert Executives, City Emergency Management, City of Palm Desert Departmental Management, and anyone interested in developing knowledge of the Emergency Management Program in the City of Palm Desert. It is expected that these Sections will change infrequently.

The following sections provide the framework which guides the organization of the City of Palm Desert Emergency Management Program and operational procedures.

- Section 1: Introduction
Section 1 provides the objectives of the plan as well as its legal authorities and document management procedures
- Section 2: Emergency Management Program Overview
Section 2 provides an overview of the Emergency Management Program for the City of Palm Desert. This section identifies the funding mechanism for the program and where in the City's organization the Emergency Management Program is placed. The role and functions of the City's Disaster Council are also identified in this section along with identifying the ultimate authority for the Direction and Control of event occurring in the City.

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- Section 3 Emergency Management Concept of Operations

Section 3 provides an overview of emergency management operations in the City of Palm Desert. This section describes the California Statewide Emergency Management System (SEMS) / National Incident Management System (NIMS) and the implementation of those standards within the City of Palm Desert. This section also discusses emergency management phases, organizational concepts, EOC activation protocols, and the procedures for issuing an emergency declaration.

- Section 4: Continuity of Government

Section 4 provides the procedures for ensuring continuity of government for the City of Palm Desert. This includes lines of succession, procedures for reconstituting the governing body, and the protection of vital records.

- Section 5: Mutual Aid System

Section 5 provides an overview of the mutual aid system in California and discusses the City of Palm Desert's role in that system.

- Section 6: Hazard Identification

Section 6 provides a summary of the hazards that are faced by the City of Palm Desert. This section refers to the Riverside County Multi-jurisdictional Local Hazard Mitigation Plan (LHMP) in which the City of Palm Desert participated as a submitting jurisdiction.

The next five Sections of the plan provide a discussion of the organization and operation of the EOC during preparation, response, recovery, and mitigation operations. The primary audiences for these sections consist of City of Palm Desert personnel who manage and staff the EOC. It is expected that these sections will change infrequently, primarily only when there are management changes in the overall structure of the EOC or significant changes in its operating procedures.

- Section 7: Preparedness Phase Operations

Section 7 discusses policies and procedures undertaken by the City of Palm Desert during normal activities as well as the process to increase its state of readiness. This section addresses both general preparations such as community awareness, training and hazard mitigation, as well as special procedures when a heightened state of alert occurs.

- Section 8: Response Phase Operations

Section 8 discusses the operational policies and procedures that are used by the City of Palm Desert EOC during response operations. This section covers EOC activation policies and procedures as well as procedures for action planning, alerting, emergency communications, requesting mutual aid, performing damage assessment, information management, and the management of public information.

- Section 9: Recovery Phase Operations

Section 9 discusses the operational policies and procedures that are used by the City of Palm Desert EOC during recovery operations. This section addresses damage recovery and safety assessments, as well as the procedures related to cost reimbursement.

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- Section 10: Mitigation Phase Operations

Section 10 discusses mitigation after a disaster and the hazard mitigation program that the City has implemented. This section presents an overview of the processes in place and a summary of the Multi-jurisdictional Local Hazard Mitigation Plan prepared by Riverside County and approved by FEMA in May 2005 in which the City of Palm Desert participated as a submitting jurisdiction.

- Section 11: Legal Citations

Section 11 provides the text of key legal references cited with this EOP.

Part 2 – Supporting Documents

Part 2 consists of detailed information that will be used by each staff member in the course of doing his or her job within the EOC. This material consists of checklists and other reference data to be used by each staff member. The objective of Part 2 is to provide guidance for each EOC staff member during an emergency.

The material in Part 2 must be kept up-to-date and is expected to change on a regular basis. At a minimum, after every EOC activation and exercise, it is expected that the materials will be updated to reflect lessons learned.

Part 3 - Standard Operating Procedures, Response/Hazard Specific Plans, and EOC functional area guidelines.

Part 3 consists of various Standard Operating Procedures for the City relating to emergency management. These SOPs and plans are formulated and maintained by the various City Departments or general in nature and relate to the City's EOC and field responses to various incidents. Hazard and response specific plans for the City may defer to County-wide plans and relate to areas such as Terrorism, Care and Shelter, etc.

These County-wide plans have been developed at an Operational Area level with the assistance the Operational Area members.

Part 3 also provides a list of abbreviations and acronyms used in this document.

Part 4 - Resource Lists and Contact Phone Numbers

Part 4 of the Plan contains lists of resources, employee phone numbers for EOC activation and other phone numbers for use in the EOC. These lists are kept in a separate binder that is maintained by the Emergency Services Coordinator and the Palm Desert Sheriff Sub-Station. A copy is kept by Human Resources and the City Manager's office. Copies are also available in the EOC and MEOC. It is updated on a regular basis. The employee phone list is considered confidential by the City of Palm Desert.

1.4 Document Management and Distribution

The City of Palm Desert EOP will be reviewed a minimum of every year by the City's Emergency Service Coordinator and revised if necessary. In addition, the plan may be modified as a result of post-incident analyses and/or post-exercise critiques. It may be modified if responsibilities, procedures, laws, rules, or regulations pertaining to emergency management operations change. Records of revisions to the EOP will be maintained by the City's Emergency Services Coordinator on the register in the prologue of this document.

Those agencies having assigned responsibilities under this plan are obligated to inform the City's Emergency Services Coordinator when organizational or operational changes occur or are imminent. Proposed changes will be submitted in writing to the city's Emergency Services Coordinator. Changes and plans updates will be published and distributed to all organizations listed in the EOP Distribution List in the prologue of this document.

SECTION 2: EMERGENCY MANAGEMENT PROGRAM

2.1 Emergency Management Program

The City of Palm Desert has formally recognized the need for an Emergency Management program in City Ordinance No.72. The program has been established under the direction of the City Manager.

All officers and employees of the city, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of the ordinance codified herein, be charged with duties incident to the protection of life and property in this city during such emergency, shall constitute the emergency management organization of the city.

2.2 Program Funding

The City's Emergency Management Program is funded through the use of general funds and various state and federal grants. The Emergency Management budget falls within the Human Resources Department's Budget/City Manager.

2.3 Disaster Council

Accreditation of a Disaster Council must be certified by the California Emergency Council, directly, either during a meeting, or through ratification of the Governor's approval, in case the California Emergency Council is not meeting. (Govt. Code, §8581) Accreditation of a Disaster Council is mandatory in order to register Disaster Service Worker volunteers (Cal. Code of Reg. Title 19, §§ 2570.2(d), 2571(a).

Government Code Section 8610 states that ... Counties, cities and counties, and cities may create disaster councils by ordinance. A disaster council shall develop plans for meeting any condition constituting a local emergency or state of emergency, including, but not limited to, earthquakes, natural or manmade disasters specific to that jurisdiction, or state of war emergency; such plans shall provide for the effective mobilization of all of the resources within the political subdivision, both public and private. The disaster council shall supply a copy of any plans developed pursuant to this section to the Office of Emergency Services. The governing body of a county, city and county, or city may, in the ordinance or by resolution adopted pursuant to the ordinance, provide for the organization, powers and duties, divisions, services, and staff of the emergency

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organization. The governing body of a county, city and county, or city may, by ordinance or resolution, authorize public officers, employees, and registered volunteers to command the aid of citizens when necessary in the execution of their duties during a state of war emergency, a state of emergency, or a local emergency.

Additionally, Section 8612 states.... Any disaster council which both agrees to follow the rules and regulations established by the Emergency Council pursuant to the provisions of Section 8580 and substantially complies with such rules and regulations shall be certified by the Emergency Council. Upon such certification, and not before, the disaster council becomes an accredited disaster council.

Section 3102 states ... (a) All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by this chapter.

(b) In the case of intermittent, temporary, emergency or successive employments, then in the discretion of the employing agency, an oath taken and subscribed as required by this chapter shall be effective for the purposes of this chapter for all successive periods of employment which commence within one calendar year from the date of that subscription.

(c) Notwithstanding subdivision (b), the oath taken and subscribed by a person who is a member of an emergency organization sanctioned by a state agency or an accredited disaster council, whose members are duly enrolled or registered with the Office of Emergency Services, or any accredited disaster council of any political subdivision, shall be effective for the period the person remains a member with that organization.

The City of Palm Desert's Disaster Council was accredited by State OES in 1950 and has remained accredited since that time. Having an accredited Disaster Council provides the legal basis for all City employees' to be Disaster Service Workers under Section 3102. In addition, by having an accredited Disaster Council, the City may use volunteers during a disaster and have those volunteers covered by the State's Workers Compensation Program, should a volunteer become injured while working on a voluntary basis for the City during a disaster and after being sworn in.

A complete copy of the State's *Disaster Service Worker Volunteer Program (DSWVP) Guidance Manual* is maintained by the Emergency Services group.

2.4 Direction and Control

The direction and control of all major disaster preparation, response, recovery, and mitigation within the City of Palm Desert is the responsibility of the City of Palm Desert. The Emergency Services Director is responsible for coordinating the emergency management program. He/she makes routine decisions and advises the Policy Group and City Council on alternatives when major decisions are required. Specific persons in

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departments/agencies are responsible for fulfilling their responsibilities as stated in this Basic Plan and will retain control of their employees and equipment during response operations. This responsibility is centered on two groups generally located at the Emergency Operations Center.

1. **Policy Group:**

The Policy Group is responsible for assisting the City Manager (Director of Emergency Services) in making decision and establishing policies relating to the safety and wellbeing of the citizens, financial impacts on the community, and long term recovery. The Policy Group consists of the:

- Mayor;
- City Manager;
- City Council members
- City Attorney;
- Public Works Director;
- Additional department directors, elected officials or technical advisors as designated by the Mayor based upon the emergency.

2. **SEMS EOC Functional Groups:**

The EOC is divided into the five SEMS functional groups (Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration). Each function is responsible for a defined part of the preparedness, response, recovery, and mitigation operations of the EOC. These functional groups are responsible for carrying out the directions and policies established by the Director of Emergency Services and the Policy Group. These groups are also responsible for the coordination of efforts and resources in response to a disaster or significant event. These groups function under the guidelines of the EOP and SEMS/NIMS and insure that field activities are performed under the guidelines of ICS.

SECTION 3: EMERGENCY MANAGEMENT CONCEPT OF OPERATIONS

3.1 Concept of Operations

This EOP addresses the entire spectrum of contingencies, ranging from relatively minor incidents to large-scale disasters. A buildup or warning period will precede some emergencies, providing sufficient time to warn the public and implement mitigation measures designed to reduce loss of life, property damage, and effects on the environment. Other emergencies occur with little or no advance warning, thus requiring immediate activation of the EOP, and efficient and coordinated mobilization and deployment of resources. All departments of the City must be prepared to promptly and effectively respond to any foreseeable emergency, taking all appropriate actions, including requesting and providing mutual aid.

3.2 Emergency Management Phases

Emergency management activities during peacetime and national security emergencies are associated with four federally-defined phases:

- Preparedness
- Response
- Recovery
- Mitigation

The following sub-sections provide a definition and overview of each of these phases. Detailed operational procedures employed by the City of Palm Desert during each of these phases are discussed in the following Sections of this EOP:

- SECTION 7: Preparedness Phase Operations
- SECTION 8: Response Phase Operations
- SECTION 9: Recovery Phase Operations
- SECTION 10: Mitigation Phase Operations

3.2.1 Preparedness Phase

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. These activities develop operational capabilities and effective responses to a disaster. These actions might include mitigation activities, emergency/disaster planning, training and exercises, and public education.

During the Preparedness Phase, the City will place emphasis on the following activities:

- **Training** of full-time and auxiliary emergency management personnel.
- **Conducting exercises** to ensure that all EOC and field personnel are prepared to respond effectively in the event of an incident requiring the activation of the EOC.
- **Emergency planning** to ensure that operating plans and their associated support documentation are current and accurate. City Emergency Services, in cooperation with other City departments and outside agencies, is responsible for ensuring that these planning documents are kept up-to-date.
- **Public awareness and education** to inform the public about the City's preparation and mitigation activities. The development and presentation of community disaster awareness programs is a vital part of the Preparedness Phase. Community members can obtain disaster preparedness information at City Hall or by linking to the Federal Emergency Management Agency website at <http://www.fema.gov>. or the Riverside County Chapter of the American Red Cross at: <http://www.riversidecounty.redcross.org/>. Disaster preparedness topics available at these websites include:

Earthquakes	Floods and Flash Floods
Hurricanes	Tornadoes
Wildland Fires	Winter Storms
Winter Preparedness Safety Tips	Hazardous Materials
House and Building Fires	Radiological Accidents
Nuclear Power Plant Emergency	Terrorism
Thunderstorms and Lightning	Winter Driving
Extreme Heat	Landslides and Mudflows

- **Resource management** to ensure the availability of sufficient resources to cope with emergencies. The City's ESC is responsible for the coordination and maintenance of emergency communications systems, emergency equipment, and for ensuring that the Emergency Operations Center (EOC) is maintained in an operable condition.

- **Identification** of City Vital Records such as:

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1. Building permits
 2. Business licenses
 3. City employee records
 4. Payroll and other financial records
 5. Historical records
 6. Minutes of City Council meeting, resolutions, and ordinances
- **Identification** of Critical Facilities such as:
 1. Hospitals
 2. Nursing Homes/Domiciliary Care Facilities
 3. Special Care/Mental Health Facilities
 4. Adult Day Care
 5. Elderly Day Care
 6. Elderly/Handicapped Facilities
 7. Hotels/Motels
 8. Shopping Malls
 9. Community Health Clinics and DHHS Offices
 10. Private Educational Institutions and Group Day Care
 11. Group Homes
 12. Public Swimming Pools
 - **Updating** the identification of hazards in the City. These hazards include natural, man-made, and technological.

Increased Readiness

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the City of Palm Desert will initiate actions to prepare for the incident. This may involve establishing a Management Watch, alerting appropriate departments and agencies, and in some instances alerting the public.

Events that may trigger Preparedness Phase activities include:

- Issuance of a credible long-term earthquake prediction by State OES;
- Receipt of a flood advisory or other special weather statement;
- Receipt of a potential dam failure advisory;
- Initiation of rolling blackout or other power failures;
- An unusual pattern of disease reporting;
- Notification of actual or threatened cyber events;
- Conditions conducive to wildland fires, such as the combination of high heat, strong winds, and low humidity;
- A potential major hazardous materials incident;
- A rapidly deteriorating international situation that could lead to an attack upon the United States; and

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-
- Information or circumstances indicating the potential for acts of terrorism, violence, or civil disturbance.
 - A request by the Operational Area EOC for the City to activate their EOC at an appropriate level in support of activities or events in the County that may require some level of support from the City.

If a threatening situation develops, the City Manager (EOC Director) will be notified immediately. As necessary, the Emergency Operations Center (EOC) will be activated to the level determined by the City Manager (based on a recommendation from the City's Emergency Management Team) or as suggested in the EOC Activation Guide. The various elements of the Emergency Operations Center will be activated at the direction of the EOC Director, and SEMS/NIMS will be used.

Modes of Emergency Management

Emergency operations are managed in one of three modes, depending on the magnitude of the incident/event.

1. Decentralized Coordination and Direction

This mode of operation is similar to day-to-day operations and is used for emergency activities in which normal management procedures and local resources are adequate. The Emergency Operations Center (EOC) is not activated and inter-unit coordination is accomplished via established telephone and radio communications. The Incident Command System (ICS) will be used for on-scene activities. On-scene managers and responders usually report through established normal reporting systems.

2. Centralized Coordination—Decentralized Direction

This mode of operation is used for emergency responses that require several functional units within the Plan to be activated. In these situations, key EOC personnel will meet in to provide emergency coordination. The coordinating group meets at the EOC and establishes management organization in accordance with ICS and SEMS/NIMS. Incident commanders and on-site emergency services continue to report through established normal channels. Information is provided to the EOC through those normal channels (usually the dispatch facilities). Their activities can include, but are not necessarily limited to the following:

- a. Establishing a City-wide situation assessment function.
- b. Establishing a City-wide public information function.
- c. Determining resource requirements and coordinating resource requests.
- d. Establishing and coordinating the logistical systems necessary to support emergency services.

3. Centralized Coordination and Direction

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This mode of operation is used when a major emergency or disaster renders the City unable to function effectively in either of the other modes. In this situation, the EOC is activated and all coordination and direction of activities are accomplished from the EOC. If the situation warrants, a “Local Emergency” may be proclaimed.

Other Preparedness Phase activities may include the following:

- a. Briefing of the Mayor and other key officials and/or employees of the City of Palm Desert;
- b. Reviewing and updating of the City EOP, SOPs, and associated supporting documentation;
- c. Increasing public information efforts and warnings to threatened elements of the population;
- d. Accelerated training of permanent and volunteers
- e. Inspecting critical facilities and equipment;
- f. Recruiting additional staff and Disaster Service Workers;
- g. Conducting precautionary evacuations in the potentially impacted area(s);
- h. Mobilizing personnel and pre-positioning resources and equipment;
- i. Contacting state and federal agencies that may be involved in field activities;
- j. Testing warning and communications systems; and
- k. Identifying the need for mutual aid and requesting such through appropriate channels (Section 5: Mutual Aid System).

3.2.2 Response Phase

The City of Palm Desert’s response to an emergency can be divided between the initial response and an extended response. The terms “initial” and “extended” imply that these aspects of response are chronological in nature. This is true in some instances; however, depending on the nature of the incident, extended response activities can begin before initial response activities are completed, or the activities can happen simultaneously. The system is intended to be flexible so that emergency personnel can engage in the appropriate actions as dictated by an incident’s characteristics.

Initial Response

The City of Palm Desert's initial response activities are primarily structured to minimize the effects of the emergency or disaster. This includes protection of property and human life.

Examples of initial response activities include:

- Disseminating alerts and warnings to the community, providing emergency public information, and instructions to the citizens of Palm Desert;
- Coordinating evacuations and/or rescue operations;
- Coordinating the care of displaced persons and treating the injured;
- Clearing priority transportation routes;
- Repairing critical facilities and structures;
- Conducting initial damage assessments and surveys;
- Assessing the need for mutual aid assistance;
- Coordinating the restriction of traffic/people movement and unnecessary access to affected areas;
- Developing and implementing EOC Action Plans;
- Declaring a local emergency; and
- Making notifications to City Departments, City personnel, the Operational Area

Extended Response

The City of Palm Desert's extended response activities involve the coordination and management of personnel and resources to mitigate an emergency and facilitate the transition to recovery operations.

Examples of extended response activities include:

- Preparing detailed damage assessments;
- Coordinating the operation of mass care facilities;
- Coordinating coroner operations;
- Procuring required resources to sustain operations;
- Documenting situation status;
- Protecting, controlling, and allocating vital resources;
- Coordinating restoration of vital utility services;
- Tracking resource allocation;
- Conducting advanced planning activities;
- Documenting expenditures;

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- Developing and implementing EOC Action Plans for extended operations;
- Disseminating emergency public information; and
- Coordinating with state and federal agencies.

3.2.3 Recovery Phase

Recovery activities begin when the disaster or event begins and involves the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future occurrences of a given threat. Recovery activities may reflect the continuation of the response phase activities (e.g., restoration of utilities), or they may include new activities wholly enacted as a part of the recovery process after the disaster has abated (e.g., removal of debris after a flood).

Recovery also involves the process of recovering the costs associated with the City's response to the disaster and the repair of damaged City infrastructure as well as assisting the members of the community in obtaining FEMA Disaster Assistance Program funds, if available.

Examples of recovery activities include:

- Coordinating restoration of utilities;
- Debris management;
- Damage assessment of public and private properties;
- Providing long-term recovery housing to displaced victims;
- Applying for State and Federal assistance programs;
- Conducting hazard mitigation analyses;
- Identifying residual hazards;
- Determining and recovering costs associated with response and recovery; and
- Establishing emergency index codes for cost tracking purposes.

3.2.4 Mitigation Phase

Mitigation efforts occur both before and after emergencies or disasters. Post-disaster mitigation is actually part of the recovery process. This includes eliminating or reducing the impact of hazards that exist within the City of Palm Desert. Pre-disaster mitigation involves activities designed to reduce the damaging impact of a disaster should it occur at some future date.

Mitigation activities may include:

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- Amending local ordinances and statutes, such as zoning ordinances, building codes, and other enforcement codes;
- Initiating structural retrofitting measures;
- Assessing tax levies;
- Flood control projects; and
- Diminishing fuel in areas having a high potential for wild fires.

3.3 Organizational Concepts

This plan is in compliance with the Standardized Emergency Management System (SEMS) in accordance with the State of California Code 8607. This plan is also fully compliant with the National Incident Management System (NIMS), which was enacted by the US Department of Homeland Security on March 1, 2004.

3.3.1 Organizational Levels

SEMS is designed to be applicable to all organizational levels and functions. There are five designated levels in the SEMS organization. The levels are activated as necessary based on the characteristics of a given incident and resource availability.

Level 1 - Field Response

The field response level is the level at which emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) and Unified Command are used to control and coordinate all field-level response activities either involving only a local response (only City of Palm Desert resources) or when the response involves local and mutual aid resources. ICS provides a standard organizational structure to facilitate coordination of various response organizations for short-term or extended incidents. Departmental SOP's and operational plans describe the specifics of the implementation of ICS in the various City departments.

During a field response operation, the City EOC may or may not be activated, depending on the severity and type of incident. Generally, if day-to-day response activities can resolve an emergency situation, activation will remain at the field response level.

Level 2 - Local Government

Local governments include cities, counties, and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their EOC is activated or a local emergency is declared or

proclaimed in order to be eligible for state funding of response-related personnel costs. Under SEMS, the local government emergency management organization and its relationship to the field response level may vary, depending upon factors related to geographical size, population, function, and complexity.

Level 3 - Operational Area

Under SEMS, the "Operational Area" refers to an intermediate level of the State's emergency services organization. The Operational Area Agency for Riverside County is the Riverside County Office of Emergency Services. The Operational Area encompasses the County and all political subdivisions located within the County, including special districts. The Operational Area manages and/or coordinates information, resources, and priorities among local governments within the Operational Area, and serves as the coordination and communication link between the local government level and the regional level. Activities relating to the Operational Area as a unit are controlled by the Riverside County Operational Area Planning Committee. The decision on organization and structure within the Operational Area is made by the Riverside County Board of Supervisors and the political subdivisions within the County of Riverside.

Level 4 - Region

The State of California has created three Office of Emergency Services (OES) Administrative Regions. The City of Palm Desert is in Riverside County, which is part of the Southern Region. The State has been further divided into six Mutual Aid Regions. The purpose of a Mutual Aid Region is to provide for the effective application and coordination of mutual aid and other emergency related activities. The Regional level of the State Office of Emergency Services manages and coordinates information and resources among Operational Areas within a designated Mutual Aid Region and between the Operational Areas and the State level. The OES Region also coordinates overall state agency support for emergency response activities within the Region. The City of Palm Desert is in Riverside County, which is part of Mutual Aid Region VI.

Level 5 - State

The State level manages State resources in response to the emergency needs of the other levels, manages and coordinates mutual aid among the Mutual Aid Regions and between the Regional level and State level. The State serves as the coordination and communication link with the federal disaster response system.

3.3.2 City of Palm Desert EOC Interfaces

Figure 3-1 provides a diagram indicating the organizations that the City of Palm Desert's EOC interfaces with during an activation period.

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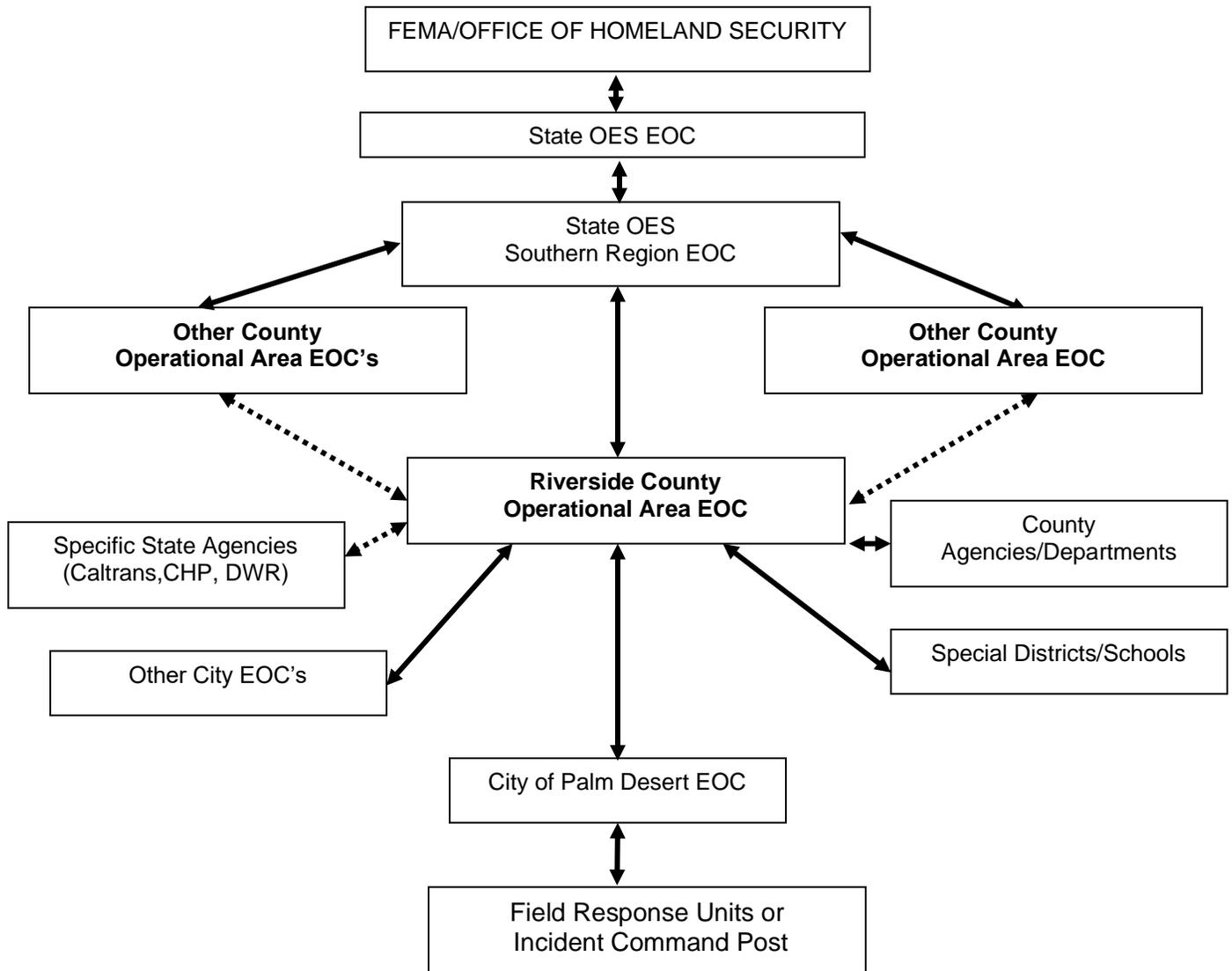


Figure 3-1: City of Palm Desert EOC Interfaces

3.3.3 Functional Sections

The following is an overview of the five functional organization sections of SEMS. Adopting this functional management design enables responders to consistently organize their activities in a way that meets all event needs.

SEMS/NIMS has five essential functions adapted from ICS. These functions, while originally designed to give direction and control only to field level responders, are also applicable in the EOC at the local government, operational area, regional, and state levels. They are:

- Command (field level) or Management (EOC level)
- Operations
- Planning & Intelligence
- Logistics
- Finance & Administration

The system allows jurisdictions to accommodate their existing staffing patterns because it is a flexible management tool and can be molded to suit the jurisdiction's situation, not the reverse. Within the five basic functions, there are functional positions that have application to all SEMS levels. The duties and responsibilities for these functions are depicted in position checklists, which are provided for each SEMS function. A description of these EOC positions and their checklists can be found in Part 2 of this plan. Figure 3-2 below shows the basic functional organization outline for SEMS.

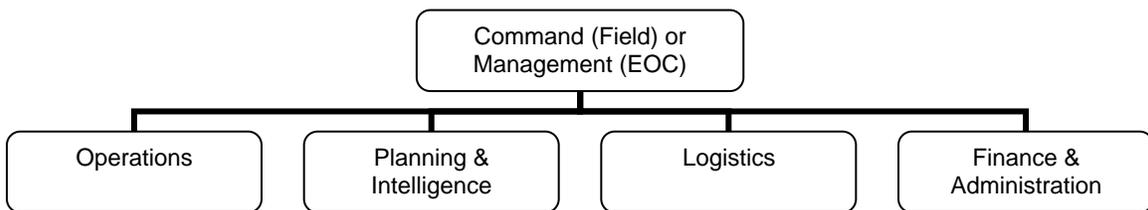


Figure 3-2: SEMS/NIMS Functional Organization Outline

Command (Field Level)

Command is responsible for directing, ordering, and/or controlling field resources by virtue of explicit legal, agency, or delegated authority.

Management (EOC Level)

Management is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations (EOC Level)

Operations is responsible for the coordinated support of the field tactical response operations in accordance with the field Action Plan and EOC Action Plan. Operations coordinates support for local government's emergency response, inter-jurisdictional response, and Citywide activities.

Planning & Intelligence (EOC Level)

Planning & Intelligence is responsible for collecting, evaluating, and disseminating information, developing the EOC Action Plan in coordination with other functions, and maintaining documentation.

Logistics (EOC Level)

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also provides the necessary communications for effective response coordination.

Finance & Administration (EOC Level)

Finance & Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions.

3.3.4 Policy Group

The Policy Group assists the EOC Director with the overall goals and objectives that would benefit the City during a disaster. Types of assistance include:

- Determining specific policy issues such as:
 - a. Issues related to extended recovery;
 - b. Curfew and evacuation orders;
 - c. Price gouging issues;
- Preparing orders and directives to be presented to the Mayor and Palm Desert City Council for ratification.

Members of the Policy Group include the Mayor, City Council members, City Manager, City Attorney, the Public Works Director and others as needed.

3.4 EOC Activation Protocols

3.4.1 SEMS Activation Requirements

Figure 3-3 presents the minimum statewide requirements for the activation of the various Emergency Operations Centers as defined by SEMS. EOC activation requirements do not relate to the daily requests for resources under the State's Master Mutual Aid Agreement or inter-agency agreements.

EOC activation is not always at the same level. In some cases, a long term declaration may be made and not require the opening of the EOC. Examples would be declarations relating to agriculture emergencies, some health issues, or water related (water shortage do to drought). There may be situations were the County/OA may elect open their EOC at a limited level based on the severity and activity level of the event. In these cases, the County/OA will activate a Management Watch, with the County/OA duty officer maintaining awareness of the situation and/or responding to the involved agency's EOC to provide support. Additionally, the State may elect not to physically open the Region or State EOC based on the severity and activity level of the event, along with the recommendation of the Region. In these cases, the State will activate a Management Watch, with the Region and State duty officer maintaining awareness of the situation.

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EOC Activation Requirements per SEMS Regulations					
Situations Identified in SEMS Regulations	Field Response	Local Government	Operational Area	Region EOC	State EOC
Incident involving two or more involving emergency response agencies §2405(x), 2405(b)	Field Must Use ICS				
Local emergency declared or proclaimed §2407(a)(2)		Activate EOC			
Local government EOC activated §2407(a)(1)		Activate EOC			
OA requests Local Government to Open EOC in support of an Operational Area Event		Activate EOC	Activate EOC	Activate EOC	Activate EOC
Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)		Activate EOC	Activate EOC	Activate EOC	Activate EOC
Two or more cities within an operational area declare or proclaim a local emergency §2409(f)(2)		Activate EOC	Activate EOC	Activate EOC	Activate EOC
County and one or more cities declare or proclaim a local emergency §2409(0)(3)		Activate EOC	Activate EOC	Activate EOC	Activate EOC
City, city and county, or county requests Governor's state of emergency proclamation §2409(0)(4)			Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency for county or two or more cities §2409(0)(5)			Activate EOC	Activate EOC	Activate EOC
Operational area requests resources from outside its boundaries §2409(0)(6)			Activate EOC	Activate EOC	Activate EOC
Operational area receives resource requests from outside its boundaries §2409(0)(7)			Activate EOC	Activate EOC	Activate EOC
An operational area EOC is activated §2411(a)			Activate EOC	Activate EOC	Activate EOC
A regional EOC is activated §2413(a)(1)			Activate EOC	Activate EOC	Activate EOC
Governor proclaims a state of emergency §2413(a)(2)			Activate EOC	Activate EOC	Activate EOC
Governor proclaims an earthquake or volcanic prediction §2413(a)(3)			Activate EOC	Activate EOC	Activate EOC

NOTE; Whenever an EOC is activated, SEMS guidance requires that SEMS must be used.

Figure 3-3: SEMS Activation Requirements

3.4.2 Local Activation Authorities

Other than the above listed circumstances, the activation of the City of Palm Desert's EOC must be authorized. Pursuant to Ordinance 2.48.090, the Palm Desert EOC is activated by the City Council. In the event the City Manager is unavailable to attend or otherwise perform these duties during an emergency, the order of succession shall be:

- City Manager
- City ESC
- Fire Chief
- Police Chief
-

3.4.3 EOC Activation Levels

The City of Palm Desert has developed criteria that identify the events/situations that may require EOC activation. The City has established three standard levels of activation. For each level, a recommended staffing guide has been developed. The EOC staffing may be modified at the direction of the EOC Director. The activation and staffing guide is depicted in the following figure.

In addition to these the standard levels of activation, the EOC Director may choose to activate a Management Watch. A Management Watch by the City's Emergency Services provides for the event to carefully monitor without the EOC physically being opened. Using Management Watch allows the City to monitor the situation and begin the activation process as needed.

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Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> • Small incidents involving two or more City Departments • Flood Watch • Resource request from outside the City • The Operational Area requests the City activate their EOC in support of the Operational Area EOC • There is an incident adjacent to the City that may impact the City.. 	One	<ul style="list-style-type: none"> • EOC Manager • Representatives of corresponding City departments
<ul style="list-style-type: none"> • Moderate Earthquake • Major wildland fire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more City Departments • Flood Warning 	Two	<ul style="list-style-type: none"> • EOC Director • All Section Chiefs • Branches and Units as appropriate for the situation • Agency representatives as appropriate
<ul style="list-style-type: none"> • Major Countywide or Regional emergency • Multiple departments with heavy resource involvement • Major earthquake damage • Any real or potential failure of Perris Dam 	Three	<ul style="list-style-type: none"> • All EOC positions

Figure 3-4: EOC Activation Levels

3.5 State of Emergency Declarations

There are three types of proclamations of emergency in the State of California: local emergency, state of emergency, and state of war emergency. The following sections discuss each of these proclamations.

3.5.1 Local Emergency

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by Ordinance 1071 adopted by the City Council. A Local Emergency proclaimed by the Director of Emergency Services (City Manager) must be ratified by the City Council as soon as practicable, but in no case later than the next regularly scheduled City Council meeting. Proclamations will normally be made when there is an actual or threatened existence of a disaster or extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy.

The City Council must review, at least every 21 days, the continuing existence of the emergency situation. The City Council must terminate the emergency declaration at the earliest possible date that conditions warrant.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City of Palm Desert employees. This provides protection for the City and the employees.

The proclamation of a Local Emergency provides the legal authority to:

If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.

Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.

Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.

Request State agencies and other jurisdictions to provide mutual aid.

Require the emergency services of any local official or employee.

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Requisition necessary personnel and materials from any local department or agency.

Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.

Impose penalties for violation of lawful orders.

A sample Local Emergency proclamation is shown below:

**PROCLAMATION DECLARING THE EXISTENCE OF A
LOCAL EMERGENCY UNDER GOVERNMENT CODE
SECTION 8630 AND ORDINANCE 72 OF THE
PALM DESERT MUNICIPAL CODE**

WHEREAS, Ordinance 72 of the Palm Desert Municipal Code authorizes the City Council to proclaim the existence of a "Local Emergency," and delegates such authority to declare such an emergency to the City Disaster Council if the City Council is not in session, and;

WHEREAS, that conditions of extreme peril to the safety of persons and property have arisen with the City of Palm Desert caused by _____, and;

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency,

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a Local Emergency exists throughout the City of Palm Desert, and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the powers, functions, and duties of the Disaster Council of this City shall be those prescribed by State law and the ordinances, resolution and approved plans of the City of Palm Desert in order to mitigate the effects of said Local Emergency, and

BE IT FURTHER RESOLVED AND ORDERED that the Emergency Director or his/her successor as outlined in Ordinance 72 of the Municipal Code, is hereby designated as the authorized representative of the City of Palm Desert for the purpose of receipt, processing and coordination of all inquires and requirements necessary to obtain available state and federal assistance.

Dated: _____

City Manager/Emergency Director

ATTEST:

City Clerk

3.5.2 State of Emergency

A State of Emergency may be proclaimed by the Governor when:

Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the State caused by natural or man-made incidents.

He is requested to do so by local authorities.

He finds that local authority is inadequate to cope with the emergency.

Whenever the Governor proclaims a State of Emergency:

Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance.

The Governor shall, to the extent he deems necessary, have the right to exercise all police power vested in the State by the Constitution and the laws of the State of California within the designated area.

Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency.

The Governor may suspend the provisions of orders, rules, or regulations of any State agency; and any regulatory statute or statute prescribing the procedure for conducting State business.

The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of his office.

The Governor may promulgate, issue, and enforce orders and regulations deemed necessary.

3.5.3 State of War Emergency

A Declaration of a State of War Emergency is proclaimed by the Governor whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the Federal government indicating that such an enemy attack is probable or imminent.

The threat of war or enemy-caused disaster would require a number of preparedness actions in addition to those measures recommended for handling peacetime emergencies. These actions will be undertaken by the State

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automatically upon the existence of a State of War Emergency, or on order of the Governor or the Director of the Office of Emergency Services upon activation of a national defense emergency plan. Specifically, the Governor may:

- Take any of the actions described under the conditions of a State of Emergency and will direct the mobilization of the State of War Emergency management organization;
- Promulgate orders, rules and regulations necessary to protect life, property and the environment;
- Direct all State agencies to use their personnel, equipment, and facilities to prevent or alleviate actual or threatened damage due to the emergency; and/or
- Temporarily suspend any officer or employee of the State for willful neglect to obey any order or regulation issued by the Governor. The Governor may then designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of the suspension.

In addition, the Director of the California Office of Emergency Services:

- Establishes the State War Emergency Organization and completes the transition to wartime emergency status in accordance with the Emergency Resources Management Plan;
- Mobilizes the staff of primary and alternate State Emergency Operations Centers (EOCs);
- Directs the mobilization of the State's mutual aid regional emergency staff and of the Regional EOCs;
- Maintains liaison with appropriate Federal agencies and with the American Red Cross;
- Receives and allocates resources provided by the Federal government or other states; and
- Forms a policy group, from the California Emergency Organization, known as the Resource Priorities Board.

The Governor must call a meeting of the Emergency Council no later than the seventh day whenever it appears that a State of War Emergency will continue for more than seven days.

SECTION 4: CONTINUITY OF GOVERNMENT

4.1 Introduction

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations, and management of recovery operations. To this end, it is particularly essential that the City of Palm Desert continue to function as a government entity. The California Government Code and the Constitution of California provide the authority for state and local governments to reconstitute themselves in the event incumbent officials and other personnel are unable to serve.

To ensure continuity of government, several elements must be addressed by government at all levels:

- Succession of Officers
- Seat of Government
- Preservation of Vital Records
- Protection of Critical Infrastructure

Article 15, Chapter 7, Division 1, Title 2, of the California Government Code contains the primary sections pertaining to legal responsibilities of a local government as they relate to Emergency Management

Section 8642, Article 15, directs local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision.

Section 8643, Article 15, provides that the duties of the governing body during emergencies shall include ascertaining the damage to the political subdivision and its personnel and property, reconstituting itself and the political subdivision, and performing functions in preserving law and order and furnishing local services.

4.2 Succession of Officers

Palm Desert Ordinance 2..24.090 identifies the City Manager as the Director of Emergency Services. In the event the City Manager is unavailable to attend or otherwise perform these duties during an emergency, the order of succession shall be:

- City ESC
- Assistant city Manger

In addition to the provisions of Ordinance 1071, Section 8638, Article 15, Chapter 7, Division 1, Title 2, California Government Code provides the authority, as well as the procedures to be employed, to assure continued functioning of political subdivisions within the State of California. Generally, Article 15 permits the appointment of up to three Standby Officers for each member of the governing body, and up to three Standby Officers for the Chief Executive, if not a member of the governing body. Article 15 permits provision for the succession of officers who head departments having duties in the maintenance of law and order, or in the furnishing of public services relating to health and safety.

Section 8644, Article 15, establishes a method for reconstituting the governing body. It authorizes that, should all members of the governing body, including all standby members, be unavailable, temporary officers shall be appointed by the chairman of the board of the County or by the mayor of any city within 150 miles of the political subdivision

4.2.1 Seat of Government

In general, the seat of City government is that place where the City Council is sitting and holds meeting. The Council Meeting is held in City Hall Council Chamber at 73-510 Fred Waring Drive, in Palm Desert

The Mayor or any other member of the City Council may designate alternate or temporary seats of City government should that be necessary. During an extreme emergency, the seat of City government may be moved to the City's EOC, the alternate EOC location, or other location determined to be safe to occupy.

The EOC is located at the Palm Desert City Hall 73-510 Fred Waring Drive in Palm Desert. An Alternate EOC is located at the Palm Desert Corporation Yard in Palm Desert at 74-796 Velie Way, Palm Desert, CA 92260.

4.2.2 Protection of Vital Records

In order to provide normal government operations following a disaster, vital records must be protected. Vital records are both hardcopies and electronic copies of records. It is the responsibility of the City Clerk and Department Heads to ensure that these records are protected. The preservation of vital records is critical to the City's recovery from a catastrophic event. In addition to the information retrieval requirements of response, each response function has a record-keeping component. Although the principal focus of vital records preservation is to support recovery through reimbursement of disaster-related costs, vital records also have a broader and arguably more important function.

4.2.3 Critical Infrastructure

The identification of critical infrastructures prior to a disaster is essential. The ability of a City, along with private organizations, to maintain the critical infrastructure during, or immediately after a disaster helps build confidence in the public and helps return the City back to normal as quickly as possible. Critical infrastructure includes:

Telecommunications - The primary networks and systems that support the transmission and exchange of electronic communications among and between end-users) such as networked computers).

Electrical Power - The generation stations, transmission and distribution networks that create and supply electricity to end-users so that they achieve and maintain nominal functionality, including the transportation and storage of fuel essential to that system.

Gas and Oil Production, Storage, Transportation -The holding facilities for natural gas, crude and refined petroleum, and petroleum-based fuels, the refining and processing facilities for these fuels and the pipelines, trucks, and rail systems that transport these commodities from their source to systems that are dependent on gas and oil in one of their useful forms.

Banking and Finance - The retail and commercial organizations, investment institutions, and associated operational organizations, governmental operations, and support entities that are involved in all manner of monetary transactions, including storage for savings purposes, investment for income purposes, exchange for payment purposes, and disbursement for loan purposes.

Transportation -The aviation, rail, highway, and aquatic vehicles, conduits, and support systems by which people and goods are moved from a point of origin to

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a destination in order to support and complete matters of commerce, government operations, and personal affairs.

Water Supply - The sources of water, reservoirs and holding facilities, aqueducts and other transport systems, the filtration and cleaning systems, the pipelines, the cooling systems and other delivery mechanisms that provide domestic and industrial applications, including systems for dealing with waste water and fire fighting.

Public Safety -The medical, police, fire, and rescue systems and personnel that are called upon when responding to a public health, safety, or other unusual incident where speed and efficiency are necessary.

Food Supply and Shelters -The need to provide for the citizens of the community is essential. Feeding and sheltering both the human and the animal population during and immediately after a disaster is a priority for the City. The City works closely with the Red Cross to maintain a list of shelters available in the event of a disaster.

The City maintains a list of Critical Facilities and Infrastructure in the EOC/AEOC.

SECTION 5: MUTUAL AID SYSTEM

5.1 Mutual Aid Overview

Incidents frequently require responses that exceed the resource capabilities of the affected response agencies and jurisdictions. When this occurs, mutual aid is provided by other agencies, local governments, and the State. Mutual aid is voluntary aid and assistance by the provision of services and facilities, including fire, police, medical and health, communications, transportation, utilities, and other assistance.

The foundation of California's emergency planning and response capability is a statewide mutual aid system, which is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

The basis for the system is the California Master Mutual Aid Agreement, as referenced in the California Emergency Services Act. The California Master Mutual Aid Agreement created a formal process, in which each jurisdiction retains control of its own personnel and facilities, but can give and receive help whenever it is needed.

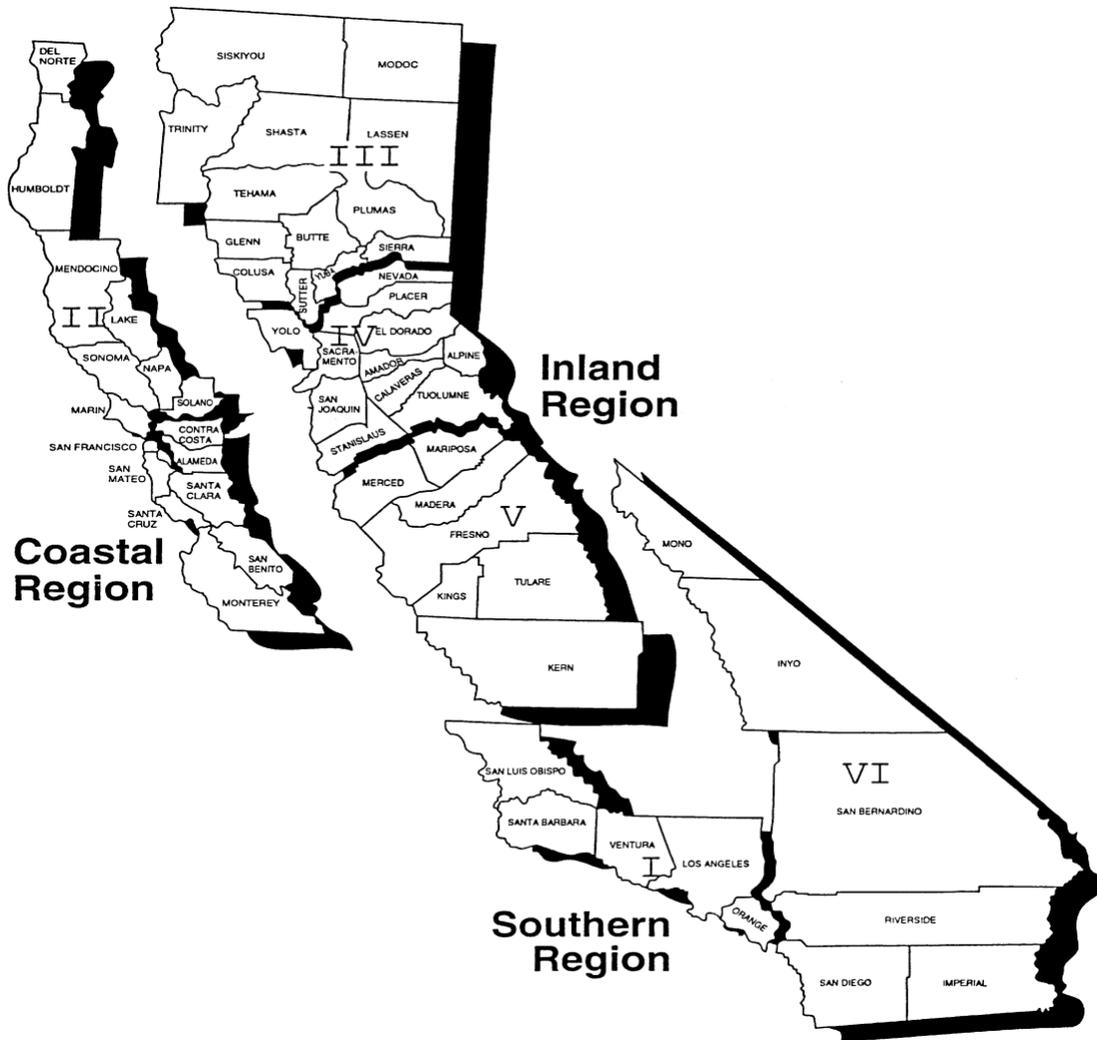
Mutual aid assistance may be provided under one or more of the following authorities:

- California Fire and Rescue Emergency Plan.
- California Law Enforcement Mutual Aid Plan.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 100-707).

To facilitate the coordination and flow of mutual aid, the State has been divided into six Mutual Aid Regions and three Administrative Regions as shown in Figure 5-1. The City of Palm Desert is in Riverside County, which is located in Mutual Aid Region VI. Region VI and Region I combine to form a State OES Administrative Region known as the "Southern Region."

This section provides an overview of California's mutual aid system and the City of Palm Desert role in that system.

Figure 5-1: California Mutual Aid Regions



5.2 Mutual Aid Coordination

Multi-agency, inter-agency, and discipline-specific mutual aid system coordination is used by the City of Palm Desert and other member jurisdictions of the Riverside County Operational Area for coordinating mutual aid. Mutual aid coordination includes sharing of critical resources and prioritization of incidents.

To facilitate mutual aid, mutual aid systems work through designated mutual aid coordinators at the Operational Area, Regional, and State levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility, and to pass on unfilled requests to the next level.

Mutual aid coordinators may function from an EOC, their normal departmental location, or other locations depending on the circumstances. Some incidents require mutual aid but do not necessitate activation of the affected local government or operational area EOCs because of the incident's limited impacts. In such cases, mutual aid coordinators typically handle requests from their normal work location.

When an Operational Area EOC is activated, Operational Area mutual aid system representatives should be at the Operational Area EOC to facilitate coordination and information flow.

When an OES Regional EOC is activated, Regional mutual aid coordinators should have representatives in the Regional EOC unless it is mutually agreed that effective coordination can be accomplished through telecommunications. State agencies may be requested to send representatives to the Regional EOC to assist OES Regional staff in handling mutual aid requests for disciplines or functions that do not have designated mutual aid coordinators.

When the State Operations Center (SOC) is activated, State agencies with mutual aid coordination responsibilities will be requested to send representatives to the SOC.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative depending on how the EOC is organized and the extent to which it is activated.

Figure 5-2 depicts the flow of requests and responses through the mutual aid system.

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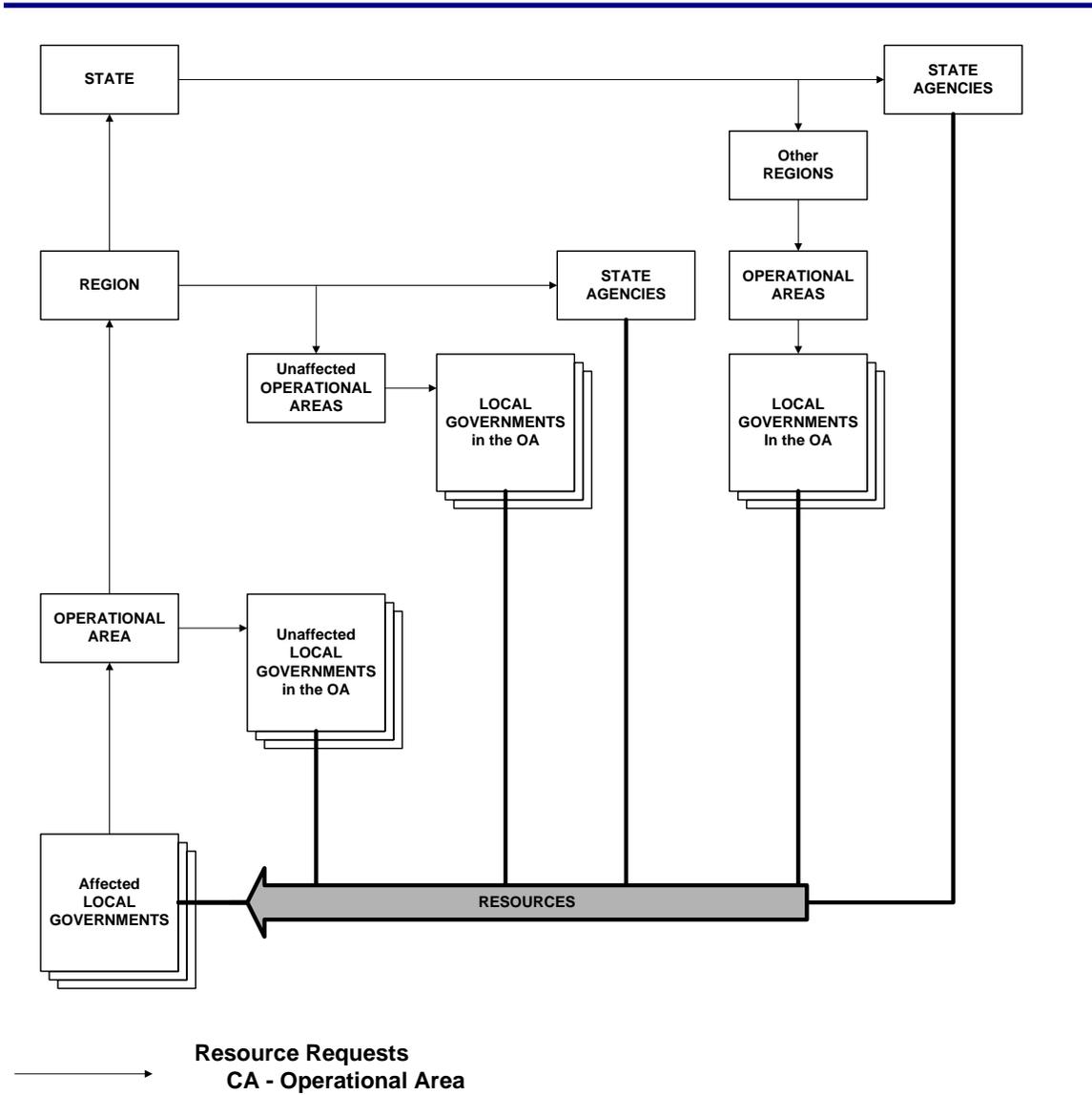


Figure 5-2: Mutual Aid Flow of Requests and Resources

5.2.1 Discipline-Specific Mutual Aid Coordination

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law enforcement, and emergency managers. The adoption of SEMS and NIMS has not altered existing mutual aid systems.

To further facilitate the mutual aid process, particularly during day-to-day emergencies involving public safety agencies, Fire and Rescue, and Law Enforcement Mutual Aid Coordinators have been selected and function at the Operational Area, Regional, and State levels.

Regional Disaster Medical Health Coordinators have been identified for each Mutual Aid Region to coordinate medical mutual aid during disasters. During a disaster, the Riverside County Operational Area Mutual Aid Coordinators may be assigned to the Riverside County EOC.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, Operational Area, Regional, and State levels. The Discipline-Specific Mutual Aid System is illustrated in Figure 5-3.

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Discipline-specific Mutual Aid Systems

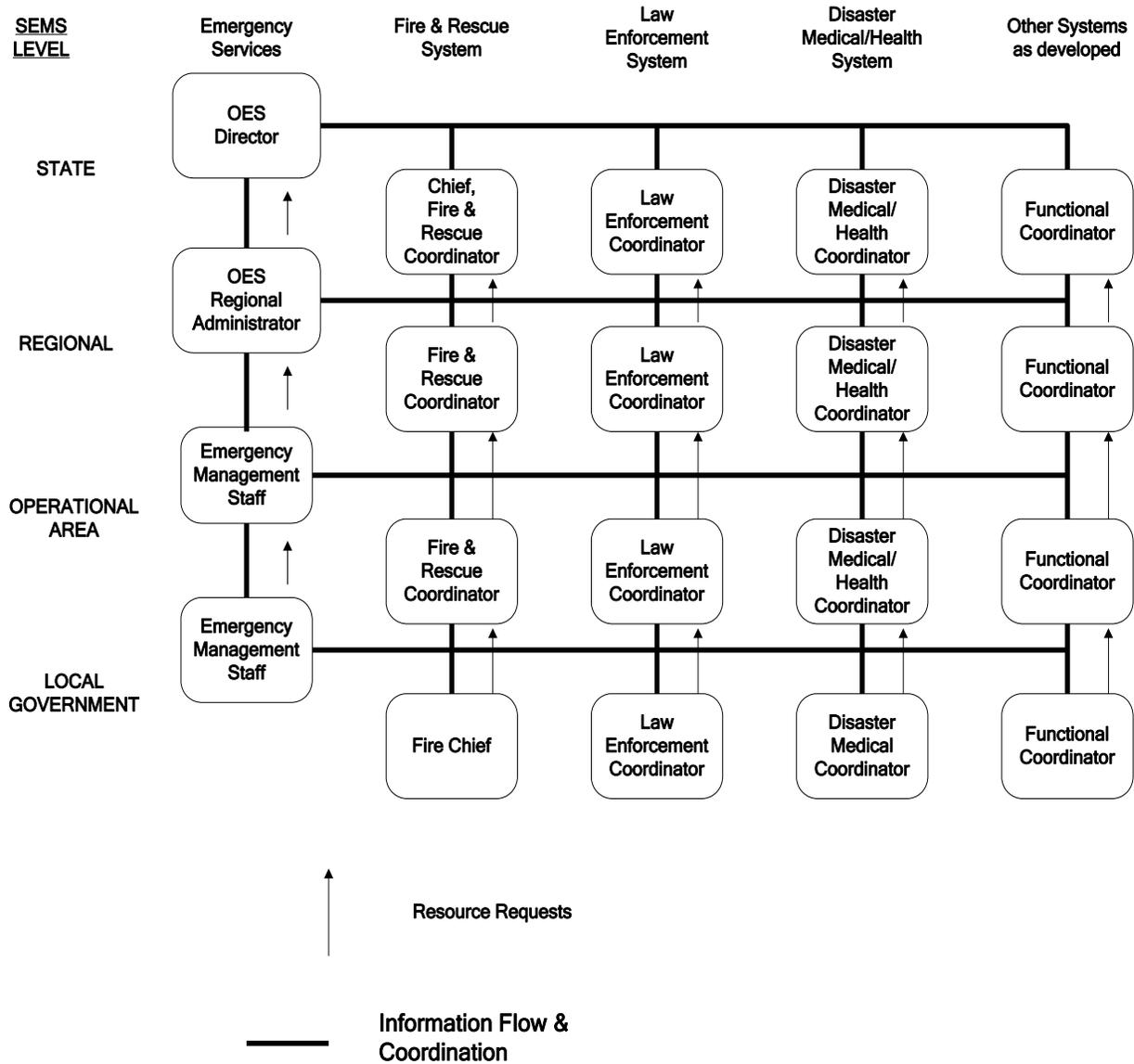


Figure 5-3: Discipline-Specific Mutual Aid Systems

5.2.2 Coordinating With Volunteers

Volunteer and private agencies are part of the City of Palm Desert's mutual aid system. The American Red Cross and Salvation Army are essential elements of response to meet the care and shelter needs of disaster victims. Private sector medical / health resources are also an essential part of medical response. Volunteer and private agencies mobilize volunteers and other resources through their own systems. They also may identify resource needs that are not met within their own systems that would be requested through the mutual aid system.

Some private agencies have established mutual aid arrangements to assist other private agencies within their functional area. For example, electric and gas utilities have mutual aid agreements within their industries and established procedures for coordinating with governmental EOCs. In some functional areas, services are provided by a mix of special district, municipal, and private agencies. Mutual aid arrangements may include both governmental and private agencies. Liaison should be established between activated EOCs and private agencies involved in a response. Where there is a need for extensive coordination and information exchange, private agencies should be represented in activated EOCs.

SECTION 6: HAZARD IDENTIFICATION

The City of Palm Desert participated as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP) that was approved by FEMA and State OES in May 2005. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. This section presents a high-level overview of the hazard identification presented in that document.

Riverside County is the fourth largest county in the state, stretching nearly 200 miles across and comprising over 7,200 square miles of fertile river valleys, low deserts, mountains, foothills, and rolling plains. Riverside County shares borders with densely populated Los Angeles, Orange, San Diego, and San Bernardino Counties, extending from within 14 miles of the Pacific Ocean to the Colorado River.

The City of Palm Desert is located 80 miles southeast from the City of Riverside. Palm Desert covers over 26.94 square miles and the year 2007 census showed a population of 50,729.

The approved Riverside County Multi-Jurisdictional LHMP identifies and analyzes an extensive list of the hazards faced by the County. It assigns each hazard a severity rating, indicating the amount of damage that would be done to the County and its population should the hazard occur, and a probability rating, indicating the likelihood that the hazard may occur within the County. Both ratings are on a scale of 0-4, with 4 being the most severe or the most likely to occur. Figure 6-1 summarizes the hazards identified and the ratings assigned by the LHMP.

Summaries of the specific hazard information are included in this plan, with more specific and detailed information contained in the County Multi-jurisdictional Local Hazard Mitigation Plan and the County's Integrated Project - General Safety Element. Both of these documents can be found on the County's Website.

RIVERSIDE COUNTY LOCAL JURISDICTION HAZARD ASSESSMENT WORKSHEET

HAZARD	COUNTY		CITY OF PALM DESERT		
	SEVERITY 0 - 4	PROBABILITY 0 - 4	SEVERITY 0 - 4	PROBABILITY 0 - 4	RANKING 1 - 19
EARTHQUAKE	4	3	4	4	1
WILDLAND FIRE	3	4	2	2	2
FLOOD	3	3	3	3	2
OTHER NATURAL HAZARDS					
DROUGHT	3	3	3	3	10
LANDSLIDES	2	3	2	2	13
INSECT INFESTATION	3	4	2	1	19
EXTREME SUMMER/WINTER WEATHER	2	4	3	3	4
SEVERE WIND EVENT	3	3	3	3	5
AGRICULTURAL					
DISEASE/CONTAMINATION	3	4	0	0	17
TERRORISM	4	0	0	18	14
OTHER MAN-MADE					
PIPELINE	2	2	3	8	7
AQUEDUCT	2	2	3	9	18
TRANSPORTATION	2	2	2	12	6
BLACKOUTS	3	3	3	6	5
HAZMAT ACCIDENTS	3	3	3	7	4
NUCLEAR ACCIDENT	4	2	1	15	17
TERRORISM	4	2	1	16	16
CIVIL UNREST	2	2	2	11	15
JAIL/PRISON EVENT	1	1	1	14	19

Figure 6-1: Riverside County Hazard Assessment

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The following is City of Palm Desert-specific information extracted from the County's Multi-jurisdictional LHMP.

Specific Hazards Summary

Jurisdiction	Hazard Type	Hazard Name	In Jurisdiction?	Adjacent to Jurisdiction?
Palm Desert	Fault	San Andreas Earthquake Fault	Yes	Yes

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DOES YOUR ORGANIZATION HAVE:	
AIRPORT IN JURISDICTION	NO
AIRPORT NEXT TO JURISDICTION	YES
DAIRY INDUSTRY	NO
POULTRY INDUSTRY	NO
CROPS/ORCHARDS	YES
DAMS IN JURISDICTION	NO
DAMS NEXT TO JURISDICTION	NO
LAKE/RESERVOIR IN JURISDICTION	NO
LAKE/RESERVOIR NEAR JURISDICTION	NO
JURISDICTION IN FLOOD PLAIN	NO
CONTROLLED FLOOD CONTROL CHANNEL	YES
UNCONTROLLED FLOOD CONTROL CHANNEL	NO
EARTHQUAKE FAULTS IN JURISDICTION	NO
EARTHQUAKE FAULTS NEXT TO JURISDICTION	YES
MOBILE HOME PARKS	YES
NON-REINFORCED FREEWAY BRIDGES	NO
NON-REINFORCED BRIDGES	YES
BRIDGES IN FLOOD PLAIN	NO
BRIDGES OVER OR ACROSS RIVER/STREAM	NO
ROADWAY CROSSING RIVER/STREAM	NO
NON REINFORCED BUILDINGS	NO
FREEWAY/MAJOR HIGHWAY IN JURISDICTION	YES
FREEWAY/MAJOR HIGHWAY NEXT TO JURISDICTION	YES
FOREST AREA IN JURISDICTION	NO
FOREST AREA NEXT TO JURISDICTION	NO
WITHIN THE 50 MILES SAN ONOFRE EVACUATION ZONE	NO
MAJOR GAS/OIL PIPELINES IN JURISDICTION	YES
MAJOR GAS/OIL PIPELINES NEXT TO JURISDICTION	YES
RAILROAD TRACKS IN JURISDICTION	YES
RAILROAD TRACKS NEXT TO JURISDICTION	YES
HAZARDOUS WASTE FACILITIES IN JURISDICTION	NO
HAZARDOUS WASTE FACILITIES NEXT TO JURISDICTION	NO
HAZARDOUS STORAGE FACILITIES IN JURISDICTION	YES
HAZARDOUS STORAGE FACILITIES NEXT TO JURISDICTION	YES

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DOES YOUR ORGANIZATION OWN OR OPERATE A FACILITY	
IN A FLOOD PLAIN	NO
NEAR FLOOD PLAIN	NO
NEAR RAILROAD TRACKS	YES
NEAR A DAM	NO
UPSTREAM FROM A DAM	NO
DOWNSTREAM FROM A DAM	NO
DOWNSTREAM OF A LAKE	NO
DOWNSTREAM FROM A RESERVOIR	NO
NEAR A CONTROLLED FLOOD CONTROL CHANNEL	YES
NEAR UNCONTROLLED FLOOD CONTROL CHANNEL	NO
ON AN EARTHQUAKE FAULT	NO
NEAR AN EARTHQUAKE FAULT	YES
WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE	NO
IN A FOREST AREA	NO
NEAR A FOREST AREA	NO
NEAR A MAJOR HIGHWAY	YES
A HAZARDOUS WASTE FACILITY	NO
NEAR A HAZARDOUS WASTE FACILITY	NO
A HAZARDOUS STORAGE FACILITY	YES
NEAR A HAZARDOUS STORAGE FACILITY	YES
NON REINFORCED BUILDINGS	NO
A MAJOR GAS/OIL PIPELINE	NO
NEAR A MAJOR GAS/OIL PIPELINE	YES
DOES YOUR ORGANIZATION HAVE ANY LOCATIONS THAT:	
HAVE BEEN DAMAGED BY EARTHQUAKE AND NOT REPAIRED	NO
HAVE BEEN DAMAGED BY FLOOD	YES
HAVE BEEN DAMAGED BY FLOOD MORE THAN ONCE	NO
HAVE BEEN DAMAGED BY FOREST FIRE	NO
HAVE BEEN DAMAGED BY FOREST FIRE MORE THAN ONCE	NO
HAVE BEEN IMPACTED BY A TRANSPORTATION ACCIDENT	NO
HAVE BEEN IMPACTED BY A PIPELINE EVENT	NO

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EMERGENCY OPERATIONS INFORMATION	
DOES YOUR ORGANIZATION HAVE AN EOC	YES
IS YOUR EOC LOCATED:	
IN A FLOOD PLAIN	NO
NEAR FLOOD PLAIN	NO
NEAR RAILROAD TRACKS	YES
NEAR A DAM	NO
UPSTREAM FROM A DAM	NO
DOWNSTREAM FROM A DAM	NO
DOWNSTREAM OF A LAKE	NO
DOWNSTREAM FROM A RESERVOIR	NO
NEAR A CONTROLLED FLOOD CONTROL CHANNEL	NO
NEAR UNCONTROLLED FLOOD CONTROL CHANNEL	NO
ON AN EARTHQUAKE FAULT	NO
NEAR AN EARTHQUAKE FAULT	NO
WITHIN THE 50 MILE SAN ONOFRE EVACUATION ZONE	NO
IN A FOREST AREA	NO
NEAR A FOREST AREA	NO
NEAR A MAJOR HIGHWAY	YES
A HAZARDOUS WASTE FACILITY	NO
NEAR A HAZARDOUS WASTE FACILITY	NO
A HAZARDOUS STORAGE FACILITY	NO
NEAR A HAZARDOUS STORAGE FACILITY	NO
NON REINFORCED BUILDINGS	NO
A MAJOR GAS/OIL PIPELINE	NO
NEAR A MAJOR GAS/OIL PIPELINE	YES
OTHER FACILITY INFORMATION	
ARE THERE LOCATIONS WITHIN YOUR JURISDICTION THAT:	
COULD BE CONSIDERED A TERRORIST TARGET	NO
COULD BE CONSIDERED A BIO-HAZARD RISK	NO

HAZARD SUMMARIES

Although the City of Palm Desert has numerous hazard threats, the hazards listed below are hazards that the City has taken special notice of and has developed specific activation checklists. In addition, several of these hazards have specific plans written for the hazard addressing specific response activities. Some of these hazard specific plans have been written at the City specific level while others have been written at the County/Operational Area Level. Hazard specific plans and checklists are located in either Part III of this document or as separate plans located in both the City and County EOCs. Some of the hazards that the City has taken special note of are listed below with a brief general description of the hazard. Also listed is if the City has added a specific checklist for that hazard as well as if the City and/or the County have a specific response plan for that hazard.

EARTHQUAKES - Hazard Specific Checklist

Palm Desert shares many of the hazards associated with earthquakes faults in Southern California. There are three major faults and several minor faults that could impact the City of Palm Desert. The major faults include the San Andreas near San Geronio Pass, the Palm Desert Fault, and the Elsinore Fault. Each of these has the potential of generating a significant earthquake which would impact the City of Palm Desert.

WILDLAND FIRE - Hazard Specific Checklist

A wildfire is an uncontrolled fire spreading through vegetative fuels and exposing or possibly consuming structures. They often begin unnoticed and spread quickly. Although not located in a wilderness area, the threat of a wildland fire in or near is high do to the wildland - urban areas in and around the City. A wildland - urban are interface fire is a wildfire in a geographical area where structures and other human development meet or intermingle with wildland or vegetative fuels. Significant development in area of Palm Desert and it surrounding areas are considered wildland -urban area interfaces and many of these areas have experienced prolonged droughts or are excessively dry and at risk of wildfires. In addition, the Santa Ana winds pose an additional threat to the community for spreading wildland fires. Wildland fire hazards exist in varying degrees over approximately 90% of Riverside County and the City of Palm Desert (open space, parklands and agricultural areas). The fire season extends approximately 5 to 6 months, from late spring though fall. Hazards arise from a combination of reasons: the undeveloped and rugged terrain, highly flammable brush-covered land, and long dry summers. There are heavy fuel loads, especially in watershed areas unaffected by fire for many years. Structures with wood shake roofs ignite easily and produce embers that can contribute to fire spread. The aftermath of wildland fire produces a new area of potential landslide as burned and defoliated areas are exposed to winter rains.

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The City of Palm Desert has developed a set of quick response references for the Palm Desert EOC. This set of checklists are located in Part 4 of the Plan.

FLOODING

A flood is defined as an overflowing of water onto an area of land that is normally dry. Floods generally occur from natural causes, usually weather-related, such as a sudden snowmelt, often in conjunction with a wet or rainy spring or with sudden and very heavy rainfalls. Floods can, however, result from human causes as a dam impoundment bursting. Dam break floods are usually associated with intense rainfall or prolonged flood conditions. In the Riverside County area, an earthquake can cause dam failure. The greatest threat to people and property is normally in areas immediately below the dam since flood discharges decrease as the flood wave moves downstream.

Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours to days, or possibly weeks. Evacuation and sandbagging for a slow rise flood may lessen flood-related damage. Conversely, flash floods are the most difficult for which to prepare due to the extremely short warning time, if there is any at all. Flash flood warnings usually require immediate evacuation. On some occasions in the desert areas, adequate warning may be impossible.

For floodplain management purposes, the following discussion describes the Federal Emergency Management Agency (FEMA) definition of "100-year flood." The term "100-year flood" is misleading. It is not a flood that will occur once every 100 years. Rather, the flood elevation has a 1 percent chance of being equaled or exceeded each year. Thus, a 100-year flood could occur more than once in a relatively short period of time. The 100-year flood, which is the standard used by most federal and state agencies, is used by the National Flood Insurance Program (NFIP) as the standard for floodplain management and to determine the need for flood insurance. A structure located within a special flood hazard area shown on a map has a 26 percent chance of suffering flood damage during the term of a 30-year mortgage.

HAZARDOUS MATERIALS - County Plan

The production and use of hazardous materials has become a normal part of society. A hazardous material is any substance that may be explosive, flammable, poisonous, corrosive, reactive, radioactive, or any combination thereof, because of its quantity, concentration or characteristics. Hazardous materials require special care in handling because of the hazards they pose to public health, safety and the environment.

A hazardous materials incident involves the uncontrolled release of a hazardous substance(s) during storage or use from a fixed facility or mobile transport. Releases of hazardous materials can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials transports.

Because of the multitude of transportation systems in the City of Palm Desert (highways and railways), hazardous substances incidents are more likely to occur. Fixed facilities do have occurrences of hazardous material incidents, however, stringent facility safety

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requirements help to limit these occurrences at fixed facilities. Fixed facilities include small chemical manufacturing or processing facilities, manufacturing and light industrial facilities.

The agricultural businesses in and around the City of Palm Desert may also be a source of hazardous materials incidents. Accidental releases of pesticides, fertilizers and other agricultural chemicals may be harmful to the public health, safety and the environment.

Another source of hazardous materials incidents is the illegal manufacturing of drugs in clandestine laboratories. In many instances, the residue and hazardous waste from these laboratories are illegally dumped, posing a public health and safety hazard and a threat to the environment.

TERRORISM - County Plan

The County of Riverside, in conjunction with the public safety and health agencies in the County has developed a "Terrorism Annex" as part of the County's EOP plan. The public safety agencies for the City of Palm Desert (Riverside County Sheriff and Riverside County Fire) participated in the development of this document. The County "Terrorism Annex" is located with the Riverside County Office of Emergency Services and the Riverside County Sheriff's Department.

SECTION 7: PREPAREDNESS PHASE OPERATIONS

The Preparedness Phase involves activities that are undertaken in advance of an emergency or disaster. Preparedness Phase activities generally fall into the categories of improving readiness and increasing capabilities. Pre-hazard mitigation activities, which are discussed in Section 9, also occur during the preparedness phase.

7.1 Preparedness Phase Management Approach

Preparedness Phase activities take place under the normal City of Palm Desert organizational and management structures. City of Palm Desert Emergency Services is the lead agency and is responsible for coordinating the Preparedness Phase activities of the various City departments. Individual departments are responsible for maintaining departmental plans and generally improving their daily operations to improve their readiness to respond.

7.2 Training and Exercises

Emergency response exercises allow emergency response personnel to become fully familiar with the procedures, facilities, and systems used during an actual emergency. The EOP and the overall City of Palm Desert capability to respond will be tested using a combination of the following exercise types:

- *Tabletop Exercise.* A Tabletop Exercise is an activity in which elected/appointed officials and key staff with emergency management responsibilities are gathered together informally, usually in a conference room, to discuss various simulated emergency situations. An exercise is designed to elicit constructive discussion by the participants without time constraints as they examine and then attempt to resolve problems based on the existing EOP and to test Departmental Plans and procedures. The purpose of the exercise is for participants to evaluate plans and procedures, and to resolve questions of coordination and assignment of responsibilities throughout the exercise in a non-threatening format and under minimum stress. Tabletop Exercises are an effective method of determining if sufficiently robust policies and procedures exist to handle specific situations which may arise during an event.
- *Functional Exercise.* A Functional Exercise is an activity designed to test or evaluate the capability of one or multiple functions, or activities within a function. A Functional Exercise is more complex than a Tabletop Exercise in that activities are usually under some type of time constraint with the evaluation/critique coming at the end of the exercise. A Functional Exercise typically takes place in the EOC in conjunction with selected agencies and may include the State OES Southern Region, Federal Government agencies, the Riverside County Operational Area EOC, and/or neighboring Operational Areas' EOCs.

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- *Full-Scale Exercise.* A Full-Scale Exercise involves an actual deployment of personnel and equipment throughout a geographic area. It will typically involve the activation of the EOC and multiple agencies, and the establishment of field command posts. This type of exercise includes mobilization of personnel and resources; the actual movement of emergency personnel and resources; and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

It is the policy of City of Palm Desert Emergency Services to conduct a minimum of two exercises each year to ensure NIMS compliancy. Full-Scale Exercise should be conducted every year and a Tabletop or Functional Exercise or functional exercise within the city's jurisdiction at least once each year. An actual EOC activation may take the place of a scheduled exercise.

In addition to exercises, classroom training is an essential component of preparedness and response. The Emergency Services training program will provide training to employees through the use of classes presented by the Riverside County Operational Area Training Committee, Riverside County OES, CSTI, and FEMA. The objectives of this training program are to:

- Orient City employees (EOC and non-EOC personnel) on the concepts and procedures presented in the EOP;
- Familiarize those assigned to the EOC with the function, equipment, and logistics of the EOC facility; and
- Train all City employees on the organizational concepts associated with SEMS/MINS/ICS according to the recommendations of State OES and the Riverside County Operational Area Training Committee.

7.3 Public Awareness and Education

The public's response to any emergency is based on an understanding of the nature of the emergency, the potential hazards, the likely response of emergency services, and the knowledge of what individuals and groups should do to increase their chances of survival and recovery. The City of Palm Desert Emergency Services will make emergency preparedness information from local, state, and federal sources available to the citizens of Palm Desert.

7.4 Increased Readiness

In order to establish a smooth transition from normal operations to a declared local emergency and to react to localized distress situations of lesser magnitude than a declared emergency, a "Management Watch" will be established.

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Duties of the Management Watch Team will be to collect and analyze information relative to the situation, direct response to the degree allowable, and refer other matters to the appropriate level for executive decision. Specific activities that may be undertaken at the discretion of the EOC Director include the following:

- Recall Emergency Services staff to the office, as necessary for the situation;
- Make necessary preparations to activate the City EOC;
- Establish communications with key City officials as necessary to assess the situation;
- Establish communications with the Riverside County OA EOC and any applicable Special Districts;
- Ensure a communications check is performed on all City communications systems;
- Coordinate emergency public information with the City PIO; and
- Anticipate EOC logistical needs (food, lodging, re-supply, etc.).

7.4.1 Management Watch Activation

The City of Palm Desert Emergency Services will maintain surveillance of current events and recommend to the City Manager that Management Watch be initiated whenever:

- Forecast/existing weather or other natural phenomenon is of such intensity to indicate a need for added precaution or extra protective measures; and/or
- An incident in progress is causing distress or damages of a serious nature but not of a magnitude requiring an emergency declaration.
- The County EOC requests activation.

The EOC Director will direct initiation of Management Watch.

7.4.2 Management Watch Personnel

Management Watch may consist of responsible individuals from the following departments (as determined by the EOC Director), with the authority to collect and display status information related to that agency's area of interest and to assure positive action toward protection of life and property:

- Public Works Department;
- Community Development Department;
- Riverside County Sheriff's Department;
- CDF Fire Department and
- Other departments as directed by the EOC Director.

7.4.3 Management Watch Termination

Termination of Management Watch may occur whenever:

- The situation subsides, and the City Manager directs a return to regular operations, or
- The situation intensifies to the degree that a local emergency is declared. Management Watch will then phase-out as the EOC Staff assumes control responsibility.

SECTION 8: RESPONSE PHASE OPERATIONS

The Response Phase often begins with a response by field units and will escalate as the event becomes larger, requiring additional support and/or resources. In other cases, the event or threat of the event in and of itself will cause the formal activation of the City EOC. Section 8.1 below describes in general terms the organization of the EOC and the procedures that will be used to manage operations within the EOC. The remaining sub-sections of Section 8 (8.2 – 8.10) present a general overview of the various Operational Branches of the EOC. Part 2 of this EOP provides more detail about the operations of the EOC.

8.1 Response Phase Management Approach

Upon activation of the EOC, all of the City's response activities are managed through the SEMS organizational section defined in this section of the EOP.

8.1.1 EOC Activation Policies

The City's partial or total response to natural disasters or technological incidents will be dictated by the type and magnitude of the emergency. Generally, response to a major peacetime emergency situation will progress from local to County to State to Federal involvement.

Activation Policy

The City of Palm Desert EOC will be activated as indicated on the chart in figure when any of the following occur. In addition, the City EOC may be activated under the following conditions:

Field response agencies need additional support or resources;

When events in the areas/jurisdictions in close proximity to the City would indicate that the event may directly or indirectly impact the City;

City Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the City of Palm Desert EOC should be activated and SEMS used, per the SEMS Regulations (California Code of Regulations, Title 19, Section 2409(f):

- The City of Palm Desert has declared a local emergency;
- The City of Palm Desert has requested a Governor's Proclamation of a State of Emergency, as defined in California's Emergency Services Act, 8558(b); or

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- A state of emergency is proclaimed by the Governor for the City of Palm Desert.

Other than the above listed circumstances, the activation of the City of Palm Desert EOC must be authorized. The following City personnel (and/or their designees) are authorized to request the activation of the City's EOC:

- City Manager
- Assistant City Manager
- City ESC and
- Public Works Director

The City of Palm Desert has developed criteria that identify the events/situations that may require EOC activation. The City has established three levels of activation. For each level, a recommended minimum staffing guide has been developed. The activation and staffing guide is depicted in the following figure.

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Event/Situation	Activation Level	Minimum Staffing
<ul style="list-style-type: none"> • Small incidents involving two or more City Departments • Flood Watch • Resource request from outside the City • The Operational Area requests the City activate their EOC in support of the Operational Area EOC • There is an incident adjacent to the City that may impact the City.. 	One	<ul style="list-style-type: none"> • EOC Manager • Representatives of corresponding City departments
<ul style="list-style-type: none"> • Moderate Earthquake • Major wildland fire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more City Departments • Flood Warning 	Two	<ul style="list-style-type: none"> • EOC Director • All Section Chiefs • Branches and Units as appropriate for the situation • Agency representatives as appropriate
<ul style="list-style-type: none"> • Major Countywide or Regional emergency • Multiple departments with heavy resource involvement • Major earthquake damage • 	Three	<ul style="list-style-type: none"> • All EOC positions

Figure 8-1: EOC Activation Levels

8.1.2 EOC Coordination

Coordination with the Riverside County OA

Direct coordination and communication with the Riverside County OA EOC is essential. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination will eventually occur along functional lines.

Whenever feasible, a City representative should be at the Riverside County EOC. The City representative can help ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

Special Districts, Schools, and Private Agency Involvement

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disasters, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local governments.

The level of involvement of special districts, schools, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the Unified Command or as an Agency Representative who coordinates with a City of Palm Desert Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Telephone companies, electric companies, water and sanitation districts, and other private and volunteer agencies could be cooperating agencies, depending on the type of incident.

8.1.3 EOC Organization Structure

Figure 8-2 presents the EOC organizational structure. The remaining subsections of this section provide an overview of the operations of the key EOC Branches. Detailed descriptions of each EOC Branch and position, along with checklists and SOPs defining their operations, are contained in Part 2 of this plan.

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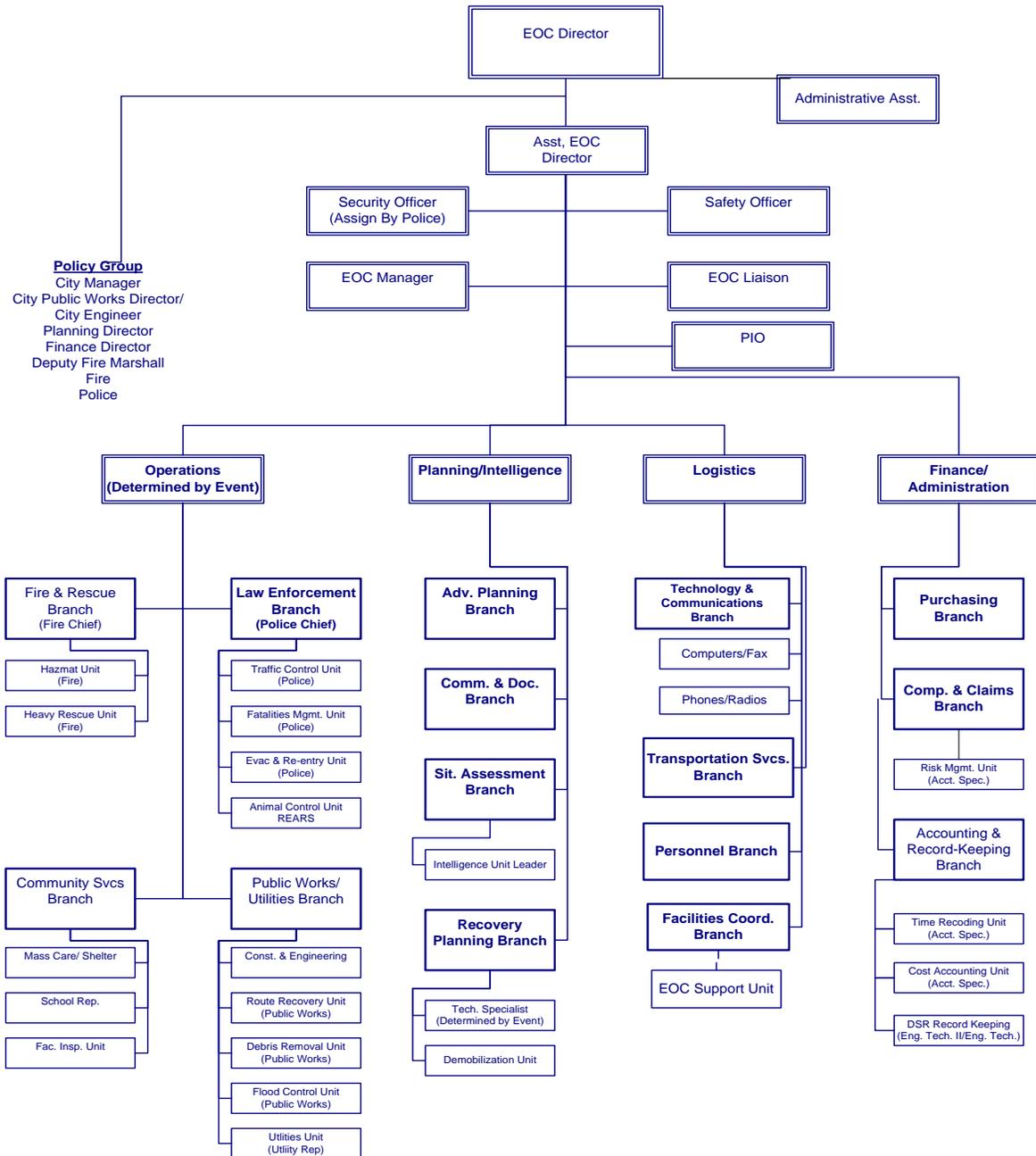


Figure 8-2: EOC Detailed Organization Chart

8.1.4 Action Planning

The Planning & Intelligence Section is responsible for facilitating the Action Planning Meeting and completing and distributing the EOC Action Plan. EOC Action Plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable timeframe is then established for accomplishing those actions.

EOC Action Plans are an essential part of SEMS at all levels. Action Planning is an effective management tool involving two essential characteristics:

- A process to identify objectives, priorities, and assignments related to emergency response or recovery actions; and
- Plans which document the priorities, objectives, tasks, and personnel assignments associated with meeting the objectives.

The action planning process should involve the EOC Director and all Section Chiefs, along with other EOC staff, as needed, such as technical specialists, special district representatives, and department representatives.

EOC Action Plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

There are two levels of Action Plans. The Field-level Incident Action Plan (IAPs) and the EOC-level Action Plans (EOC Action Plan)

It is important that all incidents have some form of Action Plan. The plan developed around some duration of time called an Operational Period will state the objectives to be achieved and describe the strategy, tactics, resources, and support required to achieve the objectives within the timeframe. Generally, the length of the Operational Period is determined by the length of time needed to achieve the objectives. The Planning and Intelligence Section can create EOC Action Plans for each work shift, a 24-hour period, or whatever is logical for a given event.

Small incidents, with only a few assigned resources, may have a very simple plan which may not be written. As incidents become larger, or require multi-agency involvement, the Action Plan should be written. In general, whenever the EOC is activated, there should be a written Action Plan.

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There are four main elements that should be included in an Action Plan:

- *Statement of Objectives* – Statement of what is expected to be achieved. Objectives must be measurable.
- *Organization* – Description of elements of EOC organization that will be in place for the next Operational Period.
- *Tactics and Assignments* – Description of tactics and control operations, including what resources will be assigned.
- *Supporting Material* – May include a map of the incident, a communications plan, medical plan, a traffic plan, weather data, special precautions, and a safety message.

8.1.5 Status Reporting

Following the initial area reconnaissance, a series of reports will be required in order to provide detailed information to the various levels of government. The City of Palm Desert has developed the following standardized forms for reporting disaster intelligence and for making resource requests. The forms identify the area covered by reporting and include all observed damage. Where no damage is observed, negative reports will be submitted.

City of Palm Desert Status Reporting Forms

The following forms are used within the City of Palm Desert to communicate status between the EOC and the agencies that are involved in responding to an incident.

Flash Reports (RIVCO Form #1)

The first series of reports to be submitted from the City of Palm Desert to the Operational Area (Riverside County EOC) will be Flash Reports. These reports can be verbal or can be faxed, but should be submitted as quickly as possible following a disaster. The information contained in these reports will be compiled by the Operational Area EOC and forwarded to the Regional EOC.

Situation Reports (RIVCO Form #2)

A more refined and detailed Situation Report will be prepared and submitted by the City of Palm Desert to the Operational Area EOC within two hours of the occurrence of the disaster, if possible, or as requested. This report will further define the affected areas, note the activation of local EOCs, note any local emergency declaration, estimate the number of casualties, and provide other essential information.

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Logistics Request Form

This report form should be used to request resources not available locally in the City of Palm Desert. This form may also be used to track requests or to request support from the Operational Area.

Message Form

This report form is a transmittal information sheet that allows information to be passed among the EOC, internal departments, and the Riverside OA.

8.1.6 After-Action Reporting and Analysis

The completion of an After Action Report is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the State Office of Emergency Services (OES) in cooperation with involved state and local agencies, complete an after action report within 120 days after each declared disaster. Section 2450 (a) of the SEMS Regulations states that"Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

It is the policy of the City of Palm Desert Emergency Services to prepare an After-Action Report after every EOC activation, drill or exercise.

The After-Action Report provides, at a minimum, the following:

- Response actions taken;
- Application of SEMS;
- Suggested modifications to SEMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to-date.

The After-Action Report serves as a source for documenting City emergency response activities and identifying areas of concern and successes. It also is utilized to develop a work plan for implementing improvements.

An After-Action Report is a composite document for all SEMS levels, providing a broad perspective of the incident, referencing more detailed documents, and addressing all areas specified in regulations.

An After-Action Report includes an overview of the incident, including enclosures and also addresses specific areas of the response, if necessary. It is

coordinated with hazard mitigation efforts, which may be included in the “recovery actions to-date” portion of the report.

The City of Palm Desert Emergency Services will be responsible for the completion and distribution of the City After-Action Report, including sending it to the Southern Region of State OES within the required 90-day period.

After-Action Reports should be written in simple language, well-structured, brief, and geared to the primary audience. Data for the After-Action Report is collected from a questionnaire, other documents developed during the disaster response, and interviews of emergency responders.

8.2 Communications - Alert and Warning

The City of Palm Desert uses a wide variety of systems to communicate with Government agencies within and outside the City and directly with the population of the City. The following sections provide brief descriptions of each of the systems and discussions of their functions. Alerting and warning involves the notification of emergency response personnel, as well as notifying the affected public

The County Sheriff and Fire Departments have the primary responsibility of alerting and warning the public, with assistance from the Public Information Officer, as deemed necessary. Alerting and warning the public may be accomplished through the Emergency Alert System, special broadcasts, or simply driving up and down the streets using a public address system.

8.2.1 Warning Systems

The City of Palm Desert has available several systems for providing disaster information to the public. The following paragraphs provide a brief overview of these systems.

Emergency Digital Information System (EDIS)

EDIS is a system developed and operated by State OES. It provides a means for authorized agencies to deliver emergency public information and advisories directly to the news media, local agencies, and the general public. The City of Palm Desert has direct access to EDIS for the purpose of sending out notices to those local governments and the public monitoring EDIS.

The purpose of EDIS is to alert, inform and reassure the public about current or foreseen threats to public safety. Any bulletin that serves those purposes is appropriate for distribution on EDIS, provided that it is:

- Clear, concise, timely and accurate

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- Correctly prioritized
- Targeted to the affected geographic area

There are five EDIS priority levels:

FLASH -- Immediate life-safety warnings only. May trigger automatic alarm and notification systems.

Urgent -- Time-sensitive information about threats to life or property.

News -- Routine information about potential emergencies, training, preparedness, and updates or details about ongoing emergencies.

Advisory -- Bulletins for coordination with the news media, such as announcements of news briefings or special access arrangements.

Test -- To verify readiness of EDIS systems.

EDIS messages are transmitted from State OES to radio receivers in newsrooms, as well as to other governmental agencies by the Internet and the OASIS satellite systems.

Emergency Alert System (EAS)

The City of Palm Desert is a member of Riverside County's EAS system. Formerly known as the Emergency Broadcast System, EAS is a statewide network of commercial broadcasting stations and interconnecting facilities, which have been authorized by the Federal Communications Commission (FCC) to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency. The system is devised to provide the President and Federal government with a means of emergency communications with the general public. It may be used on a voluntary basis during day-to-day situations posing a threat to safety of life and property.

The EAS is used for warnings of an immediate action, such as child abductions, tornadoes, flash floods, evacuations of areas due to an incident (such as hazardous spill), or other events requiring immediate action. A copy of the County EAS Plan which outlines the use of the EAS system is located in the City's EOC.

National Warning System (NAWAS)

NAWAS was originally established to rapidly notify emergency management officials of an impending or threatened attack or accidental missile launch on the United States. This is still a major priority of the NAWAS. However, with the ending of the Cold War, FEMA has placed primary emphasis on an all-hazard approach to emergency management to support rapid and effective response to natural and technological disasters.

The National Warning System (NAWAS) is a key component of the State's "all hazard" warning system. The primary State Warning Point is at the Office of Emergency Services in Sacramento. The Alternate State Warning Point is at the California Highway Patrol Headquarters in Sacramento. In addition, to these two State primary locations, each County Sheriff's Department in the State acts as the NAWAS answering point for that county. Types of Civil Emergency Warnings Supported by NAWAS are of a natural or technological disaster or emergency, which may include any of the following events:

- Aircraft crash
- Domestic errant missile launch
- Drought
- Earthquake
- Explosion
- Fire
- Flooding
- Hazardous chemical spills
- Hurricane
- Storms
- Tornados
- Tsunami
- Volcanic eruption
- Civil disorder
- Landslide or mudslide
- Nuclear accidents
- Reentering space debris

8.2.2 County/OA Communications Systems

The communications system installed at the County EOC and local EOCs support the activities of the Riverside County Emergency Management Organization. Other communications systems provide radio links to the county's cities and unincorporated areas, or to State and Federal authorities.

Western County Disaster Net

The Riverside OA EOC staff uses this low-band radio to communicate with other staff members as well as with city EOCs located in Western Riverside County. The capability exists to link the Western County Disaster Net with the Palm Desert Valley Disaster Net.

Coachella Valley Disaster Net

EOC staff in the Palm Desert Valley use this VHF radio system to communicate internally and with city EOCs in the Palm Desert Valley. The capability exists to link the Western County Disaster Net with the Palm Desert Valley Disaster Net.

Satellite Telephones

The County EOC uses permanent and portable devices utilizing satellite technology to communicate with various cities and agencies who belong to the emergency managers talk group. The satellite telephone system also provides an alternate telephone system should the normal hard line telephone, cellular, and Nextel systems within the county be non-functional.

Satellite phones utilize a high-powered satellite, positioned in geostationary orbit, 22,300 miles in the sky, as a repeater. These phones are not limited by terrain features and distances. The satellite phone provides a vital communications link from any location.

Radio Amateur Civil Emergency Service (RACES)

The primary mission of the Radio Amateur Civil Emergency Services (RACES) during an emergency and/or disaster is to provide communication services that include the use of portable stations, as back-up either to established communications or as a fill-in where communications do not normally exist.

RACES may be activated at the request of any governmental agency in the event of an emergency or disaster, with coordination by Riverside County OES. An example of a governmental agency may include any city, County agency, or special district (e.g. water district, school district, community services district) within Riverside County.

RACES works with and provides communications services for non-governmental organizations such as the American Red Cross, Riverside County Volunteer Organizations Active in Disaster (RCVOAD), and other local groups. RACES is available to be of service in various capacities in time of emergency or disaster.

RACES in Riverside County may encompass ARES members (American Radio Relay League Amateur Radio Emergency Services). Riverside County RACES is the communications arm of the Riverside County Fire Department/CDF, Office of Emergency Services, and the Emergency Command Center. Riverside County RACES consists of registered volunteers licensed by the FCC in the Amateur Radio Service.

Riverside County RACES operates on radio amateur frequencies by authority of the FCC in support of emergency communications. RACES can augment existing systems, substitute for damaged or inoperable systems, and establish communications links with otherwise inaccessible areas. Riverside County OES supports a countywide RACES system. Special consideration is given to using RACES to support disaster medical care and emergency public information operations.

8.2.3 State Communications Systems

The following systems provide County OES and other departments with the ability to communicate with State agencies and with other OAs involved in response activities.

Response Information Management System (RIMS)

The Response Information Management System (RIMS) is a statewide internet-based, information database and retrieval system. Operated by State OES, the system serves as a platform for the collection, organization and dissemination of disaster information. Requests for support are transmitted and managed via this system. Riverside County OES is responsible for coordination, training and authorization of RIMS use within the Operational Area. RIMS has two primary functions:

1 - Submission, Exchange and Analysis of Disaster Related Information:

RIMS has a set of reports available to all levels of government that break down various categories of disaster related information in a manner that quickly provides an overview of an event or multiple events. The structure of RIMS then allows users to zero in on specific details relevant to their particular role in the response effort. Because RIMS allows multiple users to submit and receive information on demand, it has dramatically improved the dissemination of disaster related information statewide.

2. Request, Task and Track Assistance:

RIMS has established an electronic link between agencies requesting assistance and agencies that can provide the needed resources. It allows Operational Areas to submit requests for emergency response assistance by computer to one of OES' three Regional Emergency Operations Centers (REOC). These REOCs then review the request and task the appropriate state agency to provide the requested assistance.

Operational Area Satellite Information System (OASIS)

OASIS is a statewide communications system linking all 58 California counties with each other and with the State Warning Control Center in Sacramento. It transmits voice communications as well as data. In a disaster, OASIS provides a

primary, as well as a back-up, means for the EOC to report damage and request assistance from State OES.

Because it is a satellite system, OASIS provides a relatively "fail-safe" means by which the County can transmit disaster situation reports to State OES and request assistance. OASIS also serves as the input system for the Emergency Digital Information System (EDIS) and provides the EOC with a means of connecting with the internet.

California Law Enforcement Radio System (CLERS)

CLERS interconnects law enforcement agencies of all counties and numerous cities. This system is microwave-interconnected to provide statewide coverage. CLERS is the State's radio backup to the National Warning System. CLERS serves as the State's distribution network for Emergency Alert System (EAS) program feeds.

California Law Enforcement Telecommunications System (CLETS)

CLETS is the telecommunications system that links all law-enforcement agencies in the State of California. Its normal function is to transmit Department of Motor Vehicle information from Sacramento to local agencies. CLETS provides California law enforcement agencies with the capability of obtaining information directly from Federal, State, and local computerized information files. In addition, the system provides fast and efficient point-to-point delivery of messages between agencies. CLETS is only available to law enforcement agencies.

State OES Fire Network

The State OES Fire Network serves fire support equipment. Radio equipment on this network is located with fire service agencies in 52 counties. The network employs mountaintop mobile relays and interconnects to the State Microwave System to provide statewide coverage.

Fire White

Fire White is a mutual aid radio channel, which allows the Incident Commander at the scene of an event communicate with responding fire departments.

8.2.4 Alert and Notification of City Officials and Employees

The City Manager or authorized staff who activated the EOC will contact the Section Chiefs and Management Section of the EOC. To conduct the call-out, the normal telephone system will be used. If the telephone system is not working, the City may use the EAS system to make radio broadcasts for City employees to return to work.

Section Chiefs are responsible for calling their section members. Upon activation, personnel assigned to positions on the EOC Team should report to the EOC location and check in with their respective Section Chief.

Each department has a disaster reporting procedure that is specific for that department. Employees should check with their supervisors to learn how and when they need to report and to learn about their disaster role.

Notification of City Officials is the responsibility of the City Manager or their designee.

8.3 Emergency Public Information

In the City of Palm Desert EOC, the EOC Deputy Director's duties include those of Public Information Officer. During all emergency operations, the City of Palm Desert EOC Deputy Director, Acting as the PIO, will serve as the dissemination point for all media releases. The PIO will also coordinate all press information with the OA and the Joint Information Center (JIC) if established. Other departments wishing to release information to the public must coordinate through the EOC Deputy Director.

The duties of the Public Information Officer are to:

- Rapidly provide the general public with information about the emergency and instructions about what they should and should not do;
- Provide confirmed information about the emergency, its consequences, and relief and rehabilitation measures to the public and local, State, national, and international news organizations; and
- Establish a Joint Information Center near the EOC for use by representatives of
- the print and electronic media.

The primary role of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A secondary function is to provide the public (through the media) with accurate and complete information regarding incident cause, size, and status; resources committed; and potential short or long-term impacts, if known.

8.3.1 Public Information Officer Policies

During emergencies, the following policies and procedures are used to organize and manage public information for the City of Palm Desert:

- The Mayor and City Council provide policy guidance for dissemination of emergency public information;

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- Life-safety information and instructions to the public has first priority for release;
 - The Emergency Alert System (EAS) is activated as the principal means to disseminate emergency and priority emergency instructions to the public;

8.4 EOC Branches

The EOC Organization Chart depicts a large number of positions in the EOC. The five basic SEMS positions will always be a functional part of the Palm Desert EOC. Other positions, based on the size and complexity of the event, may be filled at the County level. This will generally occur when the event is a wide-area event. Examples would be a wide-area health event, a Bio-terrorism event, a Weapons of Mass Destruction, etc. When a local EOC position is filled at the County Level, the Liaison Officer will be communications with the County EOC.

8.4.1 Law Enforcement Branch Operations

A Law Enforcement Branch will be established in the EOC for the purpose of providing field support for law enforcement activities and act as a liaison with other EOC Branches. The Riverside County Sheriff's Department (RSO), under contract with the City of Palm Desert for law enforcement services, coordinates tactical law enforcement operations.

The responsibilities of this Branch include the following:

- Alert and notify the public of the impending or existing emergency in the City;
- Coordinate law enforcement operations during the disaster;
- Coordinate site security at incidents; and
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies within the County.
- Develop and Coordinate Evacuations during incidents.

8.4.2 Fire & Rescue Branch Operations

Tactical firefighting and rescue operations are coordinated by the Riverside County Fire Department. A Fire and Rescue Branch will be established in the EOC for the purpose of providing liaison and communications functions. It will be led and staffed by California Department of Forestry (CDF) fire personnel. CDF will also support the Situation Unit of the Planning & Intelligence Section of the EOC by providing intelligence and situation assessments received from field units.

8.4.3 Construction & Engineering Branch Operations

The Construction & Engineering Branch of the EOC (City of Palm Desert Building Division) is responsible for ensuring all buildings and critical facilities are functional.

This Branch is responsible for:

- Coordinating with structural engineers and building inspectors for building assessments;
- Ensuring unsafe areas and structures are clearly marked and the public informed;
- Supervising, in coordination with the Public Works Department, any construction and/or engineering project to repair damaged buildings, streets, and critical facilities; and
- In coordination with the Public Works Department, developing short, mid, and long-term reconstruction priorities and plans.

Once activated, the Construction & Engineering Branch will initiate a safety assessment and perform the following operations:

- Begin safety assessments of the damaged facilities and follow up, as necessary, with the field responders' initial damage assessments;
- Coordinate safety inspections with the other Operation Branches (Law Enforcement, Fire & Rescue), searching for life and /or property-threatening situations; and
- Manage and coordinate teams of qualified inspectors who are either local inspectors or inspectors obtained through the mutual aid system. These teams will include civil and structural engineers who will inspect both public and private property

SECTION 9: RECOVERY PHASE OPERATIONS

Recovery activities involve the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. A disaster may strike quickly, leaving the need for recovery operations in its wake, or it can be a prolonged event requiring recovery activities to begin while the response phase is still in full activation. Severe windstorms, fires, and floods are examples of disasters that can be ongoing, presenting recovery challenges during and after an event. A major earthquake is an example of a disaster event that strikes and is over quickly, leaving severe damage in its wake.

Recovery actions occur in two general phases, short-term and long term recovery. Short-term recovery operations are coordinated from within the Emergency Operations Center. These activities begin during the response phase of the emergency. Long-term recovery may begin in the EOC and then transition to the City Departments responsible for the various recovery activities. Long-term recovery addresses the rebuilding process that may last years.

9.1 Recovery Phases

9.1.1 SHORT-TERM RECOVERY

The goal of short-term recovery is to restore local government services. Short-term recovery operations include: utility restoration; expanded social, medical and mental health services; re-establishment of government operations; transportation route restoration; debris removal and clean-up operations; building safety inspections; and abatement and demolition of hazardous structures.

Emergency actions may be taken to address specific conditions such as: suspension of evictions; request utilities to provide bill relief; waiver of permit fees for damage repairs; need for temporary housing and business space; and change or alter traffic patterns.

Short-term recovery operations will include all the agencies participating in the City's disaster response.

The City Public Works Department will coordinate with special district and private utility companies on all efforts to restore utility systems and services during recovery operations. The County's Mental Health Department may be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

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In coordination with the County Department of Social Services and the American Red Cross, sheltering for disaster victims will be provided until housing can be arranged. The City will ensure that debris removal and clean-up operations are expedited.

For federally-declared disasters, tele-registration centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans. In coordination with the Riverside County Office of Emergency Services, a Local Assistance Center will be opened to house representatives of public and private agencies offering services and resources to residents.

9.1.2 LONG-TERM RECOVERY

The goal of long-term recovery is to restore facilities and community resources to pre disaster condition. Long-term recovery includes: hazard mitigation activities; restoration and reconstruction of public facilities; restoration of economic, social and institutional activities; and disaster response cost recovery.

The major objectives of long-term recovery operations include:

- Coordinated delivery of long-term social and health services;
- Improved land use planning;
- An improved City Emergency Operations Plan;
- Re-establishment of the local economy to pre-disaster levels;
- Recovery of disaster response costs;

And the effective integration of mitigation strategies into recovery planning and operations.

The City of Palm Desert will handle long-term recovery activities in the City, with the County of Riverside acting as a central resource for recovery activities for the County's many jurisdictions.

With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process. The Community Development Department will be responsible for procedures that expedite the permit process for repair and rebuilding of residential and commercial properties

Recovery programs will also be sought for individual citizens and private businesses. Strategic planning will include input from and participation by businesses, citizens and non-profit organizations. The City's Redevelopment agency will play a vital role in rebuilding the commercial areas.

9.2 Recovery Phase Management Approach

Recovery activities begin while the Emergency Management Organization is in place and the EOC is open. Most of the activities of the second phase will ultimately fall within the ongoing responsibilities of the individual City departments. For example, departments have primary responsibility for planning and implementing the recovery of their own functions and facilities.

Many long-term recovery tasks require the cooperation of many public and private agencies. The City will institute a long-term planning and implementation management structure to coordinate these activities to ensure the necessary coordination between City, County, State, and Federal agencies. This structure is referred to as the “Recovery Management Organization” and is managed by a Recovery Management Task Force.

The Recovery Management Task Force is responsible for long-term recovery operations for the City. Recovery issues involving other jurisdictions and/or special districts will be coordinated and managed between the City and their designated representatives. On a regularly scheduled basis, the Recovery Management Task Force will convene meetings. These meetings may include other key staff and individuals, as well as representatives from affected jurisdictions and special districts. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. All City departments may need to take responsibility for certain functions throughout the recovery process. Recognizing that it is important to assess and take steps to reduce the impact of future events, every member of a recovery operations organization should be responsible for documenting and reporting possible mitigation actions.

The Recovery Management Task Force is composed of individuals as determined by the Policy Group and may include representatives from the following departments and organizations:

- City Emergency Services Coordinator;
- City Council;
- American Red Cross;
- Palm Desert Chamber of Commerce; and
- Community Groups

9.3 Damage Assessment

When a disaster occurs, it is necessary to collect and analyze information concerning the nature, severity, and extent of the situation and to report the

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information through established channels. The information is used to assess the extent of the disaster/ event and determine the appropriate level of response for the City and the OA. The specific information on the level of damage, dollar amounts of the damage, and the economic consequences of the disaster are important when seeking a State and/or Federal Disaster Declaration,

Damage assessment is generally performed in three phases. The first two phases are conducted during the response phase or early in the recovery phase, while the last phase is conducted generally after the response phase is over:

- *Windshield Survey/Field Damage Survey* – an initial and brief survey of all areas in the City and reporting to the EOC locations that have been damaged;
- *Rapid Damage Assessment* of City buildings and other critical facilities ; and
- *Detailed Engineering Evaluation* of certain buildings and structures. The Detailed Engineering Evaluation is used as the basis for repairs or replacement of structures; this information is useful to prepare documentation of eligible repair costs on State/Federal Damage Survey Reports

The City of Palm Desert will use the Riverside County Disaster Recovery Plan as a guide to their recovery response. Under the Plan, an Initial Damage Assessment and Safety Team is used to identify the impact of the event and establish a Loss Estimate to support a request from the City for a gubernatorial proclamation and for the State to request a presidential declaration. This loss estimate includes both governmental and private damage. Teams will be sent into the impacted areas of the City as soon as possible to assess the nature, severity, and extent of the situation.

The teams may include personnel from:

- City of Palm Desert Public Works;
- City of Palm Desert Building Division;
- Riverside County Building and Safety
- Riverside County Fire
- and American Red Cross Damage Assessment Teams.

Assessment teams will accomplish the assessments by conducting ground surveys, which will require the observation and reporting of damage, casualties, and status of affected areas. The survey should also include the inspection of and reporting on facilities essential to public welfare, safety, and sheltering.

This is followed by a detailed assessment of damage during the recovery phase. This detailed assessment provides the basis for determining the type and amount of State and/or Federal financial assistance available for recovery.

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA), documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, city/town streets, bridges, and other public works.

9.4 AFTER-ACTION REPORTING

The after-action report serves as a source for documenting emergency response activities, identifying areas of success and concern, and for developing a work plan for implementing improvements.

The after-action report provides, at a minimum, the following:

- Response actions taken
- Necessary modifications to plans and procedures
- Training needs
- Recovery activities to date

The after-action report is a composite document for all Emergency Support Functions, providing a broad perspective of the incident and referencing more detailed documents. It includes an overview of the incident, enclosures, and addresses specific areas of the response as necessary

9.5 Roles of Other Agencies

9.5.1 Federal Government

The FEMA Regional Director is responsible for hazard recovery and mitigation actions under the terms of the Federal/State Agreement. The Regional Director shall:

- Provide for a Joint Federal/State/Local Hazard Mitigation Team to survey the disaster affected area as soon as possible following a major disaster or emergency declaration by the President and to accomplish hazard mitigation planning in accordance with Federal/State Agreement;
- Appoint a Hazard Mitigation Coordinator (HMC) to:
 - a. Serve on the Federal/State Hazard Mitigation Team, and
 - b. Confer with local, State and Federal officials concerning these hazards and hazard mitigation measures;
- Ensure that the ultimate benefits to be gained through effective hazard mitigation programs are not diminished;

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- Provide technical advice and assistance;
- Encourage State and local governments to adopt safe land use practices and construction standards;
- Ensure that FEMA and other Federal efforts are supplemental to local and State efforts;
- Encourage initiative by State and local governments;
- Take actions required by FEMA Floodplain Management Regulations (as applicable for flood disasters).

Depending on the type of emergency, other Federal agencies may be involved in the recovery operations.

9.5.2 State Office of Emergency Services

A representative of State OES will be appointed by the Governor to act in the capacity of the Governor's Authorized Representative (GAR), who will be responsible for State performance of hazard mitigation activities under the Federal/State Agreement. The GAR, in coordination with the FEMA Regional Director, shall:

- Appoint a State Hazard Mitigation Coordinator (SHMC) to serve on the Federal/State Hazard Mitigation Team, and
- Arrange for State and local participation in Federal-State survey and hazard mitigation planning in disaster affected areas.

9.5.3 Federal Documentation Requirements

Under Federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- Roads;
- Water control facilities;
- Public buildings and related equipment;
- Public utilities;
- Facilities under construction;
- Recreational and park facilities;
- Educational institutions; and
- Certain private non-profit facilities.

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The documented information should include the location and extent of damage and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster condition.

The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be included under Federal mitigation programs.

As noted previously, documentation is the key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue throughout the operation of the EOC as the disaster unfolds.

SECTION 10: MITIGATION PHASE OPERATIONS

As noted in Section 5 of this EOP, the City of Palm Desert participated as a “submitting jurisdiction” in the Riverside County Multi-Jurisdictional Local Hazard Mitigation Plan (LHMP) that was approved by FEMA and State OES in May 2005. The County’s LHMP provides a detailed identification and analysis of the hazards faced by Riverside County. Section 5 of this EOP provides a summary of information specific to the City of Palm Desert that is contained in the LHMP.

Hazard mitigation is defined as any action taken to reduce or eliminate the long-term risk to human life and property from natural or man-made hazards. Section 409 of Public Law 93 288 requires that the State or local government recipients of Federal aid evaluate the natural hazards of the area in which the aid is to be used and take action to mitigate them, including safe land use and construction practices.

To be effective, hazard mitigation actions must be taken in advance of a disaster. After disaster strikes, mitigation opportunities exist only during recovery and even those opportunities can be limited by the absence of advanced planning. Nevertheless, the immediate post-disaster period does present special opportunities for mitigation. Section 409 deals with the opportunities presented in a current disaster to mitigate potential hardship and loss resulting from future disasters. Thus, hazard mitigation is a continuing year-round effort and activity in which all local communities and State agencies are encouraged to prepare hazard mitigation plans that identify ways to reduce damage caused by disasters. Hazard mitigation activities can be divided into the following categories:

- Prevention;
- Property protection;
- Public education and awareness;
- Natural resource protection;
- Emergency services; and
- Structural projects.

After a disaster hazard mitigation actions will need to be coordinated and employed in all activities by the City, in cooperation with all other the local jurisdictions and special districts in order to ensure a maximum reduction of vulnerability to future disasters. The City will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long-term recovery operations. In addition, consideration might be given to other mitigation activities such as zoning variances, building codes, plan reviews, seismic safety elements, and other land use planning techniques.

10.1 Mitigation Phase Management Approach

Mitigation activities in the City of Palm Desert are coordinated by City Emergency Services and are implemented under the normal City management structure.

10.2 Short-Term Mitigation

The objectives of short-term mitigation activities are the identification of hazards following an emergency or major disaster, and accomplishment of appropriate hazard mitigation measures. The FEMA Regional Director and California OES shall ensure compliance with these objectives as a condition for Federal loans or grants.

10.2.1 Surveys

Local, State, and Federal preliminary damage assessments (PDA) may identify major hazards and opportunities for hazard mitigation activities prior to a declaration of an emergency. Project Worksheets (PWs) shall include identification of hazards and shall recommend mitigation measures to be incorporated into the repair work.

The Federal/State Hazard Mitigation Team shall review applicable land use regulations, construction standards, and other appropriate hazard mitigation measures. Utilizing information from preliminary damage assessments, PWs, and all other readily available pertinent information, the team shall visit the sites of significant damage and shall evaluate all hazards at those sites. For each identified significant hazard, the team shall include appropriate recommendations of hazard mitigation measures in its final report.

10.2.2 Mapping

The Federal/State Hazard Mitigation Team shall verify the impact of the major disaster on disaster frequencies computed prior to the major disaster and shall consider the advisability of redefining boundaries of high-hazard areas as a result of their findings. The team shall make recommendations to the FEMA Regional Director and the GAR on any needs for new mapping or re-mapping of high hazard areas.

10.3 Long-Term Mitigation

The following measures are part of the long-term mitigation plan. Specific mitigation measures and projects are identified in the Riverside County Multi-Jurisdictional LHMP.

10.3.1 Prevention

Prevention measures are implemented to keep a hazard risk from increasing and to ensure that new development does not increase hazard losses. Prevention projects are designed to guide development away from hazardous areas through the use of planning and zoning, land development regulations, and open space preservation.

Following a major disaster or emergency declaration, the City has the responsibility for adopting or updating, as necessary, appropriate construction standards and enforcing them. The City may request State or Federal technical advice or assistance in taking these actions.

Prevention measures may also include infrastructure upgrades and maintenance, such as improved storm water management or other Public Works projects.

10.3.2 Property Protection

A second category of mitigation measures is property protection. This consists of projects to directly protect people and projects at risk. This may include modifications to existing structures to increase their hazard resistance or may involve relocating and/or rebuilding existing structures. Property protection measures may be implemented by private property owners or on a cost-sharing basis.

10.3.3 Public Education and Awareness

Public education and awareness is another category of hazard mitigation projects. This consists of informing the public about the existence of local hazards and advising them on how they can take steps to reduce damages and injuries. Public information projects may be directed towards local residents, businesses, or visitors.

10.3.4 Natural Resource Protection

Natural resource protection mitigation projects are designed to reduce hazard effects and improve the quality of the environment and wildlife habitats. Examples of natural resource protection projects include erosion and sediment control and wetlands protection.

10.3.5 Emergency Services

Mitigation projects may also be developed to protect the City infrastructure that is required as part of the overall emergency response capability. This may include protection and hardening of critical facilities such as the EOC and other key response facilities. It may also include protecting and upgrading the warning and communications capabilities of the City.

10.3.6 Structural Projects

The final category of mitigation measures consists of structural projects that directly protect people and property. These involve the construction or improvement of man-made structures that are designed to directly control hazards such as reservoirs, levees and seawalls, diversions, channel modifications, and storm sewers.

SECTION 11: LEGAL CITATIONS

The following sections contain excerpts from various City, County, and State codes that are referenced in Part 1 of this EOP

11.1 States of Emergency

11.1.1 California Government Code, Section 8630 – 8634

Local Emergency:

8630. (a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) (1) The governing body shall review, at its regularly scheduled meetings until the local emergency is terminated, the need for continuing the local emergency. However, in no event shall a review take place more than 21 days after the previous review.

(2) Notwithstanding paragraph (1), if the governing body meets weekly, it shall review the need for continuing the local emergency at least every 14 days, until the local emergency is terminated.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.

8631. In periods of local emergency, political subdivisions have full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefore.

8632. State agencies may provide mutual aid, including personnel, equipment and other available resources, to assist political subdivisions during a local emergency or in accordance with mutual aid agreements or at the direction of the Governor.

8633. In the absence of a state of war emergency or state of emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the state when approved by the Governor in accordance with orders and regulations promulgated as prescribed in Section 8567.

8634. During a local emergency the governing body of a political subdivision, or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations and amendments and rescissions thereof shall be in writing and shall be given widespread publicity and notice.

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The authorization granted by this chapter to impose a curfew shall not be construed as restricting in any manner the existing authority of counties and cities and any city and county to impose pursuant to the police power a curfew for any other lawful purpose.

11.1.2 California Government Code, Section 8625 – 8629

State of Emergency:

8625. The Governor is hereby empowered to proclaim a state of emergency in an area affected or likely to be affected thereby when:

(a) He finds that circumstances described in subdivision (b) of Section 8558 exist; and either

(b) He is requested to do so (1) in the case of a city by the mayor or chief executive, (2) in the case of a county by the chairman of the board of supervisors or the county administrative officer; or

(c) He finds that local authority is inadequate to cope with the emergency.

8626. Such proclamation shall be in writing and shall take effect immediately upon its issuance. As soon thereafter as possible such proclamation shall be filed in the office of the Secretary of State.

The Governor shall cause widespread publicity and notice to be given such proclamation.

8627. During a state of emergency the Governor shall, to the extent he deems necessary, have complete authority over all agencies of the state government and the right to exercise within the area designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof, he shall promulgate issue and enforce such orders and regulations, as he deems necessary, in accordance with the provisions of Section 8567.

8627.5. (a) The Governor may make, amend, or rescind orders and regulations during a state of emergency that temporarily suspend any state, county, city, or special district statute, ordinance, regulation, or rule imposing non-safety related restrictions on the delivery of food products, pharmaceuticals, and other emergency necessities distributed through retail or institutional channels, including, but not limited to, hospitals, jails, restaurants, and schools. The Governor shall cause widespread publicity and notice to be given to all of these orders and regulations, or amendments and rescissions thereof.

(b) The orders and regulations shall be in writing and take effect immediately on issuance. The temporary suspension of any statute, ordinance, regulation, or rule shall remain in effect until the order or regulation is rescinded by the Governor, the Governor proclaims the termination of the state of emergency, or for a period of 60 days, whichever occurs first.

8628. During a state of emergency the Governor may direct all agencies of the state government to utilize and employ state personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency; and he may direct such agencies to provide supplemental services and equipment to political subdivisions to restore any services which must be restored in order to provide for the health and safety of the citizens of the

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affected area. Any agency so directed by the Governor may expend any of the moneys which have been appropriated to it in performing such activities, irrespective of the particular purpose for which the money was appropriated.

8629. The Governor shall proclaim the termination of a state of emergency at the earliest possible date that conditions warrant. All of the powers granted the Governor by this chapter with respect to a state of emergency shall terminate when the state of emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end.

11.1.3 California Government Code, Section 8620 – 8624

State of War Emergency:

8620. During a state of war emergency the Governor shall have complete authority over all agencies of the state government and the right to exercise within the area or regions designated all police power vested in the state by the Constitution and laws of the State of California in order to effectuate the purposes of this chapter. In exercise thereof he shall promulgate, issue, and enforce such orders and regulations, as he deems necessary for the protection of life and property, in accordance with the provisions of Section 8567.

8621. During a state of war emergency every department, commission, agency, board, officer, and employee of the state government and of every political subdivision, county, city and county, or city, public district, and public corporation of or in the state is required to comply with the lawful orders and regulations of the Governor made or given within the limits of his authority as provided for herein.

Every such officer or employee who refuses or willfully neglects to obey any such order or regulation of the Governor, or who willfully resists, delays, or obstructs the Governor in the discharge of any of his functions hereunder, is guilty of a misdemeanor. In the event that any such officer or employee shall refuse or willfully neglect to obey any such order or regulation, the Governor may by his order temporarily suspend him from the performance of any and all the rights, obligations, and duties of his office or position for the remainder of the period of the state of war emergency, and the Governor may thereupon designate the person who shall carry on the rights, obligations, and duties of the office or position for the duration of such suspension.

8622. During a state of war emergency, the Governor, any state agency, or any agency acting under the authority of this chapter may exercise outside the territorial limits of this state any of the powers conferred upon him or it by or pursuant to this chapter.

8623. During a state of war emergency, any person holding a license, certificate, or other permit issued by any state evidencing the meeting of the qualifications of such state for professional, mechanical, or other skills, may render aid involving such skill to meet the emergency as fully as if such license, certificate, or other permit had been issued in this state if a substantially similar license, certificate, or other permit is issued in this state to applicants possessing the same professional, mechanical, or other skills.

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8624. (a) Whenever it appears that a state of war emergency will continue for more than seven days, the Governor shall call a meeting of the Emergency Council not later than the seventh day.

(b) All of the powers granted the Governor by this chapter with respect to a state of war emergency shall terminate when:

(1) The state of war emergency has been terminated by proclamation of the Governor or by concurrent resolution of the Legislature declaring it at an end; or

(2) The Governor has failed to call a meeting of the Emergency Council within the period prescribed in subdivision (a) of this section; or

(3) The Governor has not within 30 days after the beginning of such state of war emergency issued a call for a special session of the Legislature for the purpose of legislating on subjects relating to such state of war emergency, except when the Legislature is already convened with power to legislate on such subjects.

11.1.4 Riverside County Emergency Services Ordinance 533.5

ARTICLE III. EMERGENCY MANAGEMENT ORGANIZATION

Section 3.1 The Riverside County "Emergency Management Organization" consists of all officers and employees of the County of Riverside, its agencies, and of the cities and special districts of Riverside County, together with all volunteers and all groups, organizations and persons commandeered under the provisions of the California Emergency Services Act and this ordinance, with all equipment and material publicly owned, volunteered, commandeered or in any way under the control of the aforementioned personnel, for the support of the aforementioned personnel in the conduct of emergency operations.

Section 3.2 The Riverside County Emergency Management Organization shall be activated, and function only:

- a. Upon the existence of a "State of War Emergency";
- b. Upon the declaration by the Governor of the State of California, or of persons authorized to act in his/her stead, of a "State of Emergency" affecting and including Riverside County; or
- c. Upon the declaration of a "Local Emergency" by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
- d. Upon the declaration of a "Public Health Emergency" by the Board of Supervisors of Riverside County, or by persons herein authorized to act in its stead.
- e. Two or more cities within the Operational Area have declared or proclaimed a local emergency.
- f. The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement;
- g. The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for

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under the Master Mutual Aid Agreement.

Section 3.3 The Emergency Management Organization shall be composed of such elements as are provided for in the County of Riverside Emergency Operations Plan. The Emergency Operations Plan shall provide for the organization of the Emergency Management Organization, utilizing the concepts of the Standardized Emergency Management System (SEMS). The Officers of the County of Riverside shall have the duty and authority to plan for the mobilization, operation and support of that segment of the Emergency Management Organization for which each is responsible as provided for in the Emergency Plan.

ARTICLE IV. DISASTER COUNCIL

Section 4.1 The Chair of the Board of Supervisors shall serve as the Chair of the Disaster Council.

Section 4.2 The line of succession for Chair of the Board In their absence, or upon their inability to act, the Chair of the Board shall automatically be succeeded as Chair of the Disaster Council by the following officials in the order named:

- a. Vice-Chair, Board of Supervisors;
- b. Remaining County Supervisors in the sequence of the numbers of their respective Supervisorial Districts, unless said Board shall otherwise determine;
- c. Standby Officers are excluded from the line of succession for the Chairman of the Board of Supervisors, unless said Board shall otherwise determine.

Section 4.3 The Riverside County Disaster Council consists of the following persons:

- a. Chairperson - Board of Supervisors
- b. Disaster Council Chair of each incorporated city in Riverside County;
- c. County Executive Officer
- d. District Attorney
- e. County Counsel
- f. Director - DPSS
- g. County Fire Chief
- h. Sheriff
- i. CHA Director
- j. Director - Human Resources
- k. Director - County Flood Control
- l. Director – TLMA
- m. Director – Public Health
- n. Director – Mental Health
- o. Additional members may be appointed by the Board of Supervisors and may include:
 1. Military Representative
 2. County Superintendent of Schools
 3. The American Red Cross
 4. Such additional individuals or businesses of Riverside County as the Board of Supervisors may appoint as "members at large".
- n. The Deputy Director, Office of Emergency Services or designee shall be the

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Secretary and provide technical guidance.

Section 4.4 The Disaster Council shall have power to:

- a. Elect a Vice-Chair and such other officers as it shall deem necessary;
- b. Enact its own rules of procedures;
- c. Review and recommend for adoption to the Board of Supervisors those emergency and mutual aid plans, agreements, ordinances, resolutions, and regulations as it shall deem necessary to implement such plans and agreements, and any necessary amendments to those documents.

Section 4.5 Additional duties of the Disaster Council include:

- a. Assess and coordinate disaster related training relating specifically to the unincorporated areas of the County of Riverside.
- b. Develop plans for meeting any condition constituting a local emergency or state of emergency, including, but not limited to, earthquakes, natural, or manmade disasters.
- c. Evaluate the potential hazards within the County and assist in the development of response plans relating to those hazards.
- d. Review and approve the County of Riverside Emergency Operations Plan.
- e. Develop and approve plans providing for the effective mobilization of all of the resources within the political subdivision, both public and private.
- f. By ordinance, provide for the organization, powers and duties, divisions, services, and staff of the County's emergency organization.
- g. Act as an advisory board to the EOC Policy Group during a declared disaster as deemed necessary by the Chairperson of the Board or the Director of Emergency Services.
- h. Certify Disaster Service Workers through the County Office of Emergency Services under authority of Section 3211.9 of the California Labor Code.

Section 4.6 The Disaster Council shall meet annually or upon call of the Chair, or in his/her absence or inability to call such a meeting, upon the call of the Vice-Chair.

Section 4.7 During a "State of War Emergency", "State of Emergency" or a "Local Emergency", the Chair of the Disaster Council or the Director of Emergency Services may call upon the Disaster Council to meet with the EOC Policy Group to act as an advisory group on issues as determined by the Director of Emergency Services or the Disaster Council Chair.

ARTICLE V. DIRECTOR OF EMERGENCY SERVICES

Section 5.1 The Director of Emergency Services shall mean that person designated in a resolution adopted pursuant to Government Code Section 8610 by the Board of Supervisors to provide direction and control of the Riverside County Emergency Organization, during times of emergency or disaster. The County Chief Executive Officer shall be the Director of Emergency Services.

Section 5.2 The line of succession for the Director of Emergency Services, in the

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absence of the County Chief Executive Officer, or inability to act, shall automatically be succeeded by the following officials in the order named. A designee may not fill the position of Director of Emergency Services without the approval of the County Chief Executive Officer or the Chair of the Board of Supervisors.

- a. Assistant County Chief Executive Officer
- b. Sheriff
- c. County Fire Chief
- d. Public Health Officer
- e. Director - TLMA
- f. Director - Public Social Services (Welfare)

Section 5.3 The Director of Emergency Services shall have the following powers and duties:

- a. To make key appointments, subject to the approval of the Board of Supervisors, within the Emergency Management Organization;
- b. Request the Board of Supervisors to proclaim the existence of a "Local Emergency" if said Board is in session, or to issue such proclamation if said Board is not in session. Whenever a "Local Emergency" is proclaimed by the Director of Emergency Services, the Board of Supervisors shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect;
- c. During the existence of "State of War Emergency", or the proclaimed existence of a "State of Emergency" or a "Local Emergency" affecting Riverside County or the Riverside County Operational Area to:
 1. Control and direct the activities of the Riverside County Emergency Management Organization;
 2. Use all County resources for the preservation of life and property and to reduce the effects of emergency;
 3. Resolve questions of authority and responsibility that may arise in emergency operations;
 4. Obtain vital supplies, equipment and other resources needed for the preservation of life and property by either binding the County for the fair value thereof or by commandeering same;
 5. To delegate to elected and appointed officials of the County of Riverside such duties and authorities as he deems necessary;
 6. To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by any conditions proclaimed as provided herein;
 7. To require emergency services of any county officer or employee, and to command the aid of as many citizens of the County of Riverside as the Director deems necessary in the execution of his/her duties;
 8. To exercise complete authority over the County and to exercise all police power vested in the County by the Constitution and general laws;
 9. In addition to the powers granted herein, the Director of Emergency Services shall have such powers incidental to the performance of said duties as shall be necessary to allow for the carrying out of the Emergency Plan of the County of Riverside, it being the intent that the enumerated powers herein are not intended to be limitations upon the Director's powers.

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ARTICLE VI. RESPONSIBILITIES OF THE FIRE CHIEF

Section 6.1 The Fire Chief, through the Deputy Director, Office of Emergency Services (or designee), shall, prior to the existence of a "Local Emergency":

- a. Support and coordinate the activities of Operational Area, the Operational Area Planning Committee, and its subcommittees;
- b. Develop, coordinate, and bear primary responsibility for basic planning to provide for the use of all governmental entities, resources and equipment; all commercial and industrial resources; and all such special groups, bodies and organizations as may be needed to support disaster operations;
- c. Develop and coordinate such emergency training programs and exercises as may be needed;
- d. Develop and coordinate a public information program designed for self-protection;
- e. Coordinate planning and training with federal, state, and other county and city emergency agencies, Red Cross, and with appropriate elements of the Armed Forces;
- f. Develop such standby ordinances, rules and regulations as planning may dictate as being necessary and shall bring said instruments to the Board of Supervisors, recommending their enactment;
- g. Recommend to the Riverside County Disaster Council matters for consideration within the purview of said Council's responsibilities;
- h. Recommend to the Board of Supervisors matters of policy for consideration insofar as they relate to the planning process for emergency services;
- i. Assign duties and authorities to personnel of the Office Emergency Services;
- j. Implement the Standardized Emergency Management System (SEMS) as the method of organization in all said plans and activities;
- k. Ensure that the County's Emergency Plan is kept up to date, and that current emergency management concepts are applied.

Section 6.2 During a "State of War Emergency" or of a "State of Emergency" or "Local Emergency" affecting Riverside County, the Fire Chief, through the Deputy Director, Office of Emergency Services shall:

- a. Serve as staff advisor to the Director of Emergency Services and the EOC Policy Group;
- b. Recommend to said Director of Emergency Services operating decisions and policies in the operation of the County Emergency Management Organization;
- c. Provide for the coordination and facilitation of personnel and materiel resources as directed by said Director of Emergency Services;
- d. Perform such duties, in the scope of disaster management, as may be assigned by said Director of Emergency Services

ARTICLE VII. COUNTY OFFICE OF EMERGENCY SERVICES

Section 7.1 There is hereby created the Riverside County Fire Department, Office of Emergency Services, which is responsible for the administration of all matters relating to the County's emergency management program to include the plan writing and review of the County's Emergency Operations Plan.

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Section 7.2 There is hereby established the position of Deputy Director, Office of Emergency Services (OES) which shall be filled by appointment by the Fire Chief and ratified by the Board of Supervisors.

- a. This position shall administer the day-to-day activities of the County Office of Emergency Services and will be responsible to ensure emergency management duties under the State Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA) guidelines are applied wherever applicable;
- b. The County Fire Chief, the Deputy Director, the County Chief Executive Officer, shall act as "applicant agent" to the State Office of Emergency Services or Federal Emergency Management Agency;
- c. The Deputy Director, OES shall report to the County Fire Chief;
- d. The Deputy Director, OES, or a designated member of his/her staff, will attend any multi-agency coordination meetings to provide the briefing on the nature and scope of the disaster, the progress made to date on control measures and the status of available resources;
- e. The Deputy Director, OES, or designed staff member will serve as a technical advisor to the Riverside County Director of Emergency Services and any multi-agency coordination meetings.

ARTICLE VIII. RIVERSIDE COUNTY OPERATIONAL AREA

Section 8.1 The "Riverside County Operational Area" is an intermediate level of the state emergency services organization consisting of the County of Riverside, all political subdivisions, and those special districts that have signed an agreement and become part of the Operational Area within the geographic boundaries of Riverside County. The "Riverside County Operational Area" is used for the coordination of emergency activities and to serve as the link in the system of communications and coordination between the state's emergency operation centers and the emergency operation centers of the county and the political subdivisions comprising the "Riverside County Operational Area".

Section 8.2 The county government shall serve as the lead agency of the "Riverside County Operational Area" unless another member agency of the operational area assumes that responsibility by written agreement with county government.

Section 8.3 The operational area authority and responsibility under the Standardized Emergency Management System shall not be affected by non-participation of any local government(s) within the operational area.

- Section 8.4** As the lead agency, the county government shall:
- a. Coordinate information, resources and priorities among local governments within the operational area.
 - b. Coordinate information, resources and priorities between the regional level and the local government level. Coordination of fire and law enforcement resources shall be accomplished through their respective mutual aid systems.
 - c. Use multi-agency coordination to facilitate decisions for overall operational level emergency response activities.

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- d. Provide for an Operational Area EOC, which may be co-located with the County EOC.
 - e. Coordinate resources within the county not covered by normal law or fire mutual aid.

Section 8.5 The Operational Area EOC shall be activated and SEMS used when any of the following conditions exist:

- a. A local government within the Operational Area has activated its EOC and requested activation of the Operational Area EOC to support emergency operations;
- b. Two or more cities within the Operational Area have declared or proclaimed a local emergency;
- c. The county and one or more cities have declared or proclaimed a local emergency;
- d. A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in Government Code Section 8558(b);
- e. A state of emergency is proclaimed by the governor for the county or two or more cities within the Operational Area;
- f. The Operational Area is requesting resources from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement;
- g. The Operational Area has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations which are obtained through existing agreements for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis as provided for under the Master Mutual Aid Agreement.

Section 8.6 The Operational Area Planning Committee (OAPC) is established by the Board of Supervisors to oversee the activities of the Riverside County Operational Area. Membership in the committee shall consist of designated County Departments, all cities within Riverside County, and all Special Districts who have signed an Operational Area Agreement. The OAPC shall establish a set of by-laws governing membership, voting, and grant review and funding policies.

Section 8.7 The Operational Area Planning Committee is responsible for the oversight of all grant funds directed to the Operational Area from various federal and state agencies sources. The Operational Area Planning Committee shall establish subcommittee(s) as needed to determine the scope of these grants, the method of distribution of these funds, and to review and approve requests for these funds.

ARTICLE IX. POWERS OF SUCCESSION

Section 9.1 Each person who shall succeed to each position of office as provided herein, and as provided in the Emergency Operations Plan of the County of Riverside, shall assume all of the powers and duties of the office succeeded to immediately upon such succession.

ARTICLE X. ORDERS OF MEMBERS

Section 10.1 During the existence of a "State of War Emergency" or a proclaimed "State of Emergency" or "Local Emergency" affecting Riverside County, each member of the County Emergency Management Organization shall have authority to require that all persons shall follow reasonable orders given within the scope of functions in order to execute the Emergency Plan of the County of Riverside, and the willful failure of any person to follow such reasonable order or orders shall be a misdemeanor punishable by a fine of not more than \$1,000.00 or by imprisonment for not more than 6 months or both.

Adopted: 533 Item 37 of 08/24/1771 (Eff: 09/23/1971)

Amended: 533.1 Item 6.1 of 06/10/1975 (Eff: 07/10/1975)

533.2 Item 3.4 of 07/02/1985 (Eff: 08/01/1985)

533.3 Item 3.9 of 11/15/1988 (Eff: 12/15/1988)

533.4 Item 3.4 of 08/15/1995 (Eff: 09/14/1995)

533.5 Item 3.52 of 08/23/2005 (Eff: 09/21/2005)

11.1.5 City of Palm Desert Emergency Services Ordinance

Title 2 - Chapter 2.48 Disaster Operation and Relief

2.48.010 Purpose

The declared purposes of this chapter are to provide for the preparation and carrying out of plans for the protection of persons and property within the city in the event of the emergency conditions referred to in this chapter; the direction of the disaster organization and the coordination of the disaster functions of the city with the county and with all other public agencies, corporations, organizations and affected private persons. (Ord. 116 § 1.1, 1976)

2.48.020 Definitions

A. As used in this chapter, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the city caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, regular personnel, equipment and facilities of the city and which may require the combined forces of other political jurisdictions to combat.

B. Other terms used in this chapter shall have meanings as used in the California Emergency Services Act. (Ord. 116 §§ 2.1, 2.2, 1976)

2.48.030 Disaster council—Duties

It shall be the duty of the disaster council, and it is empowered, to cause to be developed and recommend for adoption by the city council emergency and mutual aid plans and agreements and such ordinances, resolutions, rules and regulations as are necessary to implement such plans and agreements. The disaster council shall meet upon call of the chairman, or in his absence from the city or inability to call such a meeting, upon the call of the vice-chairman. (Ord. 116 § 3.1, 1976)

2.48.040 Disaster council—Membership

The city disaster council consists of the following persons:

- A. Mayor, who shall be its chairman;
- B. Mayor pro-tempore, who shall be its vice chairman;
- C. Remaining city council members;
- D. The city manager, who shall be secretary. (Ord. 758 § 1, 1994: Ord. 116 § 3.2, 1976)

2.48.050 Powers and duties

The disaster council shall have power to do the following:

- A. Elect a vice-chairman and such other officers as it may deem necessary;
- B. Enact its rules and procedures;
- C. Review and recommend for adoption by the city council disaster and mutual aid plans and agreements. (Ord. 116 § 3.3, 1976)

2.48.060 Functions of county office

The county of Riverside will make up the operational area for the coordination of emergency activities and serve as a link in the communications system between the state's emergency operation centers and the local operation centers. The city shall participate in the organization and functioning of the operational area under the direction of the county as lead agency. (Ord. 758 § 2, 1994: Ord. 116 § 4.1, 1976)

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2.48.070 City office of emergency services

The city office of emergency services shall prepare plans and provide emergency management coordination of the city's emergency plan for all city departments and contract agencies to the city. The office of emergency services shall be under the direction of the city's emergency services coordinator. (Ord. 758 § 3, 1994; Ord. 116 § 4.2, 1976)

2.48.075 Standardized emergency management system

In accordance with Government Code Section 8607, the city shall utilize the standardized emergency management system, as established by the state office of emergency services, to coordinate multiple agency operations. (Ord. 758 § 6, 1994)

2.48.080 Emergency corps.

A Palm Desert emergency corps shall be activated and shall function as a disaster relief body only:

- A. Upon the existence of a state of war emergency;
- B. Upon the declaration by the Governor of the state, or of persons authorized to act in his stead, of a state of emergency, affecting and including the city;
- C. Upon the declaration of a local emergency by the city council or by persons authorized in this chapter to act in its stead;
- D. When affirmative response is made to the county to join in a local emergency declared by the county. (Ord. 116 § 5.1, 1976)

2.48.090 Declaration of local emergency

A. A local emergency may be declared for good and sufficient reason by the council, or if the council is not in session, by:

1. City manager;
2. Emergency services coordinator;
3. Assistant city manager/redevelopment;
4. Assistant city manager/public works;
5. Assistant city manager/director of community development;

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6. Assistant city manager/economic development.

B. Whenever a local emergency is proclaimed by other than the council, the council shall take action to ratify the proclamation within seven days thereafter or the proclamation shall have no further force or effect. (Ord. 758 § 4, 1994; Ord. 116 § 5.2, 1976)

2.48.095 Standby officers

To provide for the continuance of the legislative and executive departments of the city during an emergency, the city council shall by resolution appoint the following standby officers:

A. Three for each member of the city council;

B. Three for the city manager.

The city council shall make such appointments in accordance with state law.

The city council shall also provide for the succession of department heads having duties in the maintenance of law and order or in the furnishing of public services relating to health and safety. (Ord. 758 § 7, 1994)

2.48.100 Review of emergency

The council shall review, at least every fourteen days, until the local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of the local emergency at the earliest possible date the conditions warrant. (Ord. 116 § 5.3, 1976)

2.48.110 City manager duties

The city manager shall be emergency corps commander. In the absence or inability of the city manager to act, he shall automatically be succeeded as emergency corps commander by any of the following officials in the order named:

A. Emergency services coordinator;

B. Assistant city manager/redevelopment;

C. Assistant city manager/public works;

D. Assistant city manager/community development;

- E. Assistant city manager/economic development. (Ord. 758 § 5, 1994; Ord. 116 § 5.4, 1976)

2.48.120 Emergency corps commander

During a declared emergency affecting the city, the emergency corps commander shall, to the extent he deems necessary, have complete authority over all agencies of the city government and the right to exercise within the area designated all police powers vested in the city by the constitution and laws of the state in order to effectuate the purpose of this chapter. He may direct all agencies of the city government to utilize and employ city personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate actual or threatened damage due to the emergency. Any agencies so directed by the emergency corps commander may expend any of the moneys which have been appropriated to it in performing such activities irrespective of the particular purpose for which the money was appropriated. Any expenditure made in connection with emergency activities, including mutual aid activities, are deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the city. Reimbursements will be made to any city budgeted function for expenditures incurred if the funds of that function are subject to constitutional restrictions which would normally prohibit their use for such purposes. (Ord. 116 § 5.5, 1976)

2.48.130 Additional duties of commander

In addition to the powers granted in Section 2.48.120, the emergency corps commander shall have such powers incidental to the performance of his duties as the commander as may be necessary to allow him to carry out the emergency operations plan of the city, it being the intent that the enumerated powers in this chapter are not intended to be limitations upon his powers. (Ord. 116 § 5.6, 1976)

2.48.140 Council to be in continuous session

During the existence of a declared emergency affecting the city, the council shall be considered to be in continuous session. (Ord. 116 § 6.1, 1976)

2.48.150 Council orders and regulations

During a declared emergency the council may promulgate orders and regulations necessary to provide for the protection of life and property including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders and regulations

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shall be in writing and shall be given widespread publicity and notice. (Ord. 116 § 6.2, 1976)

2.48.160 Liability

The city shall not be liable for any claim based upon the exercise or performance or the failure to exercise or perform a discretionary function or duty on the part of any employee of the city in carrying out the provisions of this chapter. (Ord. 138 § 1, 1976: Ord. 116 § 7.1, 1976)

2.48.170 Volunteers

Volunteers duly registered with the city disaster council or unregistered persons duly pressed into service during any declared emergency affecting the city in carrying out, complying with, or attempting to comply with, any order or regulation issued pursuant to the provisions of this chapter while performing any of their authorized functions or duties shall have the same degree of responsibility for their actions and enjoy the same immunities as officers and employees of the city. (Ord. 116 § 7.2, 1976)

2.48.180 Violation—Penalty

It is a misdemeanor and shall be punishable by a fine of not more than five hundred dollars or by imprisonment for not more than six months or both for any person during a disaster:

- A. To willfully obstruct, hinder, or delay any member of the city emergency corps in the enforcement of any lawful rule, regulation or order issued pursuant to this chapter or in the performance of any duty imposed upon them by virtue of this chapter;
- B. To do any act forbidden by any lawful rule, regulation or order issued pursuant to this chapter if such act is of such a nature as to give or be likely to give assistance to the enemy or to imperil life or property or to prevent, hinder or delay the defense or protection of persons or property;
- C. To wear, carry or display without authority any means or identification specified by the civil defense and/or disaster agencies of the federal or state governments. (Ord. 116 § 8.1, 1976)

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APPENDIX A: ABBREVIATIONS AND ACRONYMS

ACS	Auxiliary Communications Services
AAR	After Action Report
AP	Action Plan
CLERS	California Law Enforcement Radio System
CLETS	California Law Enforcement Telecommunications System
DOC	Departmental Operations Center
DSR	Damage Survey Report
EAS	Emergency Alert System
EMS	Emergency Medical Services
EDIS	Emergency Digital Information System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ETA	Estimated Time of Arrival
FCC	Federal Communications Commission
GAR	Governor's Authorized Representative
HMC	Hazard Mitigation Coordinator
HSPD	Homeland Security Presidential Directive
IAP	Action Plan
ICS	Incident Command System
IDE	Initial Damage Estimate
IMS	Incident Management System
JIC	Joint Information Center
LHMP	Local Hazard Mitigation Plan
NAWAS	National Warning System
NCIC	National Crime Information Center
NDAA	Natural Disaster Assistance Act
NEPA	National Environmental Policy Act
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
P.L.	Public Law
PIO	Public Information Officer
RDMHC	Regional Disaster Medical Health Coordinator

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REOC	Region Emergency Operations Center
RIMS	Response Information Management System
SEMS	Standardized Emergency Management System
SHMC	State Hazard Mitigation Coordinator
SOP	Standard Operating Procedures
WMD	Weapons of Mass Destruction

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APPENDIX B: FLASH REPORT

RIVCO OA

Form 10

RIVERSIDE OPERATIONAL AREA
FLASH REPORT

1. Reporting Jurisdiction/Agency: **City of Palm Desert** Time: _____

(Circle the appropriate response)

2. Type of Incident: Earthquake / Flood / Fire / Hazmat / Other:

3. Initial Damage Estimate: None / Light / Medium / Heavy / Unknown

4. Casualties: None / Light / Medium / Heavy / Unknown

5. Major Highways/Road: None / Light / Medium / Heavy / Unknown

6. Airfields: None / Light / Medium / Heavy / Unknown

7. Telephone Systems: None / Light / Medium / Heavy / Unknown

8. Radio Systems: None / Light / Medium / Heavy / Unknown

9. Utility Systems: None / Light / Medium / Heavy / Unknown

10. EOC Activated? Yes/ No / Pending If Yes, Date & Time:

11. NEGATIVE REPORT

REMARKS/COMMENTS:

APPENDIX C: SITUATION REPORT

Form 11

RIVCO OA

Page 1 of 2

RIVERSIDE OPERATIONAL AREA
SITUATION REPORT

1. Reporting Jurisdiction: **City of Palm Desert** Report Date/Time: _____ 2.

Type of Incident:

3. Area Affected:

4. Population Status:

a. # Dead: _____ b. # Injured: _____ c. # Evacuated: _____ d. # Homeless:

5. Evacuation Center Locations

6. EOC Status:

a. EOC activated? _____

b. EOC location: _____

c. RACES present? _____

d. FIRE present? _____

e. LAW present? _____

f. EOC POC (Name): _____

g. EOC phone: _____

h. EOC FAX: _____

i. EOC radio freq: _____

7. Major Highways Closed:

8. Major Local Roads Closed: _____

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Form 11

RIVCO OA

Page 2 of 2

RIVERSIDE OPERATIONAL AREA
SITUATION REPORT

9. Airfield Status:

10. Utility Status: (attach additional pages if needed)

Type# People Affected Affected Areas Status

11. Local Government Action:

a. Proclamation of Local Emergency? YES _____ NO _____

b. Date: _____ Note: (If unknown, give estimate)

c. Proclaimed by: (Name and/or Position)

12. Predicated Future Resource Requests:

<u>TYPE</u>	<u>QUANTITY</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

13. Special Problems or Comments

_____	_____
_____	_____
_____	_____
_____	_____

APPENDIX D: LOGISTICS REQUEST FORM

1 FROM	RIVERSIDE COUNTY OA LOGISTICS REQUEST FORM	REQUESTEE # [FOR OPTL AREA USE ONLY]:
2 <input type="checkbox"/> TO LOGISTICS or <input type="checkbox"/> TO (OTHER AGENCY)		PRIORITY (circle one): 1. Life Threatening 2. Urgent 3. Non-urgent

REQUESTING AGENCY INFORMATION (Filled out by Requestor)		
3 REQUESTING AGENCY/SECTION/UNIT: City of Palm Desert		
4 DATE/TIME OF REQUEST:	5 BY:	6 AUTHORIZED BY:
7 LOCAL INCIDENT NO#:	8 LOCAL REQUEST NO#:	9 CONTACT: NUMBER/CALL:

INFORMATION ABOUT RESOURCES REQUIRED (Filled out by Requestor)		
10 DESCRIPTION:	11 QUANTITY:	12 PRIORIT
13 WHY NEEDED? TO DO WHAT?:		
14 HOW LONG NEEDED?:		

REPORTING/DELIVERY INSTRUCTIONS (Filled out by Requestor)		
15 WHEN NEEDED? DATE/TIME:	16 DELIVER TO (NAME/TITLE):	17 PHONE:
18 DELIVERY LOCATION/ THOMAS GRID REFERENCE:		
19 BEST LOCAL ACCESS ROUTE:		

FOLLOW-UP INFORMATION (Filled out by Receiving Personnel)			
20 REQUEST RECEIVED (DATE/TIME):	21 RECEIVED BY: 22 POSITION:	23 ACTION TAKEN: FILLED REJECTED (ANSWER IN REMARKS) FORWARDED	24 OA CONTROL#:

FORWARDING INFORMATION			
25 AGENCY:	26 TELEPHONE:		
27 AGENCY RESPONDING:	28 CONTACT:		
29 METHOD OF DELIVERY:	30 ESTIMATED COST:		
31 ESTIMATED ARRIVAL:	32 MISSION/CONTROL #:		
33 ARRIVED:	34 CONDITION:	35 VERIFIED BY:	
36 REMARKS:			

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COPIES TO: REQUESTING UNIT LOGISTICS FINANCE
DOCUMENTATION

INSTRUCTIONS FOR USE OF LOGISTICS REQUEST FORM

General Information

1. This form may be used to request any type of assistance in a disaster - personnel, equipment, supplies, or facilities.
2. Make sure the support you require is not locally available before you submit this request. Check the Resource Manual and your emergency plans.
3. The form may be used within local Emergency Operating Centers to track requests, or to request support from other cities or from the OA.
4. The form may be sent in any existing communications mode:
 - By telephone or government radio;
 - By facsimile;

- Via radio amateur (RACES);

- Electronically.

Entered by Person Making Request:

1. ENTER the name of your agency EXAMPLE: *EOC/Plans*.
2. ENTER the name of the agency to which this request is being sent.
3. PRINT the name of the requesting unit. EXAMPLE: *Time Unit, Police Branch, etc.*
4. PRINT the date and the time you make the request. EXAMPLES: *8/15/94 22:00* or *21 OCT 94 11:15 PM*
5. PRINT the name of the person making the request.
6. PRINT the name of the supervisor or Section Chief approving the request.
7. For local use. If you attach your request to your local incident number, it may help in tracking response and recovery costs. EXAMPLE: *RIV PD-4 (Riverside Police Incident 4)*
8. For local use, to keep a log of all requests you have made internally and externally.

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9. PRINT the name and number or call sign of the person to be called for further information about this request. This may be a person at a field incident who can give more detailed information about the type of support needed, or whether a particular substitute might work.
 10. PRINT a short description of the resource needed.
 11. ENTER the number of items needed.
 12. ENTER your evaluation of the priority of this request (See box on top right of form). Also CIRCLE the appropriate number in the box at the top right of the form.
 13. DESCRIBE generally the task for which you need the resource (if the specific resource you request is not available, the Area may suggest an alternative that could perform the same kind of function).
 14. ENTER the estimated length of time you may need this resource.
 15. PRINT when you need this resource. Remember that it will take time to order, assemble, and transport the resource to you.
 16. PRINT the name and title of the person to whom the resource should be delivered.
 17. ENTER the telephone number or other communications contact channel for the person to whom the resource will be delivered.
 18. PRINT the location to which the resource should be delivered. Be as complete as possible, including street number, cross street, and Thomas Brothers map grid. REMEMBER: The better you describe what you need, when you need it, and where you need it, the more likely it is that your request will be filled.
 19. ENTER any special information you have about access to the delivery location, including best approaches and any detours or caution areas that the providing agency should be aware of.

Entered by Person Receiving the Request:

20. ENTER the date and time you received the request.
21. PRINT your name.
22. PRINT your position in the Emergency Operating Center.
23. CHECK or CIRCLE the action you took: filled (enter date and time), rejected, or forwarded (if you forwarded the request to the OES Region or to another agency, fill out the following block, numbers 25 through 32).
24. ENTER the City Control Number if one is being used.
25. PRINT the name of the agency to which you forwarded the request.
26. ENTER the telephone number of the agency to which you forwarded the request.
27. PRINT the name of the agency that will actually provide the assistance.
28. PRINT the name of the contact person in the agency listed on line 27.
29. PRINT the method of delivery.
30. ENTER the projected cost of the assistance, if any.
31. ENTER the date and time the assistance is estimated to arrive at the place where it is needed.
32. ENTER any state or federal mission numbers or other reference numbers.
33. ENTER actual arrival time.
34. PRINT general condition on arrival.
35. ENTER the name of the person verifying arrival and condition.
36. PRINT any general remarks (enter number referring back to item number the remark concerns).

APPENDIX E: GENERAL MESSAGE FORM

(4 COPIES – PLEASE PRESS HARD)



**CITY OF PALM DESERT
EMERGENCY OPERATIONS CENTER
GENERAL MESSAGE FORM**

DATE: _____

CALLER: _____

INJURIES: _____

PHONE NO: _____

ADDRESS: _____

CROSS STREETS: _____

MESSAGE:

TRANSFERRED CALLER TO: _____

OTHER DISTRIBUTION: (circle)

MANAGEMENT EVMWD EDISON SO. CAL. GAS OTHER: _____

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**APPENDIX F: AFTER ACTION REPORT
QUESTIONNAIRE**

QUESTION	YES/NO/NA
Were procedures established and in place for response to the disaster?	
Were procedures used to organize initial and ongoing response?	
Was the ICS used to manage field response?	
Was Unified Command considered or used?	
Was your EOC and or/DOC activated	
Were sub-functions in the EOC/DOC assigned around the five SEMS functions?	
Were response personnel in the EOC/DOC trained?	
Were action plans used in the EOC/DOC	
Was the action planning process used at the field response level?	
Was there coordination with volunteer agencies such as the American Red Cross?	
Was an Operational Area EOC activated?	
Was Mutual Aid requested?	
Was Mutual Aid received?	
Was Mutual Aid coordinated from the EOC/DOC?	
Was an inter-agency group established and maintained between agencies?	
Was the public alerting warning conducted according to procedure?	
Was public safety and disaster information coordinated with the media?	

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Emergency Operations Plan
Part 2 – Supporting Documents**

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SECTION 1: EOC ORGANIZATION AND GENERAL RESPONSIBILITIES

1.1 EOC Concept of Operations

During an emergency in the City of Palm Desert, operations are coordinated from the City's Emergency Operations Center (EOC). The EOC is the location that centralizes the collection and dissemination of information about the emergency and makes policy-level decisions about response priorities and the allocation of resources.

The following functions are performed in the City of Palm Desert EOC:

- Analysis, evaluation, reporting, and assessment of all data pertaining to emergency operations.
- Coordinating emergency response operations.
- Receiving warning information from a variety of Government and private sources and issuing alerts and warnings to the public as required.
- Serving as the central point for providing emergency information and instructions to the public.
- Coordinating the operational and logistical support of City resources committed to the emergency.
- Maintaining contact and coordination with other local government EOCs and Riverside County EOC.
- Collecting information from, and disseminating information to other jurisdictions, State agencies, military, and Federal agencies.

1.2 EOC Location

The EOC is located at City Hall, 73-510 Fred Waring Drive in Palm Desert, CA. An Alternate EOC is located at the City Corporation Yard, 74-705 42nd Ave., Palm Desert, CA 92570.

1.3 EOC Organizational Structure

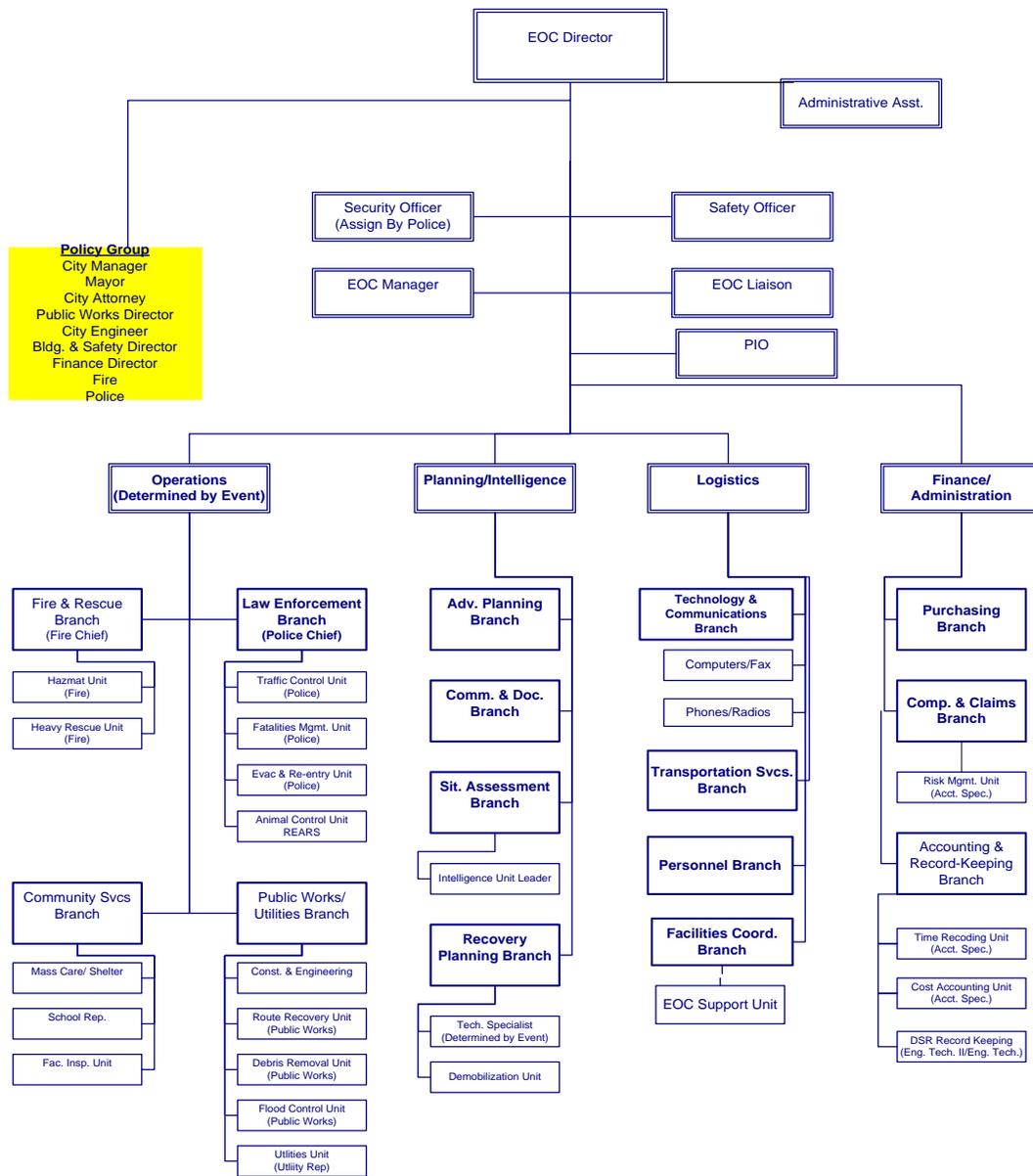


Figure 1-1 depicts the City of Palm Desert EOC organizational structure.

1.4 Generic Responsibilities and Checklists

The following sub-sections contain checklists that may be used by all positions in the EOC. Position-specific checklists are contained in the following sections describing the responsibilities for the individual positions.

1.4.1 EOC Activation

The following activities must be performed by each EOC staff member upon activation of the EOC.

- Receive assignment and briefing from your immediate superior as designated by the attached EOC organization chart.
- Determine your personal operating location and set up as necessary.
- Report to the EOC Director, EOC Manager, your Section Chief, or your Branch Director as appropriate.
- Review this checklist and your specific position checklists.
- Put on your position identifier (vest or name tag).
- Open and maintain an Activity Log by documenting all actions and decisions. Turn Activity Log(s) into the Planning and Intelligence Chief when completed and/or at the end of shift.

1.4.2 Shift Start-up

Each EOC staff member at the start of each shift must perform the following activities:

- Sign into the EOC on the EOC logbook.
- Put on your position identified (vest or name tag).
- Report to your Section Chief or Branch Director for any updates or assignments.
- Review relevant reports to get an updated assessment of the situation as it applies to your staff position.
- If applicable, receive a debriefing from the staff member that you are relieving.

1.4.3 Ongoing Activities

All EOC members should perform the following activities as part of their normal operations:

- Participate in all applicable Section and Branch meetings.
- Obtain copies of all EOC Action Plans.

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- Document all actions and decisions on an activity log.
- Maintain all required records and documentation to support the After-Action Report and the history of the incident:
 - Messages received
 - Actions taken
 - Decision justification and documentation
 - Requests filled
- Refer all contacts with the media to the Public Information Officer.
- Work with your Supervisor and Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through the appropriate Section Unit.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to the appropriate Section Chief.
- Participate in a Critical Incident Stress Debriefing session when conducted.

1.4.4 Shift Completion

Each EOC staff member upon completion of their shift must perform the following activities:

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping and Accounting/ Record-Keeping Branch of the Finance and Administration Section.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Thoroughly brief your relief on the current situation for your position. Ensure that in-progress activities are identified and follow-up requirements are known.
- Leave forwarding phone number where you can be reached.

1.4.5 Demobilization

The following activities must be performed by each EOC staff member upon notice that the EOC or his section of the EOC is being demobilized.

- Ensure that all required forms and reports are completed prior to your release and departure.
- Close out your activity logs and ensure that all relevant status boards are current.

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- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Provide input to the After-Action Report as directed by your supervisor.
- Ensure staff cleans up work areas and returns facility to normal.
- Leave forwarding phone number where you can be reached.
- Determine what follow-up to your assignment might be required before you leave.
- Participate in a Critical Incident Stress Debriefing session and also ensure that all staff and volunteers attend one.

SECTION 2: MANAGEMENT SECTION

2.1 *Management Section Overview*

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. Staff positions in the management Section include the following:

- **EOC Director.** Responsible for overall management of the Emergency Operation Center's emergency management organization and has the authority for the commitment of personnel and equipment for any emergency in the incorporated area of the City as well as authorizing the commitment of resources to be provided outside of the City as requested by the Operational Area.
- **EOC Assistant Director.** Works with the EOC Director and is responsible to insure the City's EOC is capable of being activated at all times and acts as EOC Director in their absence.
- **Liaison Officer.** Serves as the initial point-of-contact for outside agencies and jurisdictions. Responsible for representing the City and its response to the emergency to outside groups and agencies. Mutual Aid personnel report to the Liaison Officer for their assignments.
- **Security Officer.** Responsible for controlling personnel access to and from the EOC and other facilities as determined and in accordance with policies established by the EOC Director. Responsible to check-in staff and register personnel assigned to the EOC.
- **EOC Manager.** Responsible for the City's EOC (physical set-up) and serves as an aide to the EOC Director. This position may serve as the City's Liaison to the Operational Area once it is established. Coordinates functional areas in the City's EOC in the identification of resources and/or response activities. Provides information on emergency management issues to the EOC Director.
- **Safety Officer.** Advisor to the EOC Director. Monitors all aspects of the emergency organization to ensure the safety of all personnel involved with response activities. Responsible for correcting unsafe operations and for working with all sections to protect the safety of all emergency workers in the field and EOC.

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- **Public Information Officer.** Serves as the point of contact for the media and other organizations seeking information on the emergency. Responsible for developing and managing public information and media relations. Assists in developing emergency public information, news releases, and announcements. Plans and conducts news media briefings and assists with public relations and rumor control. Coordinates with the County EOC for the establishment of a Joint Information Center (JIC) as needed.

The Management Section is headed by the EOC Director or their designee. This Section establishes policies and makes decisions governing response priorities.

2.2 Management Section Position Checklists

2.2.1 EOC Director

2.2.2 POSITION TITLE: EOC Director

You report to: The City Council

You supervise: The Deputy EOC Director, Liaison Officer, Security Officer, EOC Manager, Safety Officer, PIO, Operations Chief, Planning and Intelligence Chief, Logistics Chief, and Finance and Administration Chief

Position Overview

The EOC Director is responsible for overall management of the Emergency Operation Center and the City's emergency management organization.

Responsibilities

- Approves all news releases, action plans, and public information releases.
- Coordinates with the Policy/Management Group and the City Council in the development of emergency policies and keeps them apprised of the situation.
- Ensures that contact has been established with the OA.

Initial Actions

- Upon notification of an emergency event in or near the City, or at the request of the Operational Area, ensures that the City's EOC is activated at the appropriate level.
- Upon arrival in the EOC, receive briefing from the EOC Manager or Emergency Management Program Staff.
- Direct the EOC Manager to activate Management Staff and Section Staff, as needed. These positions may include: Deputy EOC Director, Liaison Officer, Security Officer, Safety Officer, Public Information Officer (PIO), Operations Chief and Staff, Planning and Intelligence Chief and Staff, Logistics Chief and Staff, and the Finance and Administration Chief and Staff.
- Inform the City Council (via the Mayor) of the situation, emergency conditions, and response actions being taken or considered.

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- Set objectives with the Section Chiefs and Management Group and provide recommendations to the Policy Group.

Intermediate Actions

- Conduct routine briefings with the Management Staff and Sections Chiefs to discuss status updates and available options. Topics to be considered are:
 - Command and coordination issues
 - Situation reporting problems/accuracy
 - Transportation issues, i.e., closed or dangerous routes, etc.
 - Possible search and rescue - heavy or light
 - Medical issues
 - Rumor control and public information
 - Emergency logistical support/mutual aid
 - Utility disruptions (including communication difficulties)
 - Evacuation possibilities
 - Personnel shortages
 - Liability Issues
- Set objectives and assign the Planning and Intelligence Chief to develop the Action Plan; approve the plan before dissemination to all EOC staff and if appropriate to field command posts.
- Direct the EOC Manager to develop a 24 hour staffing plan with each Section Chief and to work with Logistics to ensure the EOC has food, water, adequate sleeping facilities, trash removal services, etc.
- Consider the need to proclaim a LOCAL EMERGENCY; have the City Attorney, if available, draft the proclamation. If the City Attorney is not available, utilize one of the pre-scripted proclamations.
- Monitor staffing and resource requirements; direct staff to request additional materials/services through the Operational Area.
- Request representatives from appropriate County and State agencies, Special Districts and/or private volunteer organizations to send a representative to the City EOC to assist in coordination of their efforts and the City's.
- If requested, send a City Liaison to the Operational Area EOC for coordination.
- Approve all news releases; establish parameters in which the PIO may develop information for releases; and arrange for the City Manager to be the City's spokesperson for all news conferences.

Extended Actions

- Discuss recovery/re-entry needs with the Section Chiefs.
- Ensure that the Finance and Administration Chief is tracking all costs associated with the emergency and is beginning the process to request State and Federal reimbursement.
- Develop a demobilization plan with all Section Chiefs.
- Ensure that all City EOC staff and volunteers participate in a Critical Incident Stress Debriefing session prior to leaving. Schedule a follow up Critical Incident Stress Debriefing(s) for all City staff, especially field and EOC responders.
- Coordinate with the Policy Group and Operations Section Chief if there are expected visits from political officials to view the disaster site.
- Direct staff to take actions to restore normal City operations as soon as practicable.

Demobilization

- Authorize demobilization of sections as necessary. Authorize Section Chiefs to demobilize branches, or units when they are no longer required.
- Notify Riverside County Operational Area, adjacent facilities, and other EOCs as necessary of planned time for EOC deactivation.
- Ensure that any open action items not yet completed will be taken care of after EOC deactivation.
- Confirm with Section Chiefs that all required forms or reports are completed prior to EOC deactivation.
- Be prepared to provide input to the After-Action Report.
- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

2.2.3 EOC Assistant Director

You report to: EOC Director

You supervise: The EOC Director, Liaison Officer, Security Officer, EOC Manager, Safety Officer, PIO, Operations Chief, Planning and Intelligence Chief, Logistics Chief, and Finance and Administration Chief

Position Overview

The EOC Assistant Director is responsible for overall management of the Emergency Operation Center and the City's emergency management organization.

Responsibilities

- Acts as the EOC Director in their absence or on the alternate shift.
- Provide guidance, supervision, and management of the EOC working environment and associated systems.
- Approves all news releases, action plans, and public information releases.
- Ensures that contact has been established with the Operational Area (OA) and EOC activities are coordinated with the OA and other area EOCs.

Initial Actions

- Upon notification of an emergency event in or near the City, or at the request of the Operational Area, ensures that the City's EOC is activated at the appropriate level.
- Upon arrival in the EOC, receive briefing from the EOC Manager or Emergency Management Program Staff.
- Direct the EOC Manager to activate Management Staff and Section Staff, as needed. These positions may include: Deputy EOC Director, Liaison Officer, Security Officer, Safety Officer, Public Information Officer (PIO), Operations Chief and Staff, Planning and Intelligence Chief and Staff, Logistics Chief and Staff, and the Finance and Administration Chief and Staff.
- Declare the City's EOC operational when sufficient resources are in place and functional.

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- Confirm that the EOC Manager or Situation Assessment Branch Director has established contact with the Operational Area (OA) and reported that the City's EOC has been activated. If not, ensure that the OA is notified as soon as possible.
- Request all Section Chiefs, PIO, Liaison Officer, Security Officer, and EOC Manager to determine the status of their functions and report back in 15 minutes for a briefing.
- Direct the Operations Section Chief to coordinate damage assessment and reporting.
- Direct the Planning and Intelligence Section Chief to coordinate damage assessment information and documentation of the incident by establishing a Message Center.
- Direct the Logistic Section Chief to begin an inventory of available City equipment, transportation vehicles, and any other necessary supplies/material which could be needed.
- Ensure coordination with the OA and field command posts.
- Assist the Section Chiefs and Management Group set EOC objectives.

Intermediate Actions

- Conduct routine briefings with the Management Staff and Sections Chiefs to discuss status updates and available options. Topics to be considered are:
 - Command and coordination issues
 - Situation reporting problems/accuracy
 - Transportation issues, i.e., closed or dangerous routes, etc.
 - Possible search and rescue - heavy or light
 - Medical issues
 - Rumor control and public information
 - Emergency logistical support/mutual aid
 - Utility disruptions (including communication difficulties)
 - Evacuation possibilities
 - Personnel shortages
 - Liability Issues
- Assist the Planning and Intelligence Chief to develop the Action Plan; approve the plan before dissemination to all EOC staff and if appropriate to field command posts.

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- Assist the EOC Manager to develop a 24 hour staffing plan with each Section Chief and to work with Logistics to ensure the EOC has food, water, adequate sleeping facilities, trash removal services, etc.
- Consult with the EOC Director in considering the need to proclaim a LOCAL EMERGENCY.
- Monitor staffing and resource requirements.
- Approve all news releases.

Extended Actions

- Discuss recovery/re-entry needs with the Section Chiefs.
- Ensure that the Finance and Administration Chief is tracking all costs associated with the emergency and is beginning the process to request State and Federal reimbursement.
- Develop a demobilization plan with all Section Chiefs.
- Ensure that all City EOC staff and volunteers participate in a Critical Incident Stress Debriefing session prior to leaving. Schedule a follow up Critical Incident Stress Debriefing(s) for all City staff, especially field and EOC responders.
- Coordinate with the Policy Group and Operations Section Chief if there are expected visits from political officials to view the disaster site.
- Direct staff to take actions to restore normal City operations as soon as practicable.

Demobilization

- Authorize demobilization of sections as necessary. Authorize Section Chiefs to demobilize branches, or units when they are no longer required.
- Notify Riverside County Operational Area, adjacent facilities, and other EOCs as necessary of planned time for EOC deactivation.
- Ensure that any open action items not yet completed will be taken care of after EOC deactivation.
- Confirm with Section Chiefs that all required forms or reports are completed prior to EOC deactivation.
- Be prepared to provide input to the After-Action Report.

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- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

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2.2.4 Liaison Officer

POSITION TITLE: Liaison Officer

You report to: EOC Director

You supervise: N/A

Position Overview

The Liaison Officer serves as the initial point-of-contact for outside agencies and jurisdictions. Responsible for representing the City and its response to the emergency, to outside groups and agencies. EOC Mutual Aid personnel report to the Liaison Officer for their assignments.

Responsibilities

- Represent the City and its response to the emergency to outside groups and agencies.
- Provide assignments to EOC Mutual Aid personnel.

Initial Actions

- Receive assignment and briefing from the EOC Director.
- Establish a work area with other Support Staff members.
- Develop a telephone list of important numbers of outside agencies and levels of government. Ensure that outside agencies have your phone number.
- Establish communications links with the Operational Area (if needed), appropriate special districts, and the American Red Cross. Become familiar with EOC communications other than the telephone, e.g., radio, fax, and e-mail.
- Inform the EOC Director of any substantial changes in the situation with adjoining jurisdictions. Provide this information to all Section Chiefs.
- Coordinate with the PIO and rumor control staff to keep current.

Intermediate Actions

- Participate in all Section Chief and Support Staff briefings.
- Keep the EOC Director updated on activities and the situation in surrounding communities, as appropriate.

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- Obtain a periodic status update from the Operational Area regarding the situation and resources. Provide this information to all Section Chiefs and the EOC Director.
- Coordinate with the PIO to obtain copies of all news releases.

Extended Actions

- Obtain copies of all EOC Action Plans.
- Continue communication with other jurisdictions, primarily the Operational Area during the demobilization period.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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2.2.5 EOC Manager

POSITION TITLE: EOC Manager

You report to: EOC Director

You supervise: N/A

Position Overview

Responsible for the City's EOC (physical set-up) and serves as an aide to the EOC Director and Assistant Director. This position may serve as the City's Liaison to the Operational Area once it is established.

Responsibilities

- Provide guidance, supervision, and management of the EOC working environment and associated systems.
- Ensure information and communication support is in place and functioning.
- Manage the administrative function of operating an EOC and arrange for staffing of the EOC.
- Coordinate functional areas in the EOC in the identification of resources and/or response activities.
- Provide information on emergency management issues to the EOC Director.
- Working with the Security Officer, establish a system to credential all media representatives before allowing them into the Media Center.

Initial Actions

- Receive briefing from the EOC Director.
- Survey the EOC to assure that:
 - Telephones have been properly hooked up.
 - Radio Room is operational and staffed (if needed)
 - Security for the EOC has been established.
 - All persons in the EOC are either wearing their position identification vest or a badge issued upon entering the EOC.
 - All sections have located their operational kits and have proper materials to begin to work.
 - All sections and areas in and around the EOC are identified by appropriate signs.

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- Media Center has an operational TV set and a portable battery operated radio; security has been set up and all reporters have been issued proper press passes and telephones for County and media use.
 - Evaluate the EOC systems for adequacy (water, ventilation, sanitation, electrical, fuel, etc.).
 - Internal lines of communication are understood by all EOC staff.
 - Internal maps and EOC phone lists have been distributed.
- If not already done, begin or continue to notify designated EOC staff to report.

Intermediate Actions

- Keep the EOC Director informed of all activities and update the situation as it evolves.
- Participate in all briefings conducted by the EOC Director.
- Assist the Advanced Planning Branch Director in the distribution of the Emergency Action Plan.
- Coordinate with the Logistics Chief to ensure that the EOC has food, water, sleeping facilities, rest areas, and trash removal services.
- Monitor the EOC staff and assist any section or area which may be having difficulty in carrying out their assigned function.
- Develop an EOC staffing plan with each Section Chief and the EOC Director.
- Assure that those designated to work in the EOC for second shift or day two, etc., are notified.
- Assist the Liaison Officer with coordination with the Operational Area and/or other agencies.
- Ensure that all necessary supplies (fax paper, copier paper, etc.) are available or have been requested through the Logistics Section.

Extended Actions

- Continue to monitor the flow of activity in the EOC, identify any issues in efficiency, and work with the appropriate staff to rectify the situation.
- Assist in coordination of demobilization activities.
- Continue to assist the public information function until no longer necessary.
- Assure that the Liaison Officer has notified all governmental agencies and private volunteer agencies of the demobilization of the City's EOC.
- Assure that any follow-up activity or reports are assigned and being handled by the appropriate department and/or agency.

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- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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2.2.6 Public Information Officer (PIO)

POSITION TITLE: Public Information Officer (PIO)

You report to: EOC Director

You supervise: N/A

Position Overview

The PIO is specially trained to serve as the point of contact for the media and other organizations seeking information on the emergency response. The mission of this position is to inform the public, provide briefing materials to government officials, and manage the influx of media personnel.

Responsibilities

- Develop and manage public information and media relations.
- Assist in development of emergency public information, news releases, and announcements.
- Plan and conduct news media briefings and assisting with public relations.
- Ensure that all media information is cleared from one point and that it is as accurate as possible.
- Prevent conflicting reports from reaching the media and help to diffuse rumors.

Immediate Actions

- Receive assignment and briefing from the EOC staff.
- Activate the Emergency Public Information staff to assist with rumor control, field PIO, administrative support, and media/volunteer control.
- Establish a Media Center in the EOC. Assure that there are enough telephones, a television set, desks, and any other supplies or equipment which may be needed. Maintain Media Center status boards and update as appropriate.
- Prepare to monitor activities with the following topics needed to be covered for the public:
 - What to do (and why).
 - What NOT to do (and why).
 - Information (for parents) on status and actions of schools (if in session).
 - Closed, hazardous, contaminated, congested areas to avoid.

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- Curfews.
 - Road, bridge, freeway overpass, and dam conditions; alternate routes to take.
 - Evacuation – routes, instructions (including what to do if vehicle breaks down), arrangements for persons without transportation.
 - Location of mass care, medical, coroner, public safety facilities, food, and safe water.
 - Information/Instructions for families of missing persons (who to contact, etc.).
 - Status of hospitals.
 - First aid information.
 - Emergency phone numbers (otherwise, people should not use the phone); stress to out of area media that people should **not** telephone into the area. Lines must be kept open for emergency calls.
 - Instructions, precautions about utility use, sanitation, how to turn off utilities.
 - Essential services available – hospitals, medical centers, grocery stores, banks, pharmacies, etc.
 - Weather hazards (if appropriate).
 - Channels, Radio Frequencies to monitor for disaster information updates.
- Determine special needs populations (visual or hearing impaired; non-English speaking; elderly, etc.) and develop appropriate material for dissemination. Contact foreign language newspapers and/or radio/TV stations to broadcast alert and warning information to the special population groups.
 - Release general survival/self-help information, as appropriate.
 - Establish media and public hotlines (Rumor Control) and publish telephone number(s). Develop scripts for PIO/Rumor Control staff answering phones.
 - Respond to media/public calls. Record telephone messages for media and public hot lines and update as the situation changes. Release hotline telephone numbers to the public.
 - Request additional Emergency Public Information (EPI) staff from the Operational Area and/or arrange to use temporary hires, if necessary.
 - Establish contact with the on-scene PIO to assure that there is a Media Control Point near the incident.
 - Coordinate EPI and information releases with the OA PIO and other affected jurisdictions' PIOs as necessary and as time allows.
 - Determine the status of local media outlets and telephone service.

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- Gather information on the emergency situation and response actions; maintain EPI status boards and maps; monitor EOC status boards and resolve conflicts.
- Monitor commercial television and radio for information and rumor control.
- Review pre-scripted, general information for accuracy and appropriateness to situation.

Intermediate Actions

- Establish contact with Emergency Alert System (EAS) stations and place on stand-by.
- Attend all EOC/Section Chief briefings with the EOC Director.
- Develop periodic press releases and arrange for press conferences, as appropriate.
- Arrange media briefings/press conferences on a regular or as-needed basis.
- Arrange for official spokesperson.
- Announce briefing times.
- Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson, if such action will not hinder response efforts.
- Coordinate additional methods of distributing emergency instructions as required.
- Provide EPI in foreign languages as required.
- Make situation reports to the OA PIO at least three times each day and provide copies of all press releases.
- Develop procedures with the American Red Cross for release of information concerning the status of relatives/friends in the disaster area.
- Keep the EOC Director informed of all actions taken.

Extended Actions

- Continue to release status information on request.
- Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media, as necessary.
- Accommodate state and federal information officers and assist them in releasing information on assistance programs.
- Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given.

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- Collect newspaper clippings and TV videotapes, if available.
- Survey EPI staff, EOC staff, and local media for suggestions to improve EPI response procedures.
- Review EPI Plan and update as necessary.
- Participate in a Critical Incident Stress Debriefing session and ensure all PIO staff also attends.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Emergency Public Information Officer position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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2.2.7 Safety Officer

POSITION TITLE: Safety Officer

You report to: EOC Director

You supervise: N/A

Position Overview

The Safety Officer acts as an advisor to the EOC Director and the EOC Manager.

Responsibilities

- Watch over all aspects of the emergency organization to ensure the safety of all personnel involved, correcting unsafe operations.
- Monitor structural integrity, workspace set-up, activities, and entry authorization.

Initial Actions

- Receive assignment and briefing from the EOC Director.
- Tour the entire EOC area and determine the scope of on-going operations.
- Evaluate conditions and advise the EOC Director of any conditions and actions, which might result in liability, e.g., oversights, improper response actions, etc.
- Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency manual pull stations.
- Be familiar with particularly hazardous conditions in the facility (including the parking lot and elevators); if necessary, work with the Construction and Engineering Unit Leader in the Operations Section.
- Ensure safe working conditions for all personnel, both in the EOC and in the field. Advise the EOC Director regarding safety issues.
- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.

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- If the event which caused the activation of the EOC is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks, including safe entry to and exit from buildings.

Intermediate Actions

- Coordinate with Security to obtain assistance for any special safety requirements.
- Attend all EOC/Section Chief briefings with the EOC Director.
- Keep the EOC Director informed of all actions taken.
- Request additional Safety staff from the EOC Director and/or arrange to use temporary hires, as necessary.
- Coordinate with Finance and Administration Section Chief on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Extended Actions

- Ensure all communications are copied to the Message Center.
- Continue to monitor safety conditions.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director. Ensure staff is being provided rest periods and relief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.
- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session and ensure all Safety staff also attends.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

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- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Safety Officer position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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2.2.8 Security Officer

POSITION TITLE: Security Officer

You report to: EOC Director

You supervise: N/A

Position Overview

The Security Officer is responsible for controlling personnel access to and from the Emergency Operations Center (EOC) and other facilities.

Responsibilities

- In accordance with policies established by the EOC Director, control personnel access to and from the EOC and other facilities.
- Check in staff and register personnel assigned to the EOC.

Initial Actions

- Receive assignment and briefing from the EOC Director.
- Determine operating location(s) and set-up as necessary.
- Determine what security requirements currently exist, and establish if additional staffing is needed.
- Determine needs for special communications (e.g., radios, cell phones, etc.). Make needs known to Information Systems and Communications Branch Directors in the Logistics Section.
- Assist in sealing-off any danger areas. Provide EOC access control as required.
- As requested, provide special security for any critical facilities, supplies, or materials.

Intermediate Actions

- Provide executive security as appropriate or required.
- Provide security input and recommendations as appropriate for conditions to the EOC Director.
- Working with the PIO and Liaison Officer, establish a system to credential all media representatives before allowing them into the Media Center.

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Extended Actions

- Ensure that all communications are copied to the Message Center.
- Ensure that any required forms or reports are completed prior to your release and departure. Turn forms/reports into the Planning and Intelligence Section Chief.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.
- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session and ensure all Security staff also attends.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Security Officer position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

SECTION 3: OPERATIONS SECTION

3.1 Operations Section Overview

The Operations Section is responsible for coordination of all response elements applied to the incident. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed. The specific designation of the Operations Section Chief depends on the nature of the incident and the current situation (e.g., civil unrest would lead to a law enforcement representative being designated as Section Chief; a major fire would lead to a fire representative being designated as Section Chief; a flooding situation could lead to a public works representative being designated as Section Chief).

In a full activation, the Operations Section will be organized into the following six Branches:

- Fire and Rescue
- Law Enforcement
- Care and Shelter
- Utilities
- Public Works
- Schools

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3.2 Operations Section Position Checklists

3.2.1 Operations Chief

POSITION TITLE: Operations Chief

You report to: EOC Director

You supervise: Fire and Rescue Branch Director, Law Enforcement Branch Director, Care and Shelter Branch Director, Public Works Branch Director, Utilities Branch Director and Schools Branch Director.

Position Overview

The Operations Chief is responsible for the management of all activities directly applicable to emergency response and coordination in support of all tactical operations and safety activities in the field. The Operations Chief participates in the development and execution of the Action Plan.

Responsibilities

- Ensure that the Operations Function is carried out, including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of organization within the Section and continuously monitor the effectiveness of the organization and make adjustments as required.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Conduct periodic Operations briefings for the EOC Director, as required or requested.
- Conduct period briefings to the EOC Director and Management Staff

Initial Actions

- Receive assignment and briefing from the EOC Director.
- Determine other positions to be activated. Appoint Fire and Rescue, Law Enforcement, Care and Shelter Public Works, Utilities, and Schools Directors; distribute their position checklists and position identifiers.
- Establish the Operations Section work area in the EOC.

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- Brief all Operations Section Branch Directors on current situation and develop the section's EOC Action Plan with emphasis on immediate projections of needs. Designate time for next briefing.
- Designate times for briefings and updates with the Planning and Intelligence Section Chief and all Operations Section Branch Directors to develop/update section's EOC Action Plan.
- Ensure that Fire and Rescue, Law Enforcement, Care and Shelter, Public Works, Utilities, and Schools Directors branches and units are adequately staffed and supplied.
- Coordinate with the Public Works Director to expedite the repair of critical building functions and inspections of areas/buildings, as appropriate.
- Ensure that Construction and Engineering, Debris Removal/Route Recovery, Flood Control, Radiological, Heavy Rescue, and HazMat teams working in the field report the following information:
 - Collapsed/hazardous buildings
 - Fires
 - Downed power lines
 - Exposed broken gas mains/gas leaks
 - Street light outages
 - Any potential dangerous situations
 - Impassable streets

Inform the EOC Director and the Planning and Intelligence Chief of the above information as it is received.

- Brief the EOC Director routinely on the status of the Operations Section.

Intermediate Actions

- Obtain regular status reports from Planning and Intelligence Section and/or command posts.
- Conduct Section briefings on a regular basis.
- Ensure that all Section staff receives a copy of any EOC Action Plans and are clear on established incident priorities.
- Routinely update other Section Chiefs and the EOC Director on all progress made in meeting incident priorities.
- Develop a Section staffing plan for extended activation.
- Develop projected staffing and equipment needs, in conjunction with the Planning and Intelligence Chief; and provide the information to the Logistics Section.

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Extended Actions

- Ensure that all Section Branch Directors assist the Finance and Administration Chief by providing accurate personnel time records broken down in the following categories:
 - Department/Agency worker is from
 - Disaster/Incident Related Overtime
 - Contract Labor Hours
 - Location or incident worked on
 - Personnel benefit costs
 - Description of work performed
- Assist Section Branch Directors and Unit Leaders in tracking all Actions, needs, staffing, and other issues.
- Assure that all communications are copied to the Message Center.
- When appropriate, develop a demobilization plan with the Planning and Intelligence Section.
- Ensure dissemination and implementation of the demobilization plan to all command posts.
- Develop Section debriefing report with Section staff and provide to Planning and Intelligence Section.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director.
- Provide for staff rest periods and relief.

Demobilization

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

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Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.2 Fire and Rescue Branch Director

POSITION TITLE: Fire and Rescue Branch Director

You report to: Operations Chief

You supervise: Radiological Unit Leader*, Heavy Rescue Unit Leader* and Hazardous Materials Unit Leader*.

* These positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field or in the field.

Position Overview

The Fire and Rescue Branch Director is responsible for ensuring the provision of fire protection and rescue services. The Fire and Rescue Branch Director is further responsible for coordinating fire and rescue mutual aid services when day-to-day mutual aid resources are exhausted.

Responsibilities

- Coordinate fire, hazardous materials, and urban search and rescue operations.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned fire and rescue resources.
- Coordinate with the Law Enforcement Branch Director on Search and Rescue activities.
- Coordinate with the EMS Branch Director on EMS and other medical activities.
- Implement the objectives of the EOC Action Plan assigned to the Fire and Rescue Branch.
- Prepare Branch Situation Report as requested.
- Assist and serve as an advisor to the Operations Section Chief as required.

Initial Actions

- Receive briefing with other Branch Directors from the Operations Section Chief.
- Determine the status of all Fire Department assets and operational activities.
- Determine if any of the following positions need to be activated within the Fire and Rescue Branch: Hazardous Materials Unit Leader, Heavy Rescue Unit

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Leader, and/or Radiological Unit Leader. If so, appoint needed unit leaders and distribute checklists and position identifiers.

- Identify the location of any field command posts and establish communications with them.
- Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.
- Determine Fire Department priorities: suppression, rescue, and/or medical. Work closely with the County of Riverside Health Services Agency.
- Monitor field activities and update the Operations Chief and the Planning and Intelligence Chief as situation changes.
- Develop Fire Department response priorities with the Operations Chief and Operations Section Branch Directors. Communicate priorities to the field command posts.
- Based upon established priorities and objectives, develop appropriate plans for redeployment of Fire Department assets in the field. Obtain approval of the Operations Section Chief and then communicate the plan to all Fire Department Field Incident Commanders.

Intermediate Actions

- Facilitate request(s) for fire mutual aid, as needed, through regular Fire Mutual Aid channels. Make sure the Operational Area is apprised of the requests.
- If there is a need for heavy rescue or hazardous materials spill response, activate those Unit Leaders within the Fire and Rescue Branch, and request appropriate teams (Heavy Rescue and/or HazMat) from the Riverside County Fire Department.
- Ensure that the Heavy Rescue and/or Hazardous Materials team(s) response activities are (1) coordinated with established City objectives by assigning those technical team(s) to the appropriate field command post and (2) monitored by the appropriate Operations Section Chief and/or Branch Directors.
- Update the Operations Chief frequently.
- Participate in all EOC briefings and assist in setting objectives and priorities with the Advanced Planning Unit Leader.

Extended Actions

- As strategic objectives are met, prepare a demobilization plan for the area and staff involved. With the Planning and Intelligence Chief, identify other objectives, and discuss them in the next briefing.

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- Monitor the field activities and provide information as needed and set by the emergency action plan.
- Monitor staff for signs of stress. Report concerns to the Operations Chief.
- Provide for staff relief and rest areas.
- Participate in development of the demobilization plan.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Fire and Rescue Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.3 Radiological Unit Leader

POSITION TITLE: Radiological Unit Leader*

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field..

You report to: Fire and Rescue Branch Director

You supervise: N/A

Position Overview

The Radiological Unit Leader is responsible for ensuring that radiological monitoring is being conducted, when needed.

Responsibilities

- Inspects monitoring equipment and distributes it as needed.
- Coordinates monitoring results with County of Riverside Health Services, Environmental Health, and appropriate City EOC staff.

Initial Actions

- Receive briefing from the Fire and Rescue Branch Director with other branch staff.
- Determine the status (operability and location) of all radiological monitoring equipment in the City.
- Put all trained City radiological monitoring staff on stand-by. If no trained personnel available in the City, request assistance from the Operational Area.
- Determine area(s) for monitoring.
- Ensure that all field monitoring teams have appropriate protective equipment and clothing.
- Issue appropriate protective equipment and dosimeters to all radiological monitoring staff. Develop a process to check radiation levels of all field monitors on a routine basis.
- Develop a deployment and reporting process for the radiological monitoring process. Obtain the approval of the Fire and Rescue Branch Director.

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- Have a plan ready for disposition of any radioactive material found.

Intermediate Actions

- Receive ongoing reports from all field monitoring sites. Report this information to the Fire and Rescue Branch Director (for transmittal to the County of Riverside Health Services Agency) or to the designated County of Riverside Radiological Officer.
- Provide the Fire and Rescue Branch Director frequent updates.
- Identify, in conjunction with the County of Riverside Health Services Agency, medical facilities with the capability to decontaminate radiological contaminated casualties.
- Ensure that appropriate field decontamination stations are operational, as needed. Coordinate with the County of Riverside Health Services Agency.
- Prepare, as necessary, for in-place sheltering.
- Coordinate with the Law Enforcement Director to establish evacuation routes and erect (with the assistance from Public Works Director), barriers to block passage into danger areas.
- Ensure that all field monitors are using appropriate techniques and receive adequate rest periods.
- Coordinate with other City EOC staff, as needed.
- Request additional radiological monitoring equipment or personnel from the Operational Area EOC.
- Advise of the need to upgrade shelter facilities during increased readiness period to reduce shelter deficits.

Extended Actions

- Maintain and actively review a log of all radiological field monitoring staff to include, but not limited to:
 - Name and regular work assignment or location.
 - Area assigned to monitor.
 - Record of personal dosimeter readings.
 - Record time exposed during monitoring activities.
- Keep the County of Riverside Health Services Agency advised of the status of monitoring activities.
- Provide all radiological monitoring staff with appropriate information about their exposure and follow up dosimeter checks as determined by the County of Riverside Health Officer.

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- Ensure that all radiological monitoring staff attends a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Radiological Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.4 Heavy Rescue Unit Leader

POSITION TITLE: Heavy Rescue Unit Leader*

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field..

You report to: Fire and Rescue Branch Director

You supervise: N/A

Position Overview

The Heavy Rescue Unit Leader provides City coordination with Heavy Rescue Team(s) in the City.

Responsibilities

- Ensure that Heavy Rescue Team(s) are assigned according to objectives and priorities set by the City EOC in their emergency action plan.

Initial Actions

- Receive briefing from the Fire and Rescue Branch Director.
- Determine the area(s) requiring Heavy Search and Rescue effort. Prioritize them. Determine special equipment needs. Coordinate with the Fire Branch Director and the Operations Chief to establish a priority of rescues and assist in briefing the EOC Director.
- Request Heavy Rescue Team(s) and specialized equipment through normal channels or the Operational Area Fire and Rescue Coordinator.
- Assign responding Heavy Rescue Team(s) to appropriate area field command post. Notify the field command post of the Team's ETA and assignment.
- Develop "Rescue" status board identifying areas(s) to be searched, those in progress, results, and ETA to when the working site will be cleared.

Intermediate Actions

- Keep the Fire and Rescue Director updated on all changes in the situation.
- Participate in all Branch briefings.

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- Monitor progress and discuss with the Fire and Rescue Branch Director the need to request additional help if there are multiple buildings to be searched. If approved, request additional resources from the Operational Area.
- Communicate frequently with either the assigned field command post or directly with team members, whichever method is the most appropriate.

Extended Actions

- Determine when it is appropriate to demobilize the Heavy Search and Rescue operations and develop an appropriate demobilization plan.
- Coordinate feeding and sleeping arrangements for the Heavy Rescue Team(s), if needed.
- Ensure that Heavy Rescue Team members are given appropriate rest periods and have an established rest area.
- Prepare a debriefing report on the Heavy Search and Rescue operations.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Heavy Rescue Unit and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.5 Hazardous Materials (HazMat) Unit Leader

POSITION TITLE: Hazardous Materials (HazMat) Unit Leader*

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field..

You report to: Fire and Rescue Branch Director

You supervise: N/A

Position Overview

The Hazardous Materials (HazMat) Unit Leader is the point of contact for mutual aid Hazardous Materials Team(s) responding to the City.

Responsibilities

- Monitor HazMat response activities.
- Communicating the set EOC Action Plan and objectives.
- Ensure that appropriate public information notices are given if there is not a HazMat Team available due to other situations through the County.

Initial Actions

- Receive briefing from the Fire and Rescue Branch Director.
- Identify City resources available to mitigate some or all of the situation.
- Request a Hazardous Material Team(s) through normal channels. If unable to fill request, contact the Operational Area.
- Obtain protective respiratory devices or clothing for response personnel as dictated by the situation.
- Identify the material involved and health ramifications, if not already done.
- Provide protective action activities to the PIO should a press release need to be made to the general public.
- Begin planning evacuation routes and identifying the staff necessary to evacuate the danger area.
- Coordinate with the American Red Cross for possible mass care and sheltering needs.

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- Identify resources and staff necessary to perform any type of decontamination on individuals evacuated from the danger area.
- Notify the County Health Officer of the situation through the Operational Area.

Intermediate Actions

- Monitor the response activities through the appropriate field command post.
- Keep the Fire and Rescue Director updated on all situation changes and field activities.
- Assist the field team(s) in contacting the owner of the causative agent, if not already done.
- Notify all appropriate governmental agencies of the hazardous materials incident(s)

Extended Actions

- Ensure field units are relieved on a regular basis and a rest area is provided.
- Estimate the time the City might be able to release the responding Hazardous Materials Team(s) back to the Operational Area.
- Once the hazardous materials incident has been taken care of, prepare a debriefing report for the Fire and Rescue Branch Director.
- Participate in a Critical Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Hazardous Materials Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities

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- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.6 Law Enforcement Branch

POSITION TITLE: Law Enforcement

You report to: Operations Chief

You supervise: Evacuation Unit Leader and Coroner Unit Leader.

Position Overview

The Law Enforcement Branch Director coordinates warning information provision, evacuation procedures, traffic control, and public security and order; assists the Coroner's Office in the discharge of their duties; submits requests for mutual aid; and coordinates search and rescue teams.

Responsibilities

- Coordination of provision of warning information.
- Traffic management.
- Fatalities management.
- Facilities security.
- Coordinate Coroner's activities
- Assist and serve as an advisor to the Operations Section Chief as required.

Initial Actions

- Receive assignment and briefing from the Operations Chief.
- Determine the status of all Law Enforcement assets and operational activities. Report status to the Operations Chief.
- Determine Law Enforcement objectives and communicate those to the Operations Chief.
- Establish EOC Action Plans to meet the needs of the mutual aid requests to protect life and property, secure perimeters around risk areas or evacuated areas, and provide security for emergency workers, as needed.
- Determine when and how to alert and warn critical facilities of impending danger (e.g., hospitals, nursing homes, schools, major industries).
- Monitor all Law Enforcement activities.
- Prepare Branch Situation Report as requested.
- Participate in all Operations Section briefings.

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Intermediate Actions

- Develop a staffing plan for a 24-hour operation.
- Monitor the situation and, if directed by the Operations Chief, begin development of evacuation plan and routes.
- Notify the Care and Shelter Unit Leader of all evacuation plans. Work with the Care and Shelter Unit Leader to determine safe evacuation sites and/or shelter locations.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Keep the Operations Chief informed of all Law Enforcement activities.
- Coordinate as necessary with the Public Information Officer for the release of public protective actions, evacuations, etc.
- Begin demobilization as soon as practicable.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Operations Chief. Ensure all staff participates in a Critical Incident Stress Debriefing session.
- Provide for staff rest periods and relief.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Enforcement Branch and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.7 Evacuation Unit Leader

POSITION TITLE: Evacuation Unit Leader

You report to: Law Enforcement Branch

You supervise: N/A

Position Overview

The Evacuation Unit Leader is responsible for an orderly, systematic evacuation of City residents and visitors due to an extreme emergency.

Responsibilities

- Responsible for an orderly, systematic evacuation of City residents and visitors due to an extreme emergency.

Initial Actions

- Receive briefing from the Law Enforcement Director.
- Establish the lead time needed prior to evacuation.
- Develop an evacuation plan with the following priorities in mind:
 - Public safety
 - Medical and health services
 - Delivery of essential provisions and other necessary resources
- Coordinate with the Public Works Branch, the Utilities Branch, the American Red Cross, Schools Branch, local transit company, and other necessary staff to develop a cohesive evacuation plan.
- Develop evacuation routes and request the Public Information Officer to begin drafting an evacuation notice for the public with specific instructions and routing information as well as information for evacuating special needs populations.
- Arrange with Public Works Director for barricades and inform them of where the barricades are to be placed.
- Ensure that the following occurs:
 - Provide appropriate evacuation information to emergency responders.
 - Provide appropriate evacuation information to the evacuees.
 - Arrange for transportation, if necessary.
- Provide security for evacuated areas and sheltering of evacuees.
- Arrange for evacuation of the elderly and infirm or others with special needs.

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- Coordinate with the American Red Cross and Desert Sands School district, regarding sheltering needs.
- Identify potential problem areas along evacuation routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- Estimate the number of people to be evacuated and explain transportation policy (i.e., movement, control, use of public and private vehicles, etc).
- Make appropriate arrangements to transport emergency workers.
- Designate areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
- Identify areas for parking and vehicle security in reception areas.

Intermediate Actions

- Ensure that the Emergency Alert System (EAS) broadcasts the evacuation order, transportation routes, assembly points for those needing transportation, and shelter sites.
- Coordinate with the Care and Shelter Director, the American Red Cross and Logistics Section to ensure adequate supplies at all shelter and mass care sites.
- Ensure that all barricades are up and located as identified in the evacuation plan developed for the incident.
- Notify all command posts and the Operational Area of the evacuation.
- Deploy additional Law Enforcement Officers and/or Cadets to canvass the evacuation area to provide a verbal notification of evacuation for those who may not have heard the EAS announcements.

Extended Actions

- Keep the Law Enforcement Director updated on the situation and of any changes.
- As soon as practical and safe develop a reentry plan with the Operations Chief, Care and Shelter Director, Logistics Chief, Law Enforcement Director, and the EOC Manager.
- Request the PIO to publish and arrange EAS broadcast for the reentry order with route instructions.
- Arrange transportation for those without transportation, the elderly, and infirm.

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- Prepare a debriefing report of the evacuation and provide it to the Law Enforcement Director.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Evacuation Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.8 Coroner Unit Leader

POSITION TITLE: Coroner Unit Leader

You report to: Law Enforcement Branch Director

You supervise: N/A

Position Overview

The Coroner Unit Leader serves as the City point of contact for the County of Riverside Sheriff/Coroner's Office and provides assistance with dealing with human remains until such time as the Coroner's Office can take over.

Responsibilities

- Point of contact for the County of Riverside Sheriff/Coroner's Office.
- Provides assistance with dealing with human remains until such time as the Coroner's Office can take over.

Initial Actions

- Receive briefing from the Law Enforcement Branch Director.
- Establish contact with each operational field command post to determine the number of deceased persons in each area.
- Establish contact with the County of Riverside Coroners Office to provide status reports on the number of fatalities and to coordinate activities until Coroner staff arrives.
- Ensure body bags and other necessary supplies and equipment are on hand for Coroner staff.
- Ensure temporary cold storage facilities or vehicles are procured.
- Establish Fatality Collection Areas (FCAs) to facilitate body recovery operations (Morgue or temporary morgue facilities).
- Coordinate transportation of remains to FCAs.
- Ensure that the Coroner's staff identifies remains and notify next of kin.

Intermediate Actions

- Participate in all Branch briefings.
- Keep the Law Enforcement Director updated on the status of Coroner's activities and FCAs.

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Extended Actions

- Ensure security at each FCA.
- Keep the appropriate field command post informed as to the status and locations of FCAs.
- Prepare a demobilization plan as soon as the Coroner has sufficient staff to take over the function.
- Notify the Law Enforcement Director as to when the Coroner staff takes over the FCAs and what additional or continuing Law Enforcement assistance will be needed.
- Prepare a Coroner Operations debriefing report upon demobilization for the Law Enforcement Director.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Coroner Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.9 Care and Shelter Branch Director

POSITION TITLE: Care and Shelter Branch Director

You report to: Operations Chief

You supervise: N/A

Position Overview

The Care and Shelter Branch is responsible for, and coordinates with, Riverside County Operational Area and volunteer agencies to provide food, potable water, clothing, shelter, animal welfare, emotional support, and other basic necessities of persons impacted by a disaster. The Care and Shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. The Unit assists the American Red Cross in the setup, operation, and takedown of any emergency shelters or mass care sites established due to the emergency.

Responsibilities

- Coordination with Riverside County Operational Area for shelters, evacuation centers, and animal shelters.
- Coordination with volunteer agencies
- Provision of central registration and inquiry service to reunite families and respond to outside welfare inquiries
- Coordination of the flow of information between the EOC and Care and Shelter facilities.
- Participate in the development of a Situation Report

Initial Actions

- Receive briefing from the Operations Section Chief.
- Determine the number of evacuees with special needs, such as the critically ill, handicapped, elderly, infirm, non-English speaking, and incarcerated persons. To the extent possible coordinate with the American Red Cross to designate space within shelters to house these types of individuals.
- Inventory the operational status of all facilities listed as shelter, including the following information:
 - Structural soundness
 - Utility services
 - Adequate sanitation facilities, including showers

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- Capacity for cooking, serving and dining areas and equipment
 - Housing capacity
 - Handicapped access
- If shelters are being opened, coordinate information with the American Red Cross and Desert Sand School District; assist in providing staff and logistical support. May need to request appropriate representatives from these groups to send a liaison to the EOC.
- Identify and monitor any open shelters, evacuation centers, and animal shelters.
- Acquire from each open shelter on a routine basis an up-to-date list of all registered shelter or mass care occupants.

Intermediate Actions

- Participate in all branch briefings.
- Keep the Operations Section Chief apprised of the situation.
- Work with the PIO to develop appropriate shelter and mass care information to be released through the news media.
- Periodically poll all open shelters or mass care facilities to determine the number of individuals registered, the amount of available space, and any support needed (i.e., special dietary needs, medications, etc.).
- Coordinate with the Communications Director for alternative forms of communications to and from any open shelter or mass care site, as needed or requested from those areas.

Extended Actions

- Monitor all shelter and mass care operations to ensure there is adequate staffing, communications, supplies, etc.
- Assist the American Red Cross in demobilization of shelters, as necessary.
- Request the PIO to inform the press of all shelters or mass care areas being closed.
- Prepare a Care and Shelter debriefing report.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

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

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- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Care and Shelter Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.10 Animal Control Unit Leader

POSITION TITLE: Animal Control Unit Leader

You report to: Operations Chief

You supervise: N/A

Position Overview

The Animal Control Unit Leader serves as the City's point of contact for local Animal Control and to ensure that animal control activities are coordinated throughout the City.

Responsibilities

- Coordinate animal control activities throughout the City.
- Control loose animals.
- Identify emergency animal shelters.
- Coordinate with County Animal Control for the use of REARS and additional County approved temporary animal shelters.

Initial Actions

- Receive briefing from the Operations Section Chief.
- Inform all field command posts that all stray animals or questions from the community about animals and pets should be referred to the City EOC.
- Obtain a status on the number and types of loose or homeless animals in the City.
- Identify potential emergency shelters by contacting volunteer animal rights organizations for assistance.
- Identify Veterinarians to be on call for animal emergencies.
- Obtain staff for each emergency animal shelter to be established from volunteer groups and the Logistics Section.

Intermediate Actions

- Monitor and facilitate the situation.
- Keep the Operations Chief and the Law Enforcement Director updated on the situation and any changes.

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- Poll each established field command post for status of stray animals or other animal related issues on a periodic basis.
- Request the PIO to put out a news release identifying where individuals may take their animals or any strays that they may encounter.
- Request mutual aid assistance if necessary.

Extended Actions

- Update the Care and Shelter Branch Director of current status of animal shelters and other animals; related activities.
- Ensure continued coordination between City and County Animal Services
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Animal Control Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.11 Utilities Branch Director

POSITION TITLE: Utilities Branch Director

You report to: Operations Chief

You supervise: N/A

Position Overview

The Utilities Branch Director acts as the Liaison between private utility companies and the City.

Responsibilities

- Ensure the maintenance and restoration of:
 - o Electric transmission lines, substations, and distribution systems.
 - o Water transmission systems, distribution systems, storage units, and supply sources.
- Neutralize secondary threats resulting from the disaster.

Initial Actions

- Determine the status of gas, electric, water, and telephone service.
- Develop priorities and coordinate with utility companies (i.e., electrical, gas, water, etc.) for restoration of utilities to critical and essential facilities.
- Ensure that utilities teams working in the field report back the following information:
 - o Collapsed/hazardous buildings
 - o Fires
 - o Downed power lines
 - o Exposed broken gas mains/gas leaks
 - o Street light outages
 - o Any potentially dangerous situations

Inform the Operations Chief of the above information as soon as it is received.

- Establish and maintain communications with the utility providers.

Intermediate Actions

- Keep the Operations Chief updated on the situation; report any changes as soon as possible.

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- Ensure that each utility company is keeping you informed of the status of their utility, special problems, and their availability to respond.
- Advise the PIO of public utility status.
- Work with the utility companies to ensure that problems pertaining to the special needs of the elderly, handicapped, and those whose primary language is not English are being addressed.
- Coordinate supply requirements which cannot be met from assigned resources with the Logistics Chief.
- Coordinate transportation and equipment needs which cannot be met from assigned resources through Logistics Section.

Extended Actions

- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Utilities Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.12 Public Works Branch

POSITION TITLE: Public Works Branch Director

You report to: Operations Chief

You supervise: Construction and Engineering Unit Leader, Debris Removal/Route Recovery Unit Leader, and Flood Control Unit Leader.

Position Overview

The Public Works Branch is responsible for coordinating City assets for public works, road repair, debris clearance, and flood control.

Responsibilities

- Responsible for coordinating City assets for public works, road repair, debris clearance, and flood control.

Initial Actions

- Receive briefing from the Operations Chief.
- Determine the extent of damage and the operational capacity of Public Works.
- Ensure undamaged equipment is accessible and clear of potential damage.
- Begin to determine the immediate status of City owned and leased buildings, roads, and department employees on duty for assignment.
- Determine the need to appoint other Branch Unit Leaders: Construction and Engineering, Debris Removal/Route Recovery, and Flood Control; distribute appropriate checklists and position identifiers, if available.
- Ensure that Construction and Engineering, Debris Removal/Route Recovery, and Flood Control Teams working in the field report back the following information:
 - o Collapsed/hazardous buildings
 - o Fires
 - o Downed power lines
 - o Exposed broken gas mains/gas leaks
 - o Street light outages
 - o Any potential dangerous situations

Inform the Operations Chief of the above information as it is received.

- Determine the status of gas, electric, water, and telephone service.

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- Develop immediate objectives and an EOC Action Plan to begin efforts to restore damaged areas.
- Identify current and future resource needs, and requisition material/service requirements through the Logistics Chief.
- Work with the Facility Inspection Director to ensure that buildings are inspected, tagged, and, if necessary, demolished to protect the safety of those in the area.
- Establish contact with the Eastern Municipal Water District for assistance in any coping with any sewage or other removal issues.
- Begin to mobilize personnel, equipment, and vehicles for deployment.

Intermediate Actions

- Establish contact with established field command posts to obtain a status report of critical facilities, sanitation facilities, and public buildings.
- Ensure branch activities are coordinated with other involved branches or sections and agencies.
- Request assistance from Law Enforcement or Fire and Rescue Branches as necessary.
- Keep the Operations Chief informed of the situation, and immediately report any new or changed information.
- Develop a plan for 24-hour operations. Contact off-shift employees to inform them of their emergency schedule.
- Ensure that the public works status is reported to the Operational Area.
- Request additional structural engineers from the Operational Area, if needed, using mutual aid if necessary.
- Monitor the status of public works field activities from all Branch Directors.

Extended Actions

- Document all activities and decisions on an activity log.
- Obtain debriefing reports from all Branch Directors and compile a complete debriefing report on the Public Works function.
- Participate in a Critical Incident Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

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- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Public Works Branch and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.13 Construction and Engineering Unit Leader

POSITION TITLE: Construction and Engineering Unit Leader

You report to: Public Works Branch Director

You supervise: N/A

Position Overview

The Construction and Engineering Unit Leader is responsible for ensuring all buildings and critical facilities are functional.

Responsibilities

- Coordinate with structural engineers for building assessments.
- Ensure unsafe areas and structures are clearly marked and the public informed.
- Supervise any construction and/or engineering projects to repair damaged buildings, streets, and critical facilities.
- Develop short, mid-, and long-term reconstruction priorities and plans.

Initial Actions

- Receive briefing from the Public Works Branch Director.
- Obtain status of:
 - o Roadways
 - o Public buildings
 - o Critical facilities
- Identify what efforts are in progress to restore and/or repair damaged public buildings, roads, and utilities.
- Coordinate with the Public Works Director regarding any buildings which may require immediate demolition.
- Determine the structural safety of emergency operations facilities, public shelters, and reception and care centers in a post earthquake (or other devastated) environment.
- Determine the safety of evacuation routes (including airstrips and airports) in a post earthquake (or other devastated) environment.
- Develop a status report and provide to the Situation Assessment Director and the Public Works Director.

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- Establish contact with CalTrans and County Roads.
- Identify and inventory City construction resources.
- Work with the Finance and Administration Section and Logistics Section to identify vendors to provide support to Palm Desert construction and engineering needs.
- Develop an action plan to first identify, and then determine, how to mitigate further damage for the short term, and options for final disposition of damaged areas (i.e. restore, condemn, etc.).
- Coordinate with other Public Works Branch Directors to determine what construction and engineering resources are needed, if any.

Intermediate Actions

- Participate in all Branch briefings.
- Establish need for heavy equipment and request Logistics Section to assist in procurement.
- Keep the Public Works Director informed of status and update frequently.
- Provide cost estimates for any construction work being done or to be done to mitigate or restore damaged facilities and roads.
- Establish teams of construction and engineering staff (City and volunteer) and develop a plan for surveys and reports of on how to respond to their assigned area of damage.
- Develop a plan to assign construction and engineering assets based upon priorities set by the EOC Director and Section Chiefs in the most recent EOC Action Plan.

Extended Actions

- Keep the Operations Chief updated on the situation and of any changes.
- Determine the length of time extraordinary construction and engineering response and recovery activities will continue and what resources are needed.
- Work with the Public Works Director to develop a plan for long term construction activities. Provide costs to Finance and Administration Chief.
- Provide a summary of all construction and engineering activities and progress, every 24 hours to the Public Works Director.
- As soon as practicable, develop a demobilization plan to release any mutual aid resources, volunteers, and City staff in that order.
- Participate in a Critical Incident Stress Debriefing Session.

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Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Construction and Engineering Unit and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.14 Debris Removal and Route Recovery Unit Leader

POSITION TITLE: Debris Removal and Route Recovery Unit Leader

You report to: Public Works Branch Director

You supervise: N/A

Position Overview

The Debris Removal and Route Recovery Unit Leader is responsible for the clearing of debris off roads after a major emergency, and coordinating with Law Enforcement regarding route information, clearance, and recovery.

Responsibilities

- Oversee debris removal from roads.
- Coordinate with Law Enforcement with respect to route information, clearance, and recovery.

Initial Actions

- Obtain a status on all roads and streets within the City and Operational Area from available sources, i.e., any open field command posts, Fire, Law Enforcement.
- Inventory available staff and equipment from the Public Works Department to begin debris removal.
- With the assistance of Law and Fire, identify and prioritize roads and areas for debris removal and clearance.
- Coordinate with County Waste Management for authorized disposal sites.
- Develop a plan of action and assign teams to perform debris removal operations.
- Coordinate closely with the Logistics Chief to obtain proper protective clothing (gloves, face masks, hard hats, or utility boots) as needed.
- Establish contact with private vendors to develop a plan for debris pick up during response and recovery activities, obtain status of sewer systems and repair activities in progress and status of residential and business refuse pickup services during the emergency.
- Coordinate the closure of incapacitated roadways with:
 - o Police, Fire, and other City Departments
 - o Provide barricade measures

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- Establish detours and alternate routes

Intermediate Actions

- Provide the PIO with information concerning road closures, routes and any recommended information regarding raw sewage (if there are line breaks), as needed.
- Request private vendors assisting in debris removal in the affected areas to communicate with the EOC for closer coordination, should refuse and sewage become big issues.
- Keep the Public Works Director updated as to activities and changes in the situation.
- Monitor the field activities of debris removal and route recovery teams.
- Develop a staffing plan for 24-hour debris removal and route recovery activities.
- Identify the need for any heavy equipment and coordinate the procurement with the Equipment and Transportation Branch Director in the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- Determine which landfill for debris to be hauled to. Determine the route for emergency workers to use.

Extended Actions

- Monitor progress of the debris removal and route recovery on a regular basis.
- Coordinate route recovery efforts with Law Enforcement Departments and Riverside County Department of Transportation, as necessary.
- Prepare a demobilization plan to stage shutdown of activities as the situation becomes controllable with City assets.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Debris Removal and Route Recovery Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

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Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
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- 1.4.5 Demobilization

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3.2.15 Flood Control Unit Leader

POSITION TITLE: Flood Control Unit Leader

*This position and its duties and responsibilities may be filled by the Riverside County Flood Control Agency. A representative may fill the position at the City's EOC or at the OA EOC.

You report to: Public Works Branch Director

You supervise: N/A

Position Overview

The Flood Control Unit Leader is responsible for conducting flood mitigation and flood fighting operations.

Responsibilities

- Coordinate with the Law Enforcement Branch Director for notification and evacuation measures.
- Coordinate with the Public Works Branch Director for debris clearance from affected waterways.
- Ensure surveys for potential breakage are conducted of all dams in the affected area.

Initial Actions

- Receive briefing from the Public Works Branch Director.
- Establish contact with County of Riverside Flood Control Department.
- Identify areas of known potential problems and begin monitoring these areas.
- Work with the Debris Removal Unit Leader to coordinate debris removal from affected waterways.
- Coordinate flood fighting operations with County Flood Control and the Fire Branch.
- Monitor water levels and keep the Operations Section Chief and EOC Director updated on a regular basis.
- Identify the need for any heavy equipment and coordinate the procurement with the Equipment and Transportation Branch Director in the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.

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- Coordinate with the Evacuation Unit Leader to begin planning evacuation routes and identifying the staff necessary to evacuate the danger area.
- Coordinate with the Law Enforcement Director to establish evacuation routes and erect (with the assistance from Public Works Director), barriers to block passage to danger areas.

Intermediate Actions

- Keep the Public Works Branch Director and the Operations Section Chief informed of the situation, and immediately report any new or changed information.
- Work with the PIO to develop appropriate flood information to be released through the news media.
- Coordinate with the Care and Shelter Director and the American Red Cross for possible mass care and sheltering needs.
- Work with the Purchasing Branch Director to obtain any needed supplies and/or equipment (e.g., sand bags, water pumps, generators, etc.).
- Coordinate with the Operational Area providing information on current situation.
- Keep the Public Works Director updated as to activities and changes in the situation.
- Develop a staffing plan with the Personnel/Volunteer Director for 24-hour flood activities or as directed by the Public Works Branch Director.

Extended Actions

- Participate in a Critical Incident Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Flood Control Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation

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- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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3.2.16 Schools Branch Director

POSITION TITLE: Schools Branch Director

You report to: Operations Chief

You supervise: N/A

Position Overview

The Schools Unit Leader assists in the coordination of schools to be used as shelters during an emergency incident.

Responsibilities

- Coordinate the flow of information between the City's EOC and local school districts.
- Provide statistical information regarding schools to the EOC.

Initial Actions

- Receive an initial briefing from the Operations Section Chief.
- Inventory schools for the following information:
 - Number of schools affected by the incident;
 - Name and address of school(s) affected by the incident;
 - Number of students/employees injured;
 - Number of fatalities;
 - Number of school(s) evacuated and location to which students and staff were evacuated;
 - Structural soundness;
 - Utility services (including communications);
 - When and if schools will be available for shelter facilities;
 - Number of buses available for transporting students (City, County, and/or vendor owned);
 - Adequate sanitation facilities, including showers;
 - Capacity of cooking areas, serving areas, dining areas, and equipment;
 - Housing capacity; and
 - Handicapped access.
- Provide the above information to the American Red Cross and the Situation Assessment Branch Director in the Planning and Intelligence Section.

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- Determine the number of school buses (City, County, and/or vendor owned) available throughout the City. Request the OA to pole the surrounding areas to determine the number of school buses that can be used to assist with evacuations in the City.
- If shelters are being opened, coordinate information with the American Red Cross.
- Notify the Operations Chief of any health related issues identified at any school site (i.e., sewage leaks, etc.).
- Coordinate with the Construction and Engineering Unit Leader to ensure school locations are structurally safe and operational. If the emergency incident is an earthquake, ensure that the Construction and Engineering Unit Leader re-inspects shelter locations following all aftershocks.

Intermediate Actions

- Participate in all Operations Section briefings.
- Establish contact with the PIO to determine the process needed to get information to the general public regarding schools that are closed, schools that are open and informational instructions for families with children who were attending school at the time of the emergency (e.g., evacuation locations).
- Coordinate with the Communications Branch Director for alternative forms of communications to and from any open schools, as needed or requested from the schools.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Keep the Operations Chief updated and report any changes in the situation as soon as possible.
- Develop a demobilization plan for all active shelters with the American Red Cross.
- Prepare an After-Action Report and turn it in to the Operations Chief.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

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- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Schools Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

SECTION 4: PLANNING and INTELLIGENCE SECTION

4.1 Planning and Intelligence Section Overview

The Planning and Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events.

During a disaster/emergency, the Planning and Intelligence Chief advises on various courses of action from their departmental level perspective. This Section is responsible for the development of the jurisdiction's Action Plans and Situation Reports. This Section also conducts and is responsible for completing the After-Action Report. This Section also develops the Recovery Plan for recovery and mitigation.

Responsibilities are to:

- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the EOC Director, EOC Manager, Public Information Officer, and the EOC staff.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to City departments, Riverside County departments and agencies, State OES, FEMA, and the Riverside County Operational Area (OA).
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning and Intelligence support to other Sections.
- Ensure accurate recording and documentation of the incident.
- Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster recovery plan.

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- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge subjects.

The Planning and Intelligence Section ensures that safety and damage assessment information is compiled, assembled, and reported in an expeditious manner. The Planning and Intelligence Section is also responsible for detailed recording (Communication and Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster.

4.2 Planning and Intelligence Section Position Checklists

4.2.1 Planning and Intelligence Chief

POSITION TITLE: Planning and Intelligence Chief

You report to: EOC Director

You supervise: Situation Assessment Branch Director, Documentation Branch Director, Advanced Planning Branch Director, Recovery Planning Branch Director, Demobilization Branch, Facility Inspection Unit, and Technical Specialist.

Position Overview

The Planning and Intelligence Chief has the management responsibility for all planning activities relating to response, demobilization, and recovery operations. This position assists the EOC Director in the development of the EOC Action Plan.

Responsibilities

- Manage the Planning and Intelligence Section staff.
- Gather and analyze all situation data.
- Develop reports and recommend actions for the EOC Director and the EOC Manager for EOC Action Plans.
- Conducts planning meetings and prepare the action plan for each operational period.
- Report directly to the EOC Director and coordinate closely with other Section Chiefs, in particular the Operations Section Chief.

Initial Actions

- Check-in with the EOC Director to receive initial briefing on:
 - o General situation
 - o Immediate tasks for the section
 - o Organization of EOC staff
 - o Communications capabilities between the City and the Operational Area
- Contact the Logistics Section to advise them of your arrival; inquire about estimated times of arrival of requested staff not yet on site.
- Analyze the situation and determine the level of staffing:

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- Request a recorder from the Personnel/Volunteer Director, if position activated.
 - Assign Planning/Intelligence Section Directors as needed (Situation Assessment Director, Documentation Director, Advance Planning Director, Recovery Planning Director, Demobilization Director, and Technical Specialist).
 - Brief Directors after meeting with the EOC Director.
- Set up Planning/Intelligence Section Center work area in the EOC.
 - Determine communication capabilities and restrictions both for on-site and external communications (phone, fax, OASIS, e-mail, radio, etc.).
 - Check and fill equipment and supplies needs.
- Assist the EOC Director in conducting planning meetings to evaluate and/or re-evaluate the situation, objectives, priorities, operational period, assignments, and needed logistics. (The outcomes of these meetings are the basis for the emergency action plan).

Intermediate Actions

- Brief EOC Director and EOC staff on initial intelligence:
 - Nature and scope of incident/disaster.
 - Current and potential threats to life and property.
 - Recommended courses of action to mitigate immediate threats.
- Meet frequently with the PIO to update status for news releases.
- Obtain briefings and updates as appropriate from Section Chiefs.
- Conduct periodic Planning and Intelligence Section meetings to:
 - Brief/update the emergency action plan
 - Assign tasks to appropriate sections/units
 - Identify critical issues/needs, shortfalls
 - Brief sections on previously assigned tasks
- Prepare the initial situation report.
- Monitor resource usage to forecast shortfalls.
- Coordinate the EOC emergency action plan, publish and distribute copies to the EOC Director, all Sections Chiefs, and if necessary all division command posts.
- Develop possible incident objectives and priorities based on:
 - Public health and welfare
 - Emergency information or public instructions
 - Possible shortages of personnel or supplies

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- Identification of danger areas
 - Determination of needs
- Analyze all information to forecast any developments or trends.
- Collect projected activity reports from Section Chiefs and Planning/Intelligence Section Directors at appropriate intervals.
- Ensure that all requests are routed/documented through the Planning/Intelligence Section.
- Continue EOC situation briefings and action planning sessions as needed.
- Instruct Situation Assessment Director and staff to document/update status reports from all Section Chiefs and Directors for use in decision making and reference in post-disaster evaluation and recovery assistance applications.
- Monitor resource usage to forecast shortfalls.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration section:
 - Notification of any emergency expenditures
 - Daily time-sheets

Extended Actions

- Keep the EOC Director updated on the situation and of any changes.
- Review current priorities and policies from Planning/Intelligence Section Chief and EOC Director.
- Request EOC Director to authorize the deactivation of Section.
- Meet with agency representatives to determine:
 - Agencies not requiring formal demobilization
 - Personal rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- When deactivation is approved, contact agencies and/or persons worked with and advise them of:
 - When deactivation will take place
 - Whom they should contact (include phone number) for the completion of ongoing actions or new requirements
- Coordinate with EOC Director and Section Chiefs to determine the need for an EOC Demobilization Plan. If the plan is deemed necessary, prepare a written demobilization action plan that will at a minimum address the following:
 - Release plan strategies and general information
 - Priorities for release
 - Transfer of authorities/responsibilities/missions

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- Completion and submittal of all required documentation
- Ensure that each Section has completed the following:
 - Final reports
 - Close-out of Section activity log
 - Transfer of ongoing missions and/or actions to appropriate full-time staff for recovery operations
- Direct Section staff to attend the After-Action Review to be held after the EOC deactivation. Staff should be prepared to discuss:
 - General overview of the operation
 - General overview of EOC operation
 - Procedures/concepts that worked well
 - Procedures/concepts that need to be improved
- Ensure staff cleans up work areas and returns facility to normal.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director. Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session and ensure that all Planning/Intelligence staff and volunteers attend one also.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Planning and Intelligence Chief position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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4.2.2 Situation Assessment Branch Director

POSITION TITLE: Situation Assessment Branch Director

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

This position is critical to alerting the Director of Emergency Services of potential problems affecting the Operational Area.

Responsibilities

- Collect, process, and organize situation information.
- Prepare situation summaries.
- Develop projections and forecasts for future events related to the incident.
- Prepares maps and intelligence information for use in the emergency action plan.
- Maintain a “reference library” of reports and other documents.

Initial Actions

- Check-in with the EOC Planning and Intelligence Chief to receive initial briefing on:
 - o General situation
 - o Immediate tasks for the Section
 - o Organization of EOC staff
 - o Communication capability between the City and the Operational Area
- Set-up section work area:
 - o Post organization/seating chart
 - o Post maps (either standard or computerized)
 - o Set-up status boards (either on computer or white board)
 - o Update phone rosters
 - o Check and fill equipment and supply needs
- Determine with Section Chiefs and the Communication Branch Director appropriate information to be displayed on status boards.
- Prepare input to and facilitate in the emergency action planning session. The goal of the meeting is to cover the following topics:
 - o Time period the plan covers

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- The mission priorities
 - Listing of objectives to be accomplished (should address the priorities and be measurable in some way)
 - Statement of strategy to achieve the objectives (identify whether there is more than one way to accomplish the objective, and which way is preferred)
 - Assignments necessary to implement strategy
 - Organizational elements to be activated to support the assignments (may also list organizational elements that will be deactivated during or at the end of the period)
 - Logistical or other technical support required
- Collect and forward to the Operational Area: LOCAL EMERGENCY DECLARATIONS, and requests for GOVERNOR'S PROCLAMATION and PRESIDENTIAL DECLARATIONS.
 - Track all mutual aid requests and mutual aid received. Coordinate with the Liaison Officer and the Planning/Intelligence Chief.
 - Maintain current status on information coming from division command posts and, if activated, the Operational Area:
 - Current information displayed on status boards
 - Current information displayed on maps
 - Distribute current information to all Section Chiefs and EOC Director.

Intermediate Actions

- Maintain section logs and files.
- Refer all contacts with the media to the EOC Public Information Officer.
- Participate in periodic Planning and Intelligence Section meetings.
- Contact Operational Area Planning and Intelligence Section to establish the best methods for receiving and providing intelligence information. Additionally, setup a schedule for information to be received in order to be put in the EOC situation report.
- Brief the Planning and Intelligence Chief on major problem areas that need immediate action.
- Contact Section Chiefs on essential elements of information as it becomes available; establish the best methods for receiving and providing intelligence information. Additionally, set-up a schedule for information to be received in order to be put in the EOC situation report.
- Keep the command posts informed of the overall situation.

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- Maintain an open file of situation reports and major incident reports for review with other branches or agencies.
- Provide information to EOC Public Information Officer for use in developing media and other briefings.
- Brief relief staff at shift change time.

Extended Actions

- Keep the EOC Director and Planning and Intelligence Section Chief updated on the situation and of any changes.
- Coordinate all information received for After-Action Report.
- Assist transition into recovery operations/documentation.
- Maintain disaster operations files, records, and legal documents for proscribed retention period.
- Attend post disaster EOC debriefing.
- Ensure staff cleans up work areas and returns facility to normal.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Planning and Intelligence Section Chief. Provide staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Situation Assessment Branch and close out logs when authorized by the Planning and Intelligence Section Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion

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1.4.5 Demobilization

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4.2.3 Documentation Branch Director

POSITION TITLE: Documentation Branch Director

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

The Documentation Branch Director maintains accurate up-to-date and complete incident files.

Responsibilities

- Assisting other Sections in setting up and maintaining documentation during a disaster.
- Maintain display boards of the current situation.
- Provide duplication services to EOC staff.
- File, maintain and store incident files and vital records for legal, analytical, and historical purposes.

Initial Actions

- Check in with the Planning and Intelligence Chief to receive initial briefing on:
 - General situation
 - Immediate tasks for the Section
 - Organization of EOC staff
 - Communication capabilities between the City and the Operational Area
 - Receive position checklist and position identifier, if available.
- Establish situation/incident master file. At a minimum, the file should consist of:
 - Copies of all fax logs
 - Copies of all declarations and requests for declarations (Local, Gubernatorial and Presidential)
 - City Flash Report
 - City Situation Report(s)
 - Copies of all Section and Branch activity logs
 - Copies of all reports either submitted to or generated by the EOC
 - Copies of all staff/organization charts
 - Copies of phone rosters
- Prepare distribution list for EOC Action Plans.

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- Make copies and distribute EOC Action Plans.
- Ensure all telephone, radio, and memo communiqués in the EOC are documented. Keep a copy of all phone messages.
- Use pre-established message forms for documentation of all EOC communiqués.
- Determine with the Planning and Intelligence Chief and Situation Assessment Branch Director appropriate information to be displayed on status boards.
- Receive and log all documentation relating to requests and response for personnel or supplies to the respective Section Chiefs and Directors, and Officers.
- Maintain an on-going activity log of all EOC activities, decisions, communications, and reports. Copies of news releases, public information notices, employee directives, Operational Area status summaries, etc., should be included.

Intermediate Actions

- After the action planning meetings, assist in the preparation of any written EOC Action Plans or procedures.
- Participate in periodic Planning and Intelligence Section meetings.
- Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.
- Brief relief at shift change time.

Extended Actions

- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Section Chief. Provide staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Branch and close out logs when authorized by the Planning and Intelligence Chief.

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- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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4.2.4 Advanced Planning Branch Director

POSITION TITLE: Advanced Planning Branch Director

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

The Advanced Planning Branch Director is responsible for the development of the EOC Action Plan, based upon the objectives and priorities determined by the EOC Director and Section Chiefs.

Responsibilities

- Forecast possible situation developments by focusing on potential response and recovery issues that might exist within the 36-to-72-hours following a current operational period.

Initial Actions

- Receive briefing from the Planning and Intelligence Chief with other Section staff.
- Gather information from the Situation Assessment Branch Director.
- Monitor the situation with the Planning and Intelligence Section.
- Develop possible incident objectives and priorities:
 - Public Health and Welfare
 - Emergency information or public instructions
 - Possible shortages of personnel or supplies
 - Identification of danger areas
 - Determination of needs
- Develop an EOC Action Plan which includes the following based on the priorities and objectives approved by the Sections Chiefs and EOC Director:
 - Planning period (time frame the EOC Action Plan covers)
 - Clear objective(s)
 - Goals
 - Assets needed to be deployed to achieve objectives
 - Mutual aid requested and when it is expected
 - Length of shifts and/or when relief will be needed
- Obtain approval of the EOC Director of each EOC Action Plan and Status Report; distribute the EOC Action Plan and Status Report to ALL EOC staff and

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to any support agencies, off-site special districts involved in the incident, and any field command posts.

Intermediate Actions

- Keep the Planning and Intelligence Chief and Situation Assessment Director advised of changing information.
- Analyze all information to forecast any developments or trends.
- Monitor resource usage to forecast shortfalls.
- Keep in close communication with the Liaison Officer for clear view of information from other agencies and the Operational Area.
- Develop plan with Personnel and Volunteer Branch Director on 24 hour staffing of the EOC and all functions necessary to respond to and recover from the emergency.

Extended Actions

- Attend all section briefings.
- Keep the Planning/Intelligence Chief advised of all activities and decisions.
- Participate in the development of a demobilization plan.
- Ensure that the demobilization plan is communicated and/or distributed to all essential groups or agencies.
- Update information and forecasts as objectives are met and new ones are identified. Keep all others in the EOC advised.
- Participate in a Critical Incident Stress Debriefing Session.
- Assist in compiling the Planning/Intelligence Section post incident report.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Advanced Planning Branch and close out logs when authorized by the Planning and Intelligence Chief.
- Leave forwarding phone number where you can be reached.

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Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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4.2.5 Recovery Planning Branch Director

POSITION TITLE: Recovery Planning Branch Director

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

The Recovery Planning Branch Director is responsible for organizing and directing the Recovery Planning in the City.

Responsibilities

- Form a Recovery Planning Team to assist the City in recovering from the incident, utilizing assigned representatives from each City Department affected by the incident.
- Coordinate with the Planning and Intelligence Chief and EOC Director the process of working with the City Manager and business and civic leaders to establish and implement a long-range plan for recovery for the City.
- Insure that the OA is updated on the level and types of damage in the City.

Initial Actions

- Receive briefing from Planning and Intelligence Chief with other Section staff.
- Monitor situation status activities and determine the extent of damages to City operations.
- Implement recovery plan for City operations.
- Separate and prioritize tasks and assign to the appropriate department.
- Determine how the recovery operations will be financed.

Intermediate Actions

- Establish incident files relating to damage in the City.
- Make sure that photographs, videos, and written documentation of the damage has been recorded.
- Formulate a plan with City Departments to facilitate recovery of City Departments.
- Work with the business community to formulate a plan for recovery of business operations.

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- Monitor situation status activities and determine the extent of damages to business operations.
- Implement recovery plan for businesses.
- Attend the FEMA Applicants Briefing and develop forms for City Departments to use when reporting expenditures which could be reimbursed by the State and/or FEMA.
- Be prepared to assist State OES and FEMA with a Preliminary Damage Assessment (PDA) of the City.
- Maintain a log of messages sent and received and all significant actions taken. Maintain record of all personnel participating and their hours on duty.
- Update Finance/Administration Section Chief and Planning/Intelligence Section Chief with all pertinent information.

Extended Actions

- Document all actions and decisions on an activity log.
- Keep the Planning and Intelligence Chief advised of all activities and decisions.
- Attend all Section briefings.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Recovery Planning Branch and close out logs when authorized by the Planning and Intelligence Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

4.2.6 Demobilization Branch Director

POSITION TITLE: Demobilization Branch Director

You report to: Planning and Intelligence Section Chief

You supervise: N/A

Position Overview

The Demobilization Branch Director is responsible for preparing the demobilization plan and assisting Section Chiefs in ensuring that an orderly, safe, and cost-effective demobilization of personnel and equipment is accomplished.

Responsibilities

- Prepare demobilization plan.
- Assist Section Chiefs in ensuring that demobilization is orderly, safe, and cost-effective.

Initial Actions

- Receive assignment and briefing from the Planning and Intelligence Section Chief.
- Review incident resource records to determine probable size of the demobilization effort.
- Assess and fill needs for additional personnel, work space and supplies.
- Obtain incident command objectives, priorities and constraints on demobilization.
- Meet with Agency Representatives to determine:
 - o Agencies not requiring formal demobilization
 - o Personnel rest and safety needs
 - o Coordination procedures with cooperating/assisting agencies
- Be aware of ongoing Operations Section resource needs.

Intermediate Actions

- Obtain identification and description of surplus resources and probable release times.
- Determine finance, supply, and other check-out stops.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.

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- Establish communications link with appropriate off-incident facilities.
- Prepare demobilization plan (Plan to include the following sections):
 - General - discussion of demobilization procedure
 - Responsibilities - specific implementation responsibility and activity
 - Release Priority - according to agency and kind and type of resources
 - Release Procedures - detailed steps and process to be followed
 - Directories - maps, telephone numbers, instructions, etc.
- Obtain approval of demobilization plan from the Section Chiefs and EOC Director.
- Distribute plan to each processing point.
- Ensure that all sections understand their responsibilities within the demobilization plan.
- Monitor implementation of demobilization plan.
- Assist in the coordination of demobilization plan.
- Brief the Planning/Intelligence Section Chief on progress of demobilization.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Demobilization Branch and close out logs when authorized by the Planning and Intelligence Section Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities

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- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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4.2.7 Facility Inspection Unit

POSITION TITLE: Facility Inspection Unit

You report to: Planning and Intelligence Chief

You supervise: N/A

Position Overview

The Facility Inspection unit is responsible for the inspection and occupancy classification of all public buildings, critical facilities, and private homes and businesses following a major emergency.

Responsibilities

- Inspect and classify public buildings, critical facilities, and private homes and businesses.
- Function as part of the Recovery Unit to return the impacted area to normal as soon as possible.

Initial Actions

- Receive a briefing from the Planning and Intelligence Chief with other Branch Directors.
- Develop a status by priority, of all reported damaged critical facilities, public buildings, and private homes and businesses, using a grid system to identify areas of damage in addition to individual occupancies.
- Inventory City staff qualified to perform building inspections. Organize teams and identify areas of priority inspection.
- Coordinate with the Personnel and Volunteer Director for any volunteer structural engineers they may have registered, if needed.
- Inform all building inspectors and structural engineers to document all damage found either by video tape, still photographs, audio tape, or written report. The optimal is video tape. Coordinate the acquisition of video equipment, cameras, and associated supplies with the Logistics Section.
- Ensure that Facility Inspection Teams working in the field report back the following information:
 - o Collapsed/hazardous buildings
 - o Fires
 - o Downed power lines

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- Exposed broken gas mains/gas leaks
 - Street light outages
 - Any potential dangerous situations
- Inform the Operations Chief of the above information as it is received.
- Request the Liaison Officer to contact the Operational Area Mutual Aid Coordinator for additional qualified building inspectors and/or structural engineers upon approval of the EOC Director and Planning and Intelligence Chief.

Intermediate Actions

- Keep the Public Works Director updated on the situation; report any changes as soon as possible.
- Ensure that all survey and intelligence data is provided to the EOC immediately upon arrival from the field.
- Develop a staffing plan for field building inspectors for the next few days. If inspectors are limited and the Operational Area is unable to immediately arrange for mutual aid, this plan should be developed using a priority system.
- Ensure that all building inspectors and structural engineers are tagging inspected buildings in a consistent manner.
- Monitor the progress of building inspections and report to the Public Works Director.
- Inform the Construction and Engineering Unit Leader of damaged buildings in need of repair.

Extended Actions

- Gather all damage documentation from field inspectors on a routing basis and provide it to the Planning/Intelligence Chief for permanent documentation.
- Coordinate with the Construction and Engineering Unit Leader and Law Enforcement Branch Director any demolition of damaged structures.
- Identify when volunteers and mutual aid resources may be released. Develop a plan to stage demobilization.
- Prepare a debriefing report on all facility inspections and actions when the situation becomes manageable.
- Participate in a Critical Incident Stress Debriefing Session and ensure that all building inspectors (City staff, volunteers, or mutual aid responders) participate also.

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Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Facility Inspection Unit and close out logs when authorized by the Planning and Intelligence Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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4.2.8 Technical Specialists

POSITION TITLE: Technical Specialists

You report to: Planning and Intelligence Section Chief

You supervise: N/A

Position Overview

Technical Specialists are advisors with special skills that may be needed to support a specific incident.

Responsibilities

- Act as a resource to members of the EOC staff in their respective technical specialty.

Initial Actions

- Receive briefing from Planning and Intelligence Chief with other Section staff.
- Assess the current emergency and provide necessary information to the Planning/Intelligence Chief relative to projected duration and intensity of the emergency.

Intermediate Actions

- Participate in all EOC briefings and assist in setting objectives and priorities with the Advance Planning Director.
- Provide information to the Logistics Chief relative to special equipment needs.

Extended Actions

- Keep the Planning and Intelligence Chief advised of all activities and decisions.
- Ensure that all communications are copied to the Message Center.
- Brief your relief at shift change.
- Leave your name, number and place where you can be located if an emergency should occur.
- Participate in a Critical Incident Stress Debriefing Session.

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Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Technical Specialist position and close out logs when authorized by the Planning and Intelligence Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

SECTION 5: LOGISTICS SECTION

5.1 Logistics Section Overview

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also provides the necessary communications for effective response coordination.

In general, the Logistics Section is responsible for providing resources (personnel and equipment) that are not in current City inventories. During response operations, the Operations Chief will first call upon the Units represented in the Operations Section for resources. Once these resources have been exhausted, the Logistics Section will be called upon to locate the required resources from external sources.

5.2 Logistics Section Position Checklists

5.2.1 Logistics Chief

POSITION TITLE: Logistics Chief

You report to: EOC Director

You supervise: Communications Branch Director, Information Systems Branch Director, Equipment and Transportation Branch Director, Personnel and Volunteer Branch Director, Procurement and Supply Branch Director, Facilities Support Branch Director, Resources Tracking Branch Director and the EOC Support Branch Director.

Position Overview

The Logistics Section Chief oversees all of the resource and support functions of the Logistics Section (technology, communications, transportation, personnel, facilities, and others) in support of the emergency response.

Responsibilities

- Locate, order, and utilize critical resources in the aftermath of a major disaster.
- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; and arranging for food, lodging, and other support services as required.
- Establish the appropriate level of Branch staffing within the Logistics Section. Monitor the effectiveness of the organization and modify as required.
- Ensure Section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.

Initial Actions

- Receive situation briefing from the EOC Director.
- Activate Logistics Section Staff, as needed. These positions may include: Communications Branch Director, Information Systems Branch Director,

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Equipment and Transportation Branch Director, Personnel and Volunteer Branch Director, Procurement and Supply Branch Director, Facilities Support Branch Director, Resources Tracking Branch Director and the EOC Support Branch Director.

- Brief Logistics Staff on current situation and develop the Section's initial emergency action plan. Designate time for next briefing.
- Attend damage assessment meetings.

Intermediate Actions

- Establish a donation center to receive donated goods, if needed. Delegate to the Procurement and Supply Branch Director the responsibility to manage this area and request staff as needed.
- Obtain information, status of areas and updates regularly from Section Staff. Assist when necessary.
- Meet with Logistics Staff on a regular basis.
- Attend routine meetings with the EOC Director and Section Chiefs.
- Communicate frequently with the EOC Director.
- Obtain needed supplies with assistance of the Finance and Administration Chief, as needed.
- Inform the EOC Director and Liaison Officer of the need to coordinate with the Operational Area for mutual aid if unable to obtain requested material, supplies, or personnel through normal channels.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to EOC Director. Provide staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session and ensure that all Logistics Section staff and volunteers attend one also.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.

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- Deactivate the Logistics Section Chief position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.2 Communications Branch Director

POSITION TITLE: Communications Branch Director

You report to: Logistics Chief

You supervise: Message Center Unit Leader

Position Overview

The Communications Branch Director coordinates and facilitates telecommunications systems (including radio systems and RACES) available to establish communications links.

Responsibilities

- Coordinate and facilitate telecommunications systems available to establish communications links between the City, Special Districts, essential volunteer agencies, Operational Area, and field command posts.

Initial Actions

- Receive briefing from the Logistics Chief.
- Assess current status of internal and external telephone systems and radio systems. Report status to the Logistics Chief.
- Meet with Logistic Section to determine external sources of communications equipment should the need arise.
- Advise the Logistics Chief if there is a need for Amateur Radio support. This should be communicated to the Liaison Officer for a request to the Operational Area to provide as mutual aid.

Intermediate Actions

- Establish a mechanism to communicate with field units or command post in the event of a telephone outage or system overload.
- Attend Logistics Section meetings.
- Communicate frequently with the Logistics Chief.
- Develop an Amateur Radio (RACES) staffing plan with the County RACES Officer, as needed.
- Coordinate communications among various volunteer communications agencies (REACT, ARIES, etc.).

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Extended Actions

- Monitor staff for signs of stress and fatigue. Report concerns to the Logistics Chief.
- Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Communications Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.3 Message Center Unit Leader

POSITION TITLE: Message Center Unit Leader

You report to: Logistics Section Chief

You supervise: N/A

Position Overview

The Message Center Unit Leader organizes, coordinates and acts as custodian of all logged internal and external communications. The information will be sent or received by the EOC through many different channels: telephone, computer systems, email, WebEOC, faxes, government radio, amateur radio, citizens band radio, commercial broadcasts, electronic mail, runners, etc.

Responsibilities

- Organizes, coordinates and acts as custodian of all logged internal and external communications.

Initial Actions

- Obtain briefings from the Logistics Section Chief.
- Establish a Message Center in close proximity to the EOC.
- Request personnel to work in the Message Center as runners, to answer phones, to log messages, etc., from the Personnel/Volunteer Director, if position activated, if not request additional personnel from the Logistic Chief.
- Use pre-established message forms for documentation of all EOC communiqués.
- Receive and log all documentation related to requests and response for personnel or supplies to the respective Chiefs, Directors, Unit Leaders, etc.
- Maintain an incoming and outgoing message log.
- Assign messages a sequential number based on order messages received.
- Set up "In and Out" boxes in the EOC and each work area for runners to pick up and deliver messages.
- Message Center runners. Briefing should include but is not limited to:
 - Information about work schedule (i.e. hours, breaks, etc.)
 - Location of copy machines, etc.

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- Section names and locations (activated sections currently working in the EOC).
- Message Center flow:
 - Collect messages from all message center out boxes throughout the EOC and place in Message Center in box for logging and assignment of number
 - Distribute messages that have been logged and numbered

Intermediate Actions

- Once locations of all work areas are known create a chart and/or map showing which section is located where for all Message Center Personnel.
- Develop a staffing plan for a 24-hour operation. Communicate needs to the Personnel/Volunteer Director.
- Ensure all messages are copied to the Planning/Intelligence Section.
- Attend Section meetings.

Extended Actions

- Observe staff and volunteers for signs of stress or fatigue.
- Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing session and ensure that all Message Center Staff and volunteers attend one also.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Message Center Unit and close out logs when authorized by the Logistics Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities

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- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.4 Information Systems Branch Director

POSITION TITLE: Information Systems Branch Director

You report to: Logistics Section Chief

You supervise: N/A

Position Overview

The Information Systems Director directs the maintenance and repair of computer support operations to assure the City can function.

Responsibilities

- Coordinate computer support for the EOC

Initial Actions

- Receive a briefing from the Logistics Section Chief.
- Determine status and operability of primary computer systems and applications of City computer support.
- Report status to Logistics Section Chief.
- Inventory information services staff available in the City to assist in the restoration of essential systems. If none available, contact local vendors for services. If still not available, work through the Logistics Section Chief to request mutual aid from the Operational Area.
- Develop an action plan to address the systematic repair/restoration of essential computer systems.
- Activate the City's "Hot Site" (an area where all City mainframe computers are duplicated and ready to run upon notification), if one has been set up. If not, work with the Finance/Administration Section to determine which computer vendors have a "disaster" clause and will supply the needed equipment. Arrange for such equipment.
- Establish computer needs of the EOC, and in particular, the Planning and Intelligence Section, to support the response activities (e.g., laptop computers for field use) and documentation requirements. Coordinate with the Section Chiefs and the EOC Director.

Intermediate Actions

- Report status on a routine basis to the Logistics Section Chief.

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- Coordinate with appropriate vendors for computer support and repair operations. Inform the Logistics Section Chief of actions.

Extended Actions

- Develop a plan to transfer computer operations back to City site(s) as soon as feasible and close down any alternative site(s) used during the restoration of the City's capabilities.
- Observe staff for signs of stress and report concerns to the Logistics Chief.
- Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Information Systems Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.5 Equipment and Transportation Branch Director

POSITION TITLE: Equipment and Transportation Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Equipment and Transportation Branch Director is responsible for the maintenance and tracking of City equipment and transportation vehicles used during the emergency or sent to other jurisdictions as part of a mutual aid request from the Operational Area.

Responsibilities

- Develops a transportation plan to support EOC and field operations (i.e. evacuations, etc.) operations.
- Arrange for the acquisition or use of required transportation resources.
- Coordinate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section to give updates on resource allocations and needs.
- Responsible to post and keep current all information on the resource status display boards and maps in the EOC relating to transportation resources.

Initial Actions

- Receive briefing from the Logistics Chief with other Section Directors.
- Inventory all City equipment and transportation vehicles and categorize as "In Use", "Available", "Under Repair", etc.
- Determine what equipment and vehicles are needed and where they need to go.
- Inventory spare parts for equipment and transportation vehicles.
- Identify emergency generators in the City; their size, capability, and locations.
- Coordinate with the Procurement and Supply Director to identify those vendors with contracts to supply the City with needed equipment, transportation vehicles, spare parts, and/or fuel during emergency situations. Put these vendors on notice that resources may be needed.

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- Identify where additional emergency generators may be obtained; put the vendor on alert to this possibility.
- Identify available fuel within the City Yard for vehicles and/or transportation vehicles; put outside vendors on notice that their fuel (gasoline, diesel, or propane) may be needed.
- Create a resource status board to indicate the status of all City owned equipment and transportation vehicles, current location, in use, out of service, expected time back in service, and items on loan to others.
- Establish contact with the private transportation services in the City (i.e., taxis, bus companies, etc.) to determine equipment and transportation vehicles available should they be needed.
- Identify staff available to work and develop a 24-hour staffing plan so that equipment malfunctions may be dealt with in a timely manner.

Intermediate Actions

- Participate in all Section briefings and keep the Logistics Chief informed of the status of City equipment and transportation vehicles.
- Confirm which streets are impassable and what alternate routes are necessary.
- Develop a plan for transportation vehicles for those needing such a service in the event of an evacuation. Coordinate this with the Evacuation Unit Leader in the Operations Section.
- Develop a plan to repair those pieces of equipment and transportation vehicles out of service.
- Arrange for spare parts to be available from private vendors should they be needed for City use. This may also be done through the Operational Area should the vendors be outside of the City limits.

Extended Actions

- Update the Logistics Chief of any changes in status of equipment and/or transportation vehicles.
- Develop a plan for servicing all equipment and transportation vehicles once they are released from service.
- Monitor staff for signs of stress and fatigue; plan for staff rest periods.
- Participate in a Critical Incident Stress Debriefing Session.

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Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Equipment and Transportation Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.6 Personnel and Volunteer Branch Director

POSITION TITLE: Personnel and Volunteer Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Personnel and Volunteer Branch Director inventories available staff and establishes a Personnel Pool area to collect and register available staff and volunteers.

Responsibilities

- Inventory all available staff.
- Establish a Labor Pool area to collect and register all available staff and volunteers.
- Coordinate with appropriate City Department Directors or Supervisors to coordinate re-assignment of staff to disaster related jobs.
- Receive requests and assign available staff as needed.
- Maintain adequate numbers of available personnel.
- Assist in the maintenance of staff morale.
- Provide guidance to the EOC Director and Management Group regarding any Union issues which may arise in the reassignment of staff to "out-of-class" tasks during the emergency.

Initial Actions

- Obtain briefing from the Logistics Chief.
- Establish Labor Pool area and communicate operational status to the EOC Sections and Director as well as to the PIO as a location for volunteers to report, if requested.
- Develop a registration process and criteria for acceptable for volunteers not employed or associated with the City.
- Develop or implement the process for registering and swearing in of volunteers as Disaster Service Workers

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- Inventory the number and classify staff presently available. Use the following classifications and sub-classifications for personnel:
 - Management (Including Emergency Managers)
 - Administrative/Analyst
 - Clerical
 - Typist/Computer literate
 - Short hand capabilities
 - General Receptionist
 - Specialists
 - Public Works (building engineers, structural engineers, construction skills, road repair, etc.)
 - Law Enforcement
 - Fire Suppression
 - Medical – Physicians, RN, EMT, PM, etc.
 - Recreation
 - Purchasing/Contracts
- Obtain assistance from all Section Chiefs to establish long term staffing needs.

Intermediate Actions

- Maintain a log of all assignments.
- Develop a staffing plan for all staff increments of time appropriate to the situation, weather conditions, etc. and communicate it to all Section Chiefs and EOC Director.
- Ensure maintenance of staff time sheets; obtain clerical support if necessary. Coordinate this with the Finance Section.
- Assist the PIO (Public Affairs) in publishing an informational sheet for employees regarding when and where to report and for volunteers regarding City needs or refer them to the Operational Area.
- Maintain a Message Center in the Labor Pool area for re-assigned personnel.
- Brief the Logistics Chief as frequently as necessary on the status of labor pool numbers and composition.

Extended Actions

- Develop staff rest and nutritional area.
- Observe and assist staff who exhibit signs of stress and other fatigue. Report concerns to Logistics Chief. Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session and arrange for all City staff and involved volunteers to also attend a session.

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- Develop a demobilization plan to begin staffing regular City positions as soon as possible.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Personnel and Volunteer Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.7 Procurement and Supply Branch Director

POSITION TITLE: Procurement and Supply Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Procurement and Supply Branch Director is responsible for the management of material resources in support of emergency response actions.

Responsibilities

- Responsible for the management of material resources in support of emergency response actions.
- Expedites the procurement of resources, including nutritional support for the EOC and field command posts.
- Coordinates with the Finance and Administration Section to manage the collection and maintenance of cost data.

Initial Actions

- Receive briefing from the Logistics Chief.
- Meet with and brief all City staff responsible for purchasing supplies for the City.
- Establish and communicate the operational status to the Logistics Chief.
- Collect and coordinate essential supplies. Prepare to assist with equipment leasing and/or purchase upon request of the Equipment and Transportation Director. Consider transportation needs for equipment and supplies when responding to request.
- Survey all City facilities to develop a supply inventory, to include but not limited to:
 - o Water
 - o Food
 - o Protective clothing for field units
 - o Office supplies
 - o Sanitation services for EOC and Media Center
- Coordinate with Departments to inventory the equipment and supplies they may have stored and identify the storage location(s).

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- Develop procedures for procurement of supplies, personnel, etc.

Intermediate Actions

- Manage the “donation center” as needed. Request additional staff to assist in documenting the receipt and distribution of all donated goods and services.
- Track the status of all supplies as “available” location”, not available”, “requested and ETA”, “requested from Operational Area”.

Extended Actions

- Identify additional supply needs. Make request/needs known through the Logistics Chief.
- Keep the Logistics Chief updated on activities and decisions made.
- Set up procedures for return of unused supplies.
- Observe and assist staff who exhibit sign of stress or fatigue. Report concerns to the Logistics Chief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Procurement and Supply Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.8 Facility Support Branch Director

POSITION TITLE: Facility Support Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Facility Support Branch Director is responsible for the location of sleeping and sanitation facilities for the EOC and field units.

Responsibilities

- Responsible for the location of sleeping and sanitation facilities for the EOC and field units.
- Locates alternate buildings for City staff to work in either on a short or long term basis, depending upon the situation.

Initial Actions

- Receive briefing from the Logistics Chief.
- Establish a work area in the EOC
- Inventory all City owned or leased facilities.
- Prioritize those facilities by City use, and request a damage assessment of each one from Public Works Director.
- For any leased buildings used by the City, contact the building owner or manager to obtain a status report. If unable to contact the building owner, request the Facility Inspection Director to provide a status report.
- Coordinate with Public Works Director to repair any damaged City building.
- Determine which City facilities are not functional. Develop a plan to identify which City service must be re-located. Arrange for alternative sites. The Logistics and Finance and Administration Chiefs and the EOC Director must approve the plan and the leasing of any facility.

Intermediate Actions

- Request additional staff to assist in this function from the Personnel and Volunteer Director, if needed. If appropriate staff is not available, notify the Logistics Chief of the need for mutual aid for personnel.

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- Track and document all City functions transferred to alternative sites/facilities due to the emergency, to include but not limited to:
 - Address of alternative facility
 - City function re-assigned to other facilities
 - Building owner or contact person
 - Length of lease
- Work with the Procurement and Supply Director and Communication Director to obtain necessary supplies needed for City staff to work in alternative sites. All possible attempts should be made to salvage City equipment and supplies prior to purchase or lease.

Extended Actions

- Keep the Logistics Chief updated on activities and decisions made.
- Develop a plan to relocate City staff back to regular work sites as soon as possible.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Facility Support Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

5.2.9 Resource Tracking Branch Director

POSITION TITLE: Resource Tracking Branch Director

You report to: Logistics Chief

You supervise: NA

Position Overview

The Resource Tracking Branch Director is responsible for receiving records and passing on information relating to resources already in place, resources requested and estimates of future resource needs.

Responsibilities

- Receives records and passes on information relating to resources already in place, resources requested but not yet on scene, and estimates of future resource needs.
- Coordinates closely with the Operations Section (to determine resources currently in place and resources needed).
- Coordinates closely with the Planning and intelligence Section to give updates on resources allocations and needs.
- Post and keeps current all information on the resource status display boards and maps in the EOC.

Initial Actions

- Obtains briefing from the Logistics Section Chief.
- Set up the collection, organization, and display status of incident resources to include allocation, deployment and staging areas.
- Working with the Planning and Intelligence Chief and field command posts obtain as list of resources which have been or need to be ordered.
- Obtain necessary equipment and supplies (status boards, marking pens, reporting forms, set up, etc.)
- Establish a check-in procedure of resources at specified incident locations.
- Maintain master list of all resources checked in at the incident and personnel responsible for resources that are received.

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Initial Actions

- Provide for an authentication system in case of conflicting status reports on resources.
- Provide a resources overview and summary information to Situation Assessment Branch as requested and written status reports on resource allocations as directed by the Logistics Section Chief.
- Coordinate and facilitate telecommunications systems (including radio systems and RACES) available to establish communications links between the City, Special Districts, Essential Volunteer agencies, Operational Area, and field command posts.
- Assist in strategy planning based on the evaluation of the resources allocations, resources en route, and projected resources shortfalls.
- Keep the Operations Chief informed as to available resources.
- Make recommendations to Logistics Chief of resources that are not employed or should be deactivated.

Extended Actions

- Monitor staff for signs of stress. Report concerns to the Logistics Chief
- Provide for staff relief and rest areas.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resource Tracking Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities

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- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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5.2.10 EOC Support Branch Director

POSITION TITLE: EOC Support Branch Director

You report to: Logistics Chief

You supervise: NA

Position Overview

The EOC Support Branch Director is responsible for supplying the food, lodging, sanitation facilities and other comfort needs to the EOC.

Responsibilities

- In coordination with the EOC Manager, responsible for supplying the food, lodging, sanitation facilities and other comfort needs to the EOC. This may include sites away from the EOC (i.e., Department Operations Centers (DOCs), etc.), as well as providing these items to personnel unable to leave tactical field assignments, as directed.

Initial Actions

- Receive assignment and briefing from the Logistics Chief.
- Determine food, potable water, lodging, sanitation facilities, and other comfort requirements for EOC Personnel.
- Coordinate with the Logistics Chief, EOC Manager, and Purchasing Branch to determine what if any prior Memorandums of Understanding (MOU) are in place for obtaining food, lodging, and comfort supplies.
- Survey personnel working in the EOC to determine any special needs or diet restrictions.
- Coordinate with the Procurement and Supply Director to obtain necessary food, potable water, and comfort items. Determine delivery times.
- Coordinate with the Procurement and Supply Director and the Finance and Administration Chief in determining the method of payment for items purchased.
- Determine based on availability, areas where food and comfort items can be disbursed from.

Initial Actions

- Assist EOC Manager, when requested to do so.

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- Brief EOC Manager frequently on EOC status.
- Participate in all Logistics Section meetings.
- Identify break room and lunchroom locations. Ensure locations are away from work areas, if possible. Notify Situation Assessment Director for posting of locations in the EOC.
- Inventory and maintain accurate records regarding quantity and types of food, water, lodging, and comfort items available.
- If the areas where supplies are being stored become a security issue due to theft, pilfering, etc, coordinate with the Security Officer for security coverage.
- Maintain food services areas, ensuring that all appropriate health and safety measures are being followed.
- Request additional staff (if needed) for food distribution, etc., from the Logistics Chief.
- Arrange transportation for EOC personnel to and from lodging (hotels, etc).
- Assist the Liaison Officer and PIO with VIP lodging and transportation.
- Assist in locating needed furniture and/or supplies for the EOC work areas.

Extended Actions

- When demobilization is imminent coordinate with the Logistics Chief regarding storage and/or return of left over food and water supplies and comfort items.
- Ensure that all communications are copied to the Message Center.
- Monitor staff for signs of stress.
- Provide for staff relief and rest areas.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the EOC Support Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

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Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
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- 1.4.5 Demobilization

SECTION 6: FINANCE and ADMINISTRATION SECTION

6.1 Finance and Administration Section Overview

Finance and Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions.

The Finance and Administration Chief is a member of the jurisdiction's Emergency Management Organization. The Chief is responsible for all fiscal activities related to the disaster situation. The Finance and Administration Section may consist of only one person initially who performs all duties. As an incident grows, if staffing allows, it is likely that the Finance and Administration Section personnel will increase.

There are several important aspects of this function. First, in a major disaster, the state and federal governments will provide certain reimbursements to local jurisdictions. Tracking local expenditures and damages is necessary to receive reimbursements. If tracking by systematic means is not done during an emergency, it may take years to retrace and document expenditures.

Second, during every major disaster, people get hurt, or property is damaged during the response phase. These events usually lead to claims against the responding agency or jurisdiction. The Finance and Administration; Risk Management Section is responsible for investigating all known claims as quickly as possible.

6.2 Finance and Administration Section Position Checklists

6.2.1 Finance and Administration Chief

POSITION TITLE: Finance and Administration Chief

You report to: EOC Director

You supervise: Purchasing Branch Director, Compensation and Claims Branch Director, Risk Management Branch Director, Accounting and Record-Keeping Branch Director, and Time Recording Branch Director.

Position Overview

The Finance and Administration Chief is responsible for the monitoring the utilization of all City financial assets, insuring that all necessary time and expense records are maintained, and that any potential claims against the City are identified and tracked.

Responsibilities

- Oversee the acquisition of supplies and services necessary to meet the demands of the emergency.
- Supervise the documentation of expenditures relevant to the emergency incident.
- Oversee the tracking of potential claims against the City.

Initial Actions

- Obtain briefing from the EOC Director.
- Assign, as needed, Purchasing Director, Compensation and Claims Director, Risk Management Director, Accounting and Record-Keeping Director, and Time Recording Director; distribute corresponding checklists and position identifiers, (i.e., vests).
- Confer with Finance/Administration Section Directors after meeting with the EOC Director to develop the Section's priorities.
- Establish a Financial/Administration Section area in the EOC. Ensure adequate documentation/recording personnel are requested.

Intermediate Actions

- Obtain briefings and updates from EOC Director as appropriate. Relate pertinent financial status reports to appropriate Chiefs and Directors.

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- Advise all City department heads as to the coordination of financial accountability for extraordinary expenditures in response to the emergency.
- Participate in routine briefings held by the EOC Director.
- Schedule planning meetings with Section Directors to update/revise the section's priorities.

Extended Actions

- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to EOC Director. Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session and ensure that all Finance/Administration staff and volunteers attend.
- Assist in implementation of the documentation portion of the incident demobilization plan.
- Assist the Recovery Planning Director in the Planning/Intelligence Section with the tracking of all claims for reimbursement and submittal of the proper documentation.
- Provide a Finance/Administration Section Debriefing paper to the Planning/Intelligence Section.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Finance and Administration Chief position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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6.2.2 Purchasing Branch Director

POSITION TITLE: Purchasing Branch Director

You report to: Finance and Administration Chief

You supervise: N/A

Position Overview

The Purchasing Branch Director is responsible for the documentation of equipment and personnel usage costs, supplies/material purchase orders/invoices, contract purchase orders/invoices, and journal vouchers relating to the emergency. In addition, this branch is responsible for the provision of cost information for the processing of all financial reimbursement claims.

Responsibilities

- Document personnel and equipment usage costs.
- Document supplies/material purchase orders/invoices.
- Document contract purchase orders/invoices.
- Document journal vouchers relating to the emergency.
- Provide cost information for the processing of all financial reimbursement claims.

Initial Actions

- Receive assignment and briefing from the Finance and Administration Section Chief.
- Set up any necessary special account numbers to track expenses for the emergency.
- Provide all sections with appropriate accounting forms and/or information necessary for cost recovery.
- Ensure the separate accounting of all purchases specifically related to the incident.
- Coordinate with the Procurement and Supply Director in the Logistics Section.

Intermediate Actions

- Provide any required fiscal reports concerning the incident
- Keep the Finance and Administration Chief informed of status.

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- Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or necessary documentation.
- Ensure that all purchases are in accordance with set procedures.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Provide summary reports as requested on expenditures due to the emergency.
- Assist other Finance and Administration and Logistic Section staff members in final documentation of their activities as they relate to fiscal matters.
- Assist the Finance and Administration staff in development of a Finance debriefing paper for Planning/Intelligence Section.
- Provide any other assistance as requested by the Finance and Administration Chief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Purchasing Branch and close out logs when authorized by the Finance and Administration Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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6.2.3 Compensation and Claims Branch Director

POSITION TITLE: Compensation and Claims Branch Director

You report to: Finance and Administration Chief

You supervise: N/A

Position Overview

The Compensation and Claims Branch Director is responsible for determining potential City liability as a result of the disaster and recommends risk avoidance measures as appropriate to the disaster conditions.

Responsibilities

- Determine potential City Liability as a result of the disaster.
- Recommends risk avoidance measures as appropriate to the disaster conditions.
- Participates in the assessment of damages to City owned property for possible reimbursement from insurance companies.

Initial Actions

- Receive assignment and briefing from the Finance and Administration Section Chief.
- Analyze the situation and identify any possible areas where City liability may become an issue.
- Determine the elements of the liability issue. Coordinate with the appropriate elements of the City government and insurance company(s).
- Participate in damage assessment of City owned property.

Intermediate Actions

- Keep the Finance and Administration Chief informed of status and submit any necessary reports.
- Identify any special or unusual type of record keeping or documentation necessary.
- Identify activities that may require detailed investigation after the event is controlled.

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Extended Actions

- Provide summary reports as requested.
- Assist other Finance and Administration and Logistic Section staff members in final documentation of their activities as they relate to fiscal matters.
- Provide any other assistance as requested by the Finance and Administration Chief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Compensation and Claims Branch and close out logs when authorized by the Finance and Administration Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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6.2.4 Risk Management Branch Director

POSITION TITLE: Risk Management Branch Director

You report to: Finance and Administration Section Chief

You supervise: N/A

Position Overview

The Risk Management Branch Director determines potential City liability as a result of the disaster and recommends risk avoidance measures as appropriate to the disaster conditions.

Responsibilities

- Determines potential City liability as a result of the disaster and recommend risk avoidance measures as appropriate to the disaster conditions.
- Participates in the assessment of damages to City owned property for possible reimbursement from insurance companies.

Initial Actions

- Receive briefing from Finance and Administration Section Chief with other Section Directors. Assist in development of a section emergency action plan.
- Analyze the situation and identify any possible areas where City liability may become an issue.
- Determine the elements of the liability issue. Coordinate with the appropriate elements of the City government.
- Document all actions contemplated and/or taken.
- Participate in damage assessment of City owned property.

Intermediate Actions

- Keep the Finance and Administration Section Chief informed of status and submit any necessary reports.
- Establish contact with the EOC Director and/or the Operational Area Finance Section to identify any special or unusual type of record keeping or documentation necessary.
- Identify activities that may require detailed investigation after the event is controlled.

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Extended Actions

- Provide summary reports as requested.
- Assist other Finance and Administration and Logistics Section staff members in final documentation of their activities as they relate to fiscal matters.
- Provide any other assistance as requested by the Finance and Administration Section Chief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Risk Management Branch and close out logs when authorized by the Finance and Administration Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
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6.2.4 Accounting and Record-Keeping Branch Director

POSITION TITLE: Accounting and Record-Keeping Branch Director

You report to: Finance and Administration Chief

You supervise: N/A

Position Overview

The Accounting and Record-Keeping Branch Director is responsible for collecting all cost data.

Responsibilities

- Collects all cost data, performing cost effectiveness analyses, providing cost estimates and cost saving recommendations for the incidents.
- Responsible for the provision of cost information for the processing of all financial reimbursement claims.

Initial Actions

- Receive briefing from the Finance and Administration Section Chief.
- Provide all sections with appropriate accounting forms and/or information necessary for cost recovery.
- Ensure the separate accounting of all purchases specifically related to the incident.
- Verify with all Section Chiefs that cost related documents are being sent to you. If no plan has been developed, prepare a plan and share with all Section Chiefs.
- Coordinate with the Finance and Administration Section Chief on cost reporting procedures.
- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resources-use cost estimates for planning.

Intermediate Actions

- Make recommendations for cost savings to Finance and Administration Section Chief.
- Maintain cumulative incident cost records.

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- Insure that all cost documents are accurately prepared.
- Provide any required fiscal reports concerning the incident.
- Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or documentation that is necessary.
- Brief the Finance and Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Provide summary reports as requested on expenditures due to the emergency.
- Provide for records security which may include keeping copies of records at a remote site.
- Provide any other assistance as requested by the Finance and Administration Chief.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Accounting and Record-Keeping Branch and close out logs when authorized by the Finance and Administration Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

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6.2.5 Time Recording Branch Director

POSITION TITLE: Time Recording Branch Director

You report to: Finance and Administration Section Chief

You supervise: N/A

Position Overview

The Time Recording Unit Leader maintains records of all personnel time worked at the emergency, which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

Responsibilities

- Maintain records of all personnel time worked at the emergency, including volunteer time.

Initial Actions

- Receive assignment and briefing from the Finance and Administration Section Chief.
- Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the City emergency response. Confirm the use of the Emergency Incident Time Sheet by all Section Chiefs.
- Set up any necessary special account numbers to track personnel costs for the emergency.
- Provide all Sections with appropriate emergency incident time sheets, forms, and/or information necessary for cost recovery.
- Ensure the separate accounting of all purchases specifically related to the incident.
- Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.
- Brief the Finance and Administration Section Chief on current problems, recommendations, outstanding issues and follow-up requirements.

Intermediate Actions

- Make sure that copies of all records go to the Documentation Director in the Planning/Intelligence Section at end of shift.

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- Keep the Finance and Administration Chief informed of status.
- Provide summary reports as requested on expenditures due to the emergency.
- Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or documentation that is necessary.

Extended Actions

- Ensure all communications are copied to the Message Center.
- Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- Provide any other assistance as requested by the Finance and Administration Chief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Time Recording Branch and close out logs when authorized by the Finance and Administration Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- 1.4.1 EOC Activation
- 1.4.2 Shift Start-up
- 1.4.3 On-going Activities
- 1.4.4 Shift Completion
- 1.4.5 Demobilization

SECTION 7: GENERAL REFERENCE INFORMATION

7.1 City Proclamation

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by City of Palm Desert Ordinance (Ord. 758 § 4, 1994: Ord. 116 § 5.2, 1976)

The City Council must terminate the emergency declaration at the earliest possible date that conditions warrant. (Ord. 116 § 5.3, 1976)

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City of Palm Desert employees. This provides protection for the City and the employees.

The proclamation of a Local Emergency provides the City Council with the legal authority to:

- If necessary, request that the Governor proclaim a State of Emergency and/or request a Presidential declaration.
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Request State agencies and other jurisdictions to provide mutual aid.
- Require the emergency services of any local official or employee.
- Requisition necessary personnel and materials from any local department or agency.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Impose penalties for violation of lawful orders.

A sample Local Emergency proclamation is shown below:

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**PROCLAMATION DECLARING THE EXISTENCE OF A LOCAL
EMERGENCY UNDER GOVERNMENT CODE SECTION 8630 AND
THE CITY OF PALM DESERT ORDINANCE 892**

WHEREAS, City of Palm Desert Ordinance 892 authorizes the City Council to proclaim the existence of a "Local Emergency," and delegates such authority to declare such an emergency to the City Disaster Council if the City Council is not session, and;

WHEREAS, that conditions of extreme peril to the safety of persons and property have arisen with the City of Palm Desert caused by _____, and;

WHEREAS, the aforesaid conditions of extreme peril warrant and necessitate the proclamation of a Local Emergency,

NOW THEREFORE, IT IS HEREBY PROCLAIMED that a Local Emergency exists throughout the City of Palm Desert, and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency, the powers, functions, and duties of the Disaster Council of this City shall be those prescribed by State law and the ordinances, resolution and approved plans of the City of Palm Desert in order to mitigate the effects of said Local Emergency, and

BE IT FURTHER RESOLVED AND ORDERED that the EOC Director or his/her successor as outlined in City of Palm Desert Ordinance 892, is hereby designated as the authorized representative of the City of Palm Desert for the purpose of receipt, processing and coordination of all inquires and requirements necessary to obtain available state and federal assistance.

Dated: _____

City Manager/EOC Director

ATTEST:

City Clerk

7.2 Management Section Support Documentation

7.2.1 Governor's Orders and Regulations

State of Emergency

The following orders and regulations may be selectively promulgated by the Governor during a State of Emergency. These orders are extracted from the California Emergency Plan.

Order 1 (Employment)

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IT IS HEREBY ORDERED that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

IT IS HEREBY ORDERED that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

IT IS HEREBY ORDERED that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

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Order 5 (Temporary Housing)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

IT IS HEREBY ORDERED that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designed by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

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State of War Emergency

The following orders and regulations may be selectively promulgated by the Governor during a State of War Emergency. These orders are extracted from the California Emergency Plan.

Order 1 (Orders and Regulations in Effect)

IT IS HEREBY ORDERED that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

IT IS HEREBY ORDERED that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the state will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation Under State of War Emergency)

IT IS HEREBY ORDERED that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

IT IS FURTHER ORDERED that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

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Order 4 (Personnel)

IT IS HEREBY ORDERED that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

IT IS FURTHER ORDERED that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State of Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

IT IS FURTHER ORDERED that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War-Emergency Organization.

Order 5 (War Powers)

IT IS HEREBY ORDERED that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

IT IS HEREBY ORDERED that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

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Order 7 (Alcohol Sales)

IT IS HEREBY ORDERED that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

IT IS HEREBY ORDERED that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

IT IS FURTHER ORDERED that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum Organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)

IT IS HEREBY ORDERED that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2,000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

IT IS FURTHER ORDERED that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

IT IS HEREBY ORDERED that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

IT IS FURTHER ORDERED that, following the period of prohibition of sales imposed by ORDER No. 6, retail outlets for drugs and medical supplies shall operate in

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accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

IT IS HEREBY ORDERED that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

IT IS HEREBY ORDERED that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order No. 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

7.3 California Master Mutual Aid Agreement

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH;

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

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WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, statewide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

1. Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.

2. Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.

3. It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.

4. It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

5. It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in

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whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec.1564, Military and Veterans Code.)

6. It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.

7. Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:

(a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.

(c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.

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(d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.

(e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.

(f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing body, or other officer of other political subdivisions and public agencies as designated by such parties.

8. This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.

9. Approval or execution of this agreement shall be as follows:

(a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof.

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Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.

(b) Counties, cities, and other political subdivisions and public agencies having legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.

(c) The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.

10. Termination of participation in this agreement may be affected by any party as follows:

(a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.

(b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M.JORDAN
November 15, 1950 Secretary of State

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Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code.

Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

(a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

Also, Section 8615 of the new act provides:

It is the purpose of the Legislature in enacting this article to facilitate the rendering of aid to areas stricken by an emergency and to make unnecessary the execution of written agreements customarily entered into by public agencies exercising joint powers. Emergency plans duly adopted and approved as provided by the governor shall be effective as satisfying the requirement for mutual aid operational plans provided in the Master Mutual Aid Agreement.