A Supporting Document to the
Emergency Operations Plan

County of Yolo Emergency Operations Plan

Direction, Control and
Coordination (EOC) Annex A
ESF/EF 5

Version 1.0   Revised: December 2013

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INTRODUCTION

County of Yolo Code, Title 4, Chapter 1, establishes an emergency management organization (EMO), as well as an emergency services council, whose principal tasks are to (1) develop an emergency plan, (2) establish responsibilities for emergency response and emergency management, and (3) authorize designated County officials, by job title, to proclaim a local emergency seeking resource and financial aid under terms of the California Disaster Assistance Act. In cases of an immediately pending threat to public safety or an actual emergency, County of Yolo executes the responsibilities outlined in emergency plans to quickly and efficiently reduce or "mitigate" that threat. Actions almost always include the deployment of first responder agencies and activation of the EMO for conduct of *emergency management* activities. The EMO assembles for work in the Emergency Operations Center (EOC) and coordinates county resource support to those first responding agencies in the field and to the affected population. All available local, State and Federal resources will be committed, as necessary, to protect lives, property and the environment. This annex outlines the direction and control of an emergency or disaster response, as well as the support provided to that response by the County.

COUNTY OF YOLO EMERGENCY MANAGEMENT ORGANIZATION

COUNTY OF YOLO STANDARDIZED EMERGENCY MANAGEMENT SYSTEM ORGANIZATION

The EMO supports first responders operating in the unincorporated area of the county, as well as addressing the needs of the community at large. However, during declared local emergencies in the county, the County of Yolo EMO serves the entire Operational Area (OA) and coordinates not only its own first responder needs, but also coordinates for any scarce or limited resources or services needed by more than one city or special district. At all times, cities and special districts retain their statutory authorities and the OA is only authorized to coordinate emergency management within the operational area. The cities and special districts, in general, remain independent and support their own first responders and populations, and they do not become "subordinate" to the OA EMO. In the OA role, EMO staff may be doing multiple tasks, coordinating support priorities between the County, the cities and special districts. However, that additional support comes primarily in the form of setting priorities and de-conflicting support issues.

Incident Command in the field coordinates its own logistical support at the Incident Command Post, requesting support through discipline-specific mutual aid channels. Support is only requested through the EOC when the mutual aid channels do not have the type or numbers of resources needed. The County of Yolo EMO supports its own County-level operations, such as setting up a staging area for County, State or Federal resources, and coordinates its own logistical support. Likewise, city EOCs coordinate their own support operations.

THE OPERATIONAL AREA EMO

The County of Yolo EMO serves as the OA EMO whenever an emergency or disaster impacts the unincorporated area plus any cities or special districts at the same time. It is also activated in case

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of multiple EOC activations by cities, regardless of whether or not the unincorporated county is affected. The OA EMO may also be activated at the request of a single city or special district to coordinate information and resources for an incident affecting it alone.

The OA EOC, a physical place, is opened and so designated to provide a central location for communications and coordination of support with and between the County, political jurisdictions (the cities) and any State, Federal, private-non-profit and non-governmental agencies supporting the incident. The facility, located in Woodland, CA, serves as the OA EOC and the County of Yolo EOC.

Consistent with Standardized Emergency Management System Organization (SEMS), the County EMO develops in a modular fashion, based upon the type and size of the incident:

- The EMO builds from the top down

- As the need arises, the five separate SEMS sections can be activated, each with several sub-units that may be established as needed

- The specific organizational structure established for any given incident (i.e., which positions need to be filled in the EMO to "work the incident") is based on the management and resource needs of the incident as determined by the EOC Director or whoever is designated by the Director of Emergency Services to serve in the role as the EOC Director at the time of the activation

The EMO comprises personnel from County departments and allied agencies. It is organized around the five functions (Management, Operations, Planning, Logistics, Finance/Administration) of both SEMS and the National Incident Management System (NIMS). County personnel staff the EMO as it is portrayed in the chart at *Figure 1 – Yolo County EOC Organization.*
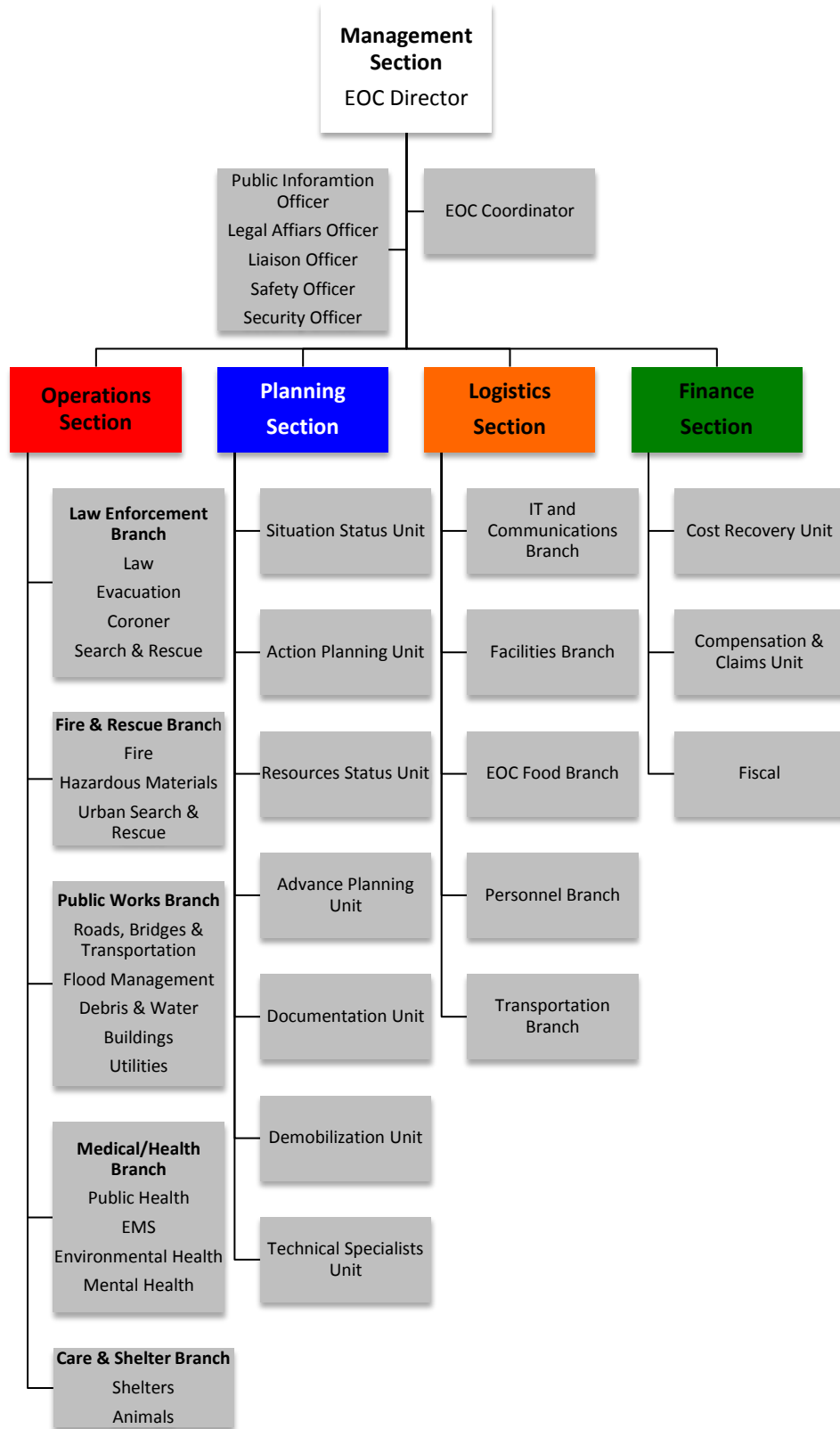
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        │ Public Inforamtion       │        │ EOC Coordinator  │
        │ Officer                  │        └──────────────────┘
        │ Legal Affiars Officer    │
        │ Liaison Officer          │
        │ Safety Officer           │
        │ Security Officer         │
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Operations Section	Planning Section	Logistics Section	Finance Section

Operations	Planning	Logistics	Finance
Law Enforcement Branch Law Evacuation Coroner Search & Rescue	Situation Status Unit	IT and Communications Branch	Cost Recovery Unit
Fire & Rescue Branch Fire Hazardous Materials Urban Search & Rescue	Action Planning Unit	Facilities Branch	Compensation & Claims Unit
Public Works Branch Roads, Bridges & Transportation Flood Management Debris & Water Buildings Utilities	Resources Status Unit	EOC Food Branch	Fiscal
Medical/Health Branch Public Health EMS Environmental Health Mental Health	Advance Planning Unit	Personnel Branch	
Care & Shelter Branch Shelters Animals	Documentation Unit	Transportation Branch	
	Demobilization Unit		
	Technical Specialists Unit		

Figure 1 – Yolo County EOC Organization

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CONCEPT OF OPERATIONS

During a disaster or emergency, the County of Yolo EMO supports field response operations within the unincorporated areas of the county. The EMO operates using SEMS functions, principles and components. It will use the action planning process to identify and implement specific objectives for each operational period.

EMO PURPOSE

In normal times, County departments and agencies conduct routine, day-to-day operations. When a major emergency or disaster strikes, the EOC is the location from which centralized emergency management will be performed by the EMO. It facilitates a coordinated response by all the departments and agencies that are assigned emergency management responsibilities. The level of staffing of the EMO will vary according to the needs of the specific emergency. Departments with critical response functions may activate their own Department Operation Centers (DOCs) which act as conduits of information between department support operations and the department representative in the EMO. The DOC is the location from which individual departments coordinate and control their own resources and response actions specific to that department. Those DOCs must still work in concert with the EMO as the "single ordering point" and maintain their specific roles and responsibilities established in the general control objectives.

The EOC provides a central location for information collection and decision-making and allows for face-to-face coordination among decision makers. The following emergency management functions are performed in the County EOC:

- Managing and coordinating County support of field operations

- Receiving and disseminating warning information

- Developing emergency policies and procedures

- Collecting intelligence from and disseminating information to representatives of city, State and Federal agencies

- Preparing intelligence/information summaries, situation reports, operational reports and other reports as required

- Maintaining general and specific maps, information display boards and other data pertaining to emergency operations

- Continuing analysis and evaluation of all data pertaining to the emergency situation

- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency and requesting resources from outside of the county

- Maintaining contact and coordination with support DOCs, other EOCs and the Inland Region Emergency Operations Center (REOC)

- Providing emergency information and instruction to the public, creating official releases to the news media and scheduling of press conferences as necessary

EOC FACILITY LOCATION

The Primary EOC is located at 120 W. Main Street, Suite E, Woodland, CA 95695.

The Primary EOC offers the following facilities for use during major emergencies:

- Dedicated operating space

- Extensive telephone and information management capabilities

- Electronic display processing capabilities

- Radio communications capabilities

- Office support facilities

- Dedicated task work areas

- Auxiliary power generator capability

- Adequate parking for personnel

- Adequate restroom/kitchen facilities

- Joint Information Center

The alternate County of Yolo EOC is the Yolo County Health Department, located at 137 N. Cottonwood Street in Woodland, CA 95695.

EMO ACTIVATION POLICY

The County of Yolo has adopted the Cal OES criteria, shown in *Figure 2 – SEMS EOC Activations Requirements* that identifies the events/situations which may require the EMO to be activated in the EOC.

Situation identified in SEMS Regulations	SEMS LEVELS (Shaded areas = not applicable to SEMS levels)				
	Field Level	Local Government	Operational Area	Region	State
Emergency involving two or more emergency response agencies § 2407(a)(1)	Use ICS				
Local Emergency Proclaimed* §2407(a)(2)	Use ICS	Use SEMS			
Local Government EOC Activated §2407(a)(1)	Use ICS	Use SEMS			
Local Government activates EOC and requests Operational Area EOC activation §2407(a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Two or more cities within an Operational Area proclaim a local emergency §2409 (f)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
County and one or more cities proclaim a local emergency §2409 (f)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
City, city and county, or county requests Governor's State of Emergency proclamation §2409 (f)(4)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency for county or two or more cities §2409 (f)(5)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area requests resources from outside it boundaries** §2409 (f)(6)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Operational Area receives resource requests from outside it boundaries**§2409 (f)(7)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
An Operational Area EOC is activated §2411 (a)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
A Regional EOC is activated §2413 (a)(1)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims a State of Emergency §2413 (a)(2)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC
Governor proclaims and earthquake or volcanic prediction §2413 (a)(3)	Use ICS	Use SEMS	Activate OA EOC	Activate REOC	Activate SOC

Figure 2 – SEMS EOC Activation Requirements

This matrix highlights the flow of SEMS activation requirements. Activation of an OA EOC triggers activation of the REOC which, in turn, triggers activation of the State level EOC.

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§ Indicates sections in the California Code of Regulations (CCR) Title 19, Division 2, Chapter 1 (SEMS)
* The EOC is usually activated, but in some circumstances, such as agricultural emergencies or drought, a local emergency may be proclaimed without the need for EOC activation.
** Does not apply for requests for resources used in normal day-to-day operations which are obtained through existing mutual aid agreements providing for the exchange or furnishing of certain types of facilities and services as provided for under the California Disaster and Civil Defense Master Mutual Aid Agreement.

EOC COORDINATION WITH OTHER GOVERNMENT LEVELS AND THE PRIVATE SECTOR

Coordination with Field Response Level

Communications and coordination must be established between the EOC and field responders who are responding within the county boundaries. This is accomplished through coordination with the DOC, when activated, and as necessary through the EOC.

Coordination with Yolo Operational Area and Member Jurisdictions

Direct communication and coordination will be established between Yolo County and any OA member jurisdictions' activated EOC. Additionally, as time permits, communication will be established by the County with other member jurisdictions that have not activated their EOCs. Initially, communication will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communication and coordination amongst the cities and special district EOCs will occur along functional lines.

An agency representative from any OA jurisdiction that activated its EOC may request to have a liaison at the EOC; this will be coordinated through the Yolo OA EOC or the Emergency Services Manager if the County EOC is not activated. Due to space limitations, this would only be recommended during complex or large operations within the Yolo OA and will depend on personnel resources at the time of the disaster.

Coordination with Cities and Special Districts

The emergency response role of cities and special districts is generally focused on restoring their normal services or functional area of responsibility. During disasters, cities and some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating and assisting local governments (for instance, utilizing school districts for incidents involving shelters, school facilities or the children). If a city or special district does not send a representative to the EOC, then the Liaison Officer in the EOC will be responsible for establishing communication and coordination with the city or special district liaison.

Coordination with the Inland Region Emergency Operations Center

Communication with the Inland REOC is conducted through the Yolo OA. The REOC will work with the OA directly on behalf of the County and the methods are described as follows:

- Primary Method - The REOC sends a field representative to the OA

- Alternate Method - The OA and the REOC coordinate through various virtual systems

Coordination and communication between the County of Yolo EOC and the Inland REOC will occur between the five SEMS functions. Direct coordination and communication will also be established between the OA Mutual Aid Coordinators, who are located in the County EOC either physically or virtually, and the Region's Mutual Aid Coordinator, who may be located in the REOC.

Coordination with State and Federal Field Response

There are some instances where a State or Federal agency will have a field response. State agency field responses may result from a flood fight effort, oil spill and hazardous materials accident on a highway, or other hazard scenarios. Federal field response could result from the same scenarios or a military aircraft accident and/or terrorism incidents. When a State agency or Federal agency is involved in field operations, coordination may be established with the County EOC. State or Federal agencies operating in the field may be found in any ICS section, branch or unit, or as part of a Unified Command. The agency's responsibilities in responding to the incident will determine their location in the organization. Per NIMS, any multi-agency response will require the formation of a Unified Command structure.

Coordination with Volunteers and the Private Sector

Within Yolo County, coordination of response activities with non-governmental organizations may occur. Privately-owned utilities, such as PG&E, will frequently send representatives to activated EOCs to facilitate coordination of critical facility restoration.   The County EOC will address volunteer requests from the general public by directing them to the Logistics Section, the Volunteer Coordinator in the EOC, or the Emergency Volunteer Center, if activated. Other private sector corporate interests may contact the EOC through the appropriate liaisons to express their interest in assisting in response and recovery operations.

EOC ACTIVATION RESPONSIBILITY

The Director of Emergency Services administers and directs the County EMO. During an emergency when the EMO is activated or there is the potential for activation, the Director of Emergency Services manages and directs all aspects of the county's response and recovery operations. In the OA role, the Director of Emergency Services serves as the OA Coordinator. The County of Yolo Office of Emergency Services (OES) is responsible for the overall physical set-up, functionality and close-out of the EOC.

EOC ACTIVATIONS LEVELS

The Yolo EMO will be activated according to a graduated, three level system that designates specific staffing and tasks based on the approach or impact of an emergency or disaster. There are many activities that may be occurring prior to the actual activation such as pre-activity monitoring with the Governor's Office of Emergency Services (Cal OES), coordination amongst local jurisdictions, and development of situational awareness briefings. The levels below can be activated virtually or in the actual EOC. See *Figure 3 – EOC Activation and Staffing Example.*

In addition to the following activation levels, the County of Yolo may find that activation of the EOC is not warranted, yet monitoring of a developing situation is critical. At that time, the OES On-Call Duty Officer will be the liaison with State and local emergency operations during business and after duty hours. This individual will be identified to those agencies affected by the developing situation.

There are several activities that the On-Call Duty Officer will complete in the monitoring phase of an incident or disaster such as:

- Coordination of County of Yolo departments

- Information and analysis of overall situation

- Resource needs or potential needs

- Briefings to County Administrator's Office

The On-Call Duty Officer will also be the point of contact for the County of Yolo during non-duty hours when a Level 1 Activation of the EOC has been initiated.

Level One EMO Activation: Level One is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short duration earthquake warning; winter storm alerts; or public safety monitoring of a low risk, planned event. At a minimum, Level One staffing consists of the EOC Director in an enhanced readiness/monitoring posture, but may select other members of the EMO, such as someone from the Planning and Intelligence Section. Based on the threat or the incident, other coordinators, such as a Public Information Officer or Public Works representative may also be involved.

Level Two EMO Activation: Level Two activation is normally achieved as an increase from Level One or a decrease from Level Three. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. One person may fulfill more than one SEMS function. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Under a Level Two activation, representatives to the EOC from other agencies or jurisdictions may be required.

Level Three EMO Activation: Level Three activation involves a complete and full activation with all organizational elements at full staffing. Level Three would normally be the initial activation during any major emergency such as a significant, damage-inducing earthquake or widespread flooding.

Be aware that the numbering sequence of EMO staffing progression is established in the SEMS guidelines and is opposite of the NIMS numbering sequence.

Event/Situation	Activation Level	Minimum Staffing
Events with potential impact on the health and safety of the public and/or environment Severe Weather Issuances Significant incidents involving 2 or more departments Major wind or rain storm Power outages and Stage 1 and 2 power emergencies	One	EOC Director Other Designees
Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large scale power outages and Stage 3 power emergencies Hazardous materials inicdent involving large scale or possible large scale evacuations Events with potential impact on the health and safety of the public and/or environment	Two	EOC Director Section Chiefs/Coordinators Branches and Units as appropriate to situation Liaison/Agency Representatives as appropriate Public Information Officer
Major County/City or Regional emergency – multiple departments with heavy resource involvement Events with potential impact on the health and safety of the public and/or environment	Three	All EOC as appropriate

Figure 3 – EOC Activation and Staffing Example

If EOC activation is warranted, the first EMO staff member to arrive begins set-up procedures. The Director of Emergency Services or designee (Yolo County OES) makes all decisions regarding the level and scope of operations. The scope and nature of the emergency, current conditions and potential concerns dictate the level of EMO operations and staffing requirements.

SECURITY AND ACCESS CONTROL

Once the EMO has been activated and the EOC put into operation, only authorized personnel are permitted in the EOC. Access shall be granted to all personnel identified as EOC or EMO staff or County officials, as well as to other individuals having legitimate business in the EOC. EMO staff and visitors shall be issued identification for EOC access that distinguishes the bearer as a member of the EMO or as a visitor.

COMMUNICATIONS

Communication within the EOC is accomplished using the most expedient and appropriate means possible (usually in person). Each EOC workstation has a telephone with all normal connectivity associated with day to day work within the County. Radios may also be used for direct

communication with field forces or outside agencies. Key decision-makers and certain EOC staff will be issued portable radios, as needed. Regardless of the medium used, pertinent points of all significant communication shall be recorded on the EOC unit/activity log.

EOC REPORTING

Information may be transmitted to County staff, EMO personnel and other key agencies using any one or more of the following means: situational reporting database, satellite data, radio, telephone, email, Internet or FAX. Regardless of the method of communication, all data should be verified for accuracy prior to transmission. If unconfirmed data must be transmitted, it should be clearly designated as unconfirmed. The Yolo EOC should transmit the following reports with DOCs, other EOCs and the OA EOC:

Preliminary Reports

Preliminary Reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the emergency.

Situation Reports

A Situation Report (SitRep) is a brief narrative of the emergency situation covering a set period of time and is submitted on a scheduled basis after the submission of any preliminary reports.

At the beginning of an emergency, the EOC Director and the Planning Section staff determine the duration of time to be covered by a SitRep and they designate times for other EOCs to submit their SitReps for inclusion in the OA SitRep to the REOC

Flash Reports

Flash Reports are used for transmitting critical, time-sensitive information outside Preliminary Reports or regularly scheduled SitReps. For example, a Flash Report would be used to report an impending dam failure or receipt of a Federal Declaration of a major disaster. Verbal Flash Reports often precede transmission of written reports.

DOCUMENTATION

Unit/activity logs are used to record significant events, communication and actions associated with an emergency for a given operational period (shift). Each EOC staff position is responsible for maintaining a unit/activity log. Special emphasis must be made to document decision support discussions or information.

All copies of reports, SEMS forms and logs are submitted to the Planning Section at the close of each operational period (or prior to EOC deactivation if operations do not require multiple shifts). This documentation is important for both the documentation of the disaster and the financial recovery process.

Status Boards

Status Boards are erasable boards or digital displays located around the EOC. Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, river gauge levels, etc.

EOC REPORTING SYSTEMS

Cal OES uses an Internet-based information reporting system, WebEOC, to improve the State's ability to respond to major disasters. The system improves service and efficiency by improving Cal OES's ability to:

- Respond to, manage and coordinate requests for resources

- Collect, process and disseminate information during and after a disaster

WebEOC, available through the Internet with appropriate security passwords, is used by the OAEOC to communicate SitReps and resource requests with the Inland REOC.

GENERAL EOC BRIEFINGS

The purpose of EOC briefings is to familiarize or update EOC staff on the current emergency situation. Briefings provide an opportunity for the Section Chiefs, the EOC Director and all EOC staff to exchange information on the incident, create and evaluate an Action Plan (AP) and make any revisions deemed necessary to the response strategy and/or priorities. Regular briefings provide a forum away from the high level of activity in the EOC for ensuring that each of the five essential SEMS functions (Management, Operations, Planning, Logistics and Finance) are coordinated and that the EOC staff have the same information from which to base individual and collective actions and decisions.

Management and General Staff

The Management and General Staff conduct regular briefings to receive updated information, evaluate the effectiveness of the response strategy, identify and solve problems, and revise objectives, response strategies and priorities as necessary. These briefings do not replace the Action Planning Sessions, which are required for each operational period. As General Staff briefings are normally conducted outside the activity of the EOC, each Section Chief appoints someone in the section to assume his/her role in the EOC for the duration of the briefing.

During the briefing, the EOC Director asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC should be discussed in the group briefing. Function-specific issues and questions should be discussed one-on-one between the EOC Director and the involved Section Chief.

At the conclusion of each briefing, the time for the next briefing is set. Section Chiefs leave each General Staff briefing with a clear understanding of the objectives to be accomplished and the specific information to be collected before the next briefing.

Section Briefings

Following each briefing, Section Chiefs provide their respective staffs with a briefing. Overall situation status and response objectives, strategies and priorities should be reviewed. Each Section member must have a clear understanding of the activities they are expected to perform and the coordination efforts expected of them.

Incoming Briefing

Upon arrival at the EOC, Section Chiefs are briefed by the EOC Director to obtain an overall perspective on the current situation. Section Chiefs provide a similar briefing to their respective Sections.

Incoming briefings include:

- Current situation assessment
- Weather update, if applicable
- Summary of significant actions taken or in process
- Initial incident objectives and priorities
- Any limitations on available communications, personnel, equipment or resources
- Any directives on specific actions to be taken

In addition to the above, Section Chiefs review the following information with assigned staff:

- Responsibilities
- Specified actions to be taken
- Appropriate flow/sharing of information within and between Sections
- Work shifts
- Eating and sleeping arrangements, if necessary
- Time of next briefing

Update Briefings

Throughout EOC activation, General Staff and individual Section briefings are conducted on a regular, predetermined basis, and whenever a major change in incident status has occurred. Update briefings should include a review of the following information:

- Current situation assessment
- Current and potential problems
- Actions being taken and staff assigned
- Weather forecast, if applicable
- Time for next scheduled briefing

Shift Change Briefing

Shift change briefings are a component of the EOC Action Planning Process. At these briefings, the current AP is "handed off," and a briefing on assignments which have been made for the next operational period are presented. Facilitated by the Planning Section Chief, this briefing is approved by the EOC Director and attended by the General staff as appropriate. Shift change briefings should include the following:

- Current situation assessment
- Current and potential problems
- Review of the AP
- Weather forecast, if applicable
- Time for next scheduled briefing

Deactivation Briefing

Immediately following deactivation of the EOC, the EOC Director, with all EOC staff, conducts a deactivation briefing. The purpose of this briefing is to advise all EOC staff of the specific contacts and/or referrals to be made for any incident-related questions or concerns that may arise.

EOC DEACTIVATION

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down as conditions warrant. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can be deactivated. The EOC Director, with input from the Section Chiefs, decides when and how to deactivate the EOC.

Deactivation Triggers

Once the emergency response phase has been terminated and system operations are stabilized, the EOC Director may determine that the EOC can be deactivated. Triggers for determining deactivation may include:

- Incident has deescalated to the point of local agency control
- Response has been terminated
- Recovery operations are underway
- No further County, OA, State, media or public information dissemination is needed

Procedure for Deactivation

The EOC Director will:

- Establish the time period for deactivation
- Advise EOC staff of the actions to be taken, including a timeline
- Identify EOC staff to be on-call if stand down is implemented
- Direct the liaison or other EOC staff to make notifications
- Direct all functional leads to complete any required or necessary documentation

Deactivation Notifications

All internal and external individuals, groups and agencies that were notified of activation will be notified of stand down and/or deactivation. At a minimum, all department managers, elected officials, neighboring jurisdictions and responding county agencies will be notified. The person making the notifications documents the date, time, name and contact method for all persons/organizations notified. Notifications will include:

- Date and time of stand down period or deactivation

- A 24-hour contact number for further information

COUNTY ROLES AND RESPONSIBILITIES (COMMAND AND CONTROL)

EOC STAFFING

When an emergency threatens or actually occurs, this EOP provides guidance, direction and tasks for first responders and the EMO alike to efficiently respond to and undertake mitigation operations. The size or scope of an emergency, rather than the type, will largely determine whether or not the EMO will be activated, and to what level.

POLICY GROUP

The Policy Group function is responsible for addressing the economic, social and political impacts of an emergency. In the County of Yolo EOC, the Policy function is the responsibility of the County Board of Supervisors, Emergency Services Council and the County Administrator and/or their designee.

MANAGEMENT SECTION

The Director of Emergency Services leads the Management Section and is responsible for the overall management of EOC operations to address the impact of an emergency directly upon the county and assessing conditions outside the county, which have the potential for affecting local resources. Additionally, the Director of Emergency Services is responsible for directing the creation of an EOC AP and the overall strategic direction of response, including appropriate mutual aid liaison activities. The Director of Emergency Services works closely with the Policy Group.

Management Staff

Assisting the Director of Emergency Services is the Management Staff. The Management Staff are responsible for providing direct administrative and executive-level support to the Director, as well as for providing additional emergency support functions within selected areas of responsibility. When fully activated the EOC Management Staff includes the following:

Public Information Officer

The Public Information Office (PIO) is directly responsible for managing Emergency Public Information activities within the EOC and in support of all county Emergency Public Information operations. The PIO may be assisted by additional staff who will conduct assorted Emergency Public Information tasks and duties (rumor control and activation of the Yolo Information Center) within the EOC or a Joint Information Center, if established, or at a field incident command post. **The responsible County department staffing this position is the County Administrator's Office/Manager of Public Affairs.**

Legal Affairs Officer

The Legal Affairs Officer is responsible for providing legal advice and guidance to the Director and the Board of Supervisors on all emergency management issues and concerns. **The responsible County department staffing this position is County Counsel.**

Liaison Officer

The Liaison Officer functions as the primary point of contact for all allied agencies and jurisdictional representatives not directly assigned to the County EOC. All agency and jurisdictional representatives will coordinate with the Liaison Officer, as needed. **The responsible County department staffing this position is the County Administrator's Office/ Manager of Intergovernmental Relations.**

Safety & Security Officers

Safety & Security Officers are responsible for ensuring that the EOC is secure when activated, that hazards are identified and mitigated, and that the EOC environment is suitable for conducting operations in a safe and healthful manner. **The responsible County department staffing these positions is the County Administrator's Office.**

OPERATIONS SECTION

The Operations Section, an element of the EOC General Staff, is responsible for coordinating the deployment of response resources in support of field operations. Such coordination activities will normally include:

- Managing operational elements of approved EOC APs, if any

- Supporting DOC and field incident command(s) and associated response activities

- Coordinating and liaising with DOCs for reporting, action planning and situation reporting

- Liaising with Mutual Aid Coordinators for fire, law and emergency medical services

- Coordinating County incident response assets regardless of agency affiliation or type of asset (e.g., animal services, shelters, etc.)

- Assessing the emergency within the county or in nearby jurisdictions that affect or may affect local jurisdictions' response

This section is composed of several functional groups, each with its own functional coordinator. Some or all of the functions may be involved in an incident response. **An Operations Section Chief will be identified between fire, law enforcement, public works, public health or other staff as designated by the EOC Director.**

The Operations Section Chief will activate those functions deemed appropriate. When fully activated, the Operations Section could be comprised of the following branches, with each position being staffed with County or allied-agency personnel.

- Law Enforcement Branch – **Sheriff Department**

- Fire and Rescue Branch – **Fire Department (OA Coordinator)**

- Public Works Branch – **Public Works Department**

- Medical/Health Branch – **Public Health Department**

- Mass Care & Shelter Branch – **Employment & Social Services, Agricultural Commissioner**

PLANNING SECTION

The Planning Section, an element of the EOC General Staff, collects and analyzes incident data relating to hazards, damage, operations and other problems. This section becomes the organizational focus for all information or intelligence analysis and advanced planning relative to the incident or emergency.

The Planning Section is divided into several units. Within those units, the following emergency support functions are organized and performed as part of the Planning Section.

- Action Planning Unit

- Advanced Planning Unit

- Demobilization Unit

- Documentation Unit

- Resource Status Unit

- Situation Status Unit

- Technical Specialists Unit

This section will be staffed by the County Administrator's Office and other departments as directed by the EOC Director as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

LOGISTICS SECTION

The Logistics Section is responsible for coordinating the provision of a broad assortment of equipment, supplies and services such as maintenance, food services, etc. in support of the EMO and EOC and other County sites, organizations or activities during a disaster. On occasion, it responds to a request from the field (Incident Command), but most often it supports County agencies and activities.

The Logistics Section is divided into two branches; the Service and Support branches. Within those branches, the following emergency support functions are organized and performed as part of the Logistics Section.

- IT and Communications Support Branch

- EOC Food Branch

- Facilities Branch

- Personnel Branch

- Transportation Branch

The section will be staffed by General Services, Human Resources, County Administrator's Office and Public Works, as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

FINANCE SECTION

This section is responsible for the financial management of an operation, including payment for equipment, supplies, procurement and services. It is also responsible for maintaining and monitoring response costs and personnel time-keeping records, and for providing administrative support to the EOC. The following functions are the responsibility of the Finance Section.

- Cost Recovery Unit

- Compensation and Claims Unit

- Fiscal (Procurement) Unit

The section will be staffed by the Auditor-Controller and Treasurer-Tax Collector and other county departments as directed by the EOC Director as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

EOC ACTION PLANNING

INTRODUCTION

The use of Action Plans (AP) in the County of Yolo EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Identifying priorities and objectives for response or recovery efforts
- Documenting incident support priorities and objectives, and the tasks and personnel assignments associated with meeting those objectives

The AP process involves the EOC Director and Section Chiefs along with other EOC staff, as needed, in addition to representatives from cities, special districts and other supporting agencies.

PLANNING REQUIREMENTS

The initial AP is normally verbal and is developed during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC AP shall be developed whenever the EOC is activated at Level II or III. A written EOC AP is required whenever:

- Two or more jurisdictions are involved in the response
- The incident extends beyond one operational period
- All EOC functions are fully staffed

Unlike Incident Action Plans (IAP) produced in the field by Incident Command, an AP can cover an extended period of time and often cover several days. The plan should be regularly reviewed and evaluated throughout its operational period, and revised or updated as warranted.

PLAN ELEMENTS

The elements to be included in the EOC AP are also indicated on the AP form located in the **Supporting Documents section of the Basic Plan** and include:

- Period of time covered by the plan
- Parts of EOC organization that have been activated on an organization chart
- Assignment of primary and support personnel and material resources to specific tasks and locations
- Logistical or technical support to be provided, and by whom
- SMART (specific, measurable, attainable, relevant and time-bound) objectives to be accomplished
- Priorities for meeting objectives
- Strategy to be utilized to achieve the objectives

In addition to the required elements listed, the AP may also include:

- Specific departmental mission assignments

- Policy and/or cost constraints

- Any inter-agency considerations

PLANNING RESPONSIBILITIES

Primary responsibility for developing the AP rests with the Planning Section. However, development of the plan requires the active participation of the EOC Director and the General Staff. The Operations Section, in particular, works closely with the Planning Section during plan development. When indicated, the Planning Section Chief requests specific technical experts to provide input to the plan. The EOC Director approves the plan.

For incidents requiring close coordination with external agencies, (e.g., State field response agencies, special districts, Federal responders, etc.), input from the involved agencies should also be included in the AP.

Specific EOC staff responsibilities associated with the AP include the following:

Management and General Staff
- Provide general incident objectives and strategy

- Provide direction and overall management

- Ensure incident safety

- Provide information through Liaison and Public Information Officer

- Approve the completed AP

Operations Section Chief
- Determine the tactics necessary to achieve objectives

- Determine associated resource requirements

- Communicate AP to EOC staff and Incident Commanders, as appropriate

- Conduct Operations Shift Briefing

Planning Section Chief
- Conduct the Action Planning meeting

- Establish planning timelines

- Coordinate preparation of the AP

- Manage planning process

Logistics Section Chief
- Establish/confirm procedure for off-incident resource ordering

- Ensure that resource ordering process is in place

- Ensure that Logistics Section is configured to support the AP

Finance Section Chief

- Provide cost assessment of incident objectives
- Ensure that adequate finance approvals are in place for implementation of the AP
- Works with the Management and General staff to determine the need for cost apportionment, cost sharing or State and/or Federal reimbursement

PLANNING PROCESS

The Planning Section staff will maintain the EOC Major Incident Status Board via WebEOC and will develop short- and long-term planning scenarios based upon the situation and its impacts on facilities and operations. Utilizing these planning scenarios, the Planning Section Chief will conduct an Action Planning meeting with the EOC Director, General Staff and appropriate technical experts. The Operations Section Chief reports significant changes to the Planning Section Chief. See the Planning Section Process Schedule SAMPLE below:

PLANNING SECTION PLANNING PROCESS SCHEDULE	
Time	**Event**
0700 – 0800	Shift Change Briefing
0800 – 0900	Prepare for Planning Meeting Purpose: To review accomplishments, identify new issues, identify resource needs and determine assignments for next operational period
0900 – 1000	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader and Technical Specialists)
1000 – 1400	Prepare EOC AP
1400 – 1600	Finalize EOC AP
1600	Complete EOC AP
1600 – 1700	Prepare for Operations Briefing Purpose: To review EOC AP for next operational period.
1700 – 1800	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists)
1800 – 1900	Finalize Reports (including Situation Status Report for the Operational Area EOC)
1900 – 2000	Shift Change Briefing
2000 – 2100	Prepare for Planning Meeting Purpose: To review accomplishments, identify new issues, identify resource needs and determine assignments for next operational period
2100 – 2200	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader and Technical Specialists)

2200 – 0200	Prepare EOC AP
0200 – 0400	Finalize EOC AP
0400	Complete EOC AP
0400 – 0500	Prepare for Operations Briefing Purpose: To review EOC AP for next operational period
0500 – 0600	Operations briefing (Management, General Staff and identified Operations staff and Technical Specialists)
0600 – 0700	Finalize Reports (including Situation Status Report for the Operational Area EOC)

Figure 4 – Planning Process SAMPLE/EXAMPLE Schedule

PLANNING CONSIDERATIONS

In developing the AP, a number of issues should be considered, as outlined in the table below. Applicable issues should be addressed in each iteration of the AP.

ISSUE	CONSIDERATIONS	RESPONSIBILITY
Inter-Agency Coordination	• Use of resources • Contact information and frequency • Communications methods	Liaison
Public Information	• Constraints on information to be disseminated • Special instructions • Target areas/audiences	Public Information Officer EOC Director
Safety	• Special precautions to be taken • Personal protective gear required	Safety Officer
Technical Resources	• System maps and schematics • Technical expert input	Planning Section Chief
Operations	• Special skills required • Mutual aid needs • Staging Area needs • Progress in resolving major incident objectives	Operations Section Chief
Policy	• Legal/political issues • Fiscal constraints	EOC Director
Special Needs	• Contingency Plans	Planning Section Chief
Special Resources	• Availability of special supplies, personnel and equipment • Transportation support	Logistics Section Chief
Finance	• Federal/State reimbursement; cost sharing/agreements	Finance Section Chief

Figure 5 – Planning Considerations

PLANNING CYCLE

The Planning Chief, with input from the EOC Director and the Operations Section Chief, establishes the schedule and cycle for action planning. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily. The graphic below describes the planning cycle process for development of the AP.
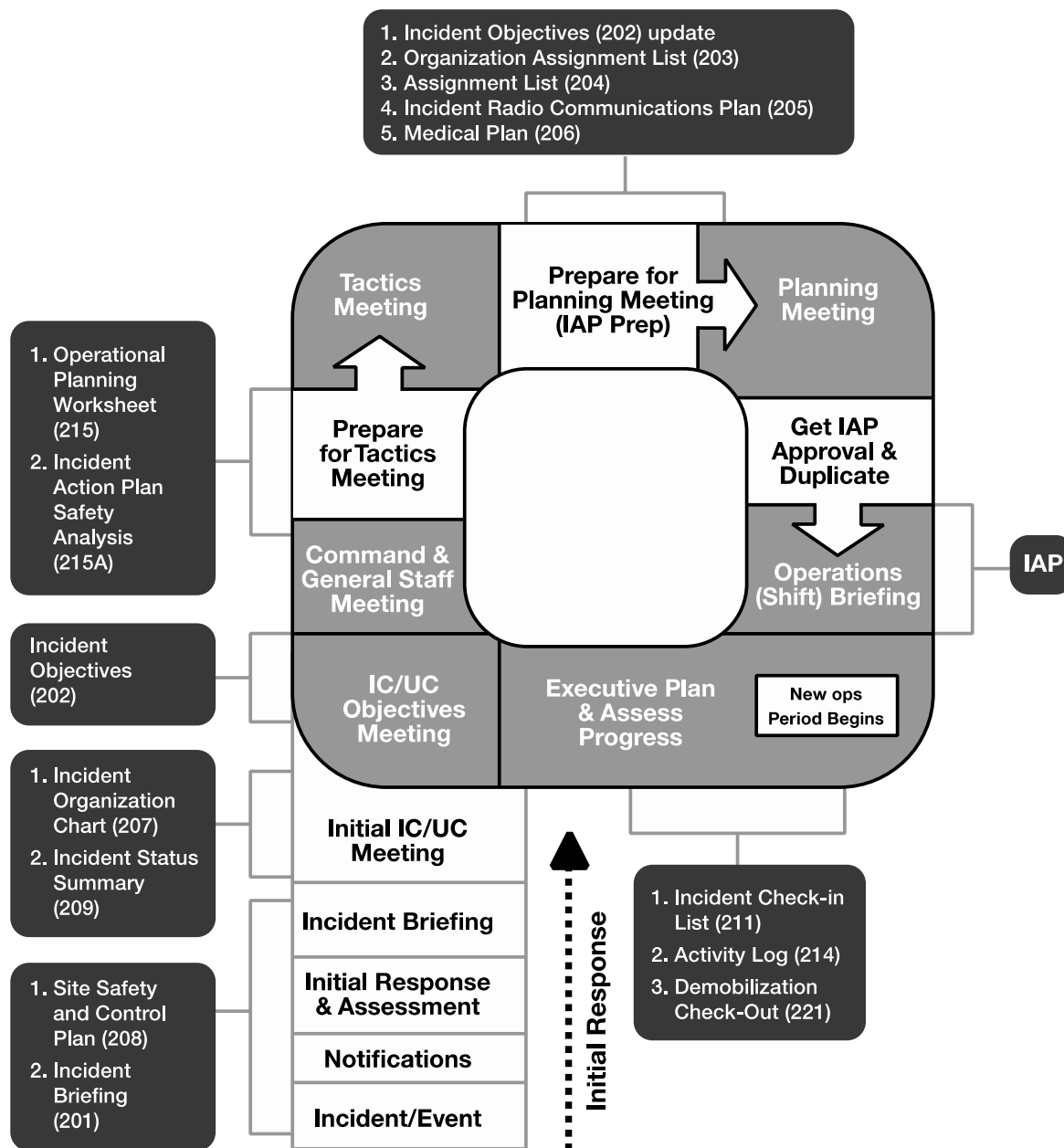

Figure 6 – The Planning Cycle

DOCUMENTATION AND DISTRIBUTION

Written EOC APs will be documented on the Action Planning form. The Planning Section Situation Status function is responsible for:

- Posting a copy of the current AP in the EOC, if operational

- Maintaining a copy of each AP as part of the permanent incident record

- Distributing copies of the current AP to all involved agencies and other personnel as directed by the Planning Section Chief

- The Operations Section Chief will ensure that the current EOC AP is distributed to all Operations Section personnel.

ANNEX MAINTENANCE

The County of Yolo OES will coordinate with the various County departments on any updates and revisions of this Direction and Control Annex.

Those agencies and organizations listed as having anticipated roles and responsibilities under this annex shall inform the Director of Emergency Services when they are aware that changes need to be made.

APPENDIX E-5: TABLE OF FIGURES

APPENDIX E-6: VERSION HISTORY

(Note: File each revision transmittal letter behind this record page.)

Version Number	Implemented By	Revision Date	Approved By	Approval Date	Description of Change
1.0	Yolo OES	12/01/2013			Initial Draft