

CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN



JANUARY 2016

Foreword

The Emergency Operations Plan (EOP) replaces and supersedes the City of Greenfield Emergency Plan (EP) dated xxxx. It is a revised and updated version of the plan that it replaces, and incorporates the policies and principles of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) that was originally developed for and employed by the State of California. For the purposes of this plan, NIMS and SEMS, both of which utilize as a foundation the Incident Command System (ICS), are considered transparent. To the maximum extent possible, the format of the EP has been maintained in this plan in order to ease the transition to the new plan. There are specific content differences between the two plans; therefore it is recommended that those familiar with the EP review this current plan in detail.

The Emergency Operations Plan has been approved by the Greenfield City Council; the plan is effective on (date).

Greenfield City Council

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General

Intent and Basic Policy

The intent and basic policy governing this plan is to ensure that all emergency operations undertaken by the City of Greenfield are conducted in a coordinated and integrated manner consistent with the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) (California). By publishing and adopting this plan, the City of Greenfield affirms that it will comply with NIMS and SEMS during all future emergency management/disaster evolutions, and that emergency operations will include all applicable agencies, including federal, state, county, local, and tribal governments, and with private sector and non-governmental organizations. This plan has been approved by the City Council of the City of Greenfield on xxx, and its use in any major emergency or disaster is directed.

Mitigation

All California municipalities are required to develop a “Local Hazard Mitigation Plan”. This plan must be submitted via the Governor’s Office of Emergency Services to the Federal Emergency Management Agency (FEMA) for approval. Greenfield is a participant in the development of the **Monterey County Operational Area Hazard Mitigation Plan**. This plan, when completed, will fulfill the requirement for the Greenfield Local Hazard Mitigation Plan; completion of the plan is anticipated by November 7, 2007.

Emergency Management Cycle

The “Emergency Management Cycle” consists of five elements that govern emergency management operations. These are:

- **Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. (See **Annex G** for additional details.)
- **Mitigation:** The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. (See **Annex G** for additional details.)
- **Preparedness:** The range of deliberated, critical tasks and activities necessary to build, sustain, and improve operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

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- **Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. (See **Annex G** for additional details.)
- **Recovery:** The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of incident lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

The City of Greenfield is committed to employing all elements of the “Emergency Management Cycle” during any emergency incident that affects the City or the Mission Greenfield Fire Protection District.

Mission

The mission of the City of Greenfield is to protect and preserve the lives and property of its citizens and the citizens of the Greenfield Fire Protection District (GFPD) during all phases of emergency management and disaster evolutions that affect both jurisdictions, and to ensure a comprehensive and coordinated response thereto. Inclusive in this effort is providing accurate, coordinated, complete, timely, understandable, responsive, and appropriate disaster related information and instructions to all elements of the City government and to the residents of the City of Greenfield and the Greenfield Fire Protection District.

The mission of the Greenfield Emergency Operations Center (GEOC) is:

- Minimize injury and loss of life
- Minimize property damage and adverse economic impact
- Minimize adverse environmental impact.
- Provide for the immediate needs of disaster victims.
- Acquire and assess emergency information and disseminate essential intelligence.
- Provide timely and accurate information to the public regarding emergency actions.
- Establish resource coordination and management operations.
- In conjunction with other county, state and federal agencies, oversee the disaster recovery process throughout the impacted areas.

Purpose

This document provides guidelines for operations during all hazard emergencies that could affect the City of Greenfield and the Greenfield Fire Protection District. The purpose of the Greenfield Emergency Operations Plan (GEOP) is to provide the organization, responsibilities, and doctrine under which the City will manage disaster operations.

Compliance with NIMS/SEMS

This plan complies with the policies and requirements of the National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) (California).

Proponent

The City Manager, in the capacity of Emergency Services Director, is responsible for the development and maintenance of this plan, and for all overall emergency services management within the City. Department Directors are responsible to ensure that their personnel are familiar with the contents herein, and for ensuring that all designated EOC positions under their purview are filled with knowledgeable and experienced personnel.

The general powers and duties of the Emergency Services Director are contained in **City Code 2.20.080** and subsequent sections.

Plan Administration

This plan is the sole property of the City of Greenfield. As such, it may be copied in part or as a whole by employees of the City for use in preparation for and during an actual major emergency or disaster.

This plan may not be reproduced or copied by agencies or jurisdictions outside the City of Greenfield.

The plan may be utilized in part or in whole by the plan originator, Robins Emergency Services Group, as an outline or format for similar plans.

The plan will be reviewed and upgraded/revised bi-annually during even numbered years. Unless emergent circumstances dictate an earlier review, the plan will be updated/revised on or before July 1, 2017.

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Policies and Plan Employment

This plan will be employed in the event of a major emergency incident or disaster.

- To accomplish the stated mission and purpose, the City of Greenfield will employ the applicable elements of NIMS/SEMS/ICS as a participant in the Monterey County Operational Area.
- To facilitate emergency management, the Greenfield Emergency Operations Center (GEOC) will be activated. See the following annexes for specific details:
 - **Annex A – GEOC Positions and Duties.**
 - **Annex B – GEOC Position Operational Checklists.**
 - **Annex C – GEOC Communications.**
 - **Annex D – GEOC Facilities and Equipment Requirements.**
 - **Annex E – GEOC Forms and Associated Documentation.**

The following policies are applicable to plan activation:

- The Greenfield Emergency Operations Plan is considered activated when the Greenfield Emergency Operations Center (GEOC) is activated.
- The plan may be activated by the City Council (if in session), the City Manager (serving as the Emergency Services Director), or the designated Alternate Emergency Services Director. **(See City Code 2.20.080.)**
- The plan will be activated upon declaration of a Local State of Emergency by the City Council (if in session) or upon issuance of a declaration by the City Manager, or by declaration of a Local State of Emergency by Monterey County, or by declaration of State of Emergency either as declared by the Governor as defined in the California Emergency Services Act, or a State of War Emergency is declared by the President of the United States. **(See City Code 2.20.080.)**

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Situation and Assumptions

- The City of Greenfield is situated in the Salinas Valley, a heartland agricultural area. The City is growing at a healthy, programmed rate, with expansion northeastward envisioned in the near future. As the City grows in area and population, an increase in disaster vulnerability will occur.
- The Greenfield Fire District will continue to provide fire service and protection to the City of Greenfield.
- The City of Greenfield will continue to be an active and supporting member of the Monterey County Operational Area Authority.
- In a major emergency situation or disaster, City resources could be taxed to their limits. In these situations, a request for augmentation from the Monterey County Operational Area or higher authority may be required to sustain viable and responsive operations at the local and/or field levels.
- Routine emergencies stemming from 9-1-1 calls and other forms of notification will continue to be handled in accordance with the protocols developed and employed by the Greenfield Chief of Police, the Greenfield Fire Chief, the Greenfield Public Works Director, and the Monterey County Emergency Medical Services Agency.

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Greenfield Emergency Operations Center (GEOC)

Greenfield Emergency Operations Center (GEOC) – General

GEOC locations are designed as follows:

- **Primary GEOC:** The primary GEOC will be located in the City Council Chambers in the City Hall at 599 El Camino real. See **Annex D -- GEOC Facilities and Equipment Requirements** for additional details.
- **Secondary GEOC:** The Greenfield Fire District at 380 Oak Avenue, will be utilized as the GEOC in the event that the primary GEOC is inoperable or unavailable.
- **Backup GEOC:** The **xxxx**, will be utilized as the GEOC in the event that the primary and secondary GEOCs are inoperable or unavailable.
- **Other Locations:** In the event of a catastrophic emergency or disaster that renders the above locations, the site of the GEOC will be chosen by the Emergency Services Director.

Activation Levels -- General

Activation levels are defined herein, and will be set at the discretion of the Emergency Services Director. To the maximum extent possible, flexibility will be maintained in order to allow unneeded positions to be deactivated and/or heavily involved positions open to augmentation as needed.

Specific Activation Levels

In order to avoid confusion of terminology, the levels employed in this plan are consistent with those used by the Monterey County Operational Area.

- **Level Zero:** Normal routine City operations are in place. The EOC is **not** activated. City personnel are performing their normal duties. This level will be in effect for 99.9 per cent of time.
- **Level One:** The EOC has been activated at a minimum level or for training. Only essential personnel are employed in the EOC during a minimum level of activation. Level One can be a contingency level of activation used in anticipation a higher level of activation being required.
- **Level Two:** The EOC is activated with selected positions being filled as required to sustain operations. Level Two would be applicable to a minor emergency or one that has the potential to escalate into a major emergency or disaster.

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- **Level Three:** The EOC is activated with all positions being filled. Personnel may be released from the EOC at the discretion of the Emergency Services Director. Level Three would be applicable to a city-wide or fire district-wide emergency.

Operational Area Membership

The City of Greenfield is a member of the Monterey County Operational Area as originally established to fulfill the requirements of SEMS. Depending on the type of disaster or major emergency involved, it is envisioned that the City could have resources committed at the Local and Field Levels of the SEMS organizational structure. The City is committed to operating in accordance with the doctrines and protocols established by the Monterey County Operational Area.

NIMS/SEMS Organizational Structure

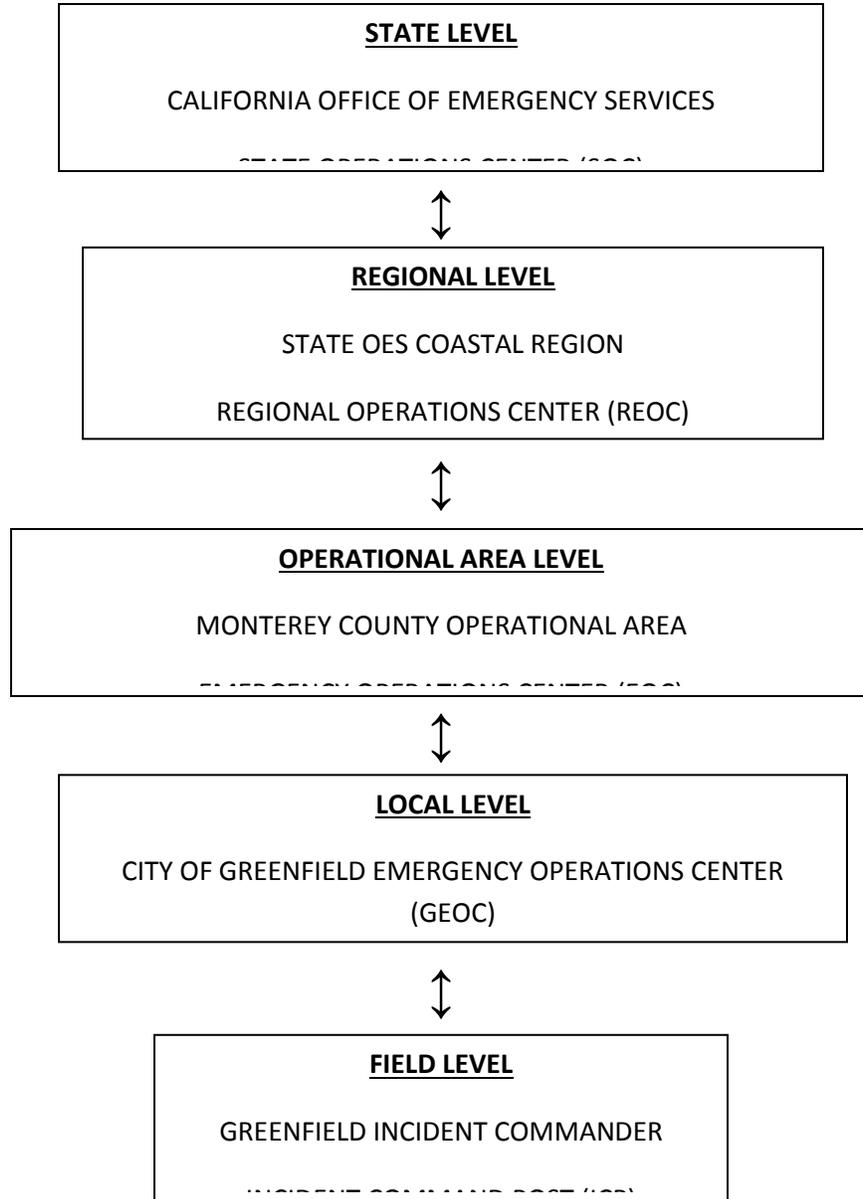
The National Incident Management System (NIMS) and the Standardized Emergency Management System (SEMS) provide a common, state-wide organizational structure for dealing with major emergency and disasters. It uses a five tiered system that encompasses all jurisdictions and emergency response organizations with California. It is used to manage and direct emergency operations, communicate within the various elements of the structure, and to identify and provide logistic requirements and resources. It does not usurp local authority or responsibilities. The City of Greenfield has endorsed the NIMS/SEMS concept, and is an active and viable participant in the Monterey County Operational Area.

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NIMS/SEMS Organizational Structure Diagram

The following NIMS/SEMS Organizational Structure Diagram is applicable to the City.



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GEOC Organization

The structure of the GEOC organization is derived from the Incident Command System. The City of Greenfield Emergency Operations Center Functional Organizational Diagram is found on **Page 21**. The design and organization of the GEOC allows for the centralized management of all operational and support components, permitting maximum use of available resources with a framework of supporting strategies and response objective. The primary purpose of establishing and operating an EOC is to provide a centralized focal point for the effective management of all emergency response operations. Specifically, the establishment and activation of the GEOC facilitates the following activities:

- Centralized decision making and command authority.
- Centralized coordination of all emergency functions.
- Centralized management of information.
- Centralized warning dissemination.
- Centralized resource application.
- Centralized resource support and procurement.

GEOC Information Flow

The flow of information within the GEOC and within the NIMS/SEMS structure is standardized. Within the GEOC, information will flow vertically to and from the Section Leader to his/her assigned personnel, and to and from the Emergency Services Director. Information will also flow horizontally between Section Chiefs or their assigned personnel to other Section Chiefs or their assigned personnel. See **Annex A – GEOC Positions and Duties and Annex B – Position Operational Checklists** for additional information.

NIMS/SEMS Information Flow

The flow of information within the NIMS/SEMS is primarily vertical. The GEOC communicates with the Operational Area EOC, the Operational Area EOC communicates with the REOC, and the REOC communicates with the SOC. (See the preceding NIMS/SEMS Organizational Structure Diagram on **Page 12**.) However, horizontal coordination and communications between the five levels is encouraged. An example would be the City of Greenfield EOC coordinating or communicating directly with the City of Greenfield EOC during an emergency that affects both cities.

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GEOC Functions and Policies

General

The Greenfield Emergency Operations Center (GEOC) is organized in accordance with NIMS/SEMS/ICS and is designed to function as a team led by the Emergency Services Director. Personnel assigned to duty in the GEOC will be selected on the basis of experience and their knowledge of the City.

Operational Period and Staffing

The GEOC Staff should be capable of sustaining twenty-four operations as demanded by the situation at hand. To do this, two teams, designated the “Gold Team” and the “Silver Team” will be formed. When the activation of the GEOC is ordered, the “Gold Team” will accomplish the activation. Depending on the nature of the situation, the “Silver Team” may be sent home for rest, with instructions to report for duty twelve hours after the activation order. The operational period for each team will be nominally twelve hours, tailored at the discretion of Emergency Services Director to the situation extant.

GEOC Functions

The GEOC will operate in accordance with the provisions of NIMS/SEMS/ICS. The overall function of the GEOC will be to ensure the effectiveness and cohesiveness of operations during a major emergency or disaster.

- **Mayor and City Council:** The Mayor and City Council set the overall policies for emergency management and support the Emergency Services Manager in the execution of his/her duties. The Mayor and City Council can also serve as an effective means of communications between residents and the GEOC Staff.
- **Command Section:** The Command Section of the GEOC is charged with the overall management of any disaster response and recovery operations for the City of Greenfield and the Greenfield Fire Protection District (GFPD). The Emergency Services Director leads the Command Section and the GEOC Staff. Specific section responsibilities include:
 - Establish the appropriate staffing level for the GEOC and continuously monitor organizational effectiveness ensuring that appropriate modifications are undertaken as required.
 - Exercise overall management responsibility for the coordination between all departments and responders within the City and MSFPD. Ensure that all City agency actions are accomplished within the priorities established.
 - Ensure that inter-departmental coordination is accomplished effectively within the GEOC, the City, and the GFPD.
 - Conduct inter-agency liaison and coordination to ensure effective exchange of information and continuity of effort.

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- Approve the “Incident Action Plan” and ensure its currency.
- The Management Section will normally include the following positions:
 - Emergency Services Director. **(Filled by the City Manager.)**
 - Liaison Officer. **(Assigned by the City Manager.)**
 - Legal Officer. **(Assigned by the City Manager.)**
 - Security Officer. **(If activated, assigned by the Police Chief.)**
 - Safety Officer. **(If activated, assigned by the City Manager.)**

See **Annex A** for specific duties and **Annex B** for position checklists.

- **Operations Section:** The section is responsible for coordinating response and recovery operations. Specific section responsibilities include:
 - Coordinate field operations directly or through a designated Incident Commander.
 - Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
 - Establish the appropriate level of Unit and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly, and coordinating all efforts.
 - Ensure that the Planning Section is provided with Situation Status Reports on a continuous basis.
 - Conduct periodic operations briefings for the GEOC Director as required or requested.
 - The Operations Section will normally include the following positions:
 - Operations Section Chief. **(Assigned by the City Manager.)**
 - Fire Operations Branch Director. **(Assigned by the Fire Chief.)**
 - Law Operations Branch Director. **(Assigned by the Police Chief.)**
 - Public Works Operations Branch Director. **(Assigned by the Public Works Director.)**

See **Annex A** for specific duties and **Annex B** for position checklists.

- **Planning/Intelligence Section:** The section is responsible for all operational, strategic, and demobilization planning, disaster intelligence collection, assessment, and processing, report preparation, and incident documentation. Specific section responsibilities include:
 - Develops the “Incident Action Plan”.
 - Coordinates with the Monterey County Operational Area EOC Planning Section to ensure that the Operational Area has a clear picture of the situation affecting the City.

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- Analyzes all disaster intelligence, assesses the impact on the City, and disseminates this information to all GEOC Sections.
- Coordinates the inspection of public and private to develop a comprehensive damage assessment.
- The Planning/Intelligence Section will normally include the following positions:
 - Planning Section Chief. The Planning Section Chief is a member of the General Staff and reports to the Director. **(Filled by the Community Development Director.)**
 - Strategic Planning Unit Leader. **(Assigned by the Community Development Director.)**
 - Situational Analysis Unit Leader. **(Assigned by the Community Development Director.)**
 - Damage Assessment (Building Inspection) Unit Leader. **(Assigned by the Community Development Director.)**
 - Documentation Unit Leader. **(Assigned by the Community Development Director.)**
 - Demobilization Unit Leader. **(Assigned by the Community Development Director.)**

See Annex A for specific duties and Annex B for position checklists.

- **Logistics Section:** The Logistics Section is responsible for establishment and management of the logistics efforts, including: providing logistical information to the Director; managing and coordinating the provision, allocation and use of essential resources and services to support emergency operations; and participating in the development of the Action Plan. Specific Section responsibilities include:
 - Coordinates the procurement and distribution of disaster supplies and equipment.
 - Maintains an accurate inventory of supplies and equipment available to the City.
 - Coordinates the assignment and employment of City personnel and emergent volunteers.
 - Coordinates the use of facilities needed during a major emergency or disaster.
 - Coordinates the procurement and assignment of transportation assets.
 - Coordinates the activation and operations of public shelters.
 - Coordinates the procurement and distribution of foodstuffs to members of the GEOC Staff, disaster services workers, and shelters.
 - The Logistics Section will normally include the following positions:

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- The Logistics Section Chief. The Logistics Section Chief is a member of the General Staff and reports to the Director. **(Filled by the Assistant City Manager.)**
- Resources Unit Leader. **(Assigned by the Assistant City Manager.)**
- Personnel/Volunteer Unit Leader. **(Assigned by the Assistant City Manager.)**
- Facilities Unit Leader. **(Assigned by the Assistant City Manager.)**
- Transportation Unit Leader. **(Assigned by the Assistant City Manager.)**
- Community Services Unit Leader. **(Assigned by the Assistant City Manager.)**
- Food Services Unit Leader. **(Assigned by the Assistant City Manager.)**

See Annex A for specific duties and Annex B for position checklists.

- **Finance/Administration Section:** The Finance/Administration Section is responsible for providing, monitoring, and analyzing all elements of direct financial and administrative support to the GEOC Staff. Specific Section responsibilities include:
 - Establishes processes to record, track, and analyze the hours worked by all personnel during a major emergency or disaster.
 - Manages compensation and claims arising from a major emergency or disaster.
 - Tracks costs associated with the activation of the GEOC, and ensures cost effectiveness and efficient utilization of all resources.
 - Provides direct administrative support to the GEOC Staff.
 - The Finance/Administration Section will normally include the following positions:
 - Finance/Administration Section Chief. The Finance/Administration Section Chief is a member of the General Staff and reports to the Director. **(Filled by the Finance Director.)**
 - Time Unit Leader. **(Assigned by the Finance Director.)**
 - Compensation/Claims Unit Leader. **(Assigned by the Finance Director.)**
 - Cost Accounting Unit Leader. **(Assigned by the Finance Director.)**

See Annex A for specific duties and Annex B for position checklists.

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- **Public Information Section:** The Public Information Section coordinates the origination and dissemination of all public information for the City and the GFPD. Specific section responsibilities include:
 - Ensures that the media and the public within the affected area receive complete, accurate, timely, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
 - Coordinates media releases with the Monterey County Operational Area Public Information Officer and other Public Information Officers representing other affected nearby or local jurisdictions and/or agencies.
 - Organizes press conferences in conjunction with the Director.
 - Produces and releases all Greenfield Emergency Services Bulletins/Press Releases.
 - The Public Information Section will normally include the following positions:
 - Public Information Section Chief/Public Information Officer. **(Assigned by the City Manager.)**
 - Dissemination Unit Leader. **(Assigned by the City Manager.)**
 - Information Collection Unit Leader. **(Assigned by the City Manager.)**

See Annex A for specific duties and Annex B for position checklists.

GEOC Functional Organization Diagram

The following diagram details the GEOC organization:

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Concept of Operations

General

During a major emergency or disaster, prudent emergency management planning dictates that jurisdictions should be self-sustaining for a period of time before the receipt of outside aid and/or resources should be anticipated. The following general parameters will be used in the execution of this plan.

- Receipt of aid or resources from the Monterey County Operational Area should not be anticipated for the first twenty-four hours after start of the event. The City should be self-sustaining for this period.
- Receipt of aid or resources from the Coastal Region, State Office of Emergency Services should not be anticipated for the first forty-eight hours after start of the event.
- Receipt of aid or resources from the State Office of Emergency Services and/or the California National Guard should not be anticipated for the first forty-eight to seventy-two hours after start of the event.
- Receipt of aid or resources from the federal sources and/or the Federal Emergency Management Agency (FEMA) should not be anticipated for the first seventy-two to ninety-six hours after start of the event.

Major Emergency/Disaster Phases

All disasters or major emergencies generally have four basic phases, with the obvious exception of spontaneous situations. These are:

- **Increased Readiness:** Upon receipt of a warning, forecast, and/or observation that an emergency situation is imminent, has occurred, or is likely to occur in the foreseeable future, the City may elect to take appropriate actions to increase its overall readiness. Example events that could prompt increased readiness activities are:
 - Receipt of a Monterey County Operational Area Emergency Bulletin (EMERBULL).
 - Receipt of a special weather advisory or warning from the National Weather Service (NWS).
 - The occurrence of an earthquake of an unknown magnitude felt in Greenfield.
 - The occurrence of fire-conducive conditions such as high winds, low humidity, and high temperatures, of a “Red Flag Warning” or “Fire Weather Watch”.

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- A derailment on the Union Pacific Railroad or a Highway 101 accident resulting in a hazardous materials incident.
- A warning or circumstances indicating the potential for terrorism, civil disturbance, or acts of violence.

Actions taken to increase readiness may include, but not limited to, the following:

- Briefing the Mayor, City Council members, and department heads on the known details of the situation.
 - Commencing increased public information actions.
 - Ensuring critical equipment and facilities are prepared and ready.
 - Establishing staffing and/or shift plans for City employees.
 - Releasing City employees to prepare their families and/or obtain rest.
 - Providing specific warnings to threatened portions of the City's population.
 - Evacuating areas that may be affected.
 - Mobilizing personnel and equipment.
 - Identifying potential specific personnel and equipment needs.
 - Establishing staging areas.
- **Initial Response:** The initial response will usually be conducted by City organizations at the field response level. Efforts will be directed towards containing or minimizing the effects of the emergency. Field responders will employ ICS to ensure a functional and responsive on-scene organization. The GEOC may be activated in support of field operations.

Actions that could be undertaken by the GEOC under these circumstances include, but are not limited to:

- Making all appropriate notifications, including the Monterey County Office of Emergency Services or the Monterey County Operational Area Emergency Operations Center.
- Proclaiming a local state of emergency and forwarding that document to the Monterey County Office of Emergency Services or the Monterey County Operational Area Emergency Operations Center.
- Promulgating warnings and disaster related public information.
- Establishing collection centers for displaced persons.
- Alerting appropriate agencies to prepare for care and shelter operations.
- Conducting evacuations and rescue operations.
- Assessing damage.
- Assessing the need for mutual aid.

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- Restricting traffic and/or movement in affected areas.
- Coordinating information and resource requirements with the Monterey County Operational Area Emergency Operations Center.
- **Extended Response:** The GEOC will be activated and its Staff will be responsible for conducting extended response activities. Extended emergency operations involve the coordination and overall management of all responding resources in order to contain and resolve the emergency and provide for public safety. The GEOC Staff will be organized as specified in this plan, and function in accordance with the principles of NIMS/SEMS. Communications will be maintained with a local incident commander in the field and with the Operational Area EOC.

Examples of extended response actions may include, but are not limited to the following:

- Developing the Incident Action Plan (IAP).
- Obtaining resources to sustain operations.
- Prioritizing resources allocations.
- Disseminating disaster public information.
- Operating shelters.
- Documenting all aspects of the emergency, including expenditures and resource allocations.
- Restoring public services and utilities.
- Developing a recovery action plan.
- **Recovery:** As the immediate threat to life and property subsides and the emergency situation is stabilized, a transition from response operations to recovery will occur. The transition to the recovery phase will be relatively seamless and absent a distinct demarcation. In effect, the recovery phase will begin the rebuilding process.

Recovery activities will include the restoration of services to the public and rebuilding affected facilities and areas. Recovery can be both short term and long term. Long term recovery efforts can lead to mitigation of the factors that caused the emergency and lessening the effects of future similar disasters.

Example of recovery actions, include but are not limited to:

- Restoration of all utilities, services, and facilities.
- Condemnation and demolition of structures/facilities that are unsafe or that cannot be economically repaired.
- Establishing and/or coordinating local assistance centers and Disaster Assistance Centers.
- Promulgating recovery related information including FEMA Disaster Assistance Line numbers.

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- Applying for state and federal disaster assistance funding and/or programs.
- Developing a hazard/disaster mitigation plan, including the identification of any residual or potentially reoccurring hazards.
- Recovering costs associated with the emergency response.

Disaster Declaration

The key to activating emergency disaster aid is a “Local Declaration of Emergency”. The declaration, or “dec” as it is known in the emergency services profession, is a formal legal proclamation that establishes the parameters of the emergency incident and serves as a means of notification to the Monterey County Office of Emergency Services/Monterey County Operational Area and the Governor’s Office of Emergency Services. The following individuals have the authority to proclaim a local emergency:

- The Mayor when the City Council is in session. **(See City Code 2.20.080.)**
- The City Manager/Emergency Services Director when the City Council is not in session. **(See City Code 2.20.080.)**
- The Police Chief in the absence of the City Manager/Emergency Services Director.

Concurrent with the proclamation of the local emergency, a request that the County declare a local emergency to include the City of Greenfield and/or the Greenfield Fire Protection District will be issued.

Should the County elect to declare a local emergency, it will request that the State of California declare the County as a disaster area. Should conditions warrant and the Governor concurs in the declaration, he or she may request that the President declare that a State-wide disaster exists.

Various aid and assistance programs are activated with the different levels of declaration. Timeliness in proclaiming a local disaster is paramount.

Pre-Activation Responsibilities and Preparation

All City departments share in pre-activation preparation. Completing and maintaining these preparation steps is a key factor that enables the City to assume a disaster management footing smoothly and with minimum disruption.

- **Greenfield City Manager (Emergency Services Director)**
 - Establish and maintain the GEOC and an alternate site.
 - Ensure all GEOC positions are assigned to appropriate and qualified personnel.
 - Coordinate the recruitment of potential volunteers.
 - Ensure that procedures are in place to maintain normal City operations during a local state of emergency.

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- Ensure that all GEOC communications systems are tested and functional on a regular basis.
- Ensure that all GEOC equipment is available and ready for use.
- Maintain situational awareness if there is advance warning of an impending disaster situation.
- Brief the Mayor, City Council, the Emergency Services Director, and appropriate City employees if there is advance warning of an impending disaster situation.
- Draft a local Declaration of Emergency for the Mayor's signature and for transmission to the Monterey County Operational Area EOC and the Governor's Office of Emergency Services, Coastal Region.
- Coordinate any pre-activation public information press releases and/or emergency bulletins with the Emergency Services Director and appropriate department heads.
- Identify local shelter sites.
- **Greenfield Chief of Police**
 - Develop procedures for checking the condition of critical City Police Department facilities and equipment.
 - Test and ensure the operability of all assigned communications equipment.
 - Ensure that appropriate police communications channels are available and operable in the GEOC.
 - Develop and maintain procedures for notifying and mobilizing departmental personnel.
 - Pre-position resources and equipment as required.
 - Ensure that any field incident is managed using the NIMS/ICS and that assigned personnel are trained accordingly.
 - Develop and maintain procedures for departmental response to the potential threats identified in this plan. These procedures will ensure coordination with the Fire Department and the Public Works Department if required.
 - Develop procedures for initiating:
 - Site security including perimeter management and access control.
 - Traffic and crowd control.
 - Initial damage assessment (“Windshield Survey”).
 - Evidence safeguarding.
 - Requesting law mutual aid.

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- Evacuation/movement operations including designation of routes, reception/collection areas, and general security.
- Develop procedures in coordination with the Monterey County Sheriff/Coroner for conducting coroner operations until the Coroner arrives on site.
- **Greenfield Fire District Fire Chief**
 - Develop procedures for checking the condition of critical District Fire Department facilities and equipment.
 - Test and ensure the operability of all assigned communications equipment.
 - Develop and maintain procedures for notifying and mobilizing departmental personnel.
 - Pre-position resources and equipment as required.
 - Ensure that any field incident is managed using the NIMS/ICS and that assigned personnel are trained accordingly.
 - Develop and maintain procedures for departmental response to the potential threats identified in this plan. These procedures will ensure coordination with the Police Department and the Public Works Department if required.
 - Develop procedures for initiating:
 - Initial damage assessment (“Windshield Survey”).
 - Medical treatment and Triage operations.
 - Rescue operations.
 - Requesting fire mutual aid.
 - Assist the Greenfield Police Department with evacuation/movement operations including designation of routes and reception/collection areas.
- **Greenfield Public Works Director**
 - Develop procedures for checking the condition of critical City Public Works Department facilities and equipment.
 - Test and ensure the operability of all assigned communications equipment.
 - Develop and maintain procedures for notifying and mobilizing departmental personnel.
 - Pre-position resources and equipment as required.
 - Maintain cordoning/access limiting equipment as required.

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- Develop and maintain procedures for departmental response to the potential threats identified in this plan. These procedures will ensure coordination with the Police Department and the Public Works Department if required.
- Develop procedures for initiating:
 - Cordoning off and restricting entry into damaged structures and hazardous areas.
 - Damage assessment of facilities, roads, utilities, and critical infrastructure.
 - Damage assessment of homes, businesses, and industrial facilities.
 - Debris removal.
 - Repair and/or restoration of facilities, roads, utilities, and infrastructure.
 - Flood prevention measures including sandbagging.
 - Hazardous waste removal and disposal operations.
 - Request for public works mutual aid.
- **Community Development Director**
 - Develop and maintain procedures for notifying and mobilizing departmental personnel.
 - Pre-position resources and equipment as required.
 - Develop procedures for initiating:
 - Safety inspections of damaged facilities and determining whether they can be occupied.
 - Requests for mutual aid for building inspectors.
 - Detailed updated situation reports that provide a running dialogue on damage assessment and the process to regain normal operations. These reports should include appropriate cost estimates with requisite documentation.
 - Conduct advanced long-term planning activities.
- **Assistant City Manager**
 - Develop procedures for the procurement of goods and services during an emergency.
 - Develop and maintain a “Local Resource Directory”.

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- **Finance Director**

- Develop procedures for procuring emergency resources to sustain operations.
- Develop and maintain a Local Emergency Resource Guide.
- Develop and maintain a disaster accounting system for documenting the financial costs associated with any disaster.
- Develop and maintain the processes and procedures for tracking employees' work time and ensuring payment during a disaster.
- Develop and maintain the processes and procedures for submitting workman compensation claims.

Activation

The period of time from the initial awareness of the emergency situation or disaster until the GEOC is fully activated and functioning will be challenging to all concerned, as well as critical to the success of the emergency response. The challenge will be compounded if the activation occurs during non-working hours or without warning. The keys to ensuring timely and effective activation of the EOC are:

- Pre-event planning and notification in the case of a forecast emergency.
- Timely notification in the event of a simultaneous emergency.
- Training and proficiency of GEOC members.
- The personal (home) preparedness of GEOC members.
- The use of the position duty descriptions and position action checklists contained in this plan.

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Potential Threats

The following threats are considerable applicable to the City of GREENFIELD. In some instances, the City has directly experienced these threats; in other cases, the potential threats are acknowledged to have the capacity to affect the City. The occurrence of any of these threats singularly or together could result in a disaster or major emergency and require the activation of the GEOC.

- **Earthquake:** The San Andreas Fault lies approximately fifteen miles to the east of the City. While this segment of the fault is relatively less active than other segments, it does have the potential to produce earthquakes that could cause structural damage and injuries within the City and its environs.
- **Winter Storm/Extreme Weather:** Monterey County is prone to damage from winter storms from November through April. Generally, the Salinas Valley receives lesser impacts than coastal and mountainous areas, but the potential for damage from high winds and/or heavy rains does exist for the City.
- **Flood:** Flooding usually occurs as the direct result of winter storms. Therefore, it is not uncommon that the two will combine to form a “compound emergency” in which the emergency response system will be required to deal of the salient characteristics of both types of threat. The effects of flooding on the City of Greenfield will normally be generated from two sources, flooding of the Salinas River which has the capacity to inundate the City’s sewage ponds located east of the City adjacent to the river, and localized flooding of streets and areas due to heavy rainfall and/or poor drainage from the watershed to the east and northeast of the City. With the exception of the sewage treatment ponds, the City is situated above the 100 year flood plain.
 - **Dam/Levee Failure and Resultant Flooding.** San Antonio and Nacimiento Dams control two tributaries, the San Antonio and the Nacimiento Rivers, of the Salinas River. The dams are owned by Monterey County and operated by the Monterey County Water Resources Agency. Should either or both dams fail, flooding and general inundation along the Salinas River should be anticipated. A potential for levee failure along the Salinas River exists.
- **Urban/Wildland Intermix Fire:** A fire of this nature is unlikely to affect the City until growth moves the city’s limits northeastward towards and/or into the foothills of the Gabilan Range. However, urban/wildland intermix fires are possible within some unplanted areas of the Greenfield Fire Protection District, and thus should be considered a valid threat under the purview of this plan.
- **Urban Fire/Conflagration:** Older wood structure buildings grouped in small or downtown areas and built before contemporary building codes were enacted could present a localized area fire hazard, particularly under the prevailing wind conditions of the Salinas Valley.

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- **Essential Services/Transportation/Utilities Disruption:** The potential for disruption of life sustaining services in the Salinas Valley is real. With limited north-south lines of transportation, various forms of emergencies could disrupt vehicular and/or rail transportation that could result in the disruption of essential services, including all forms of utilities delivery, emergency medical transportation, propane deliveries, and other critical services. The City has experienced electrical and natural gas services disruptions in the past.
 - **Potable Water Contamination/Disruption:** The City owns and operates its water system. A remote possibility exists of contamination and/or disruption due to a variety of manmade or natural causes.
 - **Electrical/Natural Gas Service Disruption:** Disruption of electrical and natural gas service has and could result from winter storms, high winds, human error, and other causes. This type of emergency incident has the potential to be relatively common. As PG&E provides electricity from the state-wide grid, it is not dependent on one source of power. A major disruption of the grid or the immediate local distribution system could result in a prolonged power outage. Natural gas distribution to the City is handled by a single pipeline as a sole source.
- **Hazardous Materials Incident:** The location of Highway 101 and the Southern Pacific railroad right-of-way in or on the western boundary of the City means that hazardous and flammable materials are frequently transported in close proximity to residential areas of the City. A vehicular or railroad accident could result in a hazardous materials incident and/or a major conflagration. The **Monterey County Hazardous Materials Incident Plan** will govern field operations should this event occur.
 - **Agriculture Industry Hazardous Material or Chemical Incident:** The proximity large scale agriculture operations in the areas surrounding the City and/or within the MSFPD and the use and transportation of a variety of pesticides, herbicides, and other chemicals in those operations raise the potential for a HAZMAT incident that could affect the City.
- **Evacuation:** Any incident could result in the need to evacuate residents or businesses of the City of Greenfield. In order to ensure effectiveness and maintain civil order evacuations must be well planned and executed. For the purpose of this plan, a situation in which evacuation or other actions are deemed necessary to protect the citizens of Greenfield, the following three category definitions will be applied:
 - **Precautionary or Advisory Evacuation:** No immediate threat exists, however prudent emergency management dictates removal of persons from a specific area, or evacuation of specific vulnerable portions of the community.

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- **Mandatory Evacuation:** A threat is present or impending and requires that all persons and livestock living in a specific area be evacuated from the scene for their protection without delay.
- **Shelter-in-Place:** Shelter-in-Place may be employed in the event that a threat exists or is impending, but in which citizens are safe within their residences or place of employment. Implicit with Shelter-in-Place is the understanding that those citizens involved are self-sufficient in food, water, medicines, and propane/cooking fuels. Citizens who are not self-sufficient in these areas will be subject to evacuation.
- **Multi-Casualty Incident:** A multi-casualty incident is one in which the local medical responders or facilities are taxed beyond their resources. While no number figure for actual casualties defines this event, practical experience has indicated that the general number of five major casualties will normally constitute a multi-casualty incident. The **Monterey County Multi-Casualty Incident Plan** will govern field operations should this event occur.
- **Public Health Emergency/Pandemic:** This type of emergency can cover a wide range of specific situations that could be hazardous to the City's citizens, including localized public health emergencies such as drinking water contamination or a pandemic. The Monterey County Department of Health (MCHD) possesses the infrastructure, resources, and expertise to deal with public health emergencies and/or conduct appropriate liaison with the California Department of Health. In all jurisdictions within Monterey County, public health emergencies are handled under the auspices of the Monterey County Health Department, utilizing the protocols and plans developed by that agency. The City of GREENFIELD could be called upon to support or participate in Health Department operations within the City or the MSFPD, or to affect evacuations in response to the Health Department's direction.
 - **The Pandemic Influenza Response Plan (PIRP)**, designed **Annex E** of the **Monterey County Health Department Disaster Preparedness and Response Plan**, addresses this type of emergency incident. This annex compliments **Annex B, Mass Prophylaxis Plan** and **Annex Q, Smallpox Plan**. The City of Greenfield will comply with this plan and its annexes. Under the direction of the Monterey County Health Officer, Communicable Disease Control will have the primary responsibility for planning and coordinating with the local hospitals and clinics, local emergency management, cities, and special districts, local public safety agencies (law enforcement, fire, and emergency medical services), neighboring counties (San Benito, Santa Cruz, San Luis Obispo, Fresno, and Kings), and state/regional agencies including CDHS, Emergency Medical Services Authority (EMSA), and the Governor's Office of Emergency Services (GOES).

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- **Civil Unrest/Violence:** Although unlikely to occur in the City of Greenfield, civil unrest/violence could pose a threat to the well being of the community. The potential for gang related violence, while generally isolated in scope, could fall into this category.
- **Terrorism:** The City of Greenfield does not offer the high value targets preferred by terrorists. However, this type of emergency could be a carryover from other local areas that do have the potential for generating high profile or high value targets.
- **Armed Shooter/School Lockdown:** This type of event is normally a law enforcement area of jurisdiction, with appropriate assistance and support from the fire service and emergency medical resources. Although very rare, a school shooting can present a highly emotional scenario and a public information/relations challenge of the first order. While the priority of the on-scene incident commander will probably be the safety of students and faculty, the GEOC may be in the position to deal more directly with the media and the public information aspects of the emergency incident, thus freeing the Incident Commander to deal with the tactical situation at hand.
- **Miscellaneous Incidents:** Included in this category are the following:
 - **Aircraft Crash:** Numerous airways overlay the Salinas Valley and Greenfield. The possibility of an aircraft crash or accident, while remote, is a potential threat. This type of incident could result in a Multi-Casualty Incident. The Monterey County Aviation Incident Response Plan addresses this type of incident from the Operational Area's perspective.
 - **Passenger Train Incident:** AMTRAK operates passenger trains on the Southern Pacific railroad right-of-way on a daily basis. The possibility of a passenger train derailment or accident, while remote, does exist. This type of incident could result in a Multi-Casualty Incident.
 - **Other Incidents:** Any other incident not covered above that results or could result in a major emergency/disaster.
- **Other Emergency Operational Considerations and Factors:** These considerations and factors are likely to be applicable to all types of emergency incidents and include:
 - **Vulnerable Populations:** For the purpose of this plan, vulnerable populations may include the elderly, the infirmed and/or handicapped, those who are dependent on medicines, those without viable means of transportation, those members of the community who may not be able to care for themselves in a reliable and consistent manner in the event of an emergency incident, and those without viable language skills. Vulnerable populations may require special assistance during an evacuation or a shelter-in-place scenario. In particular, it may be

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necessary to plan to provide food services to members of vulnerable populations during emergencies that deprive them of the means to prepare food for themselves. It is imperative that these elements of the community be identified

- **Emergent Volunteers:** Emergent volunteers are those members of the community who volunteer to perform emergency services during an emergency incident who are not registered Disaster Services Workers. They usually represent a host of talents, and can prove indispensable to an emergency incident response. Channeling their skills and talents into viable, productive efforts can prove to a challenge to the GEOC Staff.
- **Continuity of Government (COG):** Continuity of Government (COG) is the ability of the City's government to continue to function during a major emergency or disaster. Frequently associated with a pandemic emergency in which a large portion of the City's staff could be assumed to be incapacitated, for the purpose of this plan, the concept of COG will be considerable applicable to all forms of potential major emergencies or disasters. See **Annex K – City of Greenfield Continuity of Government Plan** for further details.
- **Continuity of Operations (COOP):** Continuity of Operations (COOP) relates to the City's ability to continue to operations during a major emergency or disaster. Again, this function is often associated with a pandemic emergency, but in reality, could be applicable to any disaster or major emergency. For the purposes of this plan, COOP will be considered to be situationally dependent. Depending on the situation and the extent of impact, the City may elect to suspend non-essential operations and divert personnel and equipment resources to essential operations as necessary to sustain vital functions and protect the public. The decisions needed to accomplish these actions will be undertaken as part of the overall emergency response phase effort.

Emergency Incident Likelihood of Occurrence and Severity for Greenfield

The following Emergency Incident Likelihood of Occurrence and Severity for Greenfield matrix addresses the likelihood and severity potential of the emergency incidents listed.

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Emergency Incident Likelihood of Occurrence and Severity for Greenfield

HAZARD	LIKELIHOOD	SEVERITY	REMARKS
Earthquake (Magnitude <5.0)	Frequent	Low	Severity Dependent on Location and Proximity
Earthquake (Magnitude 5.0>)	Infrequent	High	Severity Dependent on Location and Proximity
Winter Storm/ Extreme Weather	Seasonal	Low to Moderate	None
Floods	Infrequent	Moderate	Can Accompany Winter Storms
Dam Failure & Resultant Flooding	Low	Moderate	Dependent upon Nature of the Dam Failure
Urban/Wildland Intermix Fire	Moderate	Low to Moderate	Seasonal and Dependent on Weather/Fuel Conditions
Urban Fire/ Conflagration	Low	Moderate to High	Severity Dependent on the Location of the Fire and the Structures Involved
Essential Services/Transportation/ Utilities Disruption	Low	Low to Moderate	Severity Dependent on the Nature and Location of the Disruption
Potable Water Contamination/ Disruption	Low	Moderate to High	Severity Dependent on the Nature and Location of the Disruption
Hazardous Materials Incident	Low	Low to Moderate	Severity Dependent on the Location of the Spill and Type of Chemical Involved
Agriculture Industry Hazardous Material or Chemical Incident	Low	Low to Moderate	Severity Dependent on the Location of the Spill and Type of Chemical Involved
Evacuation	Low	Low to Moderate	Severity Dependent on the Type of Incident Causing the Evacuation and the Urgency Involved

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Multi-Casualty Incident	Low	Low to Moderate	Severity Dependent on the Nature of the Incident and the Number of Casualties Involved
Public Health Emergency	Low	Low to Severe	Severity Dependent on the Nature and Scope of the Emergency
Pandemic	Low	Low to Severe	Severity Dependent on the Nature and Scope of the Actual Pandemic
Civil Unrest/ Violence	Very Low	Low to High	Severity Dependent on the Nature of the Incident
Terrorism	Very Low	Low to High	Severity Dependent on the Nature of the Incident
Armed Shooter/ School Lockdown	Very Low	Low to Severe	Severity Dependent on the Nature of the Incident
Aircraft Crash	Low	Low to High	Severity Dependent on the Type of Aircraft and the Nature of the Crash
Passenger Train Incident	Low	Low to Moderate	Severity Dependent on the Nature and Severity of the Incident

Note:

1. The likelihood of occurrence for this matrix is classified as Very Low, Low, Moderate, Seasonal, and High.
2. The severities of impact for this matrix are classified as Low, Moderate, High and Severe.
3. The remarks are intended to provide an indication of the factors that could affect the severity of impact of the type of incident.

Monterey County Operational Area Terrorism Threat Conditions Matrix

The City of Greenfield will employ the modified Department of Homeland Security Terrorism Threat Matrix system developed by the Monterey County Office of Emergency Services and promulgated to all jurisdictions within the Monterey County Operational Area. The matrix and the actions to be undertaken for each threat condition are delineated in checklist manner by discipline and are contained in **Annex N – Monterey**

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County Operational Area Threat Conditions Matrix. The matrix will be used by appropriate City departments in the event of a change in Threat Condition issued by the Department of Homeland Security.

Resources

- **General:** The timely procurement and employment of a wide variety of resources is frequently essential to ensure a successful response to a disaster or major emergency. During a disaster or major emergency, resources can be obtained from various sources, including the following:
 - **Organizational Resources:** These include resources owned or leased by the City and used in the course of normal business.
 - **Local Resources:** These resources are those that can be procured from businesses and firms. Rental equipment or purchased building materials are examples of this type of resources. Resources are procured by the Logistics Section in response to specific resource requests and complete documentation is maintained to facilitate post-disaster reimbursement. The Finance Director is responsible for developing and maintaining a Local Emergency Resource Guide. Additionally, the Monterey County Office of Emergency Services has developed an inter-active **Monterey County Operational Area Emergency Resource Directory (ERD)** which has been provided to all members of the Monterey County Operational Area. This document is intended to compliment and expand upon the Local Emergency Resource Guide and may include sources inside and outside of Monterey County.
 - **Outside Resources:** These resources are requested from the Monterey County Operational Area Emergency Operations Center when it has been determined that they cannot be obtained from organizational or local sources available to the City. The Operational Area may be able to supply these resources from its assets, or may be required to request them from State or federal sources. The Logistics Section is charged with requesting these resources, and tracking them while they are employed by the City. NIMS/SEMS/ICS procedures apply to obtaining these resources.
 - **Emergent Resources:** Usually volunteered by individuals or service organizations, these resources may be unknown until after the occurrence of the disaster and may cover a wide range. Specific authorization and complete documentation of the utilization of these resources is necessary to protect the City against claims and ensure that specific disaster service worker provisions are met.
- **Resource Requests:** Resource requests to the Operational Area should clearly state the need for the resource. Specifically identifying the resource itself should be avoided to the extent possible. As an example, if the need is to move 100 people from the City to a shelter in Greenfield, the request should not specify four MST buses. The resource provider will determine what resources are readily

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available, and fill the need accordingly. In this example, ten mini-buses or eight National Guard heavy trucks may fill the requirement.

Conversely, if resources are ordered from a local business, the request should be as specific as possible. If the requirement exists for 10,000 sand bags and twenty tons of sand, this specific required should be delineated to the local provider.

All possible efforts should be made to allow the eventual resource provider as much latitude as possible in satisfying the resource request.

Training

- **General:** In order to ensure proficiency and continuity in emergency management operations, the City of Greenfield will hold quarterly emergency training exercises/evolutions. Specific objectives to be accomplished in any training event will be established prior to approval of the training. Training events will take one of the following forms:
 - **General Training Event:** An instructional event designed to inform members of the GEOC Staff in operational, functional, and policy matters.
 - **Tabletop Exercise (TTX):** A tabletop exercise is a structured discussion using a specific disaster or major emergency scenario. Individual GEOC staff members discuss or amplify the actions they will take in response to specific “action points” used to develop the scenario. The TTX is self contained with no role playing by participants. All participants are welcome and encouraged to provide input on specific action points. The TTX is a cost effective way of training GEOC staff members, and can be employed as a precursor for more complex training events. The stress level created by a TTX is relatively low.
 - **Functional Exercise (FNX):** A functional exercise involves the GEOC Staff playing their roles in the EOC in response to external stimuli or simulated communications. A scenario with progressive occurrences is employed. Internal and external lines of communications are exercised. Monitors are employed to evaluate the GEOC’s functionality, to keep the exercise on track, and to act out roles. An externally located “Simulation Team” is employed to provide the stimuli and communications. This type of event is more complex and usually runs in excess of two hours to achieve all objectives. The stress level created by a FNX is significantly higher than that created by a TTX.
 - **Full Scale Exercise (FSX):** A full scale exercise is similar in concept to a FNX, but adds the dimension of moving and employing resources in the field. For the City of Greenfield, this would likely involve the movement of fire, law, and public works assets. A FNX can be personnel and cost intensive, thus the periodicity of holding this type of event can be relatively long. The amount of planning involved exceeds that of a FNX and the stress levels can be higher than a FNX. This is the most realistic

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type of emergency training available, short of actually responding to an emergency.

- **Training of GEOC Staff and City Personnel:** In order to ensure compliance with Federal NIMS guidelines, the City will undertake the following training:

Training Course	Attendees	Completion Date	Remarks
FEMA IS-700	All City Employees	To Be Determined	On Line Course
ICS-100	All City Employees	To Be Determined	Prerequisite for ICS-200 – On Line Course
ICS-200	First Line Supervisors, Middle Management, and Command and General Staff	To Be Determined	Prerequisite for ICS-300/400 -- On Line Course
FEMA IS-800	All Department Heads and Managers with GEOC Roles	To Be Determined	On Line Course
ICS-300	Middle Management and Command and General Staff	October 1, 2007	Prerequisite for ICS-400
ICS-400	Command and General Staff	October 1, 2007	None

Ongoing training of new employees or replacements of GEOC Staff members will be undertaken as required.

Public Information

Keeping the public informed is critical to the success of emergency or disaster operations. The resources available to a small city for this function are generally limited, however, effective use of the Monterey County Operational Area Emergency Operations Center Public Information Section can enable local efforts and support the objectives established for dissemination of event critical information. The Operational Area has a range of options capable of reaching the public and the media, as well as trained public information officers. To this end, the GEOC Public Information Section will maintain close liaison with Operational Area EOC and promulgate information through that agency when appropriate.

Additionally, the employment of local media resources should be undertaken when appropriate. **Annex F – Key Points of Contact** lists local resources that could be employed.

The Public Information Section will use standardized Greenfield Emergency Bulletins (SEBULLS) for the promulgation of disaster or emergency related information. The

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content of these emergency bulletins should be concise and simple. Duplicate bulletins containing the same information will be promulgated in English and Spanish. It is imperative that the GEOC Public Information Section have Spanish language translation and origination capabilities whenever the GEOC is activated.

All SEBULLS will be provided to the media as appropriate and to all levels of the city's organization. As such, they will be used not only to inform the residents of Greenfield, but also to keep all city employees informed on disaster related matters.

See **Annexes A – GEOC Positions and Duties, Annex B – Position Operational Checklists, and Annex H – Pre-Scripted Messages, Media Releases, and Incident Action Plan** for further public information details.

Incident Action Plan

The GEOC Staff will develop an “Incident Action Plan” or IAP within two hours of activation. The “Incident Action Plan” will include all goals and objectives that will be pursued during the first operational period by the “Gold Team”. Two hours prior to relief by the “Silver Team”, the “Incident Action Plan” will be updated to reflect the current situation and include the goals and objectives to be accomplished during the second operational period by the “Silver Team”. This process will continue until the GEOC is deactivated. A sample of an “Incident Action Plan” can be found in **Annex H – Pre-Scripted Messages, Media Releases, and Incident Action Plan.**

Prevention Plan

The City of Greenfield's Prevention Plan is contained in **Annex I – Prevention Plan.**

Hazard Mitigation Plan

The City of Greenfield's Hazard Mitigation Plan is contained in **Annex J – Hazard Mitigation Plan.**

Continuity of Government Plan

Continuity of governmental leadership during a disaster is critical to the ultimate success of response and recovery efforts. The Continuity of Government Plan for the City of Greenfield is contained in **Annex K – Continuity of Government Plan.**

Recovery Plan

The City of Greenfield's Recovery Plan is contained in **Annex L – Recovery Plan.**

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Demobilization

The demobilization phase of any GEOC is as critical to the success of the emergency response as the initial activation. All actions and expenditures undertaken during the activation must be recorded and all records must be concisely closed out. Most event audits by federal and state agencies responsible for administration of disaster relief funding rely on analysis of records maintained during activation. Experience has demonstrated that valid reimbursable claims are frequently disallowed due to lack of complete and accurate records.

Demobilization is also applicable to the individual members of the GEOC Staff. Stress levels are elevated during activations, and all concerned should aware of the impacts an GEOC activation can have on the mental and physical well being of assigned personnel. The use of critical stress debriefing resources should be employed as appropriate.

The overall objective of demobilization is to return the City's organization to normal operations. The concerted efforts of assigned personnel are required to ensure that all necessary details are accomplished prior to personnel being released.

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GEOC Facilities

Primary Facility

The primary GEOC is located in the Greenfield City Hall at 248 Main Street. The city Council Chambers in this building will serve as the GEOC, however additional rooms/spaces may be employed as required. This site is equipped with an **emergency power generator**. See the **Annex D -- GEOC Facilities and Equipment** for details and assigned equipment.

Alternate GEOC

The Alternate GEOC is located in the Greenfield Fire Station at 380 Oak Avenue, and will be used in the event that the primary GEOC is not usable. The Training Room and Administrative Office will serve as the Alternate GEOC, however additional rooms/spaces may be employed as required. This site is equipped with an emergency power generator. See the **Annex D -- GEOC Facilities and Equipment** for details and assigned equipment.

Backup GEOC: In the unlikely event that the primary and alternate GEOCs are rendered inoperable, the Emergency Services Director will establish a Back Up or Field GEOC as necessary to conduct emergency response and recovery operations. The requisition of a commercial, school, or temporary facility is a possible option. As it is unlikely that facilities of this nature will have an emergency power generator, consideration should be given to obtaining emergency power. The Greenfield Community Center at **xxxxxxx** will be utilized as the GEOC in the event that the primary and secondary GEOCs are inoperable or unavailable. See the **Annex D -- GEOC Facilities and Equipment** for details and assigned equipment.

Other Locations: In the event of a catastrophic emergency or disaster that renders the above locations unavailable or inoperable, the site of the GEOC will be chosen by the Emergency Services Director.

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GEOC Equipment

General

The equipment to support GEOC operations will generally be the equipment that is available to support the normal day-to-day operations of the City government. That equipment and any specialized equipment unique to an activation of the GEOC will be maintained by the Administrative Department and/or the designated department. See the **Annex D -- GEOC Facilities and Equipment** for equipment listings and departmental responsibilities.

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Annex A – GEOC Positions

General

This annex provides a listing of GEOC positions and the duties of these positions. **Annex B** provides operational checklists for each position that are intended to be used during GEOC activation.

Position Descriptions and Duties

- **COMMAND SECTION:**
 - **Emergency Services Director:**
 - Establish the appropriate staffing level for the GEOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
 - Exercise overall management responsibility for the coordination between elements of the City government.
 - Make executive decisions and issue policies and priorities pertaining to emergency management and response for disasters occurring within the City of Greenfield and the GFPD.
 - Ensure the Planning/Intelligence Section Chief sends intelligence summaries to the Monterey County Operational Area Emergency Operations Center (EOC) (MoCo Op Area EOC).
 - Request that the City Council make Proclamations of Local Emergency or issue such proclamations if the Council is not in session.
 - In conjunction with the General Staff, set priorities for response efforts in the City and the GFPD.
 - Ensure that all City agency actions are accomplished within the priorities established.
 - Ensure that Inter-Agency Coordination is accomplished effectively within the GEOC.
 - Activate the GEOC and determine the level of activation.
 - Update the City Council, as required.
 - Coordinate with other public agencies outside of the City for mutual aid or for county support.
 - Provide guidance to the Public Information Section Chief on any information that is to be released to the media or public.

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- **Liaison Officer:**
 - Receive guidance on liaison activities from the Emergency Services Director.
 - Coordinate interagency communication with outside governments, community and business groups, and non-profit agencies.
 - Oversee all liaison activities, including coordinating outside agency representatives assigned to the GEOC and handling requests from other EOCs for City representatives.
 - Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
 - Ensure that position specific guidelines, policy directives, situation reports, and a copy of the Incident Action Plan are provided to Agency Representatives upon check-in.
 - In conjunction with the Emergency Services Director and Public Information Officer (PIO), provide orientation briefings for VIPs and other visitors to the GEOC.
 - Coordinate VIP and visitor tours to the disaster/emergency area with affected jurisdictions.
 - Ensure that all requirements are accomplished by outside agency representatives when deactivation directed by the Emergency Services Director.

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- **Legal Officer:**
 - Provide legal advice and counsel to the Emergency Services Director.
 - Determine areas of legal responsibility and potential liabilities.
 - Prepare proclamations, ordinances, and other legal documents as required by the Emergency Services Director.
 - Advise the Emergency Services Director on the legal implications of contemplated emergency actions and policies.
 - Provide advice on the rules, regulations and laws for acquisition and/or control of resources, evacuation of citizens, and any other appropriate emergency actions.

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- **Security Officer:**
 - Provide 24-hour security for the GEOC.
 - Control personnel access to the GEOC in accordance with policies established by the Emergency Services Director.

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- **Safety Officer:**
 - Coordinate assistance to City employees and their families during major emergencies or disasters.
 - Act as the focal point for information for City employees and their families.
 - Periodically update the Emergency Services Director.
 - Ensure that all buildings and other facilities used in support of the GEOC are in a safe operating condition.
 - Monitor operational procedures and activities in the GEOC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
 - Stop or modify all unsafe operations outside the scope of the Incident Action Plan, notifying the Emergency Services Director of actions taken.
 - Receive guidance from the Emergency Services Director.
 - Assist other Units, as required.

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CITY OF GREENFIELD
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- **OPERATIONS SECTION:**
 - **Operations Section Chief:**
 - Ensure that the Operations function is carried out within the GEOC.
 - Exercise overall responsibility for Operations Section activities.
 - Ensure that objectives and assignments identified in the Incident Action Plan are carried out effectively.
 - Establish the appropriate level of organization within the Operations Section, continuously monitoring their effectiveness and modifying accordingly.
 - Provide the Planning/Intelligence Section Chief and the Situation Status Unit Leader with Operations Section status reports
 - Keep the Emergency Services Director informed of significant issues affecting the Operations Section.

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- **Fire Operations Branch Director:**
 - Coordinate fire, air, hazardous materials, and search and rescue operations in the City and GFPD.
 - Complete and maintain branch status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of unassigned operational area, state and federal fire & rescue resources in the operational area.
 - Implement the objectives of the Incident Action Plan assigned to the Fire Operations Branch.
 - Provide assistance in alerting local residents of an imminent hazard.
 - Conduct and coordinate fire suppression and rescue operations, as required.
 - Assist in mobilizing Urban Search and Rescue Teams as required.
 - Provide search and rescue support, as required, to OA emergency response agencies consistent with established priorities and objectives.
 - Coordinate the evacuation of personnel from all affected areas.
 - Coordinate the mobilization and transportation of all resources through the Logistics Section.
 - Request mutual aid in accordance with established procedures.
 - Update the Operations Section Chief.
 - Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
 - Monitor and track fire resources used during the event.
 - Ensure that deployed teams are provided with adequate support.
 - Coordinate the deployment of all City and mutual aid fire suppression and rescue resources.
 - Assume responsibility for functions and review checklists of subordinate units until these units are activated and staffed.
 - Supervise the Fire Operations Unit, Air Operations Unit, the Search & Rescue Unit, and the HAZMAT Unit, if activated.
 - Overall supervision of the Fire & Rescue Branch

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- **Law Operations Branch Director:**
 - Task organize the branch based on the nature of the incident or emergency.
 - Ensure that subordinate operations units complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned operational area, state and federal fire & rescue resources in the region.
 - Implement the appropriate Incident Action Plan objectives for the Branch, and ensure that law objectives and assignments identified in the Incident Action Plan are carried out effectively.
 - Establish the appropriate level of Branch and unit staffing, continuously monitoring the effectiveness and modifying accordingly.
 - Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports.
 - Conduct periodic Operations briefings for the Section Chief/Branch Director or Director, as required or requested.
 - Determine the need for additional resources and coordinate with Personnel.
 - Update the Operations Section Chief.
 - Establish and maintain communication with Law Enforcement Branch Directors at neighboring jurisdiction's EOCs, if activated.
 - Monitor and track law enforcement resources used during the event.
 - Provide general support to field/local personnel as required.
 - Coordinate all law operations in the field.
 - In coordination with the Security Officer, provide security for the GEOC.
 - Assist with search and rescue operations.
 - Coordinate traffic control services.
 - Secure evacuated areas and prevent looting.
 - Coordinate movement and evacuation operations during a disaster in county unincorporated areas.
 - Coordinate with the Public Information Section Chief to alert and notify the public of the impending or existing emergencies within the City and the GFPD.

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- **Public Works Operations Branch Director:**
 - Assist other sections, branches and units within the GEOC as needed with construction/engineering issues.
 - Serve as the Mutual Aid Coordinator for engineering resources.
 - Survey all systems and restore systems that have been disrupted, including roads, airports, storm drain systems, buildings, wastewater treatment facilities and transit facilities.
 - Survey all public and private facilities, assess the damage to such facilities and coordinate the repair of damage to public facilities with the Facilities Unit Leader.
 - Initiate Safety Assessment Program (SAP).
 - Initiate the inspection and assessment of all roads, bridges and facilities that would affect health and safety.
 - Implement the damage assessment process and assist federal and state inspection teams in their damage assessment.
 - Coordinate with other sections in initiating debris clearance from county roadways and facilities.
 - Coordinate activities with special districts to identify any particular county or special district requirements.
 - Supervise the Public Works Operations Branch.

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- **PLANNING/INTELLIGENCE SECTION:**
 - **Planning/Intelligence Section Chief:**
 - Ensure that the responsibilities of the Planning/Intelligence Section are carried out, to include:
 - ✦ Collecting, analyzing, and displaying situation information.
 - ✦ Preparing periodic Situation Reports.
 - ✦ Facilitate the Incident Action Planning meeting/s.
 - ✦ Preparing and distributing the Incident Action Plan.
 - ✦ Conducting Advance Planning activities.
 - ✦ Providing technical support services to the GEOC Staff.
 - ✦ Documenting and maintaining files on all GEOC activities.
 - Establish the appropriate level of organization for the Planning/Intelligence Section.
 - Exercise overall responsibility for the coordination of unit activities within the section.
 - Keep the Emergency Services Director informed of significant issues affecting the Planning/Intelligence Section.
 - In coordination with the other Section Chiefs, ensure that the Response Information Management System (RIMS) is used to maintain complete Situation Reports and to develop the Incident Action Plan.
 - Supervise the Planning/Intelligence Section.

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- **Strategic Planning Unit Leader:**
 - Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
 - Review all available Incident Action Plans and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
 - Provide periodic briefings for the Emergency Services Director and General Staff addressing Advance Planning issues.
 - Supervise the Strategic Planning Unit.
 - Coordinate intelligence operations in support of emergency management operations to include: operational, logistical and functional.
 - Update the Planning and Intelligence Section Chief.

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- **Situational Analysis Unit Leader:**
 - Oversee the collection, organization, and analysis of disaster situation information.
 - Ensure that information collected from all sources is validated prior to posting on status boards or entering into reports or RIMS.
 - Ensure that situation reports are developed for dissemination to GEOC staff and the MoCoOp Area EOC.
 - Ensure that an Incident Action Plan is developed for each Operational period, based on objectives developed by each GEOC Section.
 - Ensure that all maps, status boards and other displays contain current and accurate information.
 - Supervise Situation Analysis Unit.

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- **Damage Assessment (Building Inspection) Unit Leader:**
 - Collect initial damage/safety assessment information from other branches/units within the Operations Section.
 - If the disaster is winter storm, flood, or earthquake related, ensure that inspection teams are available immediately to assess the condition of dams/levees impacting on the City.
 - Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
 - Maintain detailed records on damaged areas and structures.
 - Coordinate mutual aid requests for engineers and/or building inspectors to inspect structures and/or facilities, to include organizing the inspectors into inspection teams upon their arrival in the City.
 - Supervise the Damage/Safety Assessment Unit.

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- **Documentation Unit Leader:**
 - Collect, organize and file all completed event or disaster related forms, to include: all GEOC position logs, status reports, situation reports, GEOC Incident Action Plans and any other related information, just prior to the end of each operational period.
 - Provide document reproduction services to GEOC staff.
 - Distribute the GEOC situation reports, GEOC Incident Action Plan, and other documents, as required.
 - Maintain a permanent archive of all situation reports, logs, and Incident Action Plans associated with the event or disaster.
 - Assist the GEOC Director in the preparation and distribution of the after-action report.
 - Supervise the Documentation Unit.

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CITY OF GREENFIELD
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- **Demobilization Unit Leader:**
 - Develop a comprehensive plan for the demobilization of all members of the GEOC Staff.
 - Coordinate with the Safety Officer to ensure that those GEOC Staff members showing signs of stress are afforded the opportunity to participate in the Critical Incident Stress Debriefing process.
 - In coordination with the Documentation Unit Leader, ensure that all personnel designated for mobilization have submitted complete and accurate documentation for their actions during the GEOC activation.
 - Ensure that a post-deactivation telephone contact list is maintained for all demobilized GEOC Staff members.
 - Supervise the Demobilization Unit.

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- **LOGISTICS SECTION:**
 - **Logistics Section Chief:**
 - Ensure the Logistics function is carried out in support of the GEOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
 - Establish the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
 - Ensure section objectives as stated in the Incident Action Plan are accomplished within the operational period or within the estimated time frame.
 - Establish and maintain the Resource Directory.
 - Coordinate closely with the Operations Section Chief to establish priorities for resource allocation.
 - Establish the appropriate level of organization within the Logistics Section, continuously monitoring their effectiveness and modifying accordingly.
 - Keep the Director informed of all significant issues relating to the Logistics Section.
 - Exercise overall responsibility of Logistics Section activities.
 - Maintain communications with all field personnel.
 - Coordinate the need for additional resources with the appropriate section chiefs.
 - Disseminate information to the Staff and Public Information Section Chief, as required.

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CITY OF GREENFIELD
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- **Resources Unit Leader:**
 - Establish and maintain a comprehensive database to support the Resource Directory.
 - Locate, procure, store and maintain supplies and equipment, especially for shelters, staging areas and medical facilities.
 - Distribute water, food and other essential supplies.
 - Arrange for essential services.
 - Maintain records on all transactions and certify payment to vendors.
 - Supervise the Resources Unit.

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- **Personnel/Volunteer Unit Leader:**
 - Provide personnel resources as requested in support of the GEOC and field operations.
 - Develop an GEOC staffing/organization chart.
 - Ensure that personnel time, records, travel expense claims and other related forms are prepared and submitted to county budget and payroll office.
 - Develop staffing schedules to support the GEOC.
 - Enforces City personnel regulations in support of GEOC operations.
 - Identify back-up and relief personnel for Branch Director, Unit Leader and Support Staff positions as requested by the GEOC Director or Section Chiefs.
 - Coordinate with the Security Officer (if activated) to assist in the verification of reporting personnel.
 - Supervise the Personnel/Volunteer Unit, and coordinate activities of the Volunteer Unit when activated.
 - In coordination with the other Units and Branches in the GEOC, develop a plan to allocate volunteers to support GEOC operations.
 - Identify, recruit and register volunteers as required.
 - Track, record, and report all on-duty time for volunteers working during the event or disaster.
 - Ensure that volunteer time-records, travel expense claims and other related forms are maintained.
 - Arrange for the certification, skill identification, and work distribution of volunteer resources.
 - Update the Finance/Administration Section Chief.

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○ **Facilities Unit Leader:**

- Ensure the operability of the GEOC.
- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
- Supervise facilities maintenance staff to ensure facilities are maintained, including sanitation, lighting, environmental systems, structural assessment, etc.
- Monitor damage to other County buildings and facilities in coordination with the Engineering Branch and provide updates to the Situation Status Unit Leader
- Supervise the Facilities Unit.

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- **Transportation Unit Leader:**
 - In coordination with the Public Works Operations Branch and Situation Analysis Unit, develop a transportation plan to support GEOC operations.
 - Arrange for the acquisition or use of required transportation resources.
 - Monitor transportation resource requirements.
 - Supervise the Transportation Unit.

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- **Community Services Unit Leader:**
 - Coordinates the activation, operation, and staffing of shelters.
 - Provides on-site community services to citizens affected by the disaster.
 - Provide general support to field/local personnel as required.
 - Coordinate all social care operations in the field to include establishing Local Assistance Center.
 - Coordinate configuration and composition of Social Care Response Teams with the MoCo Op Area EOC.
 - In coordination with volunteer and private agencies, provide social care and welfare services, provision of food, potable water, clothing, shelter and other necessities of life, on a mass-care basis, to City citizens unable to provide for themselves because of a disaster.
 - Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response.
 - Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives and friends.
 - Assist the American Red Cross with the transition from mass care to separate family/individual housing.
 - Maintain statistical data on disaster victims to facilitate assistance.
 - Provide interpreter services, as required.
 - Implement the appropriate Incident Action Plan objectives for the Branch.
 - Ensure that Social Care objectives and assignments identified in the Incident Action Plan are carried out effectively.
 - Ensure that the Planning/Intelligence Section is provided with Status Reports and operational reports.
 - Conduct periodic briefings for the Logistics Section Chief or Emergency Services Director, as required or requested.
 - Determine the need for additional resources and coordinate it with the Logistics Section Chief.
 - Assist the Public Information Section Chief in coordination of media information, and disseminate information to the staff and Public Information Section Chief, as required.

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- Establish means to address inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Establish process for the transition from shelter to separate family/individual living.
- Coordinate activation and operation of shelters for displaced disaster victims.
- Manage the inventory and accounting of volunteer personnel and donated resources during the emergency period.
- Implement the appropriate Incident Action Plan objectives for the Branch.
- Ensure that unit objectives and assignments identified in the Incident Action Plan are carried out effectively.
- Supervise the Community Services Unit.

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- **Food Services Unit Leader:**
 - Coordinate food and beverage procurement and services for all activated shelters.
 - Coordinate food and beverage procurement and services for the GEOC and on duty City personnel.
 - Supervise the Food Services Unit.

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- **FINANCE/ADMINISTRATION SECTION:**
 - **Finance/Administration Section Chief:**
 - Ensure the Finance/Administration function is carried out within the EOC.
 - Exercise overall responsibility for Finance/Administration Section activities.
 - Ensure that objectives and assignments identified in the Incident Action Plan are carried out effectively.
 - Establish the appropriate level of organization within the Finance/Administration Section, continually monitoring their effectiveness and modifying accordingly.
 - Ensure that an internal activity tracking number has been assigned to the disaster and distribute the number to all GEOC Staff.
 - Ensure that there is a continuum of the payroll process for all City employees responding to the event or disaster.
 - Determine purchase order and purchase card limits for the procurement function in the Logistics Section.
 - Track estimated costs of worker's compensation claims.
 - Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
 - Keep the Emergency Services Director informed of all significant issues affecting the Finance/Administration Section. Work with departments and agencies to ensure that all financial records are maintained throughout the response and recovery periods.
 - Ensure that all financial records are maintained throughout the event or disaster, to include audit and review.
 - Ensure that all on-duty time is recorded for each person staffing the GEOC.
 - Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs, who are assigned in the county unincorporated areas.
 - Ensure that workers' compensation claims, resulting from the response to the event or disaster, are processed within a reasonable time, given the nature of the situation.
 - Provide administrative support to the EOC Sections as required.

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- Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

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- **Time Unit Leader:**
 - Track, record and report all on-duty time for personnel working during the disaster. Maintain a copy of the GEOC sign-in sheet.
 - Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the City Administrative Office
 - Supervise the Time Unit.

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- **Compensation/Claims Unit Leader:**
 - Coordinate with City departments and agencies involved in the incident to ensure they document and investigate injuries and property/equipment damage claims involving the City and arising out of the response and recovery.
 - Coordinate with the Personnel/Volunteer Unit Leader to track estimated costs of worker's compensation claims.
 - Supervise the Compensation/Claims Unit.

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- **Cost Accounting Unit Leader:**
 - Obtain an internal tracking number or verify the pre-set activity number for use in this disaster. Provide the Finance/Administration Section Chief with this number.
 - Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) through the Governor's Office of Emergency Services (GOES) and the Monterey County Office of Emergency Services.
 - Coordinate fiscal recovery activities with disaster assistance agencies.
 - Prepare and maintain a cumulative cost report for the disaster. Ensure the continuity of government operations during disasters.
 - Supervise the Cost Accounting Unit.

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- **PUBLIC INFORMATION SECTION:**
 - **Public Information Section Chief/Public Information Officer:**
 - Serve as the coordination point for all media releases for the City of Greenfield. Represent the City and the GFPD as the lead Public Information Officer.
 - Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
 - Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the City.
 - Organize the format for press conferences, in conjunction with the Director.
 - Maintain a positive relationship with the media representatives.
 - Coordinate accurate and timely dissemination of information to the media and public.
 - Produce and release all Emergency Services Bulletins and other releases.
 - Coordinate the staffing of the Section.
 - Ensure all Unit Leaders and assigned personnel are updated on the status of all operations.
 - Receive, publish and update all weather forecasts and disseminate to all sections within the EOC.
 - Ensure that PIO shift changeover is coordinated and effective.
 - Respond to special requests for information.
 - Ensure that information is translated to special populations.
 - Provide staffing for “rumor control” telephone bank.
 - Establish a "Disaster Hotline" with an up-to-date recorded message.
 - Supervise the Public Information Section.

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- **Dissemination Unit Leader:**
 - Serve as the coordination point for all media releases for the City of Greenfield and the GFPD.
 - Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
 - Coordinate with the Public Information Section Chief on the format for press conferences.
 - Maintain a positive relationship with the media representatives.
 - Coordinate accurate and timely dissemination of information to the media and public.
 - Produce and release all Greenfield Emergency Bulletins and other releases..
 - Ensure that the Dissemination Unit shift changeover is coordinated and effective.
 - Respond to special requests for information.
 - Ensure that information is translated for special populations.
 - Provide staffing for “rumor control” telephone bank.
 - Establish a "Disaster Hotline" with an up-to-date recorded message.
 - Supervise the Dissemination Unit.

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CITY OF GREENFIELD
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○ **Information Collection Unit Leader:**

- Serve as the focal point for gathering and confirming information.
- Maintain a positive relationship with media representatives and various information sources.
- Coordinate the timely gathering of information.
- Ensure all Section personnel are updated on the status of all operations.
- Receive, publish and update all weather reports.
- Ensure that Unit shift changeover is coordinated and effective.
- Respond to special requests for information.
- Supervise the Information Collection Unit.

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Annex B – GEOC Position Duty Checklists

General

This annex provides checklists for each GEOC position. The checklists are divided into three sections, activation, operational, and demobilization. This Annex is intended to be copied and the individual checklists used as working documents during an GEOC activation.

Universal Activation/Operational/Demobilization Checklists

UNIVERSAL ACTIVATION CHECKLIST

The following Activation, Operational and Deactivation Phase Activities apply to all positions in the Greenfield Emergency Operations Center (GEOC). Reference this and the position specific checklist in GEOC activities:

- Check in with the Personnel Unit, Logistics Section upon arrival at the GEOC.
- Report to your supervisor.
- Identify yourself by putting on your vest with your title.
- Obtain initial orientation/situation briefing from your supervisor.
- Set up your workstation, check your equipment, review your position responsibilities, and clarify any issues regarding your authority and assignment.
- Establish and maintain a position log that chronologically describes your actions taken during your shift.
- Determine your resource needs, such as a computer, telephone, plan copies, and other reference documents.
- Read your entire duty position checklist to include the activation checklist.
- Determine potential issues for your Section/Branch/Unit based on the nature, scope and severity of the emergency.
- If appropriate, assist with activation of the GEOC.
- Ensure all pre-designated notifications are made.
- Contact counterparts in the MOCO OP AREA EOCs and establish lines of communication.

UNIVERSAL OPERATIONAL PHASE CHECKLIST

- Attend ongoing situation briefings.
- Refer all contacts with the media to the Public Information Section Chief.
- Ensure all pre-designated notifications are made.

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- Provide input to the Incident Action Plan, implement the objectives of your Section and monitor progress.
- Report situation status and resource status to the Situation Status Unit
- Maintain accurate records on the use of personnel, equipment and material and all other expenditures.
- Ensure personnel are prepared for the possibility of continuous 24-hour operations.
- Advise your Section Chief/Branch Coordinator/Unit Leader on issues affecting recovery.
- Participate in recovery planning and operations as needed.
- Assist in reentry and recovery operations and ensure requested activities do not pose a health threat to your Section/Branch/Unit's emergency workers.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

☑ UNIVERSAL DEACTIVATION CHECKLIST ☑

Upon deactivation of the Greenfield Emergency Operations Center or your duty position, take the following actions:

- Demobilize when authorized by your supervisor.
- Ensure that any open actions are handled by the appropriate section or transferred to other GEOC elements as appropriate.
- Review your entire checklist and ensure all actions are completed.
- Complete all required forms, reports, and other documentation. Submit through your supervisor to the Planning/Intelligence Section prior to your departure.
- Clean up your work area before you leave.
- Return all borrowed or provided equipment to the lending agency prior to departure, i.e. cell phones, laptop computers, radios, etc.
- When authorized by your direct supervisor close out duty position logs, and deactivate your assigned position through the Personnel Unit.
- Participate in all debriefings and critiques of the OA emergency response. Your participation in an after action review will be required, be prepared to provide input.
- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Leave forwarding information, including pager/cell numbers and e-mail.

Positional Checklists ☑

COMMAND SECTION

B-2

CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR EMERGENCY SERVICES DIRECTOR**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Prepare disaster preparedness proposals now, so that you can place them on the City Council's agenda as soon as possible after the emergency (while interest is still high).
- Attend GEOC training.

During an Emergency - Watch Phase

- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the GEOC.
- Respond immediately to GEOC site and determine operational status.
- Ensure that the GEOC is properly set up and ready for operations.
- Ensure that an GEOC check-in procedure is established immediately.
- Ensure that an GEOC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - Operations Section Chief
 - Planning/Intelligence Section Chief
 - Logistics Section Chief
 - Finance/Admin Section Chief
 - Public Information Section Chief
- Ensure that telephone and/or radio communications with MoCo Op Area EOC are established and functioning.
- Schedule the initial Incident Action Planning Meeting.
- Confer with the staff to determine what representation is needed at the GEOC from the Operational Area and other emergency response agencies.
- Assign the Liaison Officer to coordinate outside agency response to the GEOC.
- Ensure telephone and/or radio communications with the MoCo Op Area EOC.
- Place GEOC staff on standby.
- Recommend to the City Council they be on standby.
- Place Department Heads on standby.
- If required, activate the GEOC.

Activation Actions

- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the GEOC.
- Ensure that the GEOC is properly set up and ready for operations.
- Ensure that an GEOC check-in procedure is established immediately.
- Ensure that an GEOC organization and staffing chart is posted and completed.
- Notify the City Council of activation and situation.
- Comply with the Universal Activation and Operational Checklist.
- Brief Section Chiefs as needed:

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EMERGENCY OPERATIONS PLAN

- Operations Section Chief
- Planning/Intelligence Section Chief
- Public Information Section Chief
- Logistics Section Chief
- Finance/Admin Section Chief
- Ensure that the Section Chiefs have reviewed their checklists.
- Appoint and brief additional staff as needed:
 - Safety Officer
 - Security Officer
- Ensure Security Officer, if required, reads the applicable Checklists at the end of this annex.
- Ensure effective access to RIMS (Response Information Management System).

During an Emergency - Impact or Warning Phase

- Conduct an initial briefing and then have the Planning/Intel Section Chief provide GEOC Staff with periodic situation briefings.
- Serve as key decision maker in the GEOC providing direction and coordination.
- Request the City Council proclaim the existence of a Local Emergency OR Proclaim a Local Emergency in the absence of the City Council if it is not in session and cannot be called into session.
- If necessary, request a proclamation of State of Emergency by the Governor and/or request that the Governor ask the President to issue a Presidential Declaration of Disaster.
- Ensure that the proclamation is coordinated with the MoCo Op Area EOC.
- Ensure coordination and communication with the MoCo Op Area EOC and the EOCs of neighboring jurisdictions.
- Ensure Multi/Inter-Agency Coordination between affected jurisdictions and departments takes place and is coordinated as appropriate.
- In conjunction with the PIO review all media releases.
- Establish strategies, priorities and policies for GEOC activities.
- Ensure a Recovery Planning Unit Leader is appointed to the Finance/Admin Section.
- Coordinate briefings on issues affecting recovery operations with the Recovery Planning Unit Leader and Section Chiefs.
- Ensure the GEOC transitions from emergency response to recovery and provide appropriate direction.

Operational Actions

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- In conjunction with the Public Information Section, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Based on status reports, establish initial strategic objectives for the GEOC.

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EMERGENCY OPERATIONS PLAN

- In coordination with Management Staff, prepare management function objectives for the initial Incident Action Planning Meeting.
- Convene the initial Incident Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other essential agency representatives are in attendance. Ensure that appropriate Incident Action Planning procedures are followed. Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section Chief.
- Once the Planning & Intelligence Section completes the Incident Action Plan, review, approve and authorize its implementation.
- Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- Conduct regular briefings for the City Council.
- Formally issue Emergency Proclamation for the City of Greenfield and the Mission Greenfield Fire Protection District.
- As appropriate, issue an Extension of Proclamation of Local Emergency.

After An Emergency

- Have debris cleaned up as soon as possible.
- When appropriate, issue a Proclamation of Termination of Local Emergency.
- Appoint someone to follow through with hazard mitigation.
- As soon as possible, while interest in emergency preparedness is still high, place emergency preparedness and hazard mitigation proposals on the City Council's agenda.
- Hold an After Action Review of the emergency response effort, and establish corrective action as necessary. Ensure all aspects of the After Action Review are documented.
- Have someone follow through with public education programs.
- Have someone recruit volunteers for longer-term preparedness projects.
- Have departments review standard operating procedures.
- Review this Plan.

Deactivation Actions

- Authorize deactivation of sections, branches, groups and units when they are no longer required.
- Notify Monterey County Operational Area EOC and other appropriate organizations of the expected planned deactivation time.
- Comply with the Universal Deactivation Checklist.

CHECKLIST FOR EARTHQUAKE

NOTE: Use this checklist as a supplement to the basic Director of Emergency Services "Checklist for All Disasters".

- Ensure mobile survey units are dispatched to survey damage, flooding, fires or other hazards that may have been generated by an earthquake.
- Have Section Chiefs verify reports and poll field units and essential facilities to determine situation in their vicinity and ability to function.
- Have Section Chiefs protect emergency equipment from possible aftershock.

CITY OF GREENFIELD

EMERGENCY OPERATIONS PLAN

- Advise essential personnel of results of damage survey.
- If little or no damage is reported, prepare to support more heavily damaged neighboring jurisdictions or render mutual aid as requested..
- If extensive damage is reported, take the following actions as appropriate:
 - Have Section Chiefs mobilize all emergency forces.
 - Have the Public Information Section Chief broadcast emergency self-help instructions to the public.
 - Consider evacuation if any dam failures are reported or are imminent.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR LIAISON OFFICER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Maintain a list of key contacts, telephone numbers, and e-mail addresses..
- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Assess the need for and coordinate, if requested, liaisons from outside agencies to the GEOC.
- Receive and process requests for representatives from the GEOC to the MoCo Op Area EOC and from the Coastal REOC in coordination with the Operations Section.
- Provide position specific guidelines, policy directives, initial briefings and copies of relevant documents to Agency Representatives upon check-in.
- Provide situation status information and response activity information to the agency representatives at the GEOC.
- Escort, provide orientation briefings for and requested information to VIPs and other visitors to the GEOC, as requested by the PIO or the Emergency Services Director.
- Arrange tours/site visits of the disaster/emergency area as appropriate for VIPs and warranted visitors with affected jurisdictions.
- Obtain assistance for your position through the Personnel/Volunteer Unit, as required.
- Contact Agency Representatives already on-site, ensuring that they:
 - Have signed into the GEOC,
 - Understand their assigned functions,
 - Know their work locations, and
 - Understand GEOC organization and floor plan.
- Determine if additional agency representation is required from:
 - Other agencies,
 - Volunteer organizations,
 - Private organizations, and/or
 - Utilities not already represented.
- Assist the Director in conducting regular briefings for the Interagency Coordination Group and with distribution of the current Incident Action Plan and Situation Report.
- Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the Director, provide agency representatives from the GEOC to other EOCs as required and requested.
- Maintain a roster of agency representatives located at the GEOC. Roster should include assignment within the GEOC (Section or Interagency Coordination Group).

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EMERGENCY OPERATIONS PLAN

- Distribute agency representative roster internally once per operational period, or more often if required.

After an Emergency

- When ordered, secure operations and replenish supplies.
- Be prepared to provide input to the After Action Report.
- Forward all reports to the Documentation Unit, Planning and Intelligence Section.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR LEGAL OFFICER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Identify sources of potential liability.
- Ensure all required legal documents are available in the GEOC.
- Ensure City emergency ordinances are current with regard to roles, titles, etc.
- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Assess the situation.
- Appoint and brief staff, as needed.
- Ensure that a Declaration of Local Emergency is made within 10 days of the disaster.
- Work with the Director and Finance/Admin Section to ensure that application for financial aid is made within 60 days of the emergency declaration.
- Consult and collaborate with Section Chiefs.
- Establish areas of legal responsibility and/or potential liabilities.
- Attend meetings, as necessary.

After an Emergency

- Work with the Emergency Services Director and the Public Information Section Chief and/or Dissemination Unit Leader to prevent the release of sensitive information to the media or public.
- Be prepared to provide input to the After Action Report.
- Provide legal justification for mitigation measures.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR SECURITY OFFICER (IF ACTIVATED)**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.
 Report to and obtain initial situation briefing from the Deputy Director of Emergency Services.
 Determine operating location and set up as necessary.

Operational Actions

- Comply with the Universal Activation and Operational Checklist.
 Provide advice and guidance to the Emergency Services Director on site security matters.
 Coordinate with the Section Chiefs (or Personnel/Volunteer Unit, if activated) the verification of personnel requesting admittance to the GEOC as necessary.
 Ensure that all non-GEOC Staff are escorted; coordinate escorts with the Emergency Services Director, Liaison Officer or Public Information Section Chief.
 Coordinate support staff to ensure that all facilities, including parking areas, used in support of the GEOC and emergency operations are safe and secure.
 Monitor all GEOC and related facility activities to ensure that there are no outside threats to the facilities and personnel.
 Evaluate conditions and advise the Emergency Services Director of any conditions and/or actions which might compromise the security of the facility and emergency personnel.
 Determine the current GEOC security requirements and arrange for appropriate staffing.
 Determine needs for special access to GEOC facilities.
 Provide executive and VIP security as appropriate and required.
 Prepare and present security briefings for the Director and General Staff at appropriate meetings.

After an Emergency

- Complete all required forms, claims, reports, and other documents. All forms should be submitted to the Planning/Intelligence Section, as appropriate, prior to your departure.
 Be prepared to provide input to the After Action Report.
 If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
 Clean up your work area before you leave.
 Leave a forwarding telephone number where you can be reached.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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EMERGENCY OPERATIONS PLAN

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EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR SAFETY OFFICER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Ensure recall lists are current.
- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Give special attention to high-risk individuals.
- Provide information and referral services for GEOC Staff (as victims or workers).
- Review overall status of GEOC Staff periodically during the operations period and take corrective measures as required.
- Keep the Director aware of the morale and welfare of GEOC Staff.
- Keep Director informed on status of GEOC Staff, and critical family member considerations.
- Provide the Operations Section Chief and the Planning/Intelligence Section Chief with an overall summary of human service's operations periodically during the operations period or as requested
- Tour the entire GEOC facility and evaluate conditions; advise the Director of any conditions and actions that might result in liability, e.g., oversights, improper response actions, etc.
- Inspect the GEOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take corrective action as required.
- Prepare and present safety briefings for the Director and General Staff at appropriate meetings.
- If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks and evacuations.
- Ensure that the GEOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water portability, etc.
- Keep the Director advised of unsafe conditions; act when necessary.
- Coordinate with the Finance/Administration Section in preparing any personnel injury reports or records necessary for proper case evaluation and closure.

After an Emergency

- Complete all required forms, claims, reports, and other documents. All forms should be submitted to the Planning/Intelligence Section, as appropriate, prior to your departure.
- Be prepared to provide input to the After Action Report.

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EMERGENCY OPERATIONS PLAN

- If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- Clean up your work area before you leave.
- Leave a forwarding telephone number where you can be reached.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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Positional Checklists

OPERATIONS SECTION

• **RESPONSE CHECKLISTS FOR OPERATIONS SECTION CHIEF**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Estimate emergency staffing levels.
- Ensure the "before" checklist items are updated in all the Operations Section annexes.
- Ensure call-up lists are up to date.
- Attend GEOC training.

During an Emergency/Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Report to and obtain initial situation briefing from the Director.
- Based on the situation as known or forecast, assess Operations Section needs and plan for the activation of the section.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place.
- Coordinate with the Liaison Officer regarding the need for agency representatives within the Operations Section.
- Obtain a current communications status briefing from the Logistics Section. Ensure that there is adequate equipment and frequencies available for the Operations Section.
- Contact RACES and request that they activate. Additional RACES resources may be coordinated through the Logistics Section, Communications Unit.
- Determine activation status of other neighboring EOCs and establish communication links with their Operations Sections.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Activate organizational elements and functions within the section, staff as appropriate and designate coordinators/leaders for each element.
- Ensure the section is properly staffed for 24-hour operations. Continuously monitor the effectiveness of the section and make changes as required:
 - Fire Operations Branch
 - Law Operations Branch
 - Public Works Operations Branch

Operational Actions

- Provide input to the Incident Action Plan, implement the objectives of the Operations Section and monitor progress.

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EMERGENCY OPERATIONS PLAN

- Ensure that the operations function, operational objectives and assignments are carried out effectively, including coordination between response agencies.
- Ensure situation status information collected by Operations Section personnel is given to the Situation Analysis Unit Leader.
- Coordinate, as necessary, with the Monterey County Operational Area Emergency Operations Center's (MoCo Op Area EOC) Operations Section Chief, if activated.
- Ensure that all section personnel are maintaining their individual position logs.
- Collect, track, monitor and facilitate GEOC requests for assistance.
- Coordinate requests for non-fire and non-law mutual aid or other outside assistance with the Logistics Section in accordance with existing agreements or policies.
- Determine the need for representation or participation of mutual aid system resource representatives and make arrangements for including such representatives at the GEOC.
- Keep the Director informed of the situation, effectiveness of operations and special conditions or activities.
- Coordinate with the Safety Officer to communicate health advisory information to all GEOC Staff.
- Ensure that all media contacts are referred to the Public Information Section Chief.
- Ensure that all fiscal and administrative requirements are completed and coordinated through the Finance/Administration Section.
- Advise the Emergency Services Director and Recovery Planning Unit on operational issues regarding recovery.

After an Emergency

- Ensure first responders under your authority participate in a debriefing.
- Ensure all level supervisors complete their "after" or deactivation checklists.
- Poll your supervisors for suggestions on how to improve emergency operations.
- Assemble and check financial records; forward to Finance/Administration Section.
- Identify response deficiencies.
- Correct response deficiencies where possible.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.
- Authorize the demobilization of organizational elements within the Operations Section when they are no longer required.

CHECKLIST FOR EARTHQUAKE

NOTE. (There is no set order to these checklist items.)

- Verify reports; poll field units and essential facilities to determine situation in their area and their ability to function.
- If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- Evaluate the possibility of dam failures.
- Protect emergency equipment from possible aftershock.

CITY OF GREENFIELD

EMERGENCY OPERATIONS PLAN

- Ensure that rescue operations of trapped people are underway.
- Have Public Works Operations Branch clear routes as needed.

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

NOTE: (There is no set order to these checklist items.)

- Activate the HAZMAT Ops Unit, if required.
- Review the Monterey County Hazardous Materials Plan.
- Ensure that the Hazardous Materials Response Unit(s) are dispatched to scene.
- Obtain estimates of area that may be affected by release of the hazardous material.
- Determine if evacuation is necessary.
- Coordinate activities of private hazardous materials clean-up companies.

CHECKLIST FOR FLOODS AND DAM FAILURES

NOTE: (There is no set order to these checklist items.)

Watch Phase: Flooding Expected

- Initiate sandbagging, levee reinforcement and flood fighting activities.
- Direct agencies to stockpile additional sandbags, shovels and other needed resources.
- Place emergency services on standby.
- Move emergency vehicles from facilities in areas subject to immediate flooding.
- If flood appears imminent, have Law Operations Branch warn and evacuate potential inundation area.

Warning Phase: Flooding Occurs

- Have Law Operations Branch activate evacuation protocols.
- Activate search and rescue teams.
- As necessary, direct the placement of sandbags.
- Alert Community Services Unit Leader to plan for reception areas and shelters as necessary to support evacuees.

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EMERGENCY OPERATIONS PLAN

Warning Phase:

- Work with Situation Analysis Unit to determine evacuation areas.
- Have Law Operations Branch search the evacuated area to ensure that people have received warning.
- Provide assistance in the evacuation of institutionalized persons and/or vulnerable populations from the threatened area.
- Request emergency medical resources be put on standby.

Warning or Impact Phase: Dam/Levee Failure Occurs

- If not already accomplished, have Law Operations Branch warn people in inundation area and order evacuation.
- Initiate search and rescue in affected areas.
- Activate emergency medical to set up first aid facilities in reception areas.
- Coordinate with the Field Incident Commanders for the development of preliminary estimate of homeless.

CHECKLIST FOR FIRES

NOTE: (There is no set order to these checklist items.)

- Ensure adequate fire personnel staffing of GEOC.
- Ask the Planning and Intelligence Section to determine perimeters of fire and projected containment, control and extinguishment.
- Ask the on-scene Incident Commander if mutual aid is needed.
- Have the Fire Operations Branch alert adjacent operational area fire supervisors of situation and place on stand-by as needed.
- Have Law Operations Branch activate evacuation protocols, as required.
- Alert Community Services Unit to plan for reception areas and shelters as necessary to support evacuees.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR FIRE OPERATIONS BRANCH DIRECTOR**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Estimate emergency staffing levels.
- Attend GEOC training.

During an Emergency/Activation Actions-Watch Phase

- Comply with the Universal Activation and Operational Checklist.
- Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - Fire Operations Unit Hazmat Unit
 - Search & Rescue Unit Air Operations Unit
- Task organize the Branch to support the mission.
- Based on the situation, recommend to the Section Chief if any of the subordinate units should be elevated to Branch level.
- If the mutual aid system is activated, provide assistance to the OA Fire & Rescue Mutual Aid Coordinator, in coordinating and acquiring mutual aid resources.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for the Fire Operations Branch; provide them to the Operations Section Chief prior to the first Incident Action Planning Meeting.
- Read this entire checklist.

Operational Actions

- Ensure that Branch (and Unit, if activated) position logs and other files are maintained.
- Maintain status on Fire & Rescue missions being conducted.
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of fire and rescue operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Fire Operations Status Report.
- Refer all contacts with the media to the Public Information Section Chief.
- Ensure that fire, hazardous material, and search and rescue resources are channeled through the mutual aid coordinators.
- Receive and process non-fire resource requests from the field.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Fire Operations Branch for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Incident Action Planning Meeting.
- Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

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- Place available public and private search and rescue resources on standby.
- Work with Law Operations Branch to warn and evacuate the public.
- Relocate fire equipment to safe area.
- Establish communications links with law enforcement to warn and evacuate the public.
- Assist in evacuation of non-ambulatory persons.
- Coordinate with facility operators to prevent any hazardous materials release.
- Determine personnel needs and requirements.
- Recruit additional personnel as needed.
- Establish resource assembly points.
- Coordinate with the GEOC Logistics Section for emergency generators and other needed items.

During an Emergency - Warning or Impact Phase

- Help with evacuation.
- Help alert and notify the public.
- Check with on-scene Incident Commander to determine existing or potential rescue requirements.
- Ensure that adequate resources are on scene.
- Report conditions, needs, observations, resource status and progress to Operations Section Chief.
- Determine condition of critical facilities (such as schools, public assembly buildings, high rise buildings, etc.) where life safety is a primary concern.
- Determine condition of pre-designated locations where hazardous chemicals, flammable substances and explosives are stored or used.
- Check communications to ensure dispatching and reporting systems are operating and provide alternate communications, if necessary.
- Determine if the fire fighting water system is working.
- Keep other emergency forces informed of areas threatened by fire.
- Work with the Public Works Operations Branch Director to clear debris from roads.
- Check with Situation Analysis Unit for a weather forecast.
- Organize rescue teams.
- Organize and direct rescue of trapped persons.
- Protect or save lives; protect property if practical.
- Work with the Resources Unit Leader to obtain needed tools, equipment, fuel, food, clothing and personal items.
- Work with Personnel/Volunteer Unit Leader to ensure that relief crews and mechanics are provided as necessary.
- Keep Situation Analysis updated.
- Coordinate with Law Operations Branch to keep the public as far from the scene as reasonably possible.
- Call for equipment needed for debris clearance and heavy-duty rescue operations.
- Work with the Community Services Unit Leader regarding shelter locations.
- Work with Law Operations Branch to establish access controls to damaged areas.
- Help people get to safe areas.

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EMERGENCY OPERATIONS PLAN

- If necessary, shut off utilities at the scene.
- Coordinate with the Public Works Operations Branch to provide assistance in the removal of persons trapped in damaged and/or unstable structures.
- Coordinate with the Coroner on the collection of bodies.
- Request heavy rescue mutual aid assistance as needed and available.
- Request assistance from the Monterey County Operational Area EOC as required.
- Ensure an orderly de-escalation of the emergency after the situation is controlled.

After an Emergency/Deactivation Actions

- Comply with the Universal Deactivation Checklist.

CHECKLIST FOR FLOODS AND DAM FAILURES

- Check the Inundation Maps to verify evacuation needs and transportation routes inundated.
- Continue to assist in warning areas not yet flooded.
- Help with flood fighting activities.
- Dispatch teams to search flooded areas for trapped persons.
- Expand search and rescue activities as flood stage diminishes.

CHECKLIST FOR TERRORIST INCIDENT

NOTE: Use this checklist as a supplement to the basic Fire Operations "Checklist for All Disasters".

- Maintain incident site safety.
- Plan for decontamination victims/rescuers (in consultation with the Monterey County Health Department).
- Activate, or request activation of, search and rescue teams, as needed.
- Provide communications and other logistical supplies, as needed.
- Assist building inspectors in performing fire safety inspections at facilities designated as shelters.
- Provide trained personnel to inspect damaged buildings before occupancy, after repairs have been done.
- Notify the Public Works Operations Branch of the gas valves turned off so that the return of gas service can be coordinated.
- Request activation of Radiological Monitoring Teams, as needed.
- Coordinate the fire departments' role in providing emergency medical services, if appropriate.
- Report disaster-related damage information to the Damage Assessment Unit Leader.
- Assist in traffic control by providing personnel to direct traffic at certain intersections, as requested by law enforcement organizations.
- Assist in warning the population, in coordination with the Public Information Section Chief.
- Determine the locations of the different staging areas. Notify appropriate GEOC staff of their locations.

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EMERGENCY OPERATIONS PLAN

- Keep emergency service organizations informed of existing dangers associated with the incident.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR LAW OPERATIONS BRANCH DIRECTOR**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Estimate emergency staffing levels.
- Develop access control policies, procedures and forms.
- Attend GEOC training.

During an Emergency/Activation Actions-Watch Phase

- Comply with the Universal Activation and Operational Checklist.
- Based on the situation, activate the necessary Units within the Branch
 - Movement Unit
 - Coroner Unit
 - Other As Required:
- Establish phone and email communications with the Monterey County Operational Area Emergency Operations Center (MoCo Op Area EOC).

Operational Actions

- Maintain situational awareness of Law Enforcement operations being conducted in support of the incident.
- Provide the Operations Section Chief with an overall summary of Law Operations Branch operations periodically or as requested during the operational period.
- Obtain damage information, particularly at pre-designated key facilities and estimate the affected area(s). Coordinate with the Public Works Operations and Fire Operations Branch Directors on survey areas.
- If required, request the mobilization, deployment and organization of law enforcement and traffic control mutual aid operations.
- Provide security for evacuated areas, key facilities, resources and supplies as required.
- Provide support for the control of vehicular traffic and pedestrian movement.
- Provide support for increased security in potential high crime areas and at essential facilities, as requested.
- Ensure a traffic control and evacuation plan is developed in conjunction with the California Highway Patrol, the Monterey County Sheriff, CALTRANS and other neighboring jurisdiction's Law Enforcement agencies.
- Implement perimeter and traffic control as required. Request barricades and related items from the Public Works Operations Branch.
- Ensure that requested law enforcement and traffic control personnel are dispatched to all traffic control points.
- Provide information to the Public Information Section Chief, through the Operations Section Chief, on matters relative to public safety.
- If protective actions are implemented, ensure all personnel in the affected area are advised and take all necessary actions.
- Ensure that transportation resources are being prepared for deployment to the affected area, if necessary, through the Logistics Section.

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EMERGENCY OPERATIONS PLAN

- If the affected area is evacuated, ensure all personnel are notified and provide support for any necessary traffic control measures.
- If a curfew is to be imposed, prepare instructions and curfew order, submit to the Operations Section Chief to secure Policy Group approval. Issue instructions to all Law Enforcement personnel as directed. Coordinate release of curfew order with the PIO.
- Provide security forces for the GEOC and staging areas in coordination with the Security Officer.
- If mass care facilities have been opened, coordinate with the Community Services Unit Leader and the Security Officer to ensure security is provided for these facilities.
- Develop reentry traffic control and law enforcement plans and implement once reentry into the affected area has been authorized.
- Assist in reentry and recovery operations and ensure requested activities do not pose a health threat to emergency workers.
- Establish and maintain radio or cell-phone communication with the Police Department.
- Based on the initial GEOC strategic objectives, prepare objectives for the Law Operations Branch and provide them to the Operations Section Chief prior to the first Incident Action Planning meeting.
- Ensure that Branch (and Unit, if activated) position logs and other files are maintained.
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Branch Status Reports.
- Refer all contacts with the media to the PIO.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
- Obtain regular status reports on the law enforcement situation from the Department Operations Centers and/or law enforcement elements at the field level.
- In conjunction with Planning/Intelligence Section, determine if current and forecasted weather conditions will affect law enforcement operations.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR PUBLIC WORKS OPERATIONS BRANCH DIRECTOR**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Identify vulnerable facilities.
- Establish priorities for renovating or relocating vulnerable facilities.
- Identify sources of structural engineers and heavy equipment.
- Develop a policy for what level of inspection will be required before a facility is allowed to be used.
- Store a supply of "Dangerous - Keep Out" signs in English and Spanish.
- Maintain a supply of road closure barricades.
- Estimate emergency staffing levels.
- Attend GEOC training.

During An Emergency/Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Establish and maintain contact with the Greenfield Public Works Department Operations Center, if activated.

Operational Actions

- Maintain status on all Public Works activities being conducted within the City.
- Provide input to the Incident Action Plan, implement the objectives of the Operations Section and monitor progress.
- Coordinate with the owner of facilities/structures within the City to determine the status of:
 - Transportation Routes, Bridges and Overpasses
 - Dams
 - Flood Control Channels
 - Parks
- Coordinate with the Facilities Unit Leader to determine the status of City buildings.
- Ensure that damage and safety assessments are being carried out for all facilities under the City's jurisdiction, in coordination with the Facilities Unit Leader and Safety Officer.
- Determine and document the status of transportation routes into and within the affected areas in coordination with the Transportation Unit Leader.
- Coordinate road closure/openings issues with the Law Operations Branch.
- Determine if local resources are adequate to deal with the emergency. If necessary, request additional assistance through the Logistics Section.
- Coordinate with GEOC elements, the Public Works DOC and other appropriate public agencies to secure resources for:
 - Emergency debris removal.
 - Inspection and demolition of structures deemed to be an imminent hazard.
 - Determining the safety of public shelters and reception and care centers.

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- Determining the safety of evacuation routes.
- Work with the Logistics Section to secure other resources as necessary.
- Coordinate with utility companies on status assessment and restoration of vital services.
- Coordinate with the source, location and availability of heavy equipment, construction materials and vehicles.
- Coordinate the provision of resources to assist in preliminary damage assessments, reentry and recovery operations, as appropriate
- Provide the Operations Section Chief and Planning/Intelligence Section Chief with an overall summary of Branch operations periodically during the operational period or as requested.
- Activate public, contractual, and volunteer forces as required.
- Work with the Resources Unit Leader to obtain and allocate material required to support emergency operations.
- Ensure the all status reports are completed.
- As requested, direct construction and engineering staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures, as required.
- Work closely with the Logistics Section to provide support and material, as required.
- Keep the Operations Section Chief informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Section Chief.

After an Emergency

- Repair damage.
- Clean up debris and restore neighborhoods to their original appearance as soon as possible.
- Invite citizen involvement if substantial changes or historic buildings are involved in rebuilding process.
- Relocate facilities that proved to be in a bad location.
- Take other mitigation measures as needed.
- Document and photograph all aspects of your work.
- Assemble and check financial records; forward to the Finance/Administration Section.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

CHECKLIST FOR FLOODS AND DAM/LEVEE FAILURES

NOTE: Use this checklist as a supplement to the Public Works Operations Branch Director "Checklist for All Disasters".

Watch Phase

- Coordinate efforts to reinforce dams/levees as feasible.
- Monitor status of dams/levees and report any changes.

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- Move construction equipment and support equipment to high ground.

Warning or Impact Phase

- Continue sandbagging efforts as feasible.
- Clear debris from waterways to prevent flooding.
- Request personnel, if needed.
- Request mutual aid support when needed.
- Provide barricades and signs for road closures and boundary identification. Ensure that there are adequate barricades and activate, or request activation of, appropriate mutual aid agreements, if necessary.
- Assist in identifying boundaries of areas in which access must be controlled.
- Provide vehicles and personnel to transport essential goods such as food, medical supplies, and other needed items.
- Notify law enforcement of the location(s) of vehicles being towed.
- Contact the appropriate CALTRANS/CHP official to request travel restrictions on State highways, if necessary.
- Determine the extent and cause(s) of damage and outages faced by local utilities. Report this information to GEOC staff.
- Coordinate with utility companies in the restoration of essential services. Provide appropriate assistance, such as debris clearance, to expedite restoration.
- Provide engineering expertise to inspect public structures to determine whether they are safe to use. Develop teams to inspect streets, roads, bridges, buildings, infrastructure, etc. (These teams may be called upon to assist in assessing damage for public assistance grants from the Federal government, if applicable.)
- Ensure that Public Works crews report damage information to the damage assessment representative. Note: This includes damage to public facilities, debris clearance requirements, emergency protective measures, and other damage information, as appropriate.
- Prioritize and coordinate the use of generators and fuel supplies.
- Prioritize and coordinate the use of emergency lighting.
- Assist in identifying and obtaining the appropriate construction equipment to support response and recovery within the City.
- Determine where debris should be piled initially, then determine a permanent location for debris. If necessary, coordinate security of debris sites with law enforcement personnel.
- Determine what support Public Works crews can provide if the event which the result of a terrorist incident.

CHECKLIST FOR EARTHQUAKE

NOTE: Use this checklist as a supplement to the basic Public Works Operations Branch Director "Checklist for All Disasters".

- Dispatch units to survey damage, particularly pre-designated essential facilities.
- Assign engineering teams to determine capacity and safety of bridges, underpasses and roadways. (Engineers)

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- Assign teams to inspect buildings and structures critical to emergency operations and public safety. (Building Inspectors)
- Move vehicles out from under cover to prevent damage from aftershocks.
- If little or no damage is reported, prepare to support more heavily damaged jurisdictions.
- If extensive damage is reported, take the following actions as needed:
 - Provide alternate communications, if telephones or radios are unusable.
 - Call in regular personnel and auxiliaries; assign responsibilities according to plan.
- Coordinate public safety information to the Public Information Section Chief.
- Continue surveys for further damage and advise the Operations Section Chief of hazards observed.
- Request mutual aid assistance from the Monterey County Operational Area Emergency Operations Center, as required.

CHECKLIST FOR HAZARDOUS MATERIALS INCIDENTS

NOTE: Use this checklist as a supplement to the basic Public Works Operations Branch Director "Checklist for All Disasters".

- Dispatch units to survey damage and to establish the extent of the affected area.
- Ensure that all personnel remain upwind or upstream of the incident site.
- Check with Situation Analysis regarding wind direction and weather forecast.
- Direct designated hazardous incident responders to the incident site.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

Positional Checklists

PLANNING SECTION

• **RESPONSE CHECKLISTS FOR PLANNING AND INTELLIGENCE SECTION CHIEF**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Ensure your Unit Leaders have updated their checklist items.
- Ensure call-up lists are up to date.
- Attend GEOC training.

During An Emergency/Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Based on the situation, activate units within section as needed and designate Unit Leaders for each element:
 - Situation Analysis Unit
 - Documentation Unit
 - Damage Assessment
 - Strategic Planning Unit
 - Demobilization Unit
 - Utility Company Reps.
(As Activated.)
 - (As Activated.)
- Ensure RIMS (Response Information Management System) is operational and that the Documentation Unit is able to log-in. This is the primary means of maintaining and disseminating reports and situation data.

Operational Actions

- Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- Ensure that the Situation Analysis Unit is maintaining current information for the situation status report.
- Ensure that major incident reports and branch status reports are completed by the Operations Section and are accessible by Planning/Intelligence (on RIMS if available).
- Ensure that a Situation Status Report is produced and distributed to the following at least once, prior to the end of the operational period.
 - All GEOC Sections
 - MoCo Op Area EOC
 - City Council
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information Section has immediate and unlimited access to all displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.
- Facilitate the Director's Incident Action Planning meetings.
- Ensure that objectives for each section are completed, and collected and posted in preparation for the next Incident Action Planning meeting.

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- Ensure that the Incident Action Plan is completed and distributed prior to the start of the next operations period.
- Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current Incident Action Plan, are being addressed.
- Ensure that the Strategic Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operations period; particularly those situations which may influence the overall strategic objectives of the GEOC.
- Ensure that the Documentation Unit maintains files on all activities related to the event, and provides reproduction services for the GEOC, as required.
- Provide technical services, such as energy advisors and other technical specialists to all GEOC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.
- Meet with Director and Section Chiefs to develop an Incident Action Plan including:
 - Information requirements.
 - Overall strategy (offensive/defensive).
 - Need for evacuation.
 - Estimate of incident duration.
 - Priorities for the procurement and allocation of available resources.

After An Emergency

- Work with the Emergency Services Director and the Recovery Unit Leader to develop a recovery plan.
- Consider speeding up the permit process to allow for faster reconstruction.
- Take mitigation measures, including zoning changes, to prevent similar emergencies in the future.
- If extensive reconstruction is necessary, take steps to preserve the character of neighborhoods.
- Ensure unit leaders updated their checklist items.
- Poll supervisors for suggestions on how to improve emergency operations.
- Assemble and check financial records; forward to the Finance/Administration Section.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

CHECKLIST FOR EARTHQUAKE

- Ensure that mobile and aerial survey units are dispatched to survey for damage, flooding, fires or other hazards resulting from the earthquake..
- Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- Protect emergency equipment from possible aftershock.
- Evaluate the possibility of dam/levee failures.

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- Work with Public Works Operations Branch to plan for the inspection of buildings and other structures. Plan for:
 - Priorities for inspection.
 - Who will inspect what.
 - Timetable for inspections.
 - Re-entry policy.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR STRATEGIC PLANNING UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Maintain a position log.
- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and determine best estimates of the future direction of the event or disaster.
- Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect GEOC operations within a 36 to 72 hour time frame.
- Submit the Advance Plan to the Planning/Intelligence Section Chief for review and approval prior to conducting briefings for the General Staff and Director.
- Review Incident Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the Director when GEOC activity shifts predominately to recovery operations.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR SITUATION ANALYSIS UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Study and understand the Public Safety Element survey.
- Ensure you understand reporting forms and requirements.
- Attend GEOC training.

During An Emergency/Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Ensure position logs and other necessary files are maintained.
- Oversee the collection and analysis of all event/or disaster related information.
- Meet with the Public Information Section Chief to determine the best method for providing the Public Information Section with up-to-date information.
- Prepare a situation summary for the Incident Action Planning meeting.
- Convene and facilitate the Incident Action Planning meeting following the meeting process guidelines.
- In preparation for the Incident Action Planning meeting, ensure that all GEOC objectives are posted or on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)
- Following the meeting, ensure that the Documentation Unit publishes and distributes the Incident Action Plan prior to the beginning of the next operational period.
- Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.
- Oversee the preparation and electronic distribution of the Situation Status Report. Coordinate with the Documentation Unit Leader for manual distribution and reproduction as required.
- Ensure each section provides their objectives at least 30 minutes prior to each Incident Action Planning meeting.
- Participate in the initial situation briefing by the Emergency Services Director.
- At the briefing, remind Section Chiefs to prepare phone message forms for all phone messages (incoming and outgoing).
- Contact National Weather Service for wind direction and other weather information.
- If necessary, review dam inundation maps and plans to determine potential impacts.
- Monitor messages: Review copies of message forms for information on conditions of damage assessment.
- Periodically poll the Section Chiefs in the GEOC for information regarding the current situation.
- Prepare verbal Flash Reports (spot announcements) for the Emergency Services Director.
- Keep the status boards in the GEOC updated.
- Coordinate ground surveys.

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- Collect and evaluate incoming damage assessment reports.
- Maintain a current log of damage, including casualties and property damage.
- Develop preliminary estimate of homeless persons and inform the Emergency Services Director and/or the Community Services Unit Supervisor. Update the estimate periodically.
- Prepare a written Situation Report every two hours, or as requested.
- Ensure the Emergency Services Director is updated and can relay the necessary reports and requests to the MoCo Operational Area Emergency Operations Center.

After An Emergency

- If needed, modify status boards.
- Assemble logs and non-financial records.
- Submit all reports of the situation as it unfolded to the Emergency Services Director.
- Assemble and check financial records; forward to the Finance/Administration Section.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

CHECKLIST FOR HAZARDOUS MATERIAL INCIDENT

- Ensure that unprotected survey teams stay upwind and upstream of the incident.
- If the event involves radiation, plot radiation readings and report them to the MoCo Op Area EOC and the Mutual Aid Region Radiological Officer.

CHECKLIST FOR EARTHQUAKES

- Determine the condition of designated shelter facilities.
- If, after a reasonable amount of time, you have not received any reports from a particular area or major facility, send a ground survey team there.

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EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR DAMAGE ASSESSMENT UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Buy or arrange for a camera and a tape recorder to document damage.
- Keep fresh film ready. Date film last checked: _____.
- Ensure you and your building inspectors understand how you will work regarding the inspection of structures.
- Ensure you and your staff understands how you will work with the American Red Cross to survey damage.
- Attend GEOC training.

During an Emergency/Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section Chief.
- Ensure that each structure and/or facility inspected is clearly labeled in accordance with ATC-20 standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Coordinate all requests for Engineers and Building Inspectors from emergency response agencies within the MoCo Op Area EOC.
- Communicate mutual aid resource needs with the MoCo Op Area EOC.
- Keep the Public Works Operations Branch Director informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Section.

After an Emergency - Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

- **RESPONSE CHECKLISTS FOR DOCUMENTATION UNIT LEADER**
 - CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS**

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Meet with the Planning/Intelligence Section Chief to determine what GEOC materials should be maintained as official records.
- Meet with the Recovery Planning Unit Leader to determine what GEOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated GEOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Report and Incident Action Plans either manually or electronically. Ensure distribution is made to the MoCo Op Area EOC.
- Coordinate with Section Chief to determine special distribution requirements for situation reports and plans, e.g. City Council.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the GEOC.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

- **RESPONSE CHECKLISTS FOR DEMOBILIZATION UNIT LEADER**
 - CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS**

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Develop a comprehensive plan for the demobilization of all members of the GEOC Staff and city employees who were activated for the incident.
- Coordinate with the Safety Officer to ensure that those GEOC Staff members showing signs of stress are afforded the opportunity to participate in the Critical Incident Stress Debriefing process.
- In coordination with the Documentation Unit Leader, ensure that all personnel designated for mobilization have submitted complete and accurate documentation for their actions during the GEOC activation.
- Ensure that a post-deactivation telephone contact list is maintained for all demobilized GEOC Staff members.
- Supervise the Demobilization Unit.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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Positional Checklists

LOGISTICS SECTION

• **RESPONSE CHECKLISTS FOR LOGISTICS SECTION CHIEF**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before An Emergency

- Ensure the "before" checklist items are updated in all the Logistics Section annexes.
- Ensure call-up lists are up to date.
- Develop lists of suppliers of essential materials.
- Attend GEOC training.

During an Emergency - Watch Phase/Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
 - Resource Unit
 - Personnel/Volunteer Unit
 - Facilities Unit
 - Transportation Unit
 - Community Services Unit
 - Food Services Unit
 - Unit As Activated

Operational Actions

- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Incident Action Planning meeting.
- Attend and participate in Incident Action Planning meetings.
- Ensure that the GEOC Resource Unit Leader coordinates closely with the Cost/Accounting Unit in the Finance/Administration Section and that all required documents and procedures are completed and followed.
- Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed.
- Ensure that all City resources are tracked and accounted for, as well as resources ordered through Mutual Aid, or from the MoCo Op Area EOC.
- Provide section staff with information updates as required.

During an Emergency - Impact or Warning Phase

- Activate Logistics Sections as needed:
- Develop an Incident Action Plan that includes:
 - Overall strategy (offensive/defensive).
 - Priorities for the procurement and allocation of available resources.
- Establish contact with appropriate Op Area agency coordinators.
- Coordinate with appropriate segments of the private sector.

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- Verify reports; poll field units and key facilities to determine situation in their vicinity and ability to function.
- Activate emergency forces if substantial damages are reported.
- Monitor communications to determine situation in other areas.
- Obtain transportation, supplies, personnel and equipment needed by emergency forces.
- Protect emergency equipment from hazards, such as aftershocks.

After An Emergency - Deactivation Actions

- Comply with the Universal Deactivation Checklist.

INCREASED READINESS OPERATIONS

- Review and, if necessary, update the following:
 - Preparedness plans for other institutions and those organizations that operate lifeline systems (power, water, fuel, food, sanitation, communications and transportation).
 - Resource information in the Local Resource Guide.
 - Resource information in the Monterey County Operational Area Emergency Resource Directory (ERD).
- If evacuation appears imminent, review and update plan for:
 - Evacuation sites that have been reserved for specific organizations.
 - Mobilizing transportation resources for evacuating and supplying hazard area populations.
 - Checking, repairing and, as necessary, redistributing radiological monitoring equipment to monitoring stations, shelters and emergency teams.
- Procure needed equipment and supplies.
- Establish controls over the allocation, distribution and use of available resources.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR RESOURCE UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before An Emergency

- Review the Monterey County Operational Area Emergency Resource Directory (ERD).
- Review the Local Resource Guide.
- Maintain a comprehensive disaster resource data base for emergencies (Emergency Resource Directory and Local Resource Guide).
- Maintain an updated list of any resources that you would not be able to find in the yellow pages or that are not listed in the Emergency Resource Directory or the Local Resource Guide.
- Purchase and store essential supplies, such as sandbags.
- Familiarize yourself with the forms being used in the GEOC.
- Attend GEOC training.

During An Emergency - Watch Phase

- Check availability and location of equipment and essential supplies.
- Review plans and status of sanitation and water supply measures and equipment.
- Prepare to stock shelters.
- Review status of supplies of food, fuel and other essential resources.
- Place supply personnel on standby.

During An Emergency - Impact or Warning Phase/Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Establish and maintain a Procurement Log.
- Locate, procure, store, maintain and distribute supplies and equipment.
- Allocate resources and supplies according to established priorities.
- Maintain records on all transactions and certify payment to vendors.
- Render assistance when required to other jurisdictions.
- During a local emergency, procure supplies from the usual wholesale and retail outlets.
- Make maximum use of local sources before requesting supplies from other jurisdictions.
- Maintain accurate records on the use of personnel, equipment and materials and all expenditures for all resource requests.
- Maintain a current Incident Resource Directory and inventory for necessary supplies, equipment and services.
- Post and maintain a resource status master list, indicating current location and status of all resources.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material and also verify that the request has not been previously filled through another source.
- Determine if the procurement item can be provided in a timely manner, without cost, from the MoCo Op Area EOC.

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- Determine unit costs of supplies and material, from suppliers and vendors and if they will accept confirming purchase order numbers or a credit card as payment, prior to completing the order.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the contracting division for development of necessary agreements and track to ensure completion of the request.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick up and delivery through the Transportation Unit.
- Ensure appropriate receipt paperwork is obtained from receiving personnel or runners/drivers whenever possible considering the circumstances. This will help in reconciling purchases later.
- Coordinate the location and support of staging areas, support facilities, and additional resources as necessary with the Facilities and Personnel/Volunteer Unit Leaders.
- Coordinate food/meals for GEOC Staff with the Food Services Unit Leader.
- Coordinate the moving of resources and supplies from hazard threatened areas.
- Determine material needs and stockpile essential items in accessible areas.
- Help move resources and supplies from hazard area.
- Coordinate distribution of food and water. Consult with Transportation Unit Leader.
- Help other agencies procure and transport pipe for distribution of potable water.
- Distribute and install chemical toilets, showers, etc. at shelters and other key facilities as needed.
- Maintain incident resources status log.
- Keep the Logistics Section Chief informed of significant issues affecting the Resources Unit.

After An Emergency

- Review forms and procedures; revise as necessary.
- Assemble and check financial records; forward to the Finance/Administration Section.
- Forward all reports to Planning and Intelligence Section.
- Recover as many resources as possible.
- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

- **RESPONSE CHECKLISTS FOR PERSONNEL/VOLUNTEER UNIT LEADER**
 - CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS**

Before an Emergency

- Become familiar with the procedures for disaster operations time keeping.
- Ensure necessary forms are developed.
- Be prepared to provide forms (with instructions).
- Establish updated Call Out List of key personnel needed at GEOC during emergencies.
- Plan for how spontaneous, non-organized, emergent volunteers might be used during an emergency.
- Maintain a supply of volunteer loyalty oath forms.
- Attend GEOC training.

During an Emergency/Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Coordinate personnel timekeeping and related inquires with the Finance/Administration Section.

Operational Actions

- Determine if local personnel resources are adequate to deal with the emergency. Continually evaluate personnel needs to determine if additional resources are needed.
- Establish a list of supplemental personnel and their skills.
- Activate and provide coordination and supervision of the Volunteer Unit if required.
- Provide personnel to all functions within the GEOC upon request.
- If temporary workers or individuals with specialized skills need to be obtained, contact private personnel providers.
- Coordinate with the Finance/Administration Section to provide guidance to GEOC Staff and other organizations on emergency timekeeping procedures with respect to salary, benefits, worker's compensation and documentation consistent with Federal, State, County and City guidelines. Assist in implementation of these procedures, as needed.
- Initiate, gather, or update time reports from all county personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with current policy.
- Maintain complete personnel rosters. Rosters must include all GEOC Personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submission.
- Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.
- If temporary Disaster Service Workers are recruited, appoint a time recorder to account for their time.
- Notify all City departments that time lost because of an emergency or time spent by employees in disaster response should be reported to the Personnel/Volunteer Unit.

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- Keep the Finance/Administration Section Chief informed of significant issues affecting the Personnel Unit.
- In conjunction with the Documentation Unit, develop a large, poster size GEOC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all GEOC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all GEOC Staff to include volunteers, receive a current situation and safety briefing upon check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Coordinate with the MoCo Op Area EOC to activate the Emergency Management Mutual Aid System (EMMA) if required.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Coordinate with the Liaison Officer and Security Officer to ensure access and proper direction for responding personnel upon arrival at the GEOC.
- To minimize redundancy, coordinate all requests for personnel resources from the field level through the GEOC Operations Section prior to acting on the request.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialist as needed.
- Arrange for childcare services for GEOC personnel as required.
- Establish registration locations with sufficient staff to register volunteers, and issue them Disaster Service Worker identification cards.
- Investigate all injury and damage claims as soon as possible.
- Coordinate Worker's Compensation claims and timekeeping issues with the Finance/Administration Section, as needed.
- Prepare appropriate forms for all verifiable injury claims and forward them to Worker's Compensation within the required time frame consistent with Operational Area Policy & Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Personnel Unit.
- In coordination with the Safety Officer, ensure timely relief of GEOC staff members who are fatigued or whose families have been severely affected by the emergency.
- Coordinate with the Safety Officer and the Demobilization Unit to ensure all emergency workers are identified and contacted after GEOC deactivation for post-incident stress debriefing.
- Ensure Disaster Service Worker forms and loyalty oath forms available at the Volunteer Center.
- Ensure staff at Volunteer Center:
 - . Register and classify volunteer disaster workers.
 - . Read and understand rules and regulations for disaster service workers.

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- Sign loyalty oath.
 - Meet all requirements.
 - Maintain a Unit Event Log.
 - Set up a line of communications with the Volunteer Center.
 - Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.
 - Mobilize resource and support personnel.
 - Request assistance from the MoCo Op Area EOC, as required.
 - Develop priorities for volunteer requests with the Emergency Services Director and the Section Chiefs.
 - Work with the Planning/Intelligence Section to identify the personnel needs which exceed the supply of City employees.
 - Maintain appropriate records and reports.
- After an Emergency - Deactivation Actions**
- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR FACILITIES UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Work closely with the Emergency Services Director and Section Chiefs in determining facilities and furnishings required for effective operation of the GEOC.
- Coordinate with branches in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.
- Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- If facilities are acquired away from the GEOC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference that depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.
- As facilities are vacated, coordinate with the Facility Manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- Keep the Logistics Section Chief informed of significant issues affecting the Facilities Unit.
- Ensure facility operations activities are completed, including structural assessment, environmental systems, lighting, etc. Ensure the interior and exterior GEOC facility and systems are activated and operable.
- Provide City building and facilities status updates to the Situation Status Unit Leader.
- Ensure GEOC facility and staff support needs are met including hygiene, sanitation and sleeping quarters in coordination with the Safety Officer.
- Identify facilities (City owned or available for lease) available to be used as in the emergency response as staging areas, warehouses, alternate worksites for City departmental operations, etc.
- Ensure heating, ventilation and air conditioning are functioning properly, coordinate repairs if needed.
- Coordinate access to supplies and resources for GEOC Staff from closed facilities. Ensure all such facilities are safe before permitting or providing access.
- Order any additional items required (e.g., portable toilets and shower facilities, lighting units, etc.) through the Resources Unit Leader.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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EMERGENCY OPERATIONS PLAN

RESPONSE CHECKLISTS FOR TRANSPORTION UNIT LEADER

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.
 Report to and obtain initial situation briefing from the Logistics Section Chief.
 Routinely coordinate with the Situation Status Unit and Law Operations Branch to determine the status of transportation routes in and around the City.
 Routinely coordinate with the Public Works Operations Branch to determine progress of route recovery operations.
 Develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel, the affected population and shipment of resources and material.

Operational Actions

- Maintain and update, as required, the Transportation Plan.
 Establish contact with local transportation agencies and schools to establish availability of equipment and personnel resources for use in evacuations and other operations as needed.
 Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.
 Mobilize resource and support personnel.
 Coordinate transportation resources required for:
 Evacuating persons.
 Transporting supplies, equipment and personnel.
 Transporting casualties.
 Other functions as required.
 Request assistance from the MoCo Op Area EOC as required.
 Help other agencies transport supplies and equipment to feed and shelter disaster victims.
 Support local emergency transportation operations.
 Help transport casualties to medical facilities, if necessary.
 Develop priorities for transportation requests with the Emergency Services Director and the Section Chiefs.
 Maintain records as to services and users for later billing charges.
 Forward any damage assessment information to the Planning/Intelligence Section.
 Coordinate with other units for additional transportation resources.

After an Emergency - Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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- **RESPONSE CHECKLISTS FOR COMMUNITY SERVICES UNIT LEADER**
 - CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS**

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Work closely with the Emergency Services Director and other sections in determining facilities and furnishings required for support of community services.
- Determine shelter requirements.
- Coordinate the activation, operation, and staffing of shelters.
- Coordinate the provision of on-site basic human services to citizens affected by the disaster.
- Provide general support to field/local personnel as required.
- Coordinate all social care operations in the field to include establishing Local Assistance Center.
- Coordinate requirements for and configuration of Social Care Response Teams with the MoCo Op Area EOC.
- In coordination with volunteer and private agencies, provide social care and welfare services, and other necessities of life, on a mass-care basis, to citizens unable to provide for themselves because of a disaster.
- Complete and maintain Status Reports. Maintain statistical data on disaster victims to facilitate assistance.
- Ensure that the Planning/Intelligence Section is provided with Status Reports and operational reports.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives and friends.
- Assist the American Red Cross with the transition from mass care to separate family/individual housing.
- Provide interpreter services, as required.
- Implement the appropriate Action Plan objectives for the Unit.
- Ensure that social care objectives and assignments identified in the Incident Action Plan are carried out effectively.
- Conduct periodic briefings for the Section Chief or the Emergency Services Director, as required or requested.
- Determine the need for additional resources and coordinate it with the Logistics Section Chief.
- Assist the Public Information Section Chief in coordination of media information, and disseminate information to the Staff and Public Information Section Chief, as required.

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- Coordinate with all applicable unit and volunteer agencies in provision of food, potable water, clothing, shelter and other necessities for citizens of the Op Area that are affected by a disaster/event.
- Establish means to address inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Establish process for the transition from shelter to separate family/individual living.
- Manage the inventory and accounting of volunteer personnel and donated resources during the emergency period.
- Supervise the Community Services Unit.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

• **RESPONSE CHECKLISTS FOR FOOD SERVICES UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Attend GEOC training.

Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Arrange food services to support the GEOC Staff.
- Arrange food services to support City personnel involved in response and recovery operations.
- Arrange food services to support shelter operations.
- In coordination with the Transportation Unit, arrange food deliveries to all appropriate locations.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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Positional Checklists

FINANCE/ADMINISTRATION SECTION

• **RESPONSE CHECKLIST FOR FINANCE/ADMINISTRATION SECTION CHIEF**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Become familiar with the procedures of the Finance/Administration Section.
- Train staff.
- Develop a "Bronze Team," i.e. personnel and procedures for relief of the Gold and Silver Team members during extended operations.
- Prepare and maintain applicable guidance and operating procedures for this Section.
- Attend GEOC training.

During an Emergency/Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Based on the situation, activate units within section as needed and designate Unit Leaders for each unit:
 - Compensation/Claims Unit
 - Cost Accounting Unit
 - Time Unit
 - Recovery Planning Unit
 - Unit As Required.

Operational Actions

- Ensure that Section position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administration Section are current, and that information is posted in a legible and concise manner.
- Participate in all Incident Action Planning meetings.
- Brief all Unit Leaders and ensure they are aware of the GEOC objectives as defined in the Incident Action Plan.
- Keep the Director, General Staff, and individual City agency administrators aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Cost Accounting Unit maintains all financial records throughout the event or disaster.
- Ensure that the Time Unit tracks and records all staff time.
- In coordination with the Logistics Section, ensure that the Resources Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that all workers compensation claims resulting from the disaster are processed in a reasonable time frame.
- Ensure all time sheets and travel expense claims are promptly processed through City budget and payroll office.
- Ensure that all recovery documentation is accurately maintained during the response, and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.

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Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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• **RESPONSE CHECKLISTS FOR TIME UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Become familiar with the GEOC support procedures.
- Attend GEOC training.

During an Emergency - Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Track and record all GEOC Staff time.
- Provide input to the Cost Accounting Unit Leader on time keeping requirements for the emergency period.
- Coordinate with the Personnel/Volunteer Unit Leader to ensure all personnel involved in the response have time keeping records.
- Advise the Finance/Administration and Logistics Section Chiefs on staff time issues affecting recovery.
- Provide a final report to the Personnel/Volunteer Unit Leader and the Emergency Services Director on GEOC personnel time expenditures and the associated expense

After an Emergency - Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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EMERGENCY OPERATIONS PLAN

- **RESPONSE CHECKLISTS FOR COMPENSATION/CLAIMS UNIT LEADER**
 - CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS**

Before an Emergency

- Become familiar with the EOC support procedures.
- Attend GEOC training.

During an Emergency – Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Ensure that all insurance claims for physical damages are properly prepared, filed, and coordinated.
- Ensure that all Workers' Compensation Claims are properly prepared, investigated with the Safety Officer, filed, and tracked.
- Process, track and record all City insurance claims resulting from the emergency/disaster.
- Provide input to the Cost Accounting Unit Leader on claims record keeping requirements for the emergency response period.
- Provide a final report to the Finance/Administration Section Chief, Cost Accounting Unit Leader and Recovery Unit Leader on total reimbursements from insurance claims and expenditures related to Worker's Compensation Claims.

After an Emergency - Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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- **RESPONSE CHECKLISTS FOR COST ACCOUNTING UNIT LEADER**
 - CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS**

Before an Emergency

- Become familiar with the EOC support procedures.
- Attend GEOC training.

During an Emergency – Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Obtain or verify the internal activity number for this event. This number will be used for the purpose of tracking purchase orders and cost recovery.

Operational Actions

- Provide information to the Finance/Administration Section Chief on the financial record keeping requirements for the emergency period.
- Manage all financial aspects of the emergency including emergency response activities, damage, repair/replacement estimates, and recovery activities.
- Maintain financial records of the emergency throughout the disaster cycle to include Recovery, e.g. FEMA review and audit.
- Advise the Emergency Services Director and the Finance/Administration Section Chief on cost accounting issues, as requested.
- Gather and analyze information on expenditures, revenues, reimbursements and mitigation program applications and grants.
- Ensure that all obligation documents initiated during the operation are properly prepared and completed.
- Develop reimbursement plans and begin compiling reimbursement claims for submission to the proper agencies.
- In conjunction with all Section Chiefs, determine reimbursable costs and generate the necessary forms or paperwork to recover these moneys.
- Determine reimbursable GEOC Staff costs and generate the necessary forms or paperwork to recover these moneys, in conjunction with the Time Unit Leader and Section Chiefs, as appropriate.
- Ensure the Resources Unit Leader provides copies of all purchases made in support of the incident.
- Process claims for reimbursement as needed.
- Develop a final report on monetary issues. Provide the final report to the Finance/Administration Section Chief, Planning/Intelligence Section Chief and Emergency Services Director on total costs and reimbursement programs.

After an Emergency - Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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Positional Checklists

PUBLIC INFORMATION SECTION

• **RESPONSE CHECKLISTS FOR PUBLIC INFORMATION SECTION CHIEF**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

Before an Emergency

- Maintain an updated media contact list. Date last reviewed: _____.
- Check Emergency Operations Center supplies. Date last checked: _____.
- Attend GEOC training.

During an Emergency - Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Determine staffing requirements and make required personnel assignments for the Public Information Section as necessary:
 - Dissemination Unit
 - Information Collection Unit
 - Field Sites (As required)

Operational Actions

- Obtain "confirmed" disaster information.
- Monitor media coverage of the disaster/incident, using information to develop follow-up news releases and rumor control.
- Operate a telephone bank for receiving incoming inquiries from the public.
- Ensure that a rumor control function is established to correct false or erroneous information. Correct rumors by providing information based on confirmed data.
- Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
- Answer inquiries from member of the media or refer to the designated staff.
- Obtain policy guidance from the Emergency Services Director with regard to media releases.
- Keep the Emergency Services Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Establish a public information center, as required, providing necessary space, materials, telephones, and electrical power.
- Maintain up-to-date status boards and other references at the public information center. Provide adequate staff to answer questions from members of the media.
- Interact with other GEOC sections, branches, and units to provide and obtain information relative to public information operations.

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- Develop content for Monterey County Operational Area Emergency Alert System (EAS) releases. Monitor EAS releases as necessary.
- In coordination with other GEOC sections and as approved by the Emergency Services Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- At the request of the Emergency Services Director, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- Conduct and/or coordinate live media interviews as required.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).
- Ensure that file copies are maintained of all information released.
- Provide copies of all releases to the Emergency Services Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

During an Emergency – Watch Phase

- Review and update this plan.
- Alert Public Information Section Staff to the situation and make tentative shift assignments, if required..
- Check to ensure that the Radio Amateur Civil Emergency Services (RACES) Team has been alerted.
- Arrange for inspection and installation of communications equipment and other supplies/equipment necessary for emergency public information functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts and status boards at the GEOC.
- Respond to media and public calls.
- Review appropriate stock of emergency public information materials, including Emergency Alert System messages.
- Review emergency public information priorities.
- Make initial contact with the MoCo Op Area EOC Public Information Section Chief and Public Information Section Chiefs in other jurisdictions and at other government levels.
- Warn the public and provide instructions on how to avoid the hazard or reduce its impact.

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During an Emergency – Impact or Warning Phase

- Report to the GEOC, if activated.
- Get briefing from Emergency Services Director and establish priorities.
- Constantly evaluate the need to establish field sites.
- Provide at least three telephone lines exclusively for media inquires at the GEOC and field sites.
- Release instructions that could save lives (top priority):
- Provide information on:
 - For parents on the status and actions of the schools. .
 - Hazardous/contaminated/congested areas to avoid.
 - Curfews
 - Road, bridge, freeway overpass and dam conditions.
 - Evacuation:
 - Routes.
 - Instructions (include what to do if vehicle breaks down).
 - Arrangements for persons without transportation.
 - Location of shelter/medical/coroner facilities, food, safe water.
 - Status of hospitals.
 - First-aid information.
 - Fire fighting instructions.
 - Emergency telephone number (stress to out-of-area media that people should NOT telephone into the area).
 - Instructions/precautions about utility use, sanitation, how to turn off utilities.
 - Essential services available-hospitals, grocery stores, banks, pharmacies, etc.
 - Weather hazards, if needed.
- See hazard-specific checklists for samples of releases to be made during specific emergencies.
- Obtain periodic situation updates from Emergency Operations Center staff members.
- Monitor GEOC status board and provide information to field sites, if established.
- Make situation reports and provide hard copy of news releases to the MoCo Op Area Public Information Section Chief.
- Update recorded telephone messages hourly or as situation changes.
- Release emergency status information (second priority):
 - Media hotline number. Public hotline number.
 - Description of the emergency, including number of deaths and injuries, property damage, persons displaced.
 - Description of government and private response efforts (shelter, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).
 - Status of local and Governor's Proclamation, Presidential Declaration.
 - Where people should report or call to volunteer.
 - Damage assessment figures when available.

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- Monitor published and broadcast emergency public information for accuracy. Correct serious mistakes whenever possible.
- Provide enough staff and telephones to handle incoming media and public calls and to gather status information.
- Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- Keep the Emergency Services Director informed of all actions taken or planned.
- Keep a file of all information, instructions and advice released to the public.
- Fully mobilize the emergency public information organization, determine shift assignments and brief emergency public information staff on the current situation.
- Request staff support, as needed, from Personnel/Volunteer Unit.
- Release general survival/self-help information as appropriate. Dispatch on-scene Public Information Team, if necessary.
- Determine the status of local media outlets and telephone service. If telephones are not in service, coordinate with the MoCo Op Area EOC Auxiliary Communications Support Officer (ACSO) to set up an amateur radio (RACES) relay system for use by public information staff at local radio station KCRC.
- Coordinate Emergency Alert System (EAS) releases with the MoCo Op Area EOC Public Information Section Chief.
- Post hard copy of news releases and distribute.
- Attend periodic GEOC briefings and policy meetings.
- Consider additional methods of distributing emergency instructions as required.
- Arrange media briefings and press conferences on a regular or "as needed" basis. Arrange for official spokesperson. Announce briefing times. Arrange tours/filming of the area for media crew.
- Provide emergency public information in other languages, as required.
- Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media, as necessary.
- Periodically check Section Staff for signs of agitation or fatigue and reassign or relieve them, if possible.

After an Emergency

- Update media contact lists.
- Assemble and check financial records; forward to Finance/Administration Section.
- Continue to release status information on request.
- Release information on restoration of utilities and any travel restrictions still in effect.
- Release other useful information:
 - State/Federal assistance available.
 - Disaster Assistance Center opening dates/times.
 - Historical events of this nature.
 - Charts/photographs/statistics from past events.
 - Human interest stories.
 - Acts of heroism.
 - Historical value of property damaged/destroyed.

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- Prominence of those killed/injured.
- 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. Collect newspaper clippings and TV videotapes, if available.
- Survey Staff and local media for suggestions on how to improve the public information response to future emergencies.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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EMERGENCY OPERATIONS PLAN

- **RESPONSE CHECKLISTS FOR DISSEMINATION UNIT LEADER**
 - CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS**

Before an Emergency

- Maintain an updated media contact list. Date last reviewed: _____.
- Attend GEOC training.

During an Emergency - Activation Actions

- Comply with the Universal Activation and Operational Checklist.

Operational Actions

- Operate a telephone bank for receiving incoming inquiries from the public.
- Ensure that a rumor control function is established to correct false or erroneous information. Correct rumors by providing information based on confirmed data.
- Establish a "Disaster Hotline" recorded message and provide an updated message periodically.
- Obtain policy guidance from the Public Information Section Chief with regard to media releases.
- Keep the Public Information Section Chief advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.
- Implement and maintain an overall information release program.
- Develop content for Op Area Emergency Alert System (EAS) releases. Monitor EAS releases as necessary.
- In coordination with other GEOC sections and as approved by the Emergency Services Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- At the direction of the Public Information Section Chief, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Provide sufficient staffing and telephones to efficiently handle incoming media and public calls.
- Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired, etc.).
- Ensure that file copies are maintained of all information released.
- Provide copies of all releases to the Emergency Services Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

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During an Emergency – Watch Phase

- Arrange for inspection and installation of communications equipment and other supplies/equipment necessary for emergency public information functions, including television, radio, maps, automatic telephone answering equipment (if available), display charts and status boards at the GEOC.
- Respond to media and public calls.
- Review appropriate stock of emergency public information materials, including Emergency Alert System messages.
- Review emergency public information priorities.
- Warn the public and provide instructions on how to avoid the hazard or reduce its impact.

During an Emergency – Impact or Warning Phase

- Get briefing from Public Information Section Chief and establish priorities.
- Report to the GEOC.
- Provide at least three telephone lines exclusively for media inquires at the OAPIC and field sites.
- Release instructions that could save lives (top priority):
 - Information for parents on the status and actions of the schools.
 - Hazardous/contaminated/congested areas to avoid.
 - Curfews.
 - Road, bridge, freeway overpass and dam conditions.
 - Evacuation:
 - Routes.
 - Instructions (include what to do if vehicle breaks down).
 - Arrangements for persons without transportation.
 - Location of shelter/medical/coroner facilities, food, safe water.
 - Status of hospitals.
 - First-aid information.
 - Fire fighting instructions.
 - Emergency telephone number (stress to out-of-area media that people should **NOT** telephone into the area).
 - Instructions/precautions about utility use, sanitation, how to turn off utilities.
 - Essential services available-hospitals, grocery stores, banks, pharmacies, etc.
 - Weather hazards, if needed.
- Make situation reports and provide hard copy of news releases to the MoCo Op Area Public Information Section Chief.
- Update recorded telephone messages hourly or as situation changes.
- Release emergency status information (second priority):
 - Media hotline number. Public hotline number.
 - Description of the emergency, including number of deaths and injuries, property damage, and persons displaced.

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- Description of government and private response efforts (shelter, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.).
- Status of local and Governor's Proclamation, Presidential Declaration.
- Where people should report or call to volunteer.
- Damage assessment figures when available.
- Ensure enough staff and telephones to handle incoming media and public calls and to gather status information.
- Ensure that official spokespersons are thoroughly briefed about all aspects of the emergency.
- Keep the PIO informed of all actions taken or planned.
- Keep a file of all information, instructions, and advice released to the public.
- Post hard copy of news releases and distribute.
- Attend periodic GEOC briefings and policy meetings.
- Consider additional methods of distributing emergency instructions as required.
- Coordinate with the PIO on media briefings and press.
- Provide emergency public information in other languages, as required.
- Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media, as necessary.
- Periodically check information staff for signs of agitation or fatigue and reassign or relieve them, if possible.

After an Emergency

- Update media contact lists.
- Assemble and check financial records; forward to Finance/Administration Section.
- Continue to release status information on request.
- Release information on restoration of utilities and any travel restrictions still in effect.
- Release other useful information:
 - State/Federal assistance available.
 - Disaster Assistance Center opening dates/times.
 - Historical events of this nature.
 - Charts/photographs/statistics from past events.
 - Human interest stories.
 - Acts of heroism.
 - Historical value of property damaged/destroyed.
 - Prominence of those killed/injured.
- 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. Collect newspaper clippings and TV videotapes, if available.
- Survey staff and local media for suggestions on how to improve the public information response to future emergencies.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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• **RESPONSE CHECKLISTS FOR INFORMATION COLLECTION UNIT LEADER**

CHECKLIST FOR ALL MAJOR EMERGENCIES/DISASTERS

During an Emergency - Activation Actions

- Comply with the Universal Activation and Operational Checklist.
- Attend GEOC training.

Operational Actions

- Obtain "confirmed" disaster information.
- Operate a telephone bank for both receiving incoming calls and soliciting information.
- Refer inquiries from member of the media to the Public Information Section Chief or the Dissemination Unit Leader.
- Obtain policy guidance from the Public Information Section Chief.
- Keep the PIO advised of all unusual requests for information.
- Coordinate with the Situation Status Unit and identify method for obtaining and verifying significant information as it is developed.
- Implement and maintain an overall internal information dissemination program.
- Maintain up-to-date status boards and other references in the GEOC.
- Log names of agencies/organizations involved in the emergency.
- Interact with other GEOC sections, branches, and units to obtain information relative to public information operations.
- Monitor EAS releases as necessary.
- Ensure that aggressive action to taken to establish effective rumor control.
- Prepare, update, a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.

During an Emergency – Watch Phase

- Review and update this plan.
- Respond to media and public calls.
- Review emergency public information priorities.
- Make initial contact with Public Information Section Chiefs in other jurisdictions and at other government levels.

During an Emergency – Impact or Warning Phase

- Get briefing from Public Information Section Chief and establish priorities.
- Report to designated stations near the GEOC.
- Read this entire checklist.
- Maintain a Unit Event Log.
- Obtain periodic situation updates from GEOC Staff.

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- Monitor GEOC status board to obtain updated situational information. Provide to the Dissemination Unit Leader.
- Provide enough staff and telephones to gather situational information.
- Keep the Public Information Section Chief informed of all actions taken or planned.
- Fully mobilize the emergency public information organization, determine shift assignments and brief emergency public information staff on the current situation.
- Request staff support, as needed, from Personnel/Volunteer Unit
- Attend periodic GEOC briefings and policy meetings.

After an Emergency

- Update information source contact lists.
- Assemble and check financial records; forward to Finance/Administration Section.
- Develop a record of all agencies and organizations involved in the emergency.

Deactivation Actions

- Comply with the Universal Deactivation Checklist.

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Annex C – GEOC Communications

General

This annex provides the GEOC Communications Plan and supporting information.

Radio Communications

The following channels will be utilized by City of Greenfield agencies during an activation of the GEOC. The channels indicated in **bold** are considered disaster channels and will be available in the GEOC for utilization by the appropriate members of the GEOC Staff.

USE	CHANNEL	REMARKS
Fire Command	MoCo Command 12	For Dispatch
Fire Tactical	Tac 3	For Mutual Aid
Fire Tactical	Tac 4	For Mutual Aid
Fire Tactical	Vtech 23	For Mutual Aid
Fire Tactical	Tac 5	For Mutual Aid
Fire Tactical	Local Government (Channel 4)	Greenfield City Agency Coordination Channel
Police Command	South Cities	For Dispatch
Police Tactical	Local Government (Channel 4)	Greenfield City Agency Coordination Channel
Police Tactical	Channel 5	Mutual Aid
Fire-Police Coordination	CALCORD	Inter-Agency Coordination
Public Works Command	Local Government (Channel 4)	Greenfield City Agency Coordination Channel
Public Works Tactical	Local Government (Channel 4)	Greenfield City Agency Coordination Channel
GEOC Command	Local Government (Channel 4)	GEOC Activation & Disaster Communications
Fire Tactical	Tac 3	GEOC Activation & Disaster Communications
Fire Tactical	Tac 5	GEOC Activation & Disaster Communications

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Fire Tactical	Tac 3	GEOC Activation & Disaster Communications
Fire Tactical	Tac5	GEOC Activation & Disaster Communications
Police Tactical	Channel 5	GEOC Activation & Disaster Communications
Public Works Tactical	Local Government (Channel 4)	GEOC Activation & Disaster Communications
MOCO Op Area EOC Command	EOC-to-EOC Command Net	MOCO Op Area EOC Activation & Disaster Communications

Telephonic Communications

The following telephone numbers will be available in the GEOC for use during activation.

USE	NUMBER	REMARKS
Command	(831) 674-5111 (831) 747-7731	Emergency Services Director Chief Adele Fresé
Command Section	(831) 674-5111	Legal, Liaison, & Safety Cmdn. Gregory Allen
Ops Section	(831) 674-5111	All Sectional Positions Cmdn. Gregory Allen
Planning Section	(831) 674-5111 (831) 760-6278	All Sectional Positions Sgt. Michael Rice
Logistics Section	(831) 674-5591	All Sectional Positions Mic Steinmann
Finance/Admin Section	(831) 674-5111	All Sectional Positions Ysela Serrano
Public Information Section	(831) 674-5111 (831) 760-6277	All Sectional Positions Ofc. Daniel Sotello
Facsimile	(831) 674-3747 (831) 674-0585	All GEOC Positions Records

Resource Information Management System (RIMS)

The RIMS is a computer formatted means originated by the Governor's Office of Emergency Services for communicating disaster related information within the

CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

emergency management infrastructure. The Greenfield RIMS terminal is located in Greenfield Emergency Operations Center (GEOC) (City Council Chambers).

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Annex D – GEOC Facilities & Equipment Requirements

General

This annex provides a listing of GEOC facilities and equipment requirements needed to support an activation of the GEOC.

GEOC Facilities

The following facilities are designated for utilization as the GEOC:

- **Primary Facility**

The primary GEOC is located in the City Council Chambers located in the Greenfield City Hall at 599 El Camino Real Street. The City Council Chambers in this building will serve as the GEOC, however additional rooms/spaces may be employed as required. This site is equipped with an emergency power generator. See the following diagram for a floor layout of the GEOC.

- **Alternate GEOC**

The alternate GEOC is located in the Greenfield Fire Station at 380 Oak Avenue Street, and will be used in the event that the primary GEOC is not usable. The Training Room and administrative offices will serve as the alternate GEOC, however additional rooms/spaces may be employed as required. This site is equipped with an **emergency power generator**.

- **Backup GEOC:** In the unlikely event that the primary and alternate GEOCs are rendered inoperable, the Emergency Services Director will establish a Back Up or Field GEOC as necessary to conduct emergency response and recovery operations. The requisition of a commercial, school, or temporary facility is a possible option. As it is unlikely that facilities of this nature will have an emergency power generator, consideration should be given to obtaining emergency power. The xxxx will be utilized as the GEOC in the event that the primary and secondary GEOCs are inoperable or unavailable.

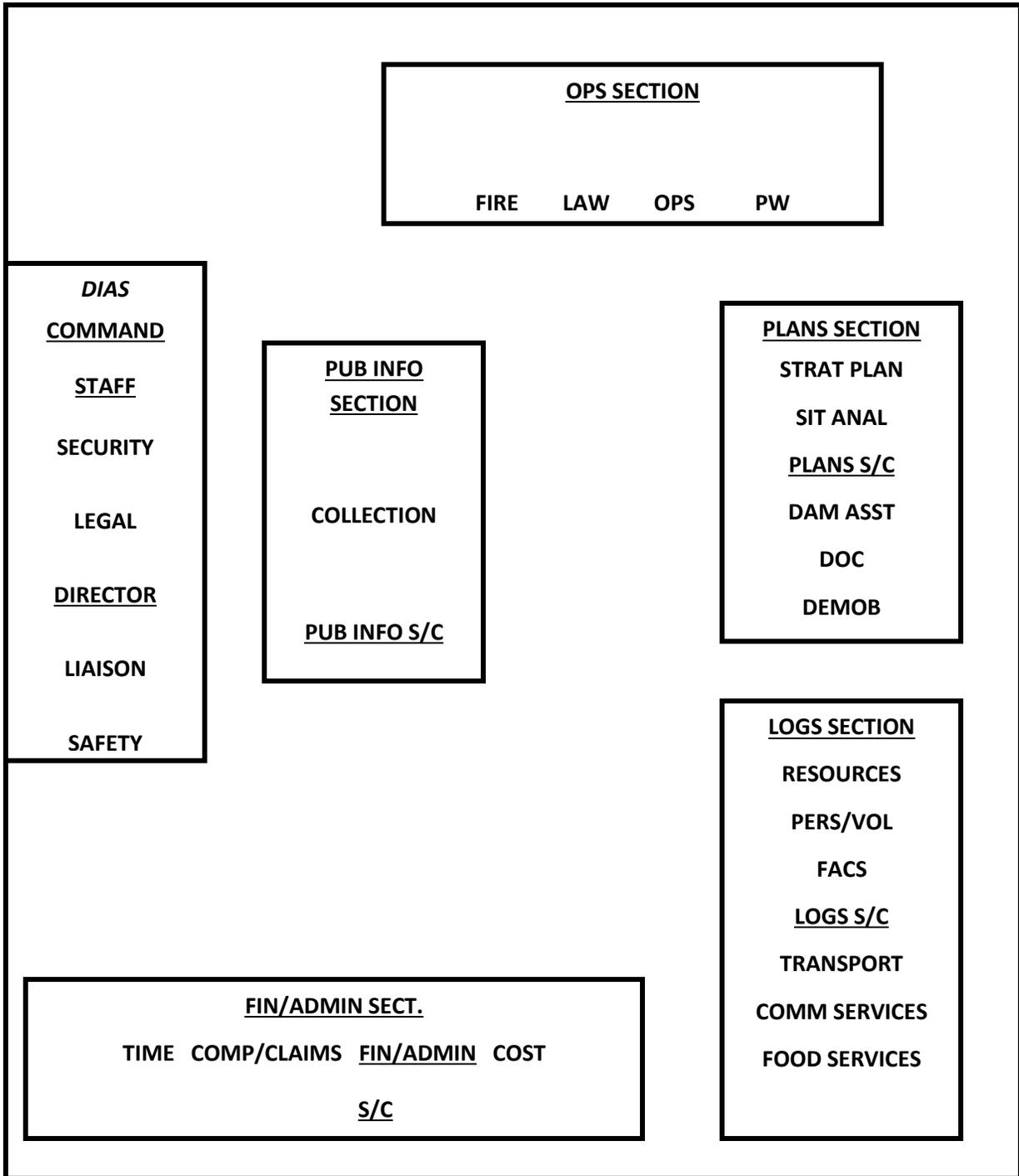
- **Other Locations:** In the event of a catastrophic emergency or disaster that renders the above locations unavailable or inoperable, the site of the GEOC will be chosen by the Emergency Services Director.

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PRIMARY GEOC FLOOR LAYOUT DIAGRAM

CITY COUNCIL CHAMBERS

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GEOC Equipment

The following equipment will be available during GEOC activations:

- **General Equipment:**
 - Dias Table and Chairs – As furnished.
 - Chairs – 45.
 - Long Folding Tables – 5.
 - Dry Erase Boards (3 X 4) – 6.
 - Dry Erase Markers and Erasers – 100.
 - Easels – 8.
 - Easel Writing Pads with Markers – 2.
 - City Maps/Photographs – As furnished.
- **Sectional Equipment:**
 - Vests – One for each GEOC position and identified by position.
 - Command Section – Colored Royal Blue or Purple.
 - Operations Section – Colored Red.
 - Planning Section – Colored Yellow.
 - Logistics Section – Colored Green.
 - Finance/Administrative Section – Colored White.
 - Public Information Section – Colored Brown.
 - Positional Three Ring Notebooks containing **Annex A** and **Annex B** excerpts for each GEOC position. Color codes by sections with the same colors as the vests.
 - Section Identification Signs – One for each of the six sections with table mount or bracket.
 - Position Identification Signs – One for each GEOC position with table mount or bracket.
- **Administrative Equipment:**
 - Lined tablets – Forty (40).
 - Pens/pencils – Ten (10) boxes of each (12 per box).
 - Electric and Manual Pencil Sharpeners
 - File folders – One (1) box.
 - Copying Machine – One (1) with backup.
- **Communications and Electronic Display Equipment:**

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- Telephones with discrete lines – Two (2) per section.
- Radios (Handheld):
 - Command – One (1) for the section.
 - Operations – One (1) for Section Chief and one (1) for each branch.
 - Planning – One (1) for the section.
 - Logistics – One (1) for the section.
 - Finance/Admin – None.
 - Public Information – None.
- Radio – EOC-to-EOC Command Net – One (1) as installed.
- Scanner – One (1) for the Operations Section.
- Television Camera – One (1) with backup.
- Laptop Computers – Two (2) per section.
- Projector – One (1) with backup.
- Screen – As furnished.
- **Support Equipment:**
 - Large Coffee Maker – One (1) with backup.
 - Coffee.
 - Sweetener and cream.
 - Paper plates
 - Napkins and paper towels
 - Kleenex
 - Plastic knives, forks, and spoons.
 - Cups.
 - Bottled water – Ten cases.
 - Advil – One (1) box.
 - First Aid Kit – One (1).

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Annex E – GEOC Forms & Associated Documentation

General

This annex contains examples of GEOC Forms and associated documentation to be employed during activation.

Forms

The following forms are contained in this annex.

- **Incident Action Plan** – Page E-2-A.
- **Situation Report** – Page E-3-A.
- **Initial Damage Estimate (IDE) Report** – Page E-4-A.
- **Public Information Forms** – Page E-5-A.
- **Staff Time Log** – Page E-6-A.
- **Greenfield Emergency Bulletin (GEMERBULL)** – Page E-7-A.
- **After Action Report** – Page E-8-A.

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INCIDENT ACTION PLAN

Action Plan for:	Event Name:
Plan Reviewed by: Planning Intelligence Chief	Plan Approved by: Emergency Services Director
Current Operational Period (Hours): From: To:	Next Operational Period (Hours): From: To:

SITUATIONAL SUMMARY

Major Incidents/Events in Progress:		
Situation: (Type of Incident or Event)	Location: (Highway, Landmark, or Street)	Support Requested: (Yes/No)
1.		<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		<input type="checkbox"/> Yes <input type="checkbox"/> No

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Major Incidents/Events in Progress:		
Situation: (Type of Incident or Event)	Location: (Highway, Landmark, or Street)	Support Requested: (Yes/No)
7.		<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		<input type="checkbox"/> Yes <input type="checkbox"/> No

OVERALL OBJECTIVES			
Objectives:	Section Responsible (Insert Section/Branch)	% Complete	Est. Comp Date (M/D/YY)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

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EMERGENCY OPERATIONS PLAN**

OVERALL OBJECTIVES			
Objectives:	Section Responsible (Insert Section/Branch)	% Complete	Est. Comp Date (M/D/YY)
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Command Objectives:

Operations Section Objectives:

Planning/Intelligence Objectives:

Logistics Section Objectives:

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Finance/Administration Section Objectives:

Public Information Section Objectives:

Insert current organization chart/roster, or graphs, etc. in the space below:

Attachments:

State Agency Liaison

Agency:

SEMS Functional Assignment:

Federal Liaison

SITUATION REPORT

COMPLETE ALL APPLICABLE BLOCKS:	
A. REPORTED BY:	
B. SEOC POSITION:	C. PHONE:

REPORT TYPE: INITIAL <input type="checkbox"/> SEQUENTIAL <input type="checkbox"/> NO. FINAL <input type="checkbox"/>	
1. EVENT NAME: a. Stay consistent with Event Report.	
b. If No Event Report is found, create an Event Report.	
2. DATE/TIME OF EVENT:	
3. EVENT TYPE: (From Event Report)	
4. EVENT LOCATION: (From Event Report)	
5. AREAS AFFECTED:	
6. REPORT AS OF:	
7. WEATHER:	
8. CURRENT SITUATION:	

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EMERGENCY OPERATIONS PLAN

9. CURRENT SITUATION/STATUS/COMMENTS:
a. Significant Damage: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
b. Deaths: <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Number if known: _____
c. Injuries: : <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Number if known: _____
d. Damaged Buildings: : <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Number if known: _____
e. Utility Problems: : <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown

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EMERGENCY OPERATIONS PLAN

<p>f. Communication Problems: : <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p>
<p>g. Road Problems: : <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p>
<p>h. Evacuations: : <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p>
<p>i. Critical Issues: : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p>
<p>j. Other Problems: : <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p>

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10. FUNCTIONAL AREAS RESPONSE STATUS: (Include brief details, locations, and comments.)
a. SEOC Activated: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
b. Care & Shelter:
c. Public Works/Engineering:
d. HazMat/Radiological:
e. Fire & Rescue:

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EMERGENCY OPERATIONS PLAN***

10. FUNCTIONAL AREAS RESPONSE STATUS: (Include brief details, locations, and comments.)
f. Law Enforcement:
g. Medical/Health:
h. Movement:
i. Utilities:
j. Disaster assistance programs/facilities: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Required

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10. FUNCTIONAL AREAS RESPONSE STATUS: (Include brief details, locations, and comments.)
k. Mutual aid received in last 24 hours? : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
l. Mutual aid needed in next 24 hours? : <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
m. Prognosis: <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving

11. MAJOR INCIDENTS:	No Incidents located
12. RESPONSE/RECOVERY PRIORITIES:	
13. PROCLAMATIONS/DECLARATIONS:	
a. Local:	
b. Gubernatorial Requested:	
c. Director's Concurrence:	
d. Gubernatorial Received:	

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e. Presidential Requested:	
f. Presidential Received:	
14. OTHER CRITICAL INFORMATION OR GENERAL COMMENTS:	
15. DATE/TIME OF NEXT REPORT:	

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INITIAL DAMAGE ESTIMATE (IDE) REPORT

COMPLETE ALL APPLICABLE BLOCKS:	
A. REPORTED BY:	
B. SEOC POSITION:	C. PHONE:

D. JURISDICTION:	
E. POPULATION:	
F. REPORTING AGENCY:	

1. INCIDENT/EVENT (Identified in the Event Report)	2. INCIDENT COMMENCED: (Date: mm/dd/yyyy) (Time: hh:mm AM or PM)
3. LOCAL DECLARATION (Date):	4. EOC ACTIVATED (Date):
5. REPORT PREPARED BY:	6. THIS REPORT AS OF (Date/Time):

6. DECLARATIONS	Date Requested (mm/dd/yyyy)	Date Granted (mm/dd/yyyy)
a. Director's Concurrence		
b. Gubernatorial		
c. SBA		
d. Presidential		

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(1). Individual Assistance		
(2). Public Assistance		

7. INDIVIDUAL ASSISTANCE (IA) DAMAGES						
Note: Please enter numeric values in these fields.	Destroyed	Major Damage	Minor Damage	Affected: (No Physical Damage)	Estimated Loss	Estimated % Covered by Insurance
a. Primary Residence (include mobile homes):						%
b. Business:						%
c. Other (Outbuildings, etc):						%
d. Totals:					\$	%
Comments:						

8. AGRICULTURAL DAMAGE:			
Note: Please enter numeric values in these fields.	Acres Impacted	Number Impacted	Estimated Loss
a. Crops/Grazing Land:			
b. Farm Buildings and Machinery:			
c. Livestock:			
d. Totals:			\$

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9. PUBLIC ASSISTANCE (PA) DAMAGES		
Note: Categories A & B - exclude normal operating costs.		
Note: Please enter numeric values in these fields.		
Category	Number of Sites	Estimated Loss
a. CAT A: Debris Removal and Disposal:		
b. CAT B: Emergency Protective Measures:		
c. CAT C: Road and Bridge Systems (non-federal):		
d. CAT D: Water Control Facilities (levees, dams & channels):		
e. CAT E: Public Buildings and Equipment:		
f. CAT F: Public Utilities (water and power, etc.):		
g. CAT G: Park/Recreational/other:		
h. Totals:		\$

Comments:

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10. FEDERAL PROGRAM DAMAGES	
Note: Please enter numeric value(s) in these fields.	
Category	Estimated Costs
a. Federal Highways (Emergency Relief Program): (Damages to federal highway systems)	
b. U.S. Army Corps of Engineers (PL 84 - 99): (For emergency flood control projects)	
c. Natural Resources Conservation Service: (For emergency watershed rehabilitation)	
d. Other (describe):	
e. Totals	\$

11. REPORTING AGENCY POINT OF CONTACT

Name:	Phone:	Pager:
Fax Number:	Alt. Phone Number:	E-Mail Address:

12. When known enter estimated date to commence Preliminary Damage Assessments (PDA):

13. Community Relations: Need for special language considerations? Yes No **If "Yes," please describe:**

Description:

GEOC Public Call Sheet

FORM TO BE COMPLETED UPON RECEIVING A CALL FROM THE PUBLIC.

Date: _____ Time: _____ Call Taker: _____

Caller's Name: _____

Caller's organization (if applicable): _____

Phone Number: (Home) _____ (Cell) _____ (Work) _____

Email Address: _____

Information Requested: _____

Action Taken: _____

- Refer to (check as appropriate):
 - Agency PIO (Name and Agency): _____
 - JIC Internal Dissemination Unit Leader: _____
- Complete

Serial/Control Number: _____

GEOC Media Call Sheet

FORM TO BE COMPLETED UPON RECEIVING A CALL FROM THE MEDIA.

Date: _____ Time: _____ Call Taker: _____

Media Outlet: _____

Reporter: _____

Phone Number: (Desk) _____ (Cell) _____

Fax Number: _____ Email Address: _____

Information Requested: _____

Action Taken: _____

- Refer to: (check as appropriate)
 - Agency PIO (Name and Agency): _____
 - JIC Internal Dissemination Unit Leader: _____
- Complete

Serial/Control Number: _____

GEOC Information Release Approval Form

FORM TO BE COMPLETED FOR ALL MEDIA RELEASES.

Please keep with draft and original release at all times

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> News Release | <input type="checkbox"/> Media Advisory | <input type="checkbox"/> Flyer |
| <input type="checkbox"/> PSA | <input type="checkbox"/> Fact Sheet | <input type="checkbox"/> Background |
| <input type="checkbox"/> SEMERBULL | <input type="checkbox"/> Talking Points | <input type="checkbox"/> Other _____ |

Date: _____ **Time:** _____

Document Title: _____

Document Prepared By: _____

Name

Agency

Title

Version: 1st Draft 2nd Draft 3rd Draft 4th Draft 5th Draft

Approval Parties: (Please obtain approval from all applicable staff members in order.)

Dissemination Unit Leader: OK to release as is
Make changes & release. Make changes & reroute.

Signature

Date/Time

Public Information Officer: OK to release as written.
Make changes & release. Make changes & reroute.

Signature

Date/Time

Emergency Services Director: OK to release as written. **IF REQUIRED.**
Make changes & release. Make changes & reroute.

Signature

Date/Time

Remarks: _____

Serial/Control Number: _____

GEOC STAFF TIME LOG

EVENT NAME:

ACTIVATION DATES:

INDIVIDUAL GEOC STAFF SIGN-IN & SIGN-OUT RECORD

NAME/TEAM	EMPLOYEE NO.	DATE	TIME IN	TIME OUT	REMARKS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
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52.					

Greenfield Emergency Bulletin (GEMERBULL)

FORMAT/EXAMPLE

Greenfield Emergency Bulletin (GEMERBULL) No. 001-07

FOR RELEASE TO:

**ALL LOCAL MEDIA
ALL CITIZENS OF GREENFIELD
ALL CITY DEPARTMENTS/EMPLOYEES
CALIFORNIA HIGHWAY PATROL (CHP)
MONTEREY COUNTY OFFICE OF EMERGENCY SERVICES/EOC**

SUBJECT: The National Weather Service (NWS) has issued a severe weather warning for the Salinas Valley including the City of Greenfield. Heavy rains and high winds are predicted for tonight and tomorrow morning. Localized flooding of underpasses, intersections and low lying areas is possible. These areas should be avoided.

Power outages frequently accompany these forecasted conditions. All citizens should have battery powered lights and extra batteries available. Avoid and report immediately any downed power lines. Use candles with caution. Have food available that does not require electrical power for cooking.

Driving during these conditions can be especially hazardous. If possible, avoid travel until the storm passes. If you must drive, drive defensively. Allow extra distances for stopping. Drive no faster than conditions permit.

The City of Greenfield has suspended all non-essential municipal operations until the storm passes. Greenfield Unified School District has suspended classes until further notification. The Greenfield Emergency Operations Center (SEOC) has been activated and will remain open until the storm passes and the City can resume normal operations.

Additional SEMERBULLs will be issued as the situation warrants.

Susan Stanton
City Manager/Emergency Services Director
City of Greenfield

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AFTER ACTION REPORT

Reported By:		Agency:	
Position:		Phone:	
Report Level: City	<input type="checkbox"/> City of Greenfield		

PART I - GENERAL INFORMATION

1. Name of Agency: CITY OF GREENFIELD	2. Type of Agency: CITY
3. OES Region: <input checked="" type="checkbox"/> Coastal <input type="checkbox"/> Inland <input type="checkbox"/> Southern	4. Dates of Event: (mm/dd/yyyy) Began: Ended:
5. Type of Event: <input type="checkbox"/> Table Top <input type="checkbox"/> Functional <input type="checkbox"/> Full-scale or <input type="checkbox"/> Actual Occurrence <input type="checkbox"/> Planned Event Specify:	6. Hazard Type or Exercise Scenario:

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PART II – SEMS FUNCTIONAL EVALUATION
 (Corrective Action Requirements (Enter Y) for required Correction).

FUNCTION "Management" EVALUATED:

SEMS Function	Total Participants (Each Function)	Evaluation	Planning
Command/Management: Safety, Liaison, Interagency Coordination, Security, etc.		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Training			Personnel
Equip			Facilities

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FUNCTION "Field Command" EVALUATED:				
SEMS Function	Total Participants (Each Function)	Evaluation	Planning	
Command (Field): Law Enforce., Fire/Rescue, PW Ops, Med/Health, Care & Shelter		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Training:		Personnel:		
Equipment:		Facilities:		

FUNCTION "Operations" EVALUATED:				
SEMS Function	Total Participants (Each Function)	Evaluation	Planning	
Operations: Law Enforcement, Fire/Rescue, PW Ops, Med/Health, Care & Shelter		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Training:		Personnel:		
Equipment:		Facilities:		

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FUNCTION "Planning & Intelligence" EVALUATED:				
SEMS Function	Total Participants (Each Function)	Evaluation	Planning	
Planning/Intelligence: Situation Stats. and Analysis, Document., Advance Plan., Demobilization etc.		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Training:			Personnel:	
Equipment:			Facilities:	

FUNCTION "Logistics" EVALUATED:				
SEMS Function	Total Participants (Each Function)	Evaluation	Planning	
Logistics: Services, Support, Facilities, Personnel, Procurement, Supplies, Equip, Food, etc.		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Training:			Personnel:	
Equipment:			Facilities:	

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FUNCTION "Administrative/Finance" EVALUATED:				
SEMS Function	Total Participants (Each Function)	Evaluation		Planning
Finance/Administration: Purchasing, Cost Unit, Time Unit, Compensation & Claims, etc		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Training:			Personnel:	
Equipment:			Facilities:	

FUNCTION "Public Information" EVALUATED:				
SEMS Function	Total Participants (Each Function)	Evaluation		Planning
Public Information: Dissemination Information Collection, Field Operations		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement		
Training:			Personnel:	
Equipment:			Facilities:	

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FUNCTION "Other..." EVALUATED:			
SEMS Function	Total Participants (Each Function)	Evaluation	Planning
Other Participants: Exercise Staff, Community Volunteers, etc		<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs Improvement	
Training:		Personnel:	
Equipment:		Facilities:	

Total Participants for all functions: _____

PART III - AFTER ACTION REPORT QUESTIONNAIRE

This questionnaire should be completed for all functional or full-scale exercises, and actual occurrences. Response to questions 20-24 should address areas as "needing improvement and corrective action" in Part II: as well as any "No" answers given to questions 1-19 below.

Disaster Name:	Planned Event/Exercise Name:

Questions	Yes/No/NA
1. Were procedures established and in place for response to the disaster?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
2. Were procedures used to organize initial and ongoing responses?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
3. Was the ICS used to manage field response?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
4. Was Unified Command considered or used?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
5. Was your EOC and/or DOC activated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
6. Was the EOC and/or DOC organized according to SEMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
8. Were response personnel in the EOC/DOC trained?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
9. Were action plans used in the EOC/DOC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA

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10. Were action planning processes used at the field response level?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
11. Was there coordination with volunteer agencies such as the Red Cross?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
12. Was an Operational Area EOC activated?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
13. Was Mutual Aid requested?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
14. Was Mutual Aid received?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
15. Was Mutual Aid coordinated from the EOC/DOC?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
16. Was an inter-agency group established at the EOC/DOC level?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
17. Was communication established and maintained between agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
18. Was the public alerting warning conducted according to procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
19. Was public safety and disaster information coordinated with the media?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
20. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources:	
21. As you responded, was there any part of SEMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?	
22. As a result of your response, are any changes needed in your plans or procedures? Please provide a brief explanation:	
23. As a result of your response, please identify any specific areas not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines?	
24. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities and claims filed:	

PART IV - NARRATIVE

Additional comments:

***CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN***

Form Completed by: Work Phone:	Your Agency Name:	Report Due Date: Date Completed:	<i>OES Use Only</i> Date Received: Received By:
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Attachments: (Not applicable outside of RIMS) to attach a file, push Browse and locate the file and press OPEN:

Annex F – Key Points of Contact

General

This annex provides a listing of emergency services key points of contact for the City of Greenfield and the Monterey County Operational Area. It is emphasized that this information is perishable and subject to change. It is the responsibility of the Administrative Department to update this annex semi-annually on 15 January and 15 July.

Points of Contact

- **City of Greenfield:**
 - Emergency Services Director/City Manager (Susan Stanton) – (831) 674-5591 ext. 2115
E-Mail: sstanton@ci.greenfield.ca.us
 - Assistant City Manager (Mic Steinmann) - (831) 674-5591 ext. 2103
E-Mail: msteinmann@ci.greenfield.ca.us
 - Police Chief (Adele Frese) - (831) 747-7731
E-Mail: afrese@ci.greenfield.ca.us
 - Police Commander (Gregory Allen) – (831) 674-5111 ext. 2203
E-Mail: gallen@ci.greenfield.ca.us
 - Fire Chief (Rich Foster) – (831) 682-2735
E-Mail: chieffoster@hotmail.com
 - Public Works Director (Mic Steinmann) – (831) 674-5591 ext. 2103
E-Mail: msteinmann@ci.greenfield.ca.us
 - Asst. Public Works Director - (831) 580-7989
E-Mail: afelix@ci.greenfield.ca.us
 - Community Development (Mic Steinmann) – (831) 674-5591 ext. 2103
E-Mail: msteinmann@ci.greenfield.ca.us
 - Economic Development Director (Mic Steinmann) – (831) 674-5591 ext. 2103
E-Mail: msteinmann@ci.greenfield.ca.us
 - Finance/Personnel Director (Jeri Corgill) – (831) 674-5591 ext. 2101
E-Mail: jcorgill@ci.greenfield.ca.us
- **Monterey County Operational Area/Office of Emergency Services:**
 - Office of Emergency Services – (831) 796-1900
 - Emergency Services Manager -- (831) 796-1901
E-Mail: @co.monterey.ca.us
 - Emergency Services Planner – (831) 796-1902

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E-Mail:

- Emergency Services Planner (Bertha Simpson) – (831) 796-1902
E-Mail: simpsonb@co.monterey.ca.us
- Emergency Services Planner – (831) 796-1902
E-Mail:
- Emergency Services Senior Secretary (Teresa Meister) – (831) 796-1900
E-Mail: meistert@co.monterey.ca.us

- **Monterey County Operational Area EOC:**

- **Command Section**

- Emergency Services Director – (831) 796-1920
E-Mail: None
- Chief of Staff – (831) 796-1921
E-Mail: None
- Counsel – (831) 796-1923
E-Mail: None
- Liaison – (831) 796-1922
E-Mail: None
- Safety Officer – (831) 796-1905
E-Mail: None

- **Operations Section**

- Operations Section Chief – (831) 796- 1930
E-Mail: 295-ops@co.monterey.ca.us
- Assistant Operations Section Chief – (831) 796- 1931
E-Mail: None

Operations Section Emergency Services Branches

- Fire Operations Branch – (831) 796-1932
E-Mail: 295-fire&rescue@co.monterey.ca.us
- Assistant Fire Operation/HAZMAT – (831) 796-1933
E-Mail: 295-fire&rescue@co.monterey.ca.us
- Law Operations Branch – (831) 796-1934
E-Mail: 295-law@co.monterey.ca.us
- Assistant Law Operations/Movement – (831) 796-1935
E-Mail: 295-law@co.monterey.ca.us
- CHP Operations – (831) 796-1936
E-Mail: 295-chp@co.monterey.ca.us
- Engineering Operations Branch – (831) 796-1937
E-Mail: 295-engineering@co.monterey.ca.us

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- Assistant Engineering Operations– (831) 796-1938
E-mail: 295-engineering@co.monterey.ca.us
- Air Operations Branch – (831) 796-1939
E-mail: None
- Military Liaison/CNG – (831) 796-1940
E-mail: None
- MCOE – (831) 796-6454
E-mail: None
- Coroner – (831) 796-6472
E-mail: None

Operations Section-Human Services Branches

- Human Services Branch – (831) 796-1949
E-mail: 295-humanservices@co.monterey.ca.us
- Medical & Health Branch – (831) 796-1948
E-mail: 295-med&health@co.monterey.ca.us
- Medical Operations – (831) 796-1941
E-mail: None
- Public Health Operations – (831) 796-1943
E-mail: None
- Environmental Health Operations – (831) 796-1942
E-mail: None
- Shelter Operations/ARC – (831) 796-1945
E-mail: None
- Social Care – (831) 796-1944
E-mail: None
- Animal Care – (831) 796-1946
E-mail: None

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○ **Planning Section**

- Planning Section Chief – (831) 796- 1950
E-Mail: 295-plans@co.monterey.ca.us
- Documentation Unit -- (831) 796- 1954
E-Mail: 295-documentation@co.monterey.ca.us
- Situation Analysis Unit -- (831) 796- 1951
E-Mail: None
- Strategic Planning Unit -- (831) 796- 1952
E-Mail: None
- Damage Assessment Unit -- (831) 796- 1953
E-Mail: None
- Technical Advisory Unit -- (831) 796-1960
E-Mail: 295-techadvisory@co.monterey.ca.us
- Water Resources Agency -- (831) 796-1955
E-Mail: 295-waterresources@co.monterey.ca.us

○ **Logistics Section**

- Logistics Section Chief – (831) 796-1970
E-Mail: 295-logistics@co.monterey.ca.us
- Communications Unit -- (831) 796-1976
E-Mail: 295-comm@co.monterey.ca.us
- Facilities Unit -- (831) 796-1974
E-Mail: None
- Resources Unit -- (831) 796-1971
E-Mail: 295-resources@co.monterey.ca.us
- Support Services Unit -- (831) 796-1972
E-Mail: None
- Transportation Unit -- (831) 796-1973
E-Mail: None
- ARES/RACES -- (831) 796-1916
E-Mail: 295-ACSO@co.monterey.ca.us

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- **Finance/Administration Section**
 - Finance/Administration Section Chief – (831) 796- 1980
E-Mail: 295-adminserv@co.monterey.ca.us
 - Administrative Services Unit – (831) 796- 1981/1984
E-Mail: None
 - Data Services Unit – (831) 796- 1985
E-Mail: 295-dataserv@co.monterey.ca.us
 - Finance Services Unit – (831) 796- 1983
E-Mail: 295-financeserv@co.monterey.ca.us
 - Personnel Services Unit – (831) 796- 1982
E-Mail: None
 - Recovery Planning Unit – (831) 796- 1986
E-Mail: None

- **Public Information Section**
 - Public Information Section Chief – (831) 796- 1991
E-Mail: 295-pio@co.monterey.ca.us
 - PIO Main Line – – (831) 796- 1990
E-Mail: None
 - Assistant PIO – (831) 796- 1992
E-Mail: 295-dissemination@co.monterey.ca.us
 - Assistant PIO – (831) 796- 1993
E-Mail: 295-dissemination@co.monterey.ca.us
 - Assistant PIO – (831) 796- 1994
E-Mail: 295-dissemination@co.monterey.ca.us
 - Assistant PIO – (831) 796- 1995
E-Mail: 295-dissemination@co.monterey.ca.us
 - Assistant PIO – (831) 796- 1996
E-Mail: 295-dissemination@co.monterey.ca.us
 - Assistant PIO – (831) 796- 1997
E-Mail: 295-dissemination@co.monterey.ca.us

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- **Cities & District Representatives**
 - City Representatives/Salinas – (831) 796-6450
E-Mail: None
 - City Representatives/Peninsula – (831) 796-6451/6452
E-Mail: None
 - South County Cities – (831) 796-6453
E-Mail: None
 - Special Districts – (831) 796-6455
E-Mail: None
 - Water Resources Agency (ALERT) Room – (831) 796-6459
E-Mail: None
- **Support Services**
 - Recorded English Message – (831) 796-1906 (No instrument.)
 - Recorded Spanish Message -- (831) 796-1907 (No instrument.)
 - Recorded Media Message -- (831) 796-1908 (No instrument.)
- **Other Agencies**
 - Monterey-San Benito Chapter of the American Red Cross (ARC) – (831) 424-4824
- **Local Media Resources**
 - **Radio Stations**
 - KRKC AM/FM (King City) – 385-3421
 - KTOM AM/FM (Salinas) – 633-1460
 - Radio Vida Abundante AM – 753-0980 (Spanish)
 - **Television Stations**
 - KSBW TV 8 (Salinas) – 758-8888 Newsroom: 422-8206
 - KION 46 (Salinas) – 784-1702 Newsroom: 757-6397
 - KSMS TV 67 (Salinas) – 757-6711 (Spanish)
 - KCBA FOX 35 (Salinas) – 422-3500 Newsroom: 757-6397
 - KDJT TV 33 Telefura (Salinas) – 757-6711 (Spanish)
 - ABC 7 (Monterey) – 393-2227

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CITY OF GREENFIELD
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○ **Print Media/Newspapers**

- King City Rustler (King City) – 385-4880
- Soledad Bee (Soledad) – 678-2660
- Salinas Californian (Salinas) – 424-2221
- Monterey County Herald (Monterey/Salinas) – 753-6753
- Greenfield News (Greenfield) – 674-5907
- El Sol (Salinas) – 424-2221/649-6626 (Spanish)
- The Valley Adviser (Salinas) – 753-6762

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MONTEREY COUNTY OPERATIONAL AREA - EMERGENCY OPERATIONS CENTERS

(not for release to the public)

CITIES, AGENCIES & DISTRICTS	EOC ADDRESS	EOC	EOC FAX	MANAGER/ COMMAND	PUBLIC INFORMATION	PLANS	OPS	LAW	FIRE	PUBLIC WORKS/ ENGINEERING	LOGISTICS	FINANCE & ADMINISTRATION
Monterey County EOC	1322 Natividad Rd. Salinas, CA 93906	796-1900/1905	796-1911	796-1910	796-1993	796-1950	796-1930	796-1934/35	796-1932/33	796-1937/38	796-6455	796-1980
Carmel-By-The-Sea 620-2030 (FD daily) 620-2034 (FAX) (go to top)	Junipero/4 th	624-2365	624-4296	624-2365	620-2000	624-4857	624-4857	624-6403	620-2030/31	624-3543	624-3651	624-3651
Del Rey Oaks (go to top)	650 Canyon Del Rey	394-8511	394-6421	394-8511	394-8511	394-8511	394-9333	394-8700 / 9333	none	394-1182	none	none
Gonzales (go to top)	147 4th Street	675-5000	675-2644	675-5000	675-5000	675-5000	675-5000	675-5000	675-5000	675-5000	675-5000	675-5000
Greenfield (go to top)	599 El Camino Real	674-5591 602-622-0682	674-5895	674-5591/2 602-622-0682	674-5591/ 5592	674-5591/ 5592	674-5591/ 5592	674-5111 /5118 747-7731	674-5484	674-2635	674-5591/ 5592	674-5592
King City (go to top)	415 Bassett Street	385-4848	385-6887 / 4976	385-3281 x11 7	385-3281	385-3281x12	385-4848	385-4848	385-3430	385-3281x14	385-3430	385-3281 xl 8
Marina (go to top)	211 Hillcrest Ave	384-8242	884-1222	384-8242		884-1259	384-8308	384-8059	384-8532	384-8064	384-8233	384-8240
City of Monterey (go to top)	Madison/Pacific St	646-3974	646-3982	646-3974	646-3970	646-3968 or 3466	646-3964	646-3976 or 3962	646-3964 or 3972	646-3966	646-3978	646-3986

MONTEREY COUNTY OPERATIONAL AREA - EMERGENCY OPERATIONS CENTERS

(not for release to the public)

CITIES, AGENCIES & DISTRICTS	EOC ADDRESS	EOC	EOC FAX	MANAGER/ COMMAND	PUBLIC INFORMATION	PLANS	OPS	LAW	FIRE	PUBLIC WORKS/ ENGINEERING	LOGISTICS	FINANCE & ADMINISTRATION
Pacific Grove (go to top)	580 Pine Avenue (Conference Room)	648-3143	648-3120	648-3167	648-3167	648-3160	648-3146	648-3146	648-3146	648-3146	648-3162	648-3162
Salinas (go to top)	200 Lincoln Avenue	758-7355	758-7186 / 7265	758-7355	758-7426	758-7400	758-7410	758-7286	758-7261	758-7240	758-7294	758-7213
Sand City (go to top)	1 Sylvan Park	394-3054	394-1038 / 2472	394-3054	394-3054	394-6700	394-1451	394-1451	MFD 646-3900	394-1451 394-3054	394-1451 394-3054	394-3054
Seaside (go to top)	986 Hilby Avenue Oldemeyer Center	899-6351	899-6263	TBA	TBA	899-6353	TBA	899-6379	899-6365	899-6218	899-6225	899-6362
Soledad (go to top)	248 Main Street	223-5099	678-3965	223-5099	223-5099	223-5099	223-5099	223-5099	223-5099	223-5099	223-5099	223-5099
Naval Postgraduate School (go to top)	Monterey Bay	656-3476	656-4120	656-3477								
State University - Monterey Bay CSUMB Facilities Svcs & Operations Bldg. 84 D 100 Campus Ctr. Seaside, CA 93955 (go to top)	Bldg. 82E 100 Campus Ctr. Seaside, CA 93955	582-3360	582-3384	582-3586	582-3653	582-3589	582-3394		242-7700	582-3032	582-3720	582-4749

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(not for release to the public)

CITIES, AGENCIES & DISTRICTS	EOC ADDRESS	EOC	EOC FAX	MANAGER/ COMMAND	PUBLIC INFORMATION	PLANS	OPS	LAW	FIRE	PUBLIC WORKS/ ENGINEERING	LOGISTICS	FINANCE & ADMINISTRATION
POM (go to top)	1759 Lewis Road Presidio of Monterey, CA 93944 (After Duty Hours, Instillation Staff Duty NCO - 242- 5119)	242- 3914	242- 4800	242- 3924 Garrison Comma nder	242- 3999	242- 3664	242- 3922 / 3919	242- 3661	242- 3996	242- 3918	242- 3667	242- 3937/39 36
U.S. Coast Guard Station (go to top)	Monterey Bay	647- 7300	647- 7307									
Air Pollution Control (go to top)	Monterey	647- 9411	647- 8511									
Carmel Area Wastewater (go to top)	Carmel	624- 1248/ 917- 6351	624- 0811									
Correctional Training Facility/Salinas Valley State Prison (go to top)	Soledad	678- 3951/ 5550/55 00(SP)	678- 5911									
CAL FIRE (go to top)	ECC Garden Road, Monterey	647- 6223	333- 2655									
Marina Coast Water (go to top)	Marina	384- 6131	384- 2479									

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CITIES, AGENCIES & DISTRICTS	EOC ADDRESS	EOC	EOC FAX	MANAGER/ COMMAND	PUBLIC INFORMATION	PLANS	OPS	LAW	FIRE	PUBLIC WORKS/ ENGINEERING	LOGISTICS	FINANCE & ADMINISTRATION
Monterey Peninsula Airport (go to top)	Monterey	648-7008	372-8298									
Moss Landing Harbor (go to top)	Moss Landing	633-2461	633-1201									
Pajaro/Sunny Mesa Community Services (go to top)	Pajaro	722-1389	722-2137									
Pebble Beach Community Services (go to top)	Pebble Beach	624-0123	625-8411									
Peninsula Water Management (go to top)	Monterey	649-4866	649-3678									
PG&E (go to top)		784-3323	784-3635									
Regional Water Pollution Control (go to top)	Monterey	372-3367	883-0516									

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CITIES, AGENCIES & DISTRICTS	EOC ADDRESS	EOC	EOC FAX	MANAGER/ COMMAND	PUBLIC INFORMATION	PLANS	OPS	LAW	FIRE	PUBLIC WORKS/ ENGINEERING	LOGISTICS	FINANCE & ADMINISTRATION
Salinas Valley Mosquito Abatement (go to top)	Salinas	422- 6438	422- 3337									
San Lucas Water (go to top)	San Lucas	382- 4410										
Spreckels Community Services (go to top)	Spreckels	455- 2211		682- 2735								

Annex G – Glossary of Terms and Acronyms

General

This annex provides a listing of commonly used emergency services terms, acronyms, and abbreviations. It is intended to provide a ready reference for members of the SEOC Staff who do not work in the emergency services profession on a daily basis.

Key NIMS Terms and Acronyms

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of the agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization, or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the Incident Action Plan (IAP).

Assistant: Title for subordinates for principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also **Supporting Agency**.

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Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning/Intelligence, Logistics, Finance/Administration, and Public Information. (The Public Information Officer may be assigned as a member of the Command Staff.)

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Safety Officer, Liaison Officer, Safety Officer, and other positions as required, who report directly to the Incident Commander/Emergency Services Director. They may have an assistant or assistants, as needed. (Author's Note: The Public Information Officer may be assigned as a member of the Command Staff as the section chief of the Public Information Section.)

Command Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

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

Continuity of Government (COG): The ability of a governmental entity to continue governmental functions while impacted by a major emergency. This term is usually associated with the impact of a pandemic, but can be applicable to any emergency situation in which a sizable number of key personnel are debilitated or otherwise unavailable for duty.

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Continuity of Operations (COOP): The ability of a governmental entity to continue the full spectrum of its operations while impacted by a major emergency. This term is usually associated with the impact of a pandemic, but can be applicable to any emergency situation in which a sizable number of key personnel are debilitated or otherwise unavailable for duty.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operations or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC maybe a temporary facility or may located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP): The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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Emergency Public Information (EPI): Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including emergency hospital facilities), and related personnel, agencies, and authorities. See **Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002)**. Also known as **Emergency Responder**.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining the Federal Government of the United States of America.

Function: Function refers to the six major activities in ICS: Command, Operations, Planning and Intelligence, Logistics, Finance/Administration, and Public Information. The term is also used when describing the activity involved, e.g., the planning function.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander (Emergency Director). The General Staff normally consists of the Operation Section Chief, the Planning/Intelligence Section Chief, the Logistic Section Chief, the Finance/Administration Section Chief, and the Public Information Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources within the Operations Section.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous material spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical and winter storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

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Incident Action Plan (IAP): an oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level (field), on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green flashing or rotating light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single and multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures and communications operating within a command organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. (Author's Note: In terms of the Greenfield Emergency Operations Plan and the activation of the Greenfield Emergency Operations Center (SEOC), the terms Incident Commander and Emergency Director are used interchangeably.)

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to the incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished with the resources that have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The Intelligence Officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, or export-controlled information) is handled in a way that not only

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safeguards the information, but also ensures that it gets to those who need to use it to perform their missions effectively and safely.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials (officers) from all participating agencies should collocate at the JIC. (Author's Note: It should be anticipated that the JIC will be collocated at the Monterey County Operational Emergency Operations Center or in the vicinity thereto.)

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

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. (Author's Note: This responsibility can be extended to include coordinating with political leaders representing districts and/or jurisdictions containing the incident area.)

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska, a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including

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hurricane, tornado, storm, high water, wind-driven water (storm surge), tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts of available resources of States, tribes, local governments, and disaster relief organization in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following elements: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting the results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Coordination Entity: A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination System: Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications system integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multi-agency coordination entities, personnel procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-Jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under a Unified Command.

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Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a national character, including the Federal, State, local, and tribal aspects of governance and policy.

National Disaster Medical System (NDMS): A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System (NIMS): A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments, the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of information and incident resources.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

Non-Governmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Examples of NGOs include faith-based charity organizations and the American Red Cross (ARC).

Operational Period: The time scheduled for executing a given set of operational actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working with established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for

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service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness: The range of deliberated, critical tasks and activities necessary to build, sustain, and improve operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations: The groups and organizations that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bring them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVOs).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resources ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

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Publications Management: The publications management subsystem includes materials development, publication control, publications supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and mental fitness.

Reception Area: This refers to a location separate from staging areas, where resources report for in-processing and out-processing. Reception Areas provide accountability, security, situational awareness briefing, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of incident lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by State, local, or tribal jurisdictions with assistance from responding Federal agencies to restore the affected areas.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation

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activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bring them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning/Intelligence, Logistics, Finance/Administration, and Public Information. The section is organizationally situated between the branch and the Incident Command.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ration of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat.2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishments of budgets and other fiscal decisions, policy development, and application of measures of performance and effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

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Task Force (TF): Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, qualifications.

Unified Area Command (UAC): A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command (UC): An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

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Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f (c) and 29 CFR 553.101.

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Key SEMS/ICS Terms and Acronyms

Standardized Emergency Management System (SEMS): The emergency management system adopted by the State of California before the advent of NIMS. NIMS and SEMS are considered transparent.

Local Emergency Management Terms and Acronyms

Monterey County Fire Chiefs Association (MCFCA) – The professional organization of Monterey County Fire Chiefs who have developed a Proximity Mutual Aid Plan for fire service operations within the Monterey County Operational Area.

Monterey County Operational Area (MCOA or MoCo Op Area): The Monterey County Operational Area is defined by the geographical and political boundaries of the County and consists of all jurisdictions within the County.

Monterey County Operational Area Coordinating Council (MCOACC): This body functions as the advisory body for the Operational Area.

Monterey County Water Resource Agency (MCWRA): The County agency responsible for flood control and water management.

Pacific Gas and Electric (PG&E): Local gas and electric utility company.

**Annex H – Pre-Scripted Declarations, Greenfield
Emergency Bulletins (GEMERBULLS) and Media Releases**

General

This annex provides examples of pre-scripted declarations, Greenfield Emergency Bulletins, (GEMERBULLS), and other media releases to be employed during a disaster or major emergency incident. It is stressed that these examples are generic and will require editing to ensure their viability during an actual disaster.

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Emergency Declarations by the City Council and the City Manager

• **Sample Emergency Declaration by the City Council**

Resolution No. xx - yyy)
Proclamation of a Local Emergency)
Within the City of Greenfield, California)

This Resolution is made with reference to the following facts and circumstances:

A. The California Emergency Services Act (Government Code section 8550, et seq.) establishes procedures for proclaiming emergencies and for responding promptly to the needs that arise during emergencies; and

B. Government Code section 8630 authorizes the proclamation of a local emergency by the City Council whenever Greenfield is affected or likely to be affected by a public calamity; and

C. The City Council has been requested by the City Manager to proclaim the existence of a local emergency due to [describe conditions which warrant proclamation of a local emergency], and

D. The City Council finds that:

1. Conditions of extreme peril to property have arisen within the City of Greenfield, California as the result of [insert cause here]; and
2. [Narrate the general who, what, when, where, and how of the emergency]; and
3. The foregoing conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Greenfield alone and require the combined forces of other political subdivisions to combat; and
4. The above-referenced conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Greenfield as follows:

1. This Council hereby proclaims that a local emergency, as defined in Government Code 8558(c), now exist throughout the City of Greenfield, California by reason of the foregoing recitals.
2. During the existence of said local emergency the powers, functions, and duties of the City Manager and the Emergency Organization of this City shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the City of Greenfield and the County of Monterey in order to mitigate the effects of said local emergency.
3. The local emergency shall be deemed to continue until its termination is proclaimed by the City Council of the City of Greenfield.

PASSED AND ADOPTED this [nth] day of [Month], [Year], upon motion of _____, seconded by _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

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• **Sample Emergency Declaration by the City Council Forwarding the Original Declaration to the Governor**

Resolution No. xx - zzz)
Request to the Governor to)
Proclaim a “State of Emergency”)
Within Greenfield, California)

This Resolution is made with reference to the following facts and circumstances:

- A. The Monterey County Board of Supervisors has found that due to *[place brief description of condition warranting local proclamation here]*, a condition of extreme peril did exist in the County of Monterey; and
- B. In accordance with state law, the Monterey County Board proclaimed the existence of a local emergency throughout said County effective the *[nth]* day of *[Month]*, *[Year]*; and
- C. It is now found that local resources are unable to cope with the effect of said emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this proclamation be forwarded through the State Director of the Office of Emergency Services to the Governor of California with the request that he proclaim the City of Greenfield to be in a state of emergency; and

IT IS FURTHER RESOLVED THAT the *[Insert appropriate City Representative here]* is hereby designated as the authorized representative of the City of Greenfield for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance, for the public sector.

PASSED AND ADOPTED this *[nth]* day of *[Month]*, *[Year]*, upon motion of _____, seconded by Council Member _____, and carried by the following vote, to wit:

AYES: Council Members

NOES:

ABSENT:

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• **Sample Emergency Declaration by the City Manager**

Resolution No. xx - aaa)
Proclamation of a Local Emergency)
Within Monterey County, California.....)

This Resolution is made with reference to the following facts and circumstances:

A. The California Emergency Services Act (Government Code section 8550, et seq.) establishes procedures for proclaiming emergencies and for responding promptly to the needs that arise during emergencies; and

B. **Section 2.68.060, Ordinance 3471**, Code of the City of Greenfield empowers the City Manager to proclaim the existence of a local emergency when said City is affected or likely to be affected by a public calamity and the City Council is not in session, subject to confirmation by the Board of Supervisors within 7 days thereafter; and

C. The City Council has been requested by the City Manager to proclaim the existence of a local emergency due to [describe conditions which warrant proclamation of a local emergency], and

D. The City Manager finds that:

1. Conditions of extreme peril to property have arisen within City of Greenfield, California as the result of [insert cause here]; and
2. [Narrate the general who, what, when, where, and how of the emergency]; and
3. The foregoing conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Greenfield alone and require the combined forces of other political subdivisions to combat; and
4. The above-referenced conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency.

E. The City Manager has made every reasonable effort to confer with one or more members of the City Council, and declares that such a conference was impossible;

NOW, THEREFORE, IT IS PROCLAIMED that a local emergency now exists through said City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the City Manager and the Emergency Organization of this City shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the City of Greenfield and the County of Monterey in order to mitigate the effects of said local emergency; and

IT IS FURTHER PROCLAIMED AND ORDERED that said local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Greenfield, State of California.

SIGNED AND SUBSCRIBED AT *h:mm am/pm* this [*nth*] day of [*Month*], [*Year*].

Signed: _____ Susan Stanton, City Manager

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Resolution No. xx - ccc)
Proclamation of the Extension of a)
Proclamation of a Local Emergency)
Within City of Greenfield, California)

This Resolution is made with reference to the following facts and circumstances:

A. The California Emergency Services Act (Government Code section 8630, et seq.) requires that the City Council of the City of Greenfield review, at least every 14 days until such local emergency is terminated, the need for continuing the local emergency; and

B. A period of local emergency presently exists in the City of Greenfield in accordance with the proclamation thereof by the City [*City Manager and its confirmation by the City Council or [City Council]*] on [*nth*] day of [*Month*], [*Year*], as a result of conditions of extreme peril to the safety of persons and property caused by [*state cause here*], and

C. The Greenfield City Council has reviewed the need to continue the existence of local emergency; and

D. The situation resulting from said conditions of extreme peril is still deemed to be beyond the control of normal protective services, personnel, equipment, and facilities of and within the County of Monterey;

NOW, THEREFORE, the Greenfield City Council, State of California, does hereby proclaim the extension of the period of local emergency for fourteen (14) additional days unless sooner terminated.

PASSED AND ADOPTED this [*nth*] day of [*Month*], [*Year*], upon motion of _____, seconded by _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

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• **Sample Termination of an Emergency Declaration by the City Council**

Resolution No. xx - **ddd**)
Termination of a Proclamation)
Of a Local Emergency)
Within City of Greenfield, California.....)

This Resolution is made with reference to the following facts and circumstances:

A. A period of local emergency presently exists in the City of Greenfield in accordance with the proclamation thereof by the City *[City Manager and its confirmation by the City Council] or [City Council]* on *[nth]* day of *[Month]*, *[Year]*, as a result of conditions of extreme peril to the safety of persons and property caused by *[state cause here]*, and

B. The situation resulting from said conditions of extreme peril is now deemed not to be beyond the control of the normal protective services, personnel, equipment, and facilities of and within said City of Greenfield;

NOW, THEREFORE, the Greenfield City Council, State Of California, does hereby proclaim the termination of said period of local emergency.

PASSED AND ADOPTED this *[nth]* day of *[Month]*, *[Year]*, upon motion of Supervisor _____, seconded by Supervisor _____, and carried by the following vote, to wit:

AYES:

NOES:

ABSENT:

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Pre-Scripted Media Releases

- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Unidentified Spill/Release in Heavy Traffic Area**

This is _____(Name)_____ at the **City of Greenfield Emergency Operations Center**. An unidentified substance that may be hazardous has been (spilled/released) at (specific location). Please avoid the area where crews are responding, if possible. The best alternate routes are _____. If you are already in the area, please be patient and follow directions of emergency response personnel. Specially trained personnel will evaluate the substance and further information will be released as soon as possible.

Thank you for your cooperation.

- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Low Hazard/Confined Spill/Release (No General Evacuation)**

This is _____(Name)_____ at the **City of Greenfield Emergency Operations Center**. A small amount of _____, a hazardous substance has been spilled/released at _____. Streets are blocked, traffic is restricted and authorities have asked residents in the immediate block area to evacuate. Please avoid the area.

The material is slightly/highly toxic to humans and can cause the following symptoms:

If you think you may have come in contact with this material, you should (give health instructions and hot line number, if available). For your safety, please avoid the area if at all possible. Alternate routes are identified and traffic is being diverted. If you are now near the spill/release, please follow directions of emergency response personnel. Cleanup crews are on the scene.

Thank you for your cooperation.

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- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL): High Hazard/Confined Spill/Release -- General Evacuation (Advisory/Mandatory)**

This is ___(Name)_____ at the **City of Greenfield Emergency Operations Center**. A large/small amount of _____, a highly hazardous substance has been spilled/released at _____. Because of the potential health hazard, authorities are (requesting/requiring) all residents within _____(blocks/miles) of the area to evacuate. If you are within (give evacuation zone boundaries), you and your family (should/must) leave (as soon as possible/now). Go immediately to the home of a friend or relative outside the evacuation area or to (indicate shelter). If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____. Children attending the following schools: _____(List)_____ will be evacuated to _____. Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms:

If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area or at the evacuation center at _____.

To repeat, if you are in the area of _____you should/must leave, for your own safety. Do not use your telephone unless you need help.

Thank you for your cooperation.

- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL): Summary Statement for the Media**

(To be adapted to the situation.)

This is ___(Name)_____ at the **City of Greenfield Emergency Operations Center**. At approximately__(a.m./p.m.) today, a (spill/release) of a potentially hazardous substance was reported to this office by (a private citizen, city employee etc.). (Police/fire) were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be _____(describe), a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of _____. Precautionary evacuation of the (immediate/___ block) area surrounding the spill was (requested/required) by (agency). Approximately ___ persons were evacuated. (number) clean-up crews from _____(agency/company) were dispatched to the scene and normal traffic had resumed by (time), at which time residents were allowed to return to their homes. There were no injuries reported -OR- ___persons, including (fire, police) personnel, were treated at area hospitals for _____and (all, number) were later released. Those remaining in the hospitals are in _____condition. Response agencies involved were _____.

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- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Road Closure**

This is _____ (Name) _____ from the **City of Greenfield Emergency Operations Center**. The recent storm has caused [severe/moderate] flooding in [several/many] areas of the [city/adjacent areas]. As of _____ today, the following [roads/streets] have been closed by law enforcement officials: (list)

Please avoid these [roads/streets]. If you must travel, use alternate routes. Please stay tuned to station for more road closure information.

Thank you for your cooperation.

- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Approved View Spots**

This is _____ (Name) _____ from the **City of Greenfield Emergency Operations Center**. The following storm-damaged areas are still extremely hazardous and should be avoided: _____ (List) _____. Please do not try to sightsee in these areas. You could be hurt. If you feel you must observe the storm damage, the following are approved viewing spots: _____ (List) _____

Again, please avoid the storm-damaged areas. You may place your life and the lives of others in danger.

Thank you for your cooperation.

- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Evacuation Ordered Due To Flood Danger**

This is _____ (Name/Official) _____ from the **City of Greenfield Emergency Operations Center**. The flooding situation continues in parts of the City of Greenfield and may worsen. For your safety, I am asking that you leave the area as soon as possible (give boundaries of local area, evacuation routes). Take items you may need, such as medicine, special foods, personal items, baby supplies, clothing, and money and valuable papers -- but do not overload your car. Lock your home before you leave. Turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas. Be sure to check on any neighbors who may need help.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at: _____ (List) _____. Pets are not allowed in Red Cross shelters. Arrange for someone outside the evacuated area to take care of your pet. Do not allow your pet to run loose.

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to help you or call _____. Otherwise, please do not use your telephone except to report an emergency.

Stayed tuned to this station for more information and instructions. Thank you for your cooperation.

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- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Small Crack in Dam**

This is ___(Name)_____ at the **Greenfield Emergency Operations Center**. We have reports of a small crack in the _____(Name)_____ Dam. At this time this information is unconfirmed. _____units are responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

Stay tuned to this station for emergency instructions and information on the situation.

Thank you for your cooperation.

- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Evacuation Ordered Due To Cracked Dam**

This is ___(Name)_____ at the **Greenfield Emergency Operations Center**. The crack in the _____ Dam appears to be growing larger. _____ has warned that complete rupture could occur within the next few days/few hours/week. For your safety, I am asking that you leave the _____ area as soon as possible (give boundaries of area and evacuation routes). The Red Cross is setting up shelters at _____. If you can not stay with relatives or friends outside the evacuation area, go to one of these shelters. Take only essential items - medicine, special foods, personal items, baby supplies, clothing, money and valuable papers. Do not overload your car. Secure your home before you leave. Lock windows and doors, turn off water and gas and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas.

Pets will not be allowed in Red Cross shelters. Arrange for someone outside the area to take care of your pets. Do not allow your pet to run loose.

If you have no means of transportation, ask help from a neighbor or friend, or walk to one of the following pickup points: _____(List)_____.

Bring only what you can carry. A bus will take you to a Red Cross shelter. If you are physically unable to go to one of the pickup points, call _____. Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency. Stay tuned to this station. Remain calm. Your cooperation will help in a safe and quick evacuation.

Thank you for your cooperation.

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- **Sample Media Release: Greenfield Emergency Bulletin (GEMERBULL):
Winter Storm/Severe Weather Warning**

This is ___(Name)___ at the **Greenfield Emergency Operations Center**. The National Weather Service has issued a _____(Type)_____ Warning for the Salinas Valley and the City of Greenfield. Heavy rain and high winds are expected to hit the area _____(Insert Time/Date)_____. People living in the area should avoid driving and ensure the safety of their families. If driving is necessary, drive defensively and avoid high speeds.

Thank you for your cooperation.

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Annex I – City of Greenfield Prevention Plan

General

The local hazards that could be anticipated to impact the City of Greenfield are identified and discussed in the basic plan; the emergency incident likelihood of occurrence and potential severity is delineated in the accompanying matrix. Mitigation of these potential hazards is addressed in the City of Greenfield Hazard Mitigation Plan contained in **Annex J – Hazard Mitigation Plan**. This annex addresses the prevention aspects of emergency management that are intended to compliment mitigation actions for incidents that are unlikely or impossible to prevent.

Prevention

Greenfield's prevention program will consist of an overview of existing public education programs. It will include those programs offered by other agencies and non-profit entities. Program elements include:

- **City Employee Prevention Training:** The City will conduct basic prevention training for new employees in hazard recognition and prevention, basic fire fighting, and training in basic first aid, CPR, and AED use. Periodic training for long term employees will be conducted.
- **Departmental Prevention Training:** Individual departments will conduct programs to prevent hazards from developing through inspections, public outreach, awareness education, hazard recognition, and literature distribution. These programs will include, but not be limited to:
 - Fire Prevention. (Fire District)
 - Crime Awareness and Prevention. (Police Department)
 - Gang Awareness and Prevention. (Police Department)
 - Earthquake Preparedness. (Fire and Public Works Departments)
 - Family and Workplace Preparedness. (Community Development Department)
- **Non-Profit/Outside Agency Prevention Training:** The City encourages participation in its prevention efforts from other agencies. The Monterey-San Benito County Chapter of the American Red Cross can make available several effective prevention training courses, including:
 - First Aid Training and CPR Training.
 - General Preparedness and Prevention Training

Annex J – City of Greenfield Hazard Mitigation Plan

General

This annex provides an overview of the Hazard Mitigation Plan for the City of Greenfield. It is intended to be employed prior to any disaster or major emergency incident to identify and mitigate existing or foreseen hazards.

Mitigation Plan Development

All California jurisdictions are required to develop a “**Local Hazard Mitigation Plan**”. This plan must be submitted via the Governor’s Office of Emergency Services to the Federal Emergency Management Agency (FEMA) for approval. Greenfield is a participant in the development of the **Monterey County Operational Area Hazard Mitigation Plan**. This plan, when completed, will fulfill the requirement for the Greenfield Local Hazard Mitigation Plan; completion of the plan is anticipated by November 7, 2007.

Local Hazard Mitigation Goals

The following hazard mitigation goals have been established by the City of Greenfield. These goals are long term in nature, broad in scope, and are based on fundamental risk assessment criteria and local findings:

- Minimize the loss of life and property from all emergency incidents.
- Mitigate the private, public, and commercial impacts for all emergency incidents and disasters.
- Improve the overall safety for residents, commercial businesses, and city owned property within the City of Greenfield.
- Increase public awareness of potential hazards through education and outreach designed so that residents can better anticipate the effects of a disaster/emergency incident and better prepare for it.
- Maintain the viability of essential City governmental facilities and operations during and after a disaster/emergency incident through retrofitting and well designed new construction.
- Ensure the continuity of governmental operations and minimize disruption of essential services during and after a disaster/emergency incident.
- In cooperation with other agencies, ensure that critical utilities and transportation systems continue to function during and after a disaster/emergency incident.

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- Sustain the economic viability of Greenfield and ensure minimal disruption of commercial and business entities.
- Identify vulnerable segments of the population and take action to ensure their needs are addressed in the event of a disaster/emergency incident.

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Annex K – City of Greenfield Continuity of Government Plan

General

This annex provides a Continuity of Government Plan to be used by the City of Greenfield during and following a disaster or major emergency incident to ensure continuity of city government. In order to successfully respond to and recover from a disaster or major emergency incident, the sustained continuity of leadership is paramount. If personnel have been injured or are unable to assume their assigned roles within City government for whatever reason, designated successors must be established for each position and function.

Succession

Greenfield Municipal Code **Chapter 2.20** delineates the succession process for the City. The City Manager will designate the order of succession for his/her position as Emergency Services Director. The City Council will approve this order of succession.

Delegation of Emergency Authority

Greenfield Municipal Code **Chapter 2.20** specifies the powers and duties of the Emergency Services Director. The Director is empowered to:

- Request the City Council to proclaim the actual existence or threatened existence of a local emergency if the City Council is in session or to issue such a proclamation if the City Council is not in session. Whenever the Director proclaims a local emergency, the City Council will take action to ratify the proclamation within seven days thereafter or the proclamation shall be no longer in effect or of no force.
- Request the County to declare a local state of emergency when, in the opinion of the Director, locally available resources are insufficient to deal with the situation at hand or forecasted.
- Control and direct the efforts of the City's emergency organization to accomplish the purposes and intent of this plan.
- Ensure cooperation between and coordination of services and staff of the City's emergency services organization, and resolve any questions of authority and responsibility that may arise.
- Represent the City in all dealings with the Monterey County Operational Area.
- Represent the City in all dealings with public and/or private agencies in all matters relating to the emergency.
- In the event of the proclamation as provided herein, the proclamation of a state of emergency by the County of Monterey and/or the Governor, the Director shall be empowered:

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- To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by said emergency, provided, however, such rules will be confirmed at the earliest practicable time by the City Council.
- To obtain critical supplies, equipment, and such other properties not readily available and needed for the protection of life and property and to bind the City for the fair value of same, and if required immediately, to commandeer the same for public use.
- To require emergency services of any City employee and, in the event of a proclamation of a state of emergency in Monterey County, to command the aid of as many citizens of this community as he/she deems necessary in the execution of his/her duties, such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers.
- To requisition necessary personnel and/or material of any City department or agency.
- To execute all of his/her ordinary powers as City Manager, all of the special powers conferred upon him/her by this chapter or by resolution or emergency plan pursuant to this chapter adopted by the City Council, all powers conferred by any statute, by any agreement approved by the City Council, and by any other lawful authority.

The Director of Emergency Services shall designate the order of succession to his/her office, to take effect in the event the Director is unavailable to attend meetings and otherwise perform his/her duties during an emergency. Such order of succession shall be approved by the City Council.

The Assistant Director shall, under the supervision of the Director and with the assistance of appropriate department heads, develop emergency plans and manage the emergency programs of the City, and have such other powers and duties as may be assigned by the Director.

Emergency Action Steps

Procedures have been or will be developed to facilitate the ability of Greenfield personnel to respond expeditiously to any disaster or major emergency incident. Checklists and standard operating procedures have been or will be prepared to identify disaster assignments, responsibilities, and key disaster locations. Likewise, procedures have been or will be developed for alerting, notifying, and recalling members of the Greenfield emergency services organization.

Primary Greenfield Emergency Operations Center (SEOC)

The primary emergency operations center for the City of Greenfield is located in the City Council Chambers located in the City Hall at 599 El Camino Real Street. The positions and duties of the SEOC Staff and the position operational checklists for SEOC Staff

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positions are contained in **Annexes A and B** of this plan. The communications suites and equipment required for SEOC operations are contained in **Annexes C and D** of this plan.

Alternate and Backup Greenfield Emergency Operations Center (ASEOC)

It is possible that the primary SEOC could be damaged to the point that it could be rendered unusable during certain types of disasters. Should this occur, the Fire District Administrative Offices and Training Room located at 380 Oak Ave. will be used as the Alternate Greenfield Emergency Operations Center (ASEOC). Should both facilities be rendered inoperable, the **xxxx** will be used as the Backup SEOC.

Other Locations

In the event of a catastrophic emergency or disaster that renders the above locations unavailable or inoperable, the site of the SEOC will be chosen by the Emergency Services Director.

Training and Indoctrination of Personnel

To the maximum extent possible, department heads and other key supervisors will train and indoctrinate assigned personnel in their basic department head and supervisory duties. The purpose of this policy is to provide a limited degree of capability redundancy on a hierarchical basis within each department or organization, so that in the event of the incapacitation of any supervisor, personnel are trained and will be able to fulfill, to the extent possible, the duties of the incapacitated supervisor. Training can be undertaken on a formal or informal basis, with the scope and depth being at the discretion of the supervisor.

Protection of Vital Records

In order to ensure that the City of Greenfield is able to continue operate during and after a disaster or major emergency incident, the Emergency Services Director is empowered to undertake all reasonable efforts to protect vital records, including but not limited to:

- Police and Fire District records.
- Public Works Department records.
- Community Development Department records.
- City Council minutes and ordinances.
- Records held by the City Counsel.
- Personnel and pay records.
- All records related to the disaster/major emergency incident at hand.

Procedures should be developed to permit selection, preservation, and availability of all records essential for continuing City functions under disaster or major emergency incident.

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Protection of Personnel, Resources, and Facilities

All possible measures will be undertaken to disperse personnel vital resources to provide redundancy in order to facilitate the City's functioning during disasters or major emergency incidents. Appropriate protection will be provided for personnel and resources. City personnel will be trained in protective measures, and the use of protective clothing and equipment.

Other Continuity Considerations

Depending on the situation extant, a variety of other considerations could affect the continuity of government, and its ability to conduct viable response and recovery operations within the City. Provisions may need to be undertaken to accommodate these considerations. These include, but are not limited to, the following:

- If needed, procedures will need to be developed to control access to the area/s affected by the disaster.
- It may be necessary to provide means of identification for personnel engaged in response and recovery efforts.
- For safety purposes, it may be necessary to employ personnel accounting systems to account for personnel involved in response or recovery operations.
- Accountability systems will need to be established for residents and City employees who are affected, displaced, evacuated, injured, and killed during or following a disaster or major emergency incident. Depending on the scope of commitment of its resources, the American Red Cross may be able to assist in this regard.
- The provisions for sustaining the mental health and physical well-being of individuals affected by the disaster may be necessary. This includes providing critical incident stress debriefing for emergency services responders. City employees, and members of the SEOC Staff.
- The provision of temporary, short-term, or long-term housing, feeding, and care of residents displaced or affected by the disaster or major emergency incident.
- The provision of special needs for vulnerable segments of the City's population should be anticipated.
- Means whereby extended families can be reunited and care for affected members may need to be established.
- The need for mortuary care may be needed to enable the recovery, identification, and safeguarding of human remains should be anticipated.

Facilities

The City's facilities are capable of providing temporary working spaces and accommodations for essential emergency workers during response and recovery operations. Depending on the scope of the disaster, it may be necessary to obtain

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commercially available facilities (motels, workshops, repair garages, etc.) in order to ensure the well-being and functionality of personnel.

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Annex L – City of Greenfield Recovery Plan

General

This annex provides the basic Recovery Plan that will be employed by the City of Greenfield in the event of disaster or major emergency incident. It is intended to ensure the restoration of all City, public, private, and commercial functions and facilities to their pre-event status.

Concept of Recovery Phase Operations

It is anticipated that all aspects of the City of Greenfield's infrastructure will be involved in recovery operations. Likewise, the emergence of a variety of personal and communal specialized needs should be expected. Likely among these, in no priority order, are:

- Assessment of the scope and severity of damages to structures, city-owned infrastructure, businesses, and other real property.
- Restoration of damaged or inoperable essential utilities, including electricity, natural gas, water and fire main systems, sewer systems, storm drains, and telephone service.
- Restoration of streets, roadways, and other means of vehicular conveyance.
- Restoration of essential services, including delivery and dispensing of gasoline and other petroleum products, foodstuffs, essential deliveries, medical care, and pharmacy services.
- Removal of debris and general clean-up.
- Restoration and clean-up of contaminated areas, structures, and facilities. Depending on the nature of the disaster, this need could include hazardous material clean-up and other forms of contamination.
- Restoration of non-essential services including cable service, mail service, parcel delivery
- Repair and restoration for occupancy of homes, schools, businesses, and governmental facilities.
- Addressing the specific and possibly unique recovery needs of vulnerable populations.
- The restoration of veterinary care and the care of pets and animals.
- Recovery of records.
- Specialized post event professional counseling for residents whose mental health and well-being have been adversely affected by the disaster or major emergency incident.

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Recovery Phases

Recovery operations can be divided into two distinct phases:

- **Short-Term Recovery:** Short-term recovery operations normally start at the commencement of recovery, and include those elements essential to public safety and health. Examples include:
 - Restoration of essential utilities.
 - Ensuring the functionality of City government.
 - Providing medical and mental health services.
 - Debris removal and clean-up.
 - Restoration of streets, roadways, and other essential transportation routes..
 - Demolition of hazardous structures.
 - Addressing the needs of vulnerable populations.

The setting of clear and coordinated priorities during the short-term recovery phase is essential to ensuring critical and immediate needs are addressed in a timely and responsive manner.

The City of Greenfield will coordinate directly with the Monterey County Operational Area EOC and private utility companies on all efforts to restore systems and services.

- **Long-Term Recovery:** Long-term recovery operations usually are phased in after completion of short-term recovery, and may extend for a lengthy period of time. These operations frequently include direct assistance and/or funding from State and federal programs. Examples include:
 - Restoration of damaged homes, structures, businesses, schools, and facilities.
 - Restoration of the local economy to pre-disaster levels or higher.
 - Repair of levees and other protective systems.
 - Reimbursement of disaster related costs.
 - Efforts to repair damage or conditions that mitigate the original threat. (These efforts may transition into the Prevention or Mitigation Phases of disaster management.)
 - Enhanced land use planning. (These efforts may transition into the Prevention or Mitigation Phases of disaster management.)

Long-term recovery operations may require extensive engineering or planning, and coordination with agencies outside of the City, including but not limited to the Monterey County Operational Area and the Governor's Office of Emergency Services.

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All mitigation actions that arise from recovery operations will be the primary responsibility of the City. These efforts could include building code revisions, zoning variances, plan reviews, seismic safety considerations, and other land use planning factors. The City is committed to expeditiously processing all mitigation actions in order to ensure a smooth and viable completion of recovery operations.

Recovery programs will also be facilitated for residents and businesses. To the extent possible, the Community Development Department will assist in this process, and if necessary, streamline procedures to ensure a responsive process.

Recovery Operations Organization

Recovery operations will be managed and directed by the City Manager. All recovery issues involving other jurisdictions or agencies will be coordinated between the City Manager and their designated representatives. The City Manager will hold meetings with department heads, key personnel, and representatives of external agencies on a regularly scheduled basis to deal with recovery matters, make collective decisions, if appropriate, and disseminate and collect information and policies regarding the ongoing recovery processes.

Recovery Operations Transition Following GEOC Demobilization

It is anticipated that recovery operations will continue after demobilization of the GEOC has been accomplished. To this extent, the transition from an GEOC driven recovery operations to a departmental driven operation should be as smooth as possible. The key to continuity will be the extended involvement of the key personnel involved in recovery operations, and the complete and accurate documentation of these operations. To the extent possible, the personnel assigned to the Recovery function on the GEOC Staff should be the same personnel who will be responsible for recovery as part of their regularly assigned staff position.

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Recovery Operations Responsibilities

Specific responsibilities for recovery operations are assigned as follows:

Office/Department/Agency	Functional Responsibilities
City Manager	Political process management, decision making, interdepartmental coordination, policy development and enactment, and public information origination and dissemination.
City Attorney	Provide advice on emergency statutes, actions, and associated potential liabilities, prepare legal opinions, and draft new or revised ordinances and/or resolutions.
Community Development Department Director	Preparation of land use and/or zoning variances, issuance of permits and controls for new development, revisions of building regulations and applicable codes, code enforcement, and building and safety inspections.
Community Development Department Director	Redevelopment of existing damaged areas, planning of new redevelopment projects, and financing new projects.
Public Works Department Director	Debris removal from public land, demolition, construction, contract management and liaison, preparation of a detailed damage assessment, and restoration of City owned utility services.
Private Utility Companies	Debris removal from company owned land and facilities, and restoration of utility services.
Fire District	Safety and fire code compliance inspections and enforcement.
Police Department	Site security and looting protection.
Finance Director	Public finance, budgeting, contracting, accounting and claims processing, taxation, and insurance settlements.
FEMA	Processing of applications for disaster financial assistance, liaison with local assistance providers, on-site recovery support, and disaster financial assistance. *
SBA	Processing of applications for disaster financial assistance for small businesses.

Note: In the post-Hurricane Katrina, the role of FEMA may be subject to changes.

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Documentation

All phases and elements of recovery operations must be documented in detail to ensure the best possible justification for receiving State and/or Federal funding assistance. It is essential that documentation be retained for at least three or more years to enable any audits that may precede final recovery payments and/or final resolution of any claims.

Initial Damage Assessment and Recovery

An Initial Damage Assessment is developed during the response phase of the disaster/major emergency situation to support the Declaration of Emergency and the request for a gubernatorial declaration and for the Governor to request a presidential declaration. The Initial Damage Assessment will be updated as required, and will be followed by a detailed damage assessment that provides the basis for determining the type and amount of state and/or federal financial aid available for recovery. See the **Recovery Operations Responsibility Matrix** above for specific responsibilities. Preparation of the detailed damage assessment will be coordinated with the Monterey County Operational Area.

After-Action Reports

NIMS requires that a jurisdiction declaring a local state of emergency for which the Governor proclaims a state of emergency complete and forward an After-Action Report to the Governor's Office of Emergency Services within ninety days of the close of the incident period. RIMS is the preferred means for accomplishing this task. The report should address the following issues:

- Response actions taken.
- Application of NIMS, and suggested modifications thereto.
- Modifications to plans and procedures.
- Identified training needs.
- Recovery actions undertaken to date.

The after-action report will serve as a source for documenting the City's emergency response activities, and identifying areas of concern and success. It will be used to develop a work plan for implementing needed improvements. The report should contain mitigation actions taken to date. The report will be coordinated with the Monterey County Office of Emergency Services.

Disaster Assistance Programs

Existing disaster assistance programs vary in their applicability and eligibility parameters, and are designed to provide assistance to four groups:

- Individuals.
- Businesses.
- Government entities.

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- Non-profit organizations.

Individuals may receive loans or grants for repair or replacement of real property, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending on the nature and scope of damage.

Loans for businesses are usually made under the auspices of the United States Small Business Administration. The loans are intended to relieve physical and economic losses sustained as the result of a disaster or major emergency situation.

Funds and grants are available to government and non-profit agencies to mitigate the risk of future damage from similar disasters or major emergency situations.

Programs may vary over a specific period of time. Their parameters are addressed herein only in general terms.

Public Assistance Program Responsibilities

The City of Greenfield and private agencies have the responsibility for the completion and submission of the required documents for both state and federal public assistance programs. The City will complete the necessary public assistance program application and supporting materials, and be the primary point of contact for these programs.

Individual Assistance Program Responsibilities

Individuals are expected, to the extent possible, to provide for themselves and direct their own personal recovery. Regardless, experience has demonstrated that many individuals will look to the nearest or most visible public entity, namely the City, to sustain the delivery of assistance well after the disaster or major emergency incident.

To the extent possible, the City will assist individuals during the recovery phase. Promulgation of the FEMA hotline application number for individual assistance can be accomplished through public outreach. Current FEMA policies favor the use of the hotline rather than opening of a temporary local Disaster Assistance Center (DAC).

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Order of Recovery and Pre-Event Recovery Planning

The City of Greenfield is committed to having a basic recovery plan in place prior to the occurrence of a disaster or major emergency incident. This plan meets that commitment. As soon as possible after commencement of response operations, a Recovery Priority Plan will be developed based on the anticipated needs derived from the original assessment of the severity and scope of the disaster. It should be anticipated that those needs which directly affect the health, well-being, and safety of residents will receive the highest priorities.

Annex M – References

General

This annex provides a listing of references used in the development of this plan and those that could be used during an activation of the SEOC. It is intended to provide a ready reference for members of the SEOC Staff who do not work in the emergency services profession on a daily basis.

References

- **Local and Tribal NIMS Integration** – Version 1.0.
- **Monterey County Fire Chiefs Association Proximity Mutual Aid Plan/Matrix** – December 2004 and Revised December 28, 2006.
- **Monterey County Operational Area Emergency Operations Plan (EOP)** – May 15, 2000 and Revised **March 20, 2006.**
- **Monterey County Operational Area Emergency Operations Center (EOC) Standard Operating Procedures (SOP)** – **January 4, 1997.**
- **Monterey County Health Department Hazardous Material Incident Response Plan** – **January 2007.**
- **Monterey County Operational Area Multi-Casualty Incident Plan** – **July 2007.**
- **Office of Domestic Preparedness Emergency Responder Guidelines** – **August 1, 2002.**
- **Monterey County Health Department West Nile Virus Response Plan** – **May 2004.**
- **Monterey County Operational Area Emergency Operations Center (EOC) Command Network and Emergency Public Information System (EPIS) Standard Operating Procedures (SOP)** – **April 2001.**
- **Monterey County Operational Area Interrupted Electrical Services Emergency Management Plan** – **June 2003.**
- **Monterey County Operational Area Emergency Resource Directory** – **2004.**
- **Monterey County Health Department Disaster Preparedness and Response Plan.**
 - **Annex B -- Mass Prophylaxis Plan.**
 - **Annex E -- Pandemic Influenza Response Plan (PIRP)** – **May 18, 2005.**

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- **Annex Q -- Smallpox Plan.**
- **Monterey County Operational Area Terrorism Incident Response Supplement A to Change 5, Emergency Operations Plan (EOP).**
- **Monterey County Operational Area Aviation Incident Response Plan (AIRP)**
– July 1997.

Annex N – Monterey County Operational Area Terrorism Threat Conditions Matrix

General

The **Monterey County Operational Area Terrorism Threat Conditions Matrix**, originated by the Monterey County Office of Emergency Services, is quoted in its entirety in this Annex. Some headings have been changed to ensure the plan's continuity of format.

Purpose and General Information

- This matrix is a locally developed extension of the federal **Homeland Security Advisory System (HSAS)** intended to provide recommended guidelines and a general action checklist for all levels of emergency response to guide actions during each specific **Homeland Security Advisory System (HSAS)** Threat Condition. The **Protective Measures** prescribed by the HSAS are listed at the top of each individual Threat Condition Matrix. The recommended **Agency Action Checklist** is intended to be generic in nature to allow all agencies within the Monterey County Operational Area to use it as a basis to develop their expanded local detailed jurisdictional action checklists.
- Additionally, the matrix is intended to provide agencies from all disciplines a clear picture as to what actions can be expected from other emergency services agencies. This is intended to enhance inter-agency operational coordination and cooperation.
- The **Protective Measures** table of the matrix is taken directly from the **Homeland Security Advisory System (HSAS)**. It is quoted intact and is unmodified.
- The **Agency Action Checklist** table provides local amplification of the **Protective Measures**. The items listed therein are considered a minimum level of action for the listed condition. At their discretion, agencies may institute actions from a higher threat condition while the overall situation remains at a lower threat condition. Nothing in this matrix is intended to preempt or modify the prerogatives of local jurisdictions or their representatives. Action items from higher condition levels may be undertaken at the discretion of local jurisdictions.
- Checklist actions are intended to be undertaken by the cognizant agencies upon notification of any change in Threat Condition.
- This matrix was developed as a cooperative effort of the Monterey County Chief Law Enforcement Officers Association, the Monterey County Fire Chiefs Association, the Monterey County Health Department, the Monterey County Emergency Medical Services Agency, the Monterey County and Carmel Area Chapters of the American Red Cross, the Monterey County Public Works Department, the Monterey County Emergency Communications Department, the Monterey County Operational Area Coordinating Council, and the Monterey County Office of Emergency Services as a joint Monterey County Operational Area venture.
- The **Health** heading employed in the **Agency Action Checklist** includes the Monterey County Health Department and its Environmental Health Division. **(R)**

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- The **Hospital** heading employed in the **Agency Action Checklist** is new to this revision of the matrix, and is applicable all hospitals located within Monterey County. This section reflects recommended action items for hospitals promulgated by the State of California. **(A)**
- The **Emergency Medical** heading employed in the **Agency Action Checklist** includes the Monterey County Emergency Medical Services Agency (EMSA), American Medical Response (AMR), Carmel Regional Fire Ambulance (CRFA), and any other ambulance companies that may operate within the Monterey County Operational Area. This section reflects recommended action items for Emergency Medical Services Agencies promulgated by the State of California. **(R)**
- This matrix is intended to be included in the **Monterey County Fire Chiefs Association Fire Operations Manual, Volume II.**
- Sections within the matrix that have been revised in this revision are indicated by **(R)**. Sections added to this revision of the matrix are indicated by **(A)**. **(A)**
- Any recommended additions or changes should be forwarded to:

Emergency Services Manager
County of Monterey
P.O. Box 1883
Salinas CA 93902

- The cooperation of all participating agencies within the Monterey County Operational Area in contributing to the development and implementation of this document is sincerely appreciated.

LOW CONDITION

“GREEN”

PROTECTIVE MEASURES

LOW RISK OF TERRORIST ATTACKS: The following Protective Measures may be applied:

- Refining and exercising preplanned Protective Measures.
- Ensuring personnel receive training on HSAS, departmental, or agency-specific Protective Measures.
- Regularly assessing facilities for vulnerabilities and taking measures to reduce (mitigate) them.

AGENCY ACTION CHECKLIST

- OP AREA/OES:**
- Normal operations and routine.
 - Review existing counter-terrorism plans.
 - Continue to update personnel training in counter-terrorism (active vs. passive).
 - EOC in a standby status (Deactivated).
 - Conduct routine testing of EAS/EDIS. (A)
 - Forward OES Statewide Daily Reports and JIC Summaries to all cognizant agencies as required.
 - Maintain routine liaison and referrals with the media.
 - Promulgate Threat Condition changes and applicable amplifying details.

- LAW:**
- Conduct routine operations and patrols.
 - Conduct routine surveillance of critical facilities.
 - Continue to update personnel training in counter-terrorism (active vs. passive).

- FIRE:**
- Conduct routine operations.
 - Continue to update personnel training in counter-terrorism (active vs. passive).

- HEALTH:**
- Conduct routine epidemiological surveillance and infection control measures, utilizing hospitals and treatment facilities as appropriate. (R)
 - Assist in training other disciplines in appropriate referrals and reporting of unusual outbreaks or diseases associated with bioterrorism. (A)

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EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Conduct routine operations. No change in day-to-day activities. (R)
- Conduct ongoing emergency management planning activities including for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) events and the potential of EMS as a secondary target. (A)
- EMS/Health Department Departmental Operations Center not activated. (A)

HOSPITALS:

- Conduct routine operations. No change in day-to-day activities. (A)
- Conduct ongoing emergency management planning activities including for CBRNE events and the hospital as a secondary target. (A)
- Conduct infection control and surveillance. (A)
- Hospital EOC is not activated. (A)

EMERGENCY COMMUNICATIONS:

- Conduct routine operations.
- Train personnel in counter-terrorism communications protocols and procedures, including notification protocols.

PUBLIC WORKS:

- Maintain minimum inventories of support equipment and material.

RED CROSS/CARE & SHELTER AGENCIES:

- Conduct routine training and operations.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Maintain routine communications and liaison with other disciplines.
- Review the action parameters and contents of this matrix with all staff.

GUARDED CONDITION
“BLUE”

PROTECTIVE MEASURES

GENERAL RISK OF TERRORIST ATTACK: In addition to the previously outlined Protective Measures, the following may be applied:

- Checking communications with designated emergency response or command locations.
- Reviewing and updating emergency response procedures.
- Providing the public with necessary information.

AGENCY ACTION CHECKLIST

OP AREA/OES:

- Notify all agencies of change in Threat Condition.
- Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)
- Conduct routine communications checks with the REOC and with the City/District EOC’s.
- Review and update Emergency Operations Plan, applicable CERP’s, and other applicable response procedures as needed.
- Participate in daily briefings/conference calls with the REOC. Promulgate information obtained to cognizant agencies.
- Conduct training for EOC Staff members.
- EOC in a “standby” status (Deactivated).
- Maintain liaison with Santa Cruz and San Benito County OES.
- Forward CATIC Reports to all cognizant agencies as required.
- Provide general situation preparedness information to the public.

LAW:

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Coordinate preparedness levels among all local law enforcement agencies.
- Review applicable information and reports provided by OES and promulgate to staff.

FIRE:

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by OES and promulgate to staff.

HEALTH:

- Sustain previously implemented actions.
- Provide advice and consultations concerning signs, symptoms, and mode of transmission of any suspected agent(s).

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EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by OES and promulgate to staff.
- Increase awareness of employees and security personnel to report unusual or suspicious activities, behaviors, or events. (A)
- Ensure vehicle security and conduct regular inspections. (A)
- Conduct ongoing monitoring of news media and local OES alert status. (A)
- EMS/Health Department Departmental Operations Center remains inactivated. (A)

HOSPITALS:

- Increase awareness of employees and security personnel to report unusual or suspicious activities, behaviors, or events. (A)
- Secure areas with the hospital that are not regularly utilized, especially storage areas and closed areas. (A)
- Conduct ongoing monitoring of news media and local OES alert status.
- Hospital EOC remains inactivated. (A)

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Review applicable plans.
- Review condition and status with all staff.
- Ensure notification of OES of any status change or the occurrence of any status related incident.

PUBLIC WORKS:

- Check applicable inventories and equipment, and ensure operational readiness.
- Review applicable plans.
- Review applicable information and reports provided by OES and promulgate to appropriate staff.

RED CROSS/CARE & SHELTER AGENCIES:

- Review applicable plans.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Screen and/or deny any requests for information regarding emergency vehicles or other response equipment from unofficial or unverified sources.
- Check communications with designated emergency response or command locations.
- Review and update emergency response procedures.

ELEVATED CONDITION
“YELLOW”

PROTECTIVE MEASURES
<u>SIGNIFICANT RISK OF TERRORIST ATTACKS:</u> In addition to the previously outlined Protective Measures, the following may be applied:
<ul style="list-style-type: none">• Increasing surveillance of critical locations.
<ul style="list-style-type: none">• Coordinating emergency plans with nearby jurisdictions.
<ul style="list-style-type: none">• Assessing further refinement of Protective Measures with the context of the current threat information.
<ul style="list-style-type: none">• Implementing, as appropriate, contingency and emergency response plan.

AGENCY ACTION CHECKLIST
<u>OP AREA/OES:</u> <ul style="list-style-type: none">• Notify all agencies of change in Threat Condition.• Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)• Activate EOC if required by a specific local threat.• Assess individual availability of EOC Staff members, and alert them for possible activation.• Promulgate Situation Updates (“SitUps”) as required by the situation.• Maintain liaison with local media.• Maintain liaison with utility companies within the Operational Area.• Maintain liaison with the Monterey County Water Resources Agency (WRA).• Maintain liaison with school districts through the Monterey County Office of Education.• Maintain liaison with CALTRANS and other applicable State agencies.• Maintain liaison with applicable federal agencies (USCG, FBI, etc.).• Maintain liaison with the Agriculture Commissioner.• Maintain liaison with San Luis Obispo County OES.• Maintain liaison with American Red Cross Chapters regarding shelters and response capabilities.
<u>LAW:</u> <ul style="list-style-type: none">• Increase surveillance of critical locations with specific jurisdictions.• Enhance security of law enforcement facilities and vehicles.
<u>FIRE:</u> <ul style="list-style-type: none">• Enhance security of fire stations as appropriate to the threat. (R)
<u>HEALTH:</u> <ul style="list-style-type: none">• Review plans for containment and management of infectious, toxic, or radiological cases. (A)

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EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Enhance security of ambulance facilities as appropriate to the threat. (R)
- Communicate the need for enhanced security and awareness to all employees via messages and/or bulletins. (A)
- Ensure increased/enhanced security at the EMS headquarters and dispatch facilities. (A)
- EMS/Health Department Departmental Operations Center remains inactivated. (A)

HOSPITALS

- Communicate the need for enhanced security and awareness to all employees via messages and/or bulletins. (A)
- Increase visitor check-in and monitoring system. (A)
- Determine the need to restrict or direct employee and visitor ingress and egress from the facility. (A)
- Increase staff and physician awareness and need for bioterrorism illness surveillance and reporting. (A)
- Hospital EOC remains inactivated. (A)

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Sustain previously implemented actions.

PUBLIC WORKS:

- Sustain previously implemented actions.
- Enhance security of facilities.

RED CROSS/CARE & SHELTER AGENCIES:

- Advise logistics, shelter, and care teams of the Threat Condition change and be prepared to respond to higher alert status if needed in a confidential manner.
- Check fuel levels of all emergency vehicles and check inventories.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Enhance security measures instituted for all emergency response vehicles and equipment.
- Review all previous level requirements.
- Report suspicious activities or incidents to OES and applicable disciplines.

HIGH CONDITION
“ORANGE”

PROTECTIVE MEASURES
HIGH RISK OF TERRORIST ATTACKS: In addition to the previously outlined Protective Measures, the following may be applied:
<ul style="list-style-type: none">• Coordinating necessary security efforts with armed forces or law enforcement agencies.• Taking additional precaution at public events.• Preparing to work at an alternate site or with a dispersed workforce.• Restricting access to essential personnel only.

AGENCY ACTION CHECKLIST
OP AREA/OES: <ul style="list-style-type: none">• Notify all agencies of change in Threat Condition.• Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)• Activate EOC at Level 1 or higher if required by a specific local threat.• Brief CAO (ESD) and Board of Supervisors as required.• Assess EOC Staff availability and assign personnel to fill vacancies.• Conduct “Pre-Event Briefing” of key OES Staff members as appropriate.• Place ACSO/ARES/RACES on standby for activation. Assess availability of local operators.• Conduct enhanced testing of EAS/EDIS. (A)• Promulgate Emergency Bulletins (“EMERBULLS”) as required.• Expand liaison with local media as required.• Conduct media briefings as appropriate to the threat.• Assess potential for local environmental threats.• Establish liaison with applicable local businesses and business organizations.
LAW: <ul style="list-style-type: none">• Restrict access to court houses, city halls, and other county/local government facilities to essential personnel as required and/or as appropriate to the threat.• Ensure enhanced security measures at public events as required and/or as appropriate to the threat.• Plan for cancellation of public events if the situation warrants.• As appropriate, coordinate with military installations within specific jurisdictions.• Coordinate enhanced security of vulnerable potential targets and essential services facilities as required.• Coordinate enhanced security of facilities with utility companies as required.• Coordinate enhanced security of school facilities with school districts as required.• Coordinate enhanced security of bridges, overpasses, and key transportation facilities with CALTRANS as required.
LAW (Continued): <ul style="list-style-type: none">• Coordinate enhanced security of dams as required.

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- Coordinate enhanced security of railroads as required.
- Coordinate enhanced security of airports as required.
- Coordinate enhanced security of hazardous material facilities/chemical plants as required.
- MCSD and CHP jointly review emergency action plans, to include evacuation plans as applicable. Coordinate with local/city law jurisdictions as applicable.

FIRE:

- Communicate mutual aid resource status with the Area Fire Coordinator (CDF).

HEALTH:

- Sustain previously implemented actions.
- Prepare disease specific information for dissemination to the public through the EOC Public Information Section, if required. (A)
- Provide guidelines for identification, triage, treatment, and patient dispositions to the medical community, if applicable. (A)

EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Sustain previously implemented actions.
- Administration and/or ICS Command meet to determine level of direct threat to the facility/agency. (A)
- Consider the following actions. (A)
 - Increase security staff on premises.
 - Notification of employees of increase threat level.
 - Test callback notification systems.
 - Ensure vehicles locked or not left unattended.
 - Test redundant communications systems.
 - Contact OES/EOC for situation status and other considerations.
 - Ambulance Strike Team Leaders communicate with command to assess status and possible need for activation.
 - Health Department DOC may be activated to monitor and report situation status, and determine the need and indication for full activation.
 - Contact Health Department for public health situation and other considerations/coordination.
 - Coordinate public information messages with Operational Area EOC (Public Information Section), public health, and/or other emergency management agencies as applicable.

HOSPITALS:

- Administration or HEICS/ICS Command Staff meet to determine level of direct threat to the facility/agency. (A)
- Consider the following actions. (A)
 - Increase security presence and/or staff on premises.
 - Test callback notification systems.
 - Decrease number of ingress and egress public and employee access point to facility.
 - Test redundant communication systems.

HOSPITALS (Continued):

- Assess additional resource needs through EMSA.
- Determine when emergency management plan may need to be activated.
- Contact OES or EMSA for situational status and/or other considerations.
- Increase bioterrorism surveillance activities of the Infection Control departments,

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focusing on Emergency Department admissions, clinic presentations, and others within the facility.

- Hospital Command Staff may be activated to monitor and report situation status and determine the need and indication for full activation.
- Coordinate public information messages with the Operational Area EOC (Public Information Section), public health, EMSA, and other emergency management agencies as applicable.

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Designate direct liaison with OES.
- Enhance CAD assessment and incident analysis.
- Initiate regular security checks of remote radio sites and installations.

PUBLIC WORKS:

- Sustain previously implemented actions.

RED CROSS/CARE & SHELTER AGENCIES:

- Notify management, staff, and volunteers of higher alert and readiness level in a confidential manner.
- EOC Staff members placed on alert.
- Advise care and shelter teams of possible sheltering and support requirements.
- Ensure shelter and vendor agreements are in a readiness state.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Establish identity checks for access. Restrict facility access.
- Take appropriate precautions as predicated by the specific threat.
- Assess canceling of vacations, days off, and out-of-area training. Increase working hours staffing as required.
- All jurisdictions report operational status to Op Area EOC using RIMS as applicable.

SEVERE CONDITION
“RED”

PROTECTIVE MEASURES
SEVERE RISK OF TERRORIST ATTACKS: In addition to the previously outlined Protective Measures, the following may be applied:
<ul style="list-style-type: none">• Assigning emergency response personnel and pre-positioning specially trained teams.• Monitoring, redirecting or constraining transportation systems.• Closing public and government facilities.• Increasing or redirecting personnel to address critical emergency needs.

AGENCY ACTION CHECKLIST
OP AREA/OES: <ul style="list-style-type: none">• Notify all agencies of change in Threat Condition.• Assess local threat with Sheriff’s Office/law agencies, Health, and EMSA as required. (A)• Activate EOC at Level 2 or 3 as required.• Activate EOC Security Plan as required.• Activate RIMS for communications with REOC.• Coordinate requests for additional resources as required.• Coordinate emergency public information.• Activate ACSO/ARES/RACES as required.• Prepare to activate Shelter Operations and provide security as required by the threat.• Coordinate with FAA regarding air space restrictions and/or closings as applicable.• Review applicability of declaring a local State of Emergency.
LAW: <ul style="list-style-type: none">• Establish “Unified Incident Command” as applicable.• Close court houses, city halls, and other county/local government facilities to public access as directed.• Close schools as directed.• Close airports as directed.• Close malls, shopping centers, and theatres as applicable.• Close public gathering places as applicable.• Cancel or curtail public events as applicable.• Undertake protection of local area VIP’s consistent with the threat.• Undertake protection of agricultural processing and hazardous material facilities and dams as required/directed.• Undertake protection of hospitals and medical facilities as required/directed. (A)• Undertake protection of essential facilities as required/directed.• Coordinate with CALTRANS/Union Pacific and/or undertake protection of bridges and railroads as required/directed.
LAW (Continued): <ul style="list-style-type: none">• Issue protective clothing and/or equipment as required.

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FIRE:

- Establish “Unified Incident Command” as applicable.
- Issue protective clothing and/or equipment as required.

HEALTH:

- Establish “Unified Incident Command” as applicable.
- Ensure maximum coordination with hospitals and other health care facilities.
- Activate Health Department Operations Center (DOC) as required (A)
- Alert emergency departments, acute care facilities, and infection control nurses of any suspected bioterrorism agent(s) if applicable. (A)
- Review plans for isolation and quarantine if applicable. (A)
- Review plans for mass prophylaxis, or treatment, if applicable. (A)

EMERGENCY MEDICAL (EMSA and AMBULANCE PROVIDERS):

- Establish “Unified Incident Command” as applicable.
- Issue protective clothing and/or equipment as required.
- Notify staff of high alert status, mandatory increased awareness, and security measures. (A)
- Increase security at dispatch centers. (A)
- Regular check-in with ambulance unit crews in the field. (A)
- Develop/activate plan to increase available staff and units should an incident occur. (A)
- Notify ambulance strike team leaders of increased alert and need for preparedness for possible activation. (A)
- Activate pertinent EOC Staff and/or Health Department DOC positions as required by the situation and current status. (A)

HOSPITALS:

- Notify staff of high alert status and need for increased awareness. (A)
- Augment security services within facility. Conduct daily security personnel briefings. Establish maximum security as applicable. (Coordinated effort with Law.) (A)
- Reduce non-essential operations. (A)
- Activate and test the Medical Disaster Communications System with EMSA. (A)
- Further restrict public ingress and egress access with increased security screening. Consider facility lock-down condition and procedures; update current procedures. Re-educated security personnel on lock-down procedures. (A)
- Inspect incoming packages, purses, backpacks, and other suspicious materials as required. (A)
- Inspect incoming packages, deliveries, and other incoming objects and equipment. (A)
- Consider rescheduling/canceling elective surgical procedures. (A)
- Perform a bed availability status internally and report to the Operational Area EOC and Health Department DOC as requested. (A)
- Increase BT surveillance by infection control personnel and front-line practitioners (Emergency Department, etc.) and reporting to the Health Department. (A)
- Develop/activate a plan to increase available staff should an incident occur. (A)
- Activate Hospital EOC Command Staff and pertinent HEICS/ICS positions as required to

HOSPITALS (Continued):

- meet the situation and status. (A)

CITY OF GREENFIELD
EMERGENCY OPERATIONS PLAN

EMERGENCY COMMUNICATIONS:

- If Threat Condition change received via CLETS or NAWAS, immediately notify the Emergency Services Manager.
- Upon direction of the Emergency Services Manager, notify all fire and law agencies by radio transmission and/or page of the change in Threat Condition. Notify ECC, AMR, Health Director, and EMSA Director by most appropriate expeditious means.
- Establish maximum facility security.
- Refer public inquiry calls to EOC. Triage calls as applicable.

PUBLIC WORKS:

- Preposition support logistical resources as directed.

RED CROSS/CARE & SHELTER AGENCIES:

- Establish high alert status, staff EOC as required, and notify chapter leads.
- Advise Zone of activities.
- Report to EOC upon Level 1 or higher activation.
- Continue to monitor paid and volunteer staff for 12 hour shifts.
- Coordinate with OES for safe routes, safe locations for sheltering for safety of workers in HazMat conditions/situations.
- Increase or redirect personnel to address critical emergency needs as required.

ALL:

- **Acknowledge receipt of Threat Condition change, and notify OES of setting of the Threat Condition for your agency/jurisdiction.**
- Activate emergency plans as appropriate.
- Cancel vacations, days off, and out-of-area training. Shift to “12 on - 12 off” rotation. Increase shift staffing as required.
- Report readiness status to City/District EOC or DOC. This information will in turn be forwarded to the Operational Area EOC.
- Establish a “wartime” footing.
- Maximize security of facilities, vehicles, and all rolling stock.
- Take appropriate actions as predicated by the specific threat.

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NOTES:

- At their discretion, agencies may institute actions from a higher threat condition while the overall situation remains at a lower threat condition. In the event this action is undertaken, the Operational Area Emergency Operations Center (EOC) will be advised.
- Nothing within this checklist is intended to preempt the prerogatives of local officials.
- **This matrix has been developed with the assumption, which in the event of a terrorist attack or incident within the State of California, Condition “Orange” or Condition “Red” will be set for the entire State. (A)**

AMERICAN RED CROSS

HOMELAND SECURITY ADVISORY SYSTEM RECOMMENDATIONS

- The **American Red Cross** has developed recommended actions for each HSAS Condition for the following civilian categories:
 - **Individual.**
 - **Family.**
 - **Neighborhood.**
 - **Schools.**
 - **Businesses.**

These “Recommendations” have been added to the **Monterey County Operational Area Terrorism Threat Conditions Matrix** in unaltered format in order to ensure continuity with national preparedness efforts and to enhance awareness among all participating disciplines and local jurisdictions.

- Additionally, the “Recommendations” are intended to be employed in local preparedness outreach efforts, and as such, may be duplicated and distributed to the local populace.
- Inclusion of the “Recommendations” has been coordinated with the **Monterey County and Carmel Area Chapters of the American Red Cross.** The cooperation and support of both organizations is deeply appreciated.

Annex O – EOP Implementation Plan

General

This annex provides a general plan for the implementation of the Emergency Operations Plan (EOP) by the City. The plan is displayed in the form of a sequential action matrix. After approval the time line will be established with GEOC staff.

Implementation Plan

<u>NO.</u>	<u>ACTION</u>	<u>ACTION PARTY</u>	<u>DUE DATE</u>
1.	SUBMIT PLAN TO CITY COUNCIL FOR APPROVAL	CITY MANAGER & FIRE CHIEF	01/02/2016
2.	DESIGNATE SEOC STAFF	CITY MANAGER & DEPT. HEADS	
4.	CONDUCT ICS-100/200 TRNG.	FIRE CHIEF & SEOC STAFF	
5.	SUBMIT PLAN TO GEOS FOR APPROVAL	CITY MANAGER	
6.	COMPLETE ICS-700 INTERACTIVE COURSE	SEOC STAFF	
7.	READ EOP	SEOC STAFF	
8.	CONDUCT EOP SPECIFIC AND POSITIONAL TRAINING	REMG & SEOC STAFF	
9.	CONDUCT FIRST TTX	REMG (?) & SEOC STAFF	
10.	CRITIQUE TTX	REMG (?) & SEOC STAFF	
11.	ASSESS TRAINING & SEOC NEEDS	REMG (?) & SEOC STAFF	
12.	FILL SEOC NEEDS	AS DESIGNATED	
13.	DESIGN ADDITIONAL TRAINING	FIRE CHIEF & REMG (?)	
14.	CONDUCT ADDITIONAL TRAINING	FIRE CHIEF & REMG (?)	
15.	CONDUCT TTX NO. 2	REMG (?) & SEOC STAFF	
16.	CRITIQUE TTX	REMG (?) & SEOC STAFF	

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17.	COMMENCE QUARTERLY TRAINING SESSIONS/TTX NO.3	FIRE CHIEF & GEOC STAFF	
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